



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, February 11, 2019

1 **1. Call to Order**

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3 Chairman Dwight Brew called the meeting to order at 6:30 p.m.

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

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8 **2. Pledge of Allegiance** – Tamar Roberts, of Roberts & Greene, PLLC, led the pledge.

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10 **3. Citizens' Forum** – none

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12 **4. Deliberative Session Review**

13 The Board reviewed the Deliberative Session presentation. They all agreed that the
14 presentation went well. They also agreed that, in years when there is better weather and
15 time is not an issue, the warrant articles should be read aloud to the public.

16
17 Selectman Grella stated that he believes the three moderators for the deliberative sessions
18 (schools and town) should get together to discuss a common set of rules.

19
20 Selectman Lyon thanked the DPW and Souhegan High School staffs for their effort and
21 dedication in making it safe for everyone to leave the meeting during the inclement
22 weather.

23
24 **5. Annual Financial Audit presentation**

25 Chairman Brew stated that the Town received the audit on Friday and that Tamar Roberts,
26 of Roberts & Greene, is here tonight to present the audit to the Board.

27
28 Ms. Roberts explained that the audit was completed later than expected, due to issues on
29 both sides. She then reviewed the audit with the Board.

30
31 She stated that the Town did a very good job staying within their budget. The Town ended
32 the year pretty much in the same place they started out.

33
34 In response to a question from Selectman D'Angelo, the Board discussed the definition of
35 what is included in the General Fund.

36 Ms. Roberts explained that one point of concern came from the fact that the interfund
37 balances were not properly being balanced. She believes this will be reconciled going
38 forward and that the Town's Finance Director, Eileen Demers, agrees with this.

Another issue came from the Town's escrow account, which held certain accounts that didn't meet the criteria. She believes this has been reconciled as well.

Chairman Brew stated that this audit will be included in the Town Report, which should be available before the March election date. He gave his thanks to Ms. Roberts and the auditing firm.

Selectman D'Angelo requested to see the auditing figures for the past few years' unanticipated revenue and unassigned fund balances. He explained that he wants to look at the numbers in these funds for past years because he can't get a set of numbers that all match.

Chairman Brew stated that, in December, half of the excess revenue and half of the unspent budget is given back to the tax payers to reduce the tax rate. Selectman D'Angelo stated that he believed it would be fair to give 100% of the excess revenue back to the taxpayers at that time.

6. Administration

6.1 Town Administrator's Report

Town Administrator Shankle stated that he received a memo from Richard Dorsett, of KRT Appraisal, regarding the Town's sales ratio survey. This is when the DRA looks at the assessed value of homes to decide how close it is to the exact market value. Amherst falls just below the guideline of 92-100%, with a ratio of 88.6%. This was found to be acceptable, due to the fact that the town will be revaluating in 2 years.

Town Administrator Shankle also explained that Ms. Gail Stout, Tax Collector, has stated that the lien is ready to be released on a property in town that was violating town and state ordinances due to wetlands.

6.2 Selectmen's Statement for the Town's Annual Report

Town Administrator Shankle read the report into the record. The Board agreed that the report is accurate.

6.3 Town Green Use Request – Annual Family Fun Day

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve the Preschool in the Village request to use the Town Green on June 1st, 2019 for their annual Family Fun Day.

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

6.4 ACC Donations Received

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to gratefully accept the donations to the Amherst Conservation Commission, in the amount of \$200 from Joan O'Brien and \$100 from Christy Houpis, and to deposit them into the Conservation Gift Account.

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

6.5 GovQA Public Permitting Software Purchase

Director of Community Development, Gordon Leedy, explained that this software request is for a public-facing portal which will allow town building and mechanical permit applications and issuance to take place online. It can eventually be expanded to also include Planning Board, Zoning Board, and Historic District online applications.

In response to a question from Selectman Lyon, Mr. Leedy explained that the software will allow for permits to be issued and tracked by the public online. Inspections will also be able to be scheduled through it. Only the applicants and in-house staff will be able to access the information.

A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to approve the purchase of permitting software in the amount of \$5,100 (\$3,600 yearly subscription fee and \$1,500 one-time set up fee), as offered by GovQA for use in the Community Development Office public permitting process.

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

6.6 MS-4 Assistance Bid

Mr. Leedy explained that this request is to help perform certain tasks for the MS-4 compliance which the town doesn't have the capabilities to do in-house. This project was bid to two firms, both of which have been worked with before.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to award the MS-4 Assistance Bid to Hoyle, Tanner & Associates, the lowest qualified bidder, in the amount of \$23,300 and to authorize the Town Administrator to sign all related documents on behalf of the Board of Selectmen.

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

7. Approvals

7.1 Border Street Speed Limit Ordinance

A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to establish the Amherst Town Ordinance setting a speed limit on Border Street at 30 miles per hour, effective February 12, 2019.

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

7.2 Assessing

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve and sign the Veterans' Tax Credits (RSA 72:28) for:

Property Map/Lot 002-009-000-017 in the amount of \$500.00

Property Map/Lot 007-033-014 in the amount of \$500.00

Property Map/Lot 007-033-014 in the amount of \$500.00

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

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve and sign the All Service Veterans' Tax Credits (RSA 72:28-b) for:

Property Map/Lot 006-025-002 in the amount of \$500.00

Property Map/Lot 008-019-006 in the amount of \$500.00

Property Map/Lot 010-074-001 in the amount of \$500.00
Property Map/Lot 012-021-000 in the amount of \$500.00
Voting: 5-0-0; motion passed unanimously.

7.3 Payroll

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve one (1) FY19 Payroll Manifest in the amount of \$220,503.76 dated January 31, 2019, subject to review and audit.
Voting: motion passed unanimously, 5-0-0.

7.4 Accounts Payable

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 \$34,729.46 dated February 1, 2019, subject to review and audit (Town Clerk Transfers to the State of NH).
Voting: Motion passed unanimously, 5-0-0.

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 \$138,290.17 dated February 5, 2019, subject to review and audit.
Voting: Motion passed unanimously, 5-0-0.

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 \$83,754.15 dated February 7, 2019, subject to review and audit.
Voting: Motion passed unanimously, 5-0-0.

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 \$2,922,266.00 dated February 1, 2019, subject to review and audit (School Disbursement).
Voting: Motion passed unanimously, 5-0-0.

7.5 Previous Meeting Minutes

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to approve the Board of Selectmen meeting minutes of January 28, 2019. as presented.
Voting: Motion passed unanimously, 5-0-0.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to approve the Board of Selectmen meeting minutes of February 6, 2019, as presented.
Voting: Motion passed unanimously, 5-0-0.

8. Action Items

There were no action items to review at this time.

9. New/Old Business

Chairman Brew explained the next Board meeting will be held on March 11, 2019. March 12, 2019 is the Town Election voting day. There will be a Meet-the-Candidates night at 7:00 tomorrow night.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to adjourn the public meeting and enter into non-public session, RSA 91-A:3, II (a) at 7:56 p.m.

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

By roll call vote: D'Angelo: yes, Panasiti: yes, Brew: yes, Grella: yes, Lyon: yes, the Board went into non-public session.

NEXT MEETING: March 11, 2019 - Monday

SIGNATURE ON FILE

2019.03.11

Selectman Reed Panasiti

Date