



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, September 23, 2019

1 **1. Call to Order**

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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 Ways & Means: Peter Moustakis (Chair), Elaina Bedio, Scott Tuthill, Sarah Bonnoitt
9 (alternate), Danielle Pray, Matt Seiler, Lisa Eastland, Mike Parisi, and Chris Goodrich.

10
11 **2. Pledge of Allegiance** – Ellen Grudzien, local business owner and liaison to the Board
12 from the Amherst School Board, ledge the pledge.

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14 **3. Citizen Forum** – none.

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16 **4. KRT – Land Use Tax Abatement**

17 George Lickiss, of KRT Appraisal, explained that the subject properties are lots on
18 Whiting Farm Drive. Walnut Hill LLC purchased some of the lots, all of which are less
19 than 10 acres. After performing a current market analysis on the parcels, a LUCT was
20 issued for \$15,350 per lot. The owner filed an abatement on the LUCT due to ledge
21 problems discovered in the subdivision.

22
23 In response to a question from Selectman Lyon, George Lickiss stated that abatements
24 were requested for four of the lots; he is recommending the abatements for three of the
25 four lots. The last lot does not have issues with ledge.

26
27 In response to a question from Selectman Panasiti, George Lickiss stated that he has not
28 ever given an abatement for ledge before and isn't aware of a past history with this type
29 of issue.

30
31 In response to a question from Selectman Grella, George Lickiss stated that there are two
32 other homes that have been built in this area; neither had a ledge problem. He believes
33 other towns have probably dealt with this same situation, as there is a lot of ledge in the
34 state.

35
36 Selectman Brew explained that the argument is that the initial LUCT assessment was
37 over assessed. He did not think that this would be setting a precedent, because this is an

issue that was brought to the Town's attention as a result of the initial assessment, and that the Town Assessor that three of the four parcels were over assessed.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the 2019 abatement for:

Map 006 Lot 079-002 in the amount of \$1,950.00

Map 006 Lot 079-003 in the amount of \$1,950.00

Map 006 Lot 079-004 in the amount of \$1,950.00

Discussion:

In response to a question from Selectman Panasiti, Selectman Brew explained that the appeal was not made because work was done and ledge was found, but rather because the original market analysis was high because there is ledge at the tough site.

In response to a question from Selectman Panasiti, George Lickiss that if he had seen ledge while assessing the property, he would have assessed it differently. He is making the adjustment based on the initial market value being wrong. He believes these types of issues will need to be taken on a case-by-case basis.

Voting: 4-1-0 (R. Panasiti opposed); motion carried.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to deny the 2019 abatement for Map 006 Lot 079-017.

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

5. Buckridge Drive Access Request

Town Administrator Dean Shankle explained that the Town received a petition from Maurice Bowler, of 6 Diamond Ledge Road in Sandwich, NH. He is the owner of lot number 007-015 in Town. This property was deeded to him in 1965 and listed in the Registry of Deeds as 1826-358. Mr. Bowler hired Hopkinton Forestry Land Clearing Inc. to log this lot. His submitted letter of request is to meet the requirement of RSA 231-40-41-42.

Town Administrator Shankle stated that Mr. Bowler owns a lot of land that is in the middle of other properties and needs access to the lot in order to log it. There is one right of way on Buckridge Drive that could provide access to the property. There was originally one other access point, but the Planning Board allowed that to be built on. He explained that the Board is technically required under state law to determine how this property can be accessed in order to be logged. If the Board agrees that the right of way is a reasonable access point, then they must have a public hearing to discuss this.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to schedule a public hearing for October 14, 2019.

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

In response to a question from Mr. Bowler, Town Administrator Shankle explained that the abutters to this property do have attorneys. He stated that the Selectmen, if they so decide, will explain where Mr. Bowler will have the right to access his property.

