



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Monday, July 22, 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, Reed Panasiti,
6 and Tom Grella. Also present: Town Administrator Dean Shankle.

7
8 **2. Pledge of Allegiance** – Chris Buchanan, Chair of the Bicycle & Pedestrian Advisory
9 Committee, led the pledge.

10
11 **3. Citizen Forum** – none.

12
13 **4. Bicycle & Pedestrian Advisory Committee Presentation**

14 Chris Buchanan, Chair of the Bicycle & Pedestrian Advisory Committee, presented the
15 Amherst Multimodal Master Plan to the Board. Mr. Buchanan explained that the
16 Committee was formed on March 5, 2018 and the multi-modal plan being presented is a
17 “vision” only at this time. The plan serves as an approach for the full town, and all
18 audiences. Amherst contains 210 miles of roadway and more than 25 miles of off-road
19 trails. As part of the group’s public meeting and public survey, they discovered that
20 people in town are generally uncomfortable walking/riding on roads and that the network
21 for these activities in town is not effective, in that people can’t reach all of the areas
22 they’d like to.

23
24 Mr. Buchanan explained that the plan looks to build on-road and off-road solutions by
25 using systematic safety principles. Today’s roads are not necessarily well designed for
26 mixed traffic. They are also based on maximizing volume, not safety. Possible on-road
27 solutions include: enhanced shoulders, which are designed to look uncomfortable to
28 cause drivers to slow down and react; and advisory shoulders, which include a dashed
29 white line to designate an area for walkers/runners/bikers. Sidepaths could be used to
30 separate vehicles from users, but consume more of the roadway in their creation.

31
32 Jared Hardner, Vice Chairman of the Amherst Conservation Commission (ACC) and
33 liaison to the Bicycle & Pedestrian Advisory Committee, explained that the trail networks
34 in town are fragmented and not designed for town-wide connectivity. There are some
35 areas where trail network linkages can be improved. The ACC is working to improve
36 connectivity, and improve multi-modality while respecting the land. The goal is to have
37 all trails in town meet the ACC’s Trail Standard. One way they are working towards this
38 is with a new trail concept design on a segment of Joe English. This area will include

39 some machine built sections. This type of build could eventually be utilized when
40 creating trails that leads to the schools so that many different types of users could utilize
41 the paths.

42
43 Selectman D'Angelo stated that this vision contains two concepts: 1) for the town to look
44 at opportunities to make roads more accessible for multi-modal users when redesigning
45 roads as already scheduled, 2) for the town to make the trail networks more connected.
46 He applauded the trail pilot project described by Mr. Hardner and stated that he believes
47 a similar type pilot project for an on-road area should be examined.

48
49 Selectman Panasiti thanked the Committee and applauded their efforts to create
50 something that is much needed in the town.

51
52 In response to a question from Selectman Grella, Mr. Buchanan stated that painting the
53 shoulders is a quick and easy improvement for a pilot, but can cost a lot of money as it
54 only lasts for a short period of time. A more appropriate solution would be to mix a
55 colorant into the asphalt while paving the shoulders. This would last for the life of the
56 asphalt.

57
58 Selectman Brew stated that this is an exciting vision with a number of items to be
59 addressed as it moves forward.

60
61 Chairman Lyon stated that the Board truly appreciates the amount of work the Committee
62 put into this plan. He believes the challenges will be in the cost to make the
63 recommended changes, and to work with roads that were created 100-200 years ago for
64 carriages. The Committee has presented options to improve the safety of the roads and
65 trails in town. There is a possibility to get the Planning Board to change some of the road
66 standards so that newly built roads will abide by these principles, and they can then also
67 be incorporated onto old roads as well.

68
69 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to*
70 *accept the Amherst Multimodal Master Plan, as presented by the Bicycle & Pedestrian*
71 *Advisory Committee. This plan contains ideas and concepts which may be used as a*
72 *guide for future roadway and trail projects, providing a multimodal network for*
73 *pedestrians and bicyclists in Amherst. Furthermore, we ask the committee to work with*
74 *our DPW Director to review both our Road Standards used by developers and our*
75 *current road projects and come back to the Board of Selectmen with specific*
76 *recommendations for consideration.*

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

78
79 Public Comment:

80 A member of the public thanked the Committee and stated that the Plan is much
81 appreciated by users. She stated that she hopes something can be done sooner rather than
82 later to demonstrate the amazing work done by the Committee.