6. Planning Board Alternate Interviews – *this item was moved to later in the meeting*

7. Amherst School District Update – *the Board took up this item at this time*

Ellen Grudzien introduced herself as the liaison to the Board from the Amherst School Board (ASB). She explained that the joint ASB email address is asb@sau39.org. The ASB will receive its budget at their October 7th meeting. She will share the ASB's work on their budget with the Board as it carries forward. One of the ASB's goals is to increase their communication with the community and it is hoped that this liaison experience will be a step towards that goal.

6. Planning Board Alternate Interviews – *the Board readdressed this item*

Chairman Lyon thanked each of the applicants for their interest. He stated that volunteers are the heart of this community. The Planning Board has the capacity for seven full-time positions and three alternate positions. Two of those alternate positions are not currently filled. One of the alternate positions is set to expire in 2020, and the other is set to expire in 2022.

The applicants are: Christy Houpis, Gordon Leedy, Lisa Eastland, Tim Kachmar, and Eugene Ancil.

Selectman D'Angelo recused himself from the interview process.

Christy Houpis introduced himself as a resident of Amherst for the past 30-ish years. He has been very active in the community, both town and state. Many of his friends have recommended to him that he should run for the Planning Board. As he is now semi-retired, he finds himself with the time to serve.

Gordon Leedy introduced himself and stated that he served on the Planning Board from about 1998-2016, and as Chair of the Planning Board for three of those years. He recently left the Town as its Community Development Director for a position in the private sector. He is a Planner and licensed Landscape Architect in NH. He has an in-depth understanding of the actions that drive the Planning Board and a love for the Town. He would like to help fulfill the vision articulated by the voters and carry forth the Planning Board duties without having a preconceived agenda.

Lisa Eastland introduced herself and stated that she has lived in Town for the past nine years and volunteered for eight of those years. She has two children in the school district and has spent time volunteering for the PTA, and substitute teaching. She is a member of the Cemetery Trustees, the Recreation Commission, and the Town's Ways & Means Committee. She has heard from a number of people in town reasons that they moved to Town and what they like about the community. She would like to bring this connection to the Planning Board and help make decisions about where Amherst is going through the vision of the Master Plan.

Tim Kachmar introduced himself as a Town resident since 2010. He works in the pharmaceutical industry and regularly deals with rules, regulations, and guidelines. He recently became an alternative for the Zoning Board of Adjustment. He would like to keep the Town's vision alive and preserve the historic areas, while also realizing that growth is needed.

Eugene Ancil introduced himself and explained that his family recently moved onto Brook Road. He is a 10-year Navy Veteran. After serving, he returned to school and earned a degree in pre-law justice studies. He currently works as a Project Manager and Co-Chair of a Strategic Planning Committee. He loves Amherst and would like to be volunteer in order to give back.

Selectman Panasiti asked what the applicants what type of impact they would like to make on the Planning Board, and what their visions are for keeping the heritage and historical significance of Amherst preserved?

Gordon Leedy replied that the Master Plan is an opportunity to formulate a revised and new vision for the Town. Having worked in the Village, he was lucky enough to experience how special it is. He has worked with the Historic District Commission and Heritage Commission and understands how both of them work to preserve these areas. He would like to work with the community to articulate the vision for growth and possible developments that might occur. He believes there should be a robust community engagement process with data-driven decisions.

Lisa Eastland replied that she believes she can be valuable to this alternate position by doing research for the Board and talking to the public. She believes Amherst is at a crossroads. Development seems inevitable and so the Planning Board should look at what the public wants for its future. The issue comes from not development itself, but the intensity of use. She thinks an idea might be to create villages within the Village. Other spots in Town could be created to be similar crown jewels as the Village itself, utilizing mixed housing, community centers, or coffee shops.

Tim Kachmar replied that he would like to lend his creativity and overall knowledge of rules and regulations to the position. He agrees that the Village center is the Town's jewel, and that it would be a shame to do anything to ruin it. He likes Ms. Eastland's idea of pursuing small pocket communities of development outside of the Village. There is an influx of people coming into New Hampshire and a need for housing. This would provide an ample opportunity for exploration of this idea while protecting the nature of the Town.

Eugene Ancil replied that, as an alternate, he would like to maintain the heritage of the Town through fresh eyes and an unbiased view. He stated that he is against the silo community idea mentioned by other applications. He believes that developments here and there throughout Town are ok but that they should be intertwined with the rest of the community. He would also like to advocate for the veteran's community in Town and help to keep the Town beautiful and moving forward.

Christy Houpis replied that he was appointed to the State Board of Education with no prior knowledge or experience. He believes he would bring an energy and love for this Town to the position. He believes there is trouble in Town regarding amount of recreation space. He values the special and unique things in this Town and is passionate about them. While he does not have direct experience, he believes it is important to bring an outsider's perspective to the position.

Selectman Grella asked what background preparations each applicant has made to understand and analyze architecture, drainage, etc. plans?

Lisa Eastland replied that she has no background knowledge in this area.

Tim Kachmar stated that he has experience reading plot maps and seeing how the actual land compares to a map. He doesn't have a background in environmental science but does understand how to read laws and regulations and interpret RSA's.

Eugene Anctil replied that he has a vast background in project management. He also grew up building decks with his father. He understands how to look at maps and CAD drawings.

Christy Houpis replied that he has done projects on his home and has been an abutter on a number of projects. He has been to several hearings as an abutter and has the time to study and understand the Planning Board items. He believes his strength comes in finding common ground and compromise as a way to satisfy all parties as much as possible.

Gordon Leedy replied that he has 40 years of experience as a land use professional. He is able to look at plans and spot what should be obvious flaws to protect the town's interest.

Selectmen Brew asked the applicants their views on growth vs. conservation, and the impacts on municipalities and school infrastructure.

Tim Kachmar replied that there is an appropriate way to do both growth and conservation, based on the different zones of Town. As southern NH grows, the issue is figuring out how to get the town to adapt. The schools are slightly overcrowded at the lower levels, and this will eventually filter up to the higher grades. However, voters don't want to spend their money on this, so the Town must find other creative ways to address the issue. The Town will bring in more money as new developments come in so that the tax burden for a new school could be further spread out. He believes he can work within the confines of the laws to fund projects, re-zone if necessary, and promote growth appropriately.

Eugene Anctil replied that conservation and growth both have major impacts to the Town. There should be a correlation between the Planning Board and the schools as to where to go in the future. A Master Plan and operational plan are needed.

Christy Houpis replied that there are finite resources and thus limits to growth, and conservation. There should be information about where development can happen, where

conservation can happen and the tradeoffs associated with these ideas. If a town has a good school system, the property values will also be good.

Gordon Leedy replied that Amherst has had negligible growth, in terms of housing units, for the last 10-15 years. Most of these new units have been workforce, two-bedroom, or age-restricted. This is a result of 40 years of policy decisions by Amherst and the state. This has led to a lack of workforce in the town because this sector cannot afford to live in town. He believes the strength of the Town lies in its diversity and he believes that data should drive decisions. He would like to see a deep dive down to understand the impacts on the school system by different decisions. There are 1200 less students in the school district than there were in 2003. He would like to know where the impacts are most likely to be and what's causing them. Most impacts are not caused by new developments, but the reoccupation of existing housing stock. Zoning changes won't do anything about this. He would like to use data and predictive power to allow for diversity, tax-base development, and preservation of the existing homes in Town.

Lisa Eastland replied that the Town has a robust Conservation Commission. She believes that aquifers in Town should be a huge priority. Water sources need to be further studied and protected. There should be a balance between land being sold and guarding the water and ecosystems of the Town. She also stated that providing safe passageways around Town, through the work of the Bike/Ped Committee, will make the Town more attractive to families. She explained that the state is in a turnover cycle currently; it is possible that more 55+ homes are not really needed in Town. The schools in Town need renovating, as kids are battling for space and learning opportunities; however, the voters have also made it clear that they don't want to pay for a new school.