Chairman Lyon stated that the Board will need to receive specific recommendations from the Committee, after they work through any project ideas with the DPW and Planning Board.

In response to a question from Ellen Grudzien, Mr. Buchanan showed a brief video of a road with an advisory shoulder being used in Hanover, NH. This roadway holds the same footprint as it did before and is still bidirectional. Drivers are not given the confidence of a double-yellow line, and thus drive slower and more safely. This is a self-enforcing design. The road in Hanover was put in 8 years ago. Mr. Buchanan spoke with the DPW Director in Hanover and he is very happy with the advisory shoulder.

Town Administrator Dean Shankle stated that the Board will hear a suggested change to the line striping of a road in town based on this Multimodal Plan during item 5.3 b tonight.

5. Administration

5.1 Administrator's Report

Town Administrator Shankle introduced the town's new Community Development Director, Nic Strong.

He and the Board discussed a proposed land swap on the Sherburne land. The Attorney General's office is interested in any information that the town has on their end regarding motions, discussions, etc. taken by the Board at the time that this item originally came before them. He hasn't been able to find any of this information in the records yet but will continue to look.

Town Administrator Shankle explained that the budgeting software that was approved by the Board, contingent upon town attorney approval, has been approved and will be moved forward now.

He stated that, due to popular demand, the DPW will be smoothing out Courthouse Road.

5.2 Request to use Town Green

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to allow Darci Dormitzer and Ellen Grudzien to use the Town Green on July 31, 2019 beginning at 9:00 a.m. for the purpose of a children's yoga class fundraising effort. Voting: 5-0-0; motion passed unanimously.

5.3 Staff Reports

5.3 a. DPW Assistant Director Job Description

DPW Director, Eric Hahn, explained that when he applied for the Deputy Director job, its focus was mostly on MS-4 and other facets. Since the DPW has partnered with the Community Development Office, these items are much less time consuming to DPW now. Rebuilding the roads in town now deserves more attention than he is presently able to give. He also has concern with the number of driveways in town being rebuilt without permits and without following the town's road standards. The wording changes in this Assistant Director job description address these items.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to approve the Assistant Department of Public Works job description and allow posting for immediate hire.
Voting: 5-0-0; motion passed unanimously.

5.3 b. DPW – Boston Post/New Boston Rds., Line Striping

DPW Director Hahn explained that there are traffic calming measures being explored in incremental places throughout town. The backside of Boston Post Road is currently being rebuilt. The MUTCD (Manual of Uniform Traffic Control Devices) states that a rural road 18' or wider with a traffic count of 3,000 vehicles per day should be marked. A traffic count done on this section of Boston Post Road last October showed a count of 1,259 cars per day, meaning that this road falls within the guideline of not being striped. Director Hahn explained that they chose a slightly higher, narrower curb on this road and have since received numerous calls regarding the road being made narrower. The road hasn't been made any narrower, but the change in curbing makes people slow down. He is asking the Board for permission to not stripe the road as a pilot project for an amount of time.

The Board stated that they would like for the Highway Safety Committee to be consulted regarding this pilot idea.

In response to a question from Selectman Panasiti, DPW Director Hahn stated that the new curbing has been beneficial in terms of drainage.

In response to a question from Selectman Panasiti, Director Hahn stated that he hopes to find a new way to mark the advisory shoulders. He is currently looking into sprinkling dye onto the pavement in the 4' advisory shoulder areas, so that it stays once rolled in.

Chris Buchanan explained that this section of road has some site design limitations, including hills and curves. There are other upcoming candidate sections in town that might be more appropriate for a trial. However, removing the yellow lines on roads has been shown to reduce speeds by about 13%. Not striping this section of Boston Post should lessen the burden on taxpayers and make the roadway safer.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to begin a 1-year trial period to forgo painting the double yellow line on Boston Post Road from #315 Southeasterly to the intersection of Merrimack Road for the purpose of advancing the Bike/Ped Master Plan, contingent on the Highway Safety Committee review. Also to review at the end of the trial with the DPW, Bike/Ped Committee, and Board of Selectmen.