Chairman Lyon asked the applicants what they read, or how they prepared for this interview session.

Eugene Anctil replied that he has been reading through a few RSA's and zoning procedures to get ready for this meeting.

Christy Houpis replied that he has been discussing Town issues with his friends and rereading the Master Plan and Board notes.

Gordon Leedy replied that he has not done a lot of preparation but has an in-depth knowledge of what's currently going on in Town.

Lisa Eastland replied that she originally expressed interest in the alternate position in December. Since then she has kept in touch with the Town and read through Planning Board minutes. She has also read the previous Master Plan and half of the Planning Board booklets from the state that contains the duties of the Board and RSA's.

Tim Kachmar replied that he has looked at the zoning ordinances and Town webpage. He also looked at the state handbook and information on workforce housing.

Discussion:

270 Selectman Grella stated that he believes Gordon Leedy would be an asset if chosen.

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272 Selectman Brew gave his three choices, in no particular order, as Christy Houpis, Eugene
273 Ancil, and Lisa Eastland.

274
275 Selectman Panasiti stated that he is looking for enthusiasm and a different way of looking
276 at issues in Town now and in the future. He suggested that Tim Kachmar and Eugene
277 Ancil continue to commit themselves to the Town in order to gain more experience. His
278 choices for the alternate positions are Christy Houpis and Lisa Eastland.

279
280 Chairman Lyon stated that this is a difficult decision. The Town never wants to turn
281 volunteers away. His choices are Christy Houpis and Lisa Eastland.

282
283 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to*
284 *nominate Christy Houpis as an alternate to the Planning Board.*
285 *Voting: 4-0-0; motion carried unanimously.*

286
287 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to*
288 *nominate Lisa Eastland as an alternate to the Planning Board.*
289 *Voting: 3-1-0 (T. Grella opposed); motion carried unanimously.*

290
291 The Board discussed that Christy Houpis' alternate position will be the one that expires
292 in 2022, and Lisa Eastland's will expire in 2020.

293 294 **8. Strategic Plan Presentation**

295 **8.1 Administration**

296 Peter Moustakis, Chair of the Ways & Means Committee, introduced Ways & Means
297 members: Lisa Eastland, Mike Parisi, and Chris Goodrich.

298
299 Town Administrator Shankle presented the Strategic Plan for the Administration and
300 Finance Departments. He explained that the Departments' first goal is continuous
301 improvement of service delivery. This goal can be achieved by leveraging new
302 technology, providing staff training for the whole Town, and overseeing and encouraging
303 the implementation of Strategic Plans town-wide. The second goal is to improve
304 communications and engagement. This goal can be achieved by developing a program of
305 civic education, encouraging active involvement, undertaking a bi-annual community
306 survey, and developing a social media policy. He explained that Executive Assistant,
307 Mary Guild, has a project to hopefully get the community involved in this goal, including
308 creating fliers or pamphlets and possibly holding a job fair. The proposed social media
309 policy will be for all employees and also to encourage Boards/Commissions to handle
310 social media issues consistently. A final goal is to attract and retain quality employees.
311 This goal can be achieved by providing a safe and welcoming workplace culture,
312 providing adequate training opportunities, doing a bi-annual employee survey, and
313 updating the personnel policy (last updated in 2004).

Selectman Brew stated that he felt the town-wide Strategic Plans was an excellent way to tie the Departments together. He believes the community and employee surveys are a good idea, and that updating the personnel policy is much needed.

Selectman D'Angelo stated that an update to the employee handbook is overdue. He suggested that if the Town is in need of a dedicated Human Resources person, they let the Board know. There is also no dedicated website person, and to let the Board know if that position is needed as well. The Town may need skillsets that it doesn't currently have.

Town Administrator Shankle explained that these positions might be addressed next year. He stated that Mary Guild is currently acting as the HR person for the Town and does a great job at it.

Selectman Panasiti stated that there are other policies that need updating other than just the personnel policy.

In response to a question from Selectman Panasiti, Town Administrator Shankle explained that part of the civic education program might be making videos for the Town Departments in order to explain to the public what they do and how they do it.

Chairman Lyon stated that the Administration Department and the Board are on the same wavelength on the issues that are important to both.

In response to a question from Selectman Grella, Finance Director, Cheryl Eastman, stated that the audit should be finishing up soon and the report will be back to the Town in about a month.

Peter Moustakis asked if the Town has looked at alternate finance software, in order to reduce costs. The group discussed the difficulty in changing software systems and the amount of learning curve versus the reduction in cost. Town Administrator Shankle stated that there may be changes seen to the Springbrook software, as it is not as user-friendly as they'd like.

Lisa Eastland suggested that the Town speak with the SAU regarding budgeting software, as the two entities sit about 300 yards apart and could combine their efforts in order to reduce taxpayer dollars.

Danielle Pray echoed Mary Guild's idea to make videos and explained that she has considered exploring making a video about the ZBA to introduce its members and explain the application process to the public.

9. Administration

9.1 Administrator's Report

Town Administrator Shankle stated that they are in the middle of negotiating the Police Department contract. He stated that the Senior Picnic was fun and well attended. He also explained that there was a Bike/Ped public meeting at Souhegan High School last week to continue to inform the public of their plans. Their meetings haven't had a decrease in

numbers since the group was founded, and last week's meeting saw about 100 public members attend. He explained that the EPA Region 1 recognized the Baboosic Lake Association for their work in Amherst and Merrimack. He also noted that Stewart Long, of the DPW, achieved the notification of Roads Scholar for his work at the UNH Technology Transfer Center.

9.2 CRF Withdrawal Request – Library

Town Administrator Shankle explained that this request from the Library Trustees is for a withdrawal from the Library Renovation Capital Reserve Fund to reimburse work done to make the Library space more user-friendly.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to authorize the withdrawal of \$31,624.40 from the Town of Amherst Library Renovation Capital Reserve Fund and for the purpose of payment for renovations (materials and labor) of staff space at the Library 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.

10. Staff Reports

10.1 Discussion: Bragdon Hill Parking Improvements – DPW

DPW Director, Eric Hahn, explained that there are issues with parking for the Bragdon sledding hill. The state will be doing a project on Pulpit Brook, downhill from the sledding hill and might need a staging area, which the Town could possibly use as a parking area. However, this project will not be started for two years. In the meantime, the current parking lot across the street will be delineated in order to get about 32-35 spots in the winter (the lot currently holds about 24 cars). The DPW has investigated a parking lot across the street from the current lot, but it will probably cost about \$50,000 because a lot of fill would be needed. This project would also require an agreement with the ACC, as they manage the land.

In response to a question from Selectman Panasiti, Mr. Hahn explained that the proposed parking lot on the Bragdon Hill side would recognize an existing driveway cut and would be made safe as a turn off from 101.

Selectman D'Angelo suggested an alternate proposal of an adjunct lot next to the lots at LaBelle Winery. This would be less disruptive than putting a second lot site in a conservation area. He would like to understand the different impacts on the conservation area if more people and cars will be on it. He would like to hear from the ACC and the Amherst Land Trust on these issues first. The answer will probably not be cheap or quick but should be the least environmentally damaging solution.

Selectman Panasiti questioned if the sledding hill itself is considered a recreation facility of the Town (like tennis courts, etc.), or an incidental piece of property that is good for sledding. He has concerns about possibly spending \$50,000 for a property that's not actually designated as a recreational facility, but simply as conservation land. He is also concerned that a project of this type would encourage sledding at a place that is not necessarily safe to access.