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

5.3 c. DPW – Continental Paving Change Order

DPW Director Hahn stated that paving was due to start on Merrimack Road this week or next, however a culvert failure will delay this. In order to keep Continental Paving in town and continue advancing the road plan, he would like to change the paving to start at the Boston Post Road split near Wilkins School and continue northward. The paving will then continue where the split of Mont Vernon Road is and continue up the road.

178 In response to a question from Chairman Lyon, Director Hahn agreed that this will
179 complete the paving on Boston Post Road, other than the two dead ends.

180
181 In response to a question from Selectman Panasiti, Director Hahn explained that there is
182 money for this rebuild in the FY20 budget. Rescheduling these items makes things more
183 efficient and will allow for more miles of road to be completed.

184
185 *A MOTION was made by Selectman Panasiti to approve the change order for Continental*
186 *paving to rebuild 3,095 feet of Boston Post Rd, North of New Boston Rd and 2,195 feet of*
187 *Mont Vernon Rd from Boston Post to the foot of the hill at a cost of \$323,878.91.*

188
189 DPW Director Hahn explained that the cost outlined is only for the 3,095 feet section of
190 Boston Post Road. He will need to come back to the Board with the cost of the 2,195 feet
191 section.

192
193 *An AMENDED MOTION was made by Selectman Panasiti and SECONDED by Selectman*
194 *D'Angelo to approve the change order for Continental paving to rebuild 3,095 feet of*
195 *Boston Post Rd, North of New Boston Rd at a cost of \$323,878.91.*

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

197 198 **5.3 d. AFR – Vehicles Replacement**

199 Town Administrator Shankle explained that this request is for 2 AFR vehicles that are on
200 the CIP to be replaced this fiscal year.

201
202 Chairman Lyon stated that the estimates given for these 2 vehicles are slightly more
203 expensive than those shown previously on the CIP spreadsheet.

204
205 The Board discussed allowing bids to be sought for these vehicles before purchase.

206
207 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to*
208 *approve going out and soliciting bids for the 2005 Ford Explorer Command Vehicle and*
209 *the 1994 Pierce Saber fire engine, Engine #1.*

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

211 212 **5.3 e. Admin – CIP Committee Appointments**

213 Town Administrator Shankle and the Board discussed those people already appointed to
214 the CIP Committee. The Board agreed that these appointments should be voted on by the
215 Planning Board, not the Board of Selectmen.

216 217 **5.3 f. Admin – CIP Requests**

218 Town Administrator Shankle explained that the only CIP requests are ones that were on
219 the CIP previously.

220
221 Selectman Brew stated that only one of the requests (DPW Transfer Station roof) is not
222 currently in the process of being funded; all of the rest were built into last year's budget.

In response to a question from Selectman Panasiti, Town Administrator Shankle explained that the purpose of the CIP is to try to level out the tax rate by moving items around to different fiscal years.

The Board discussed listing the “source of funding” for the projects, so that the CIP Committee can better determine where they should go based on tax impact.

A MOTION was made by Selectman Brew and SECONDED by Selectman D’Angelo to add the “source of funding” for the Transfer Station roof and identify the “source of funding” as year-end budget, and to put the full \$70,000 in, and to change the year to FY21.

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

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D’Angelo to approve submitting the following to this year’s CIP: the safety complex community communication dispatch console at a projected cost of \$100,000; to recommend the police station renovations to continue as planned; to recommend the safety complex communication tower replacement at an estimated cost of \$100,000; and the continuous roof over the transfer station sorting tables and walkway decks.

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

5.4 Review Truck Lease Approval

Town Administrator Shankle requested that the Board rescind their motion from their July 8th meeting regarding the truck bid. He explained that there was a mix-up of paperwork regarding an invoice that went to the DPW but was never seen by the Finance Department, and thus didn’t get paid. That money will be paid, along with a lease that will be shortened up and cost more money than originally anticipated. Due to these changes, the DPW will need to review their budget with the Finance Director to determine how much money, if any, is left for this truck lease.