Town Administrator Shankle stated that the plan would be to look for the least entangled, independent means to provide parking for an area that is used for recreation. The ACC has hopes to use the area for more trails, etc. too. He recommends allowing Mr. Hahn to come up with a good number to put on a warrant article for this project and let the people vote if it's something they want to spend their money on.

Selectman Brew stated that he did not believe that we should excessively regulate the sledding hill but believed that both expanding the current parking and exploring building a parking lot at the base of the sledding hill were both good ideas

Director Hahn stated that he will also look to improve the grading in the tunnel.

10.2 Discussion: Baboosic Lake Septic Procedures/Rate Changes – DPW

DPW Director Hahn explained the background behind the Baboosic Lake Septic warrant. He stated that the rates for billing the residents was never addressed as to how to cover the breakdown of the system maintenance. It has now been decided that the rates will need to be raised for all four phases of the septic warrant in the next billing cycle. This will affect all 45 homes that use the system. He will write a letter explaining this action and would like to host a public meeting as well. This will raise the rate approximately \$50 per house per quarter. He also explained that, going forward, this budget will be built into the Town's budget and there will be a small increase to cover that administrative overhead.

Chairman Lyon stated that the user fees are not covering the current cost of the system. Also, the recent audit called out that the system is not budgeted for.

Selectman Brew agreed that there should be a public meeting on this topic, not only to explain that there is not enough money to cover routine maintenance but also, as the equipment is getting older, there is insufficient budget to replace it if it fails.

Selectman D'Angelo stated that he has been uncomfortable with the fact that the Baboosic Lake Septic has been unaccounted for in the budget for some time. He believes adding it onto the Town's balance sheet is long overdue.

DPW Director Hahn stated that he will clearly stipulate that this does not impact taxpayer dollars and that the ordinance stated that the rates can be changed from time-to-time. The next set of system bills go out on November 1st. He would also like to come back in the future with updates to the ordinance, as there have been updates and issues with encroachments. Further he would like to initiative a sewer committee or something similar at some point, which would act in an autonomous nature to help and be a conduit for information.

10.3 Mailbox Standard Policy Changes – DPW

DPW Director Hahn explained that he would like to change/update the existing mailbox policy. The revised draft was worked on by Eric Slosek and taken mostly from the City of Concord. In part it states that if the DPW strikes a mailbox, it will fix it. However, if a

mailbox is pushed over by snow, then it probably should have been the right height and sturdier. He would like for this to be a winter-only policy, as these issues shouldn't occur in other times of the year.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to adopt the Winter Damage Policy which will supersede and replace the existing policy currently titles Mailbox Standard Policy.

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

10.4 Victoria Ridge Road Bond Release

DPW Director Hahn stated that Victoria Ridge was accepted as a town road on September 18, 2017, with a 2-year performance bond. He has recently inspected the road and it is in good shape. The bond should be released.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to release the performance bond being held for Victoria Ridge effective immediately.

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

10.5 The Flume – Purchasing Policy Requirements Waiver Request

DPW Director Hahn stated that the masonry and fieldstones are falling down on the double-fail culverts. This is holding up any chance of conducting an RFP. He would like to repair these items in place with a competent stone mason, or have a precast wall poured and put into place (~\$30,000). He is requesting relief from a formal RFP to do this repair (headwalls and grout) in order to get it done quickly. He has an estimate for only the headwalls from a local mason, which is about \$22,500.

Selectman D'Angelo stated that he is ok with the request as this is an emergency repair and winter is coming soon.

Selectman Brew agreed and stated that, though there will not be a formal RFP process, bids will still be sought.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to waive the bidding requirement for the culvert repair at the beginning of the Flume.

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

11. Approvals

11.1 MS-535, Financial Report of the Budget – FY19

Finance Director, Cheryl Eastman, explained that this report is unaudited, but needs to be submitted for the tax rate setting. The revised numbers can be submitted after.