A MOTION was made by Selectman Brew and SECONDED by Selectman D’Angelo to rescind the approval of a motion Selectman Brew made at the July 8 2019 Selectmen’s meeting and was 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: 5-0-0; motion passed unanimously.

6. Approvals

6.1 Petition & Pole Licenses – Eversource – *this item was moved later in the meeting.*

6.2 Traffic Ordinance – *this item was moved later in the meeting.*

6.3 Assessing

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve and sign the Veteran Tax Credit RSA 72:28 (2020 Tax Year) for:
Property Map/Lot 004-052-008 in the amount of \$500.00
Property Map/Lot 024-043-001 in the amount of \$500.00
Voting: 5-0-0; motion passed unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve and sign the All Veterans' Tax Credit RSA 72:28-b (2020 Tax Year) for:
Property Map/Lot 005-070-001 in the amount of \$500.00
Property Map/Lot 017-112-000 in the amount of \$500.00
Voting: 5-0-0; motion passed unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve and sign the Land Use Change Tax for:
Property Map/Lot 006-079-017 in the amount of \$15,350.00
Voting: 5-0-0; motion passed unanimously.

6.1 Petition & Pole Licenses – Eversource – this item was taken up at this time
A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve EVERSOURCE Petition & Pole License 12-0775 requesting the placement of one utility pole on Mont Vernon Road.
Voting: 5-0-0; motion passed unanimously.

6.2 Traffic Ordinance – this item was taken up at this time
Chairman Lyon read the ordinance: Pursuant to the provisions of NH RSA 31:39, 41:11, and 47:17, the following traffic control regulation is hereby established for the Town of Amherst:

A 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.

If supported, this ordinance shall take effect July 23, 2019.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve the no parking restriction on Broadway ordinance and authorize the Board of Selectmen to sign the ordinance on behalf of the Town of Amherst.
Voting: 5-0-0; motion passed unanimously.

6.4 Payroll
A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Payroll Manifest in the amount of \$247,337.51, dated July 18, 2019, subject to review and audit.
Voting: 5-0-0; motion passed unanimously.

318 **6.5 Accounts Payable**

319 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
320 *to approve one (1) FY19 Accounts Payable Manifest in the amount of \$38,861.26, dated*
321 *July 12, 2019, subject to review and audit (Town Clerk Transfers to the State of NH).*
322 *Voting: 5-0-0; motion passed unanimously.*
323

324 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
325 *to approve one (1) FY19 Accounts Payable Manifest in the amount of \$303,737.21, dated*
326 *July 9, 2019, subject to review and audit.*
327 *Voting: 5-0-0; motion passed unanimously.*
328

329 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
330 *to approve one (1) FY20 Accounts Payable Manifest in the amount of \$237,150.23, dated*
331 *July 10, 2019, subject to review and audit.*
332 *Voting: 5-0-0; motion passed unanimously.*
333

334 **6.6 Concentration Account**

335 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
336 *to approve one (1) FY19 Concentration Account Manifest in the amount of \$1,367.14,*
337 *dated July 10, 2019, subject to review and audit.*
338 *Voting: 5-0-0; motion passed unanimously.*
339

340 **6.7 Previous Meeting Minutes – July 8, 2019**

341 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo,*
342 *to approve the Board of Selectmen meeting minutes of July 8, 2019, as amended.*
343 *Voting: 4-0-1; motion passed with Selectman Panasiti abstaining.*
344

345 **7. Action Items**

346 The Board reviewed their action items.
347

348 **8. New/Old Business**

349 Selectman Panasiti stated that there will be a Recreation meeting tomorrow or Wednesday
350 evening. He also gave thanks to the Lions Club, the Bertha Rogers Trust Fund, and all
351 other donors for their work on the sign at the Bridge of Flowers.
352

353 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
354 *adjourn the meeting at 8:12 pm.*
355 *Voting: Motion passed unanimously, 5-0-0.*
356

357
358 **NEXT MEETING: August 5, 2019 - Monday**
359

360
361
362 **SIGNATURE ON FILE**

08.12.2019

363
364 _____
 Selectman Reed Panasiti

Date