In response to a question from Selectman Brew, Ms. Eastman stated that the tax rate per the amount of undesignated fund balance can be set in mid/end-October.

A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to accept the MS-535 for FY19 and to authorize signature of the form by the Board of Selectmen.

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

503
504 **11.2 Hawkers & Vendors Registration/Application**

505 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
506 *approve the Hawkers & Vendors application from Cherri Roberts to sell ice cream and*
507 *refreshments at Souhegan High School during the Nashua World Soccer Cup Tournament*
508 *on October 12 and 13 and authorize the Chairman to sign the registration form on behalf*
509 *of the Board of Selectmen.*

510 *Voting: 5-0-0; motion carried unanimously.*
511

512 **11.3 Payroll**

513 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
514 *to approve one (1) FY20 Payroll Manifest in the amount of \$219,203.89 dated September*
515 *12, 2019, subject to review and audit.*

516 *Voting: 5-0-0; motion passed unanimously.*
517

518 **11.4 Accounts Payable**

519 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
520 *to approve one (1) FY20 Accounts Payable Manifest in the amount of \$37,516.85 dated*
521 *September 5, 2019, subject to review and audit (Town Clerk Transfers to the State of*
522 *NH).*

523 *Voting: 5-0-0; motion passed unanimously.*
524

525 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
526 *to approve one (1) FY20 Accounts Payable Manifest in the amount of \$452,264.74, dated*
527 *September 17, 2019, subject to review and audit.*

528 *Voting: 5-0-0; motion passed unanimously.*
529

530 **11.5 Concentration Account**

531 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
532 *to approve one (1) FY20 Concentration Account Manifest in the amount of \$1,604.29,*
533 *dated September 18, 2019, subject to review and audit.*

534 *Voting: 5-0-0; motion passed unanimously.*
535

536 **11.6 Previous Meeting Minutes – September 9, 2019**

537 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo,*
538 *to approve the Board of Selectmen meeting minutes of September 9, 2019.*

539 *Voting: 5-0-0; motion passed unanimously.*
540

541 **12. Action Items**

542 The Board reviewed their action items.
543

544 **13. New/Old Business**

545 Selectman Brew explained that proposals were solicited for providing Information
546 Technology services to the Town of Amherst. Vendors were asked to provide three-year
547 costs, with the understanding that the Town could only commit to a single year at a time.
548 Three vendors provided proposals: Block 5 Technologies, Londonderry, NH; Microtime
549 Computers, Amherst, NH; and RMON Networks, Plaistow, NH.

Selectman Brew reviewed the Town's IT Infrastructure requirements. It is possible that the Town will want to purchase additional security services in the future. He then reviewed the core cost analysis for the three vendors. The total normalized costs for three-years for each of the three vendors were: Block 5, \$326,124; Microtime, \$254,526; and RMON, \$350,779. The need for additional security services, which are not included in these numbers, could be required as the Town needs to step up security to protect itself from hacking.

In response to a question from Selectman Panasiti, Selectman Brew stated that there were no additional fees from Microtime for emergency onsite support.

In response to a question from Chairman Lyon, Selectman Brew stated that Microtime went in-depth as to examples of security services that they provide. If all of these additional security measures were implemented, it would cost about \$1,000/month. He explained that the other quotes would also increase for these additional security measures; it's unclear at this time by how much.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo, based on Microtime being the lowest cost bidder for core IT services that the Town enter into an agreement for the first year of IT Services with Microtime Computer starting January 1, 2020 in the amount of \$76,762.00 per year.

In addition, I would encourage the Town Administrator to work with Microtime Computer to identify any additional IT security services necessary to protect our IT infrastructure and come back to the Board of Selectmen with a recommendation.

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

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to adjourn the meeting at 9:46 pm.

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

NEXT MEETING: October 7, 2019 - Monday

SIGNATURE ON FILE

10.07.2019

Selectman Reed Panasiti

Date