



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, January 13, 2020

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, Selectman Dwight Brew, Selectman Reed Panasiti,
6 Selectman John D'Angelo, and Selectman Tom Grella.
7 Also present: Town Administrator Dean Shankle.

8
9 Ways & Means Committee Members: Peter Moustakis – Chair, Mike Parisi, Scott Tuthill,
10 Elaina Bedio, and Danielle Pray.

11
12 **2. Pledge of Allegiance** – Kristan Patenaude, minute taker, led the pledge.

13
14 **3. Citizen Forum**

15 Andrew Eilis, 12 Steeple Lane, addressed the Board. He stated that it is his duty as a
16 citizen to come forward regarding the perfect storm of development occurring in town.
17 He believes the Board should take notice of and consider an impending change in the
18 character of the town. One of the reasons he moved to this town was to take advantage of
19 the gem that it is. He understands that the Planning Board and Board of Selectmen have
20 different overviews, but he's hoping that the Board of Selectmen will take into
21 consideration the effects of the proposed development in town and its effect on citizens.
22 There appears to be a disconnect between the authority of having impact fees and the
23 effort to exercise them.

24
25 Chairman Lyon thanked Mr. Eilis and stated that he has made a fair observation. These
26 issues have the Board's attention and will going forward.

27
28 *Ways & Means Member, Lisa Eastland, entered the meeting.*

29
30 **4. Administration**

31 **4.1 Administrator's Report**

32 Town Administrator Shankle explained that, after the previous discussion regarding
33 Amherst's housing needs, Community Development Director, Nic Strong, called NRPC
34 (Nashua Regional Planning Commission) and they are now in the process of putting
35 together an analysis of this information. This will include a discussion of "Fair Share".
36

Town Administrator Shankle also explained that the Police Station renovation final drawings are being completed. A bid document will also be developed. There will probably be no firmer numbers on the renovation prior to Deliberative Session.

4.2 CRF Withdrawal Requests

The first withdrawal request is for the relocation of the town's share of equipment at New Boston Air Force Station. The relocation is temporary and this covers Amherst's share.

A MOTION was made by Selectman Grella and SECONDED by Selectman Brew to authorize the withdrawal of \$1,457.15 from the Communications Capital Reserve Fund and authorize the Board of Selectman to sign the request to the Trustees of the Trust Funds.

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

The second withdrawal request is for the construction at Forestview Cemetery.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to authorize the withdrawal of \$98,831.10 from the Forestview Cemetery Reserve Fund and authorize the Board of Selectman to sign the request to the Trustees of the Trust Funds.

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

4.3 Bldg. Inspector Mutual Aid Agmt. Renewal – Milford

This is a renewal on contract with Milford for building inspector mutual aid.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to approve renewal of the Amherst & Milford Building Inspection and Code Enforcement Mutual Aid Agreement for a period of two years (2022) and authorize signature of the agreement by the Board of Selectmen.

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

4.4 New Hire – AFR

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to appoint Edward Hanlon to the Amherst Fire Rescue as a Firefighter effective December 20, 2019.

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

5. FY21 Operating Budget Public Hearing – this hearing was not scheduled to start until 7:00pm, and so the Board carried on with their agenda until that time.

6. Staff Reports

6.1 Capital Asset Policy Review

Finance Director, Cheryl Eastman, presented the Board with a draft of the Capital Asset Policy. There is a suggested \$5,000 level to capitalize and depreciate assets at in order to provide uniformity of recording. The policy also suggests a change to how the town has been recording and depreciating library books and audio collections. Currently these were being depreciated each year, but these items are very hard to be a useful life on.

84 The auditor agrees that these items should no longer be included. The town's fixed asset
85 list hasn't been updated in about 4-5 years, and she is working to get it up to date.

86
87 In response to a question from Selectman Brew, Cheryl Eastman explained that the
88 books and audio collections had been grouped together for a year in order to meet the
89 \$5,000 amount to be considered a capital asset. This goes against the policy itself, which
90 states that a single item needs to reach the \$5,000 amount to be considered a capital asset.

91
92 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo*
93 *for the Board of Selectmen to adopt the Capital Asset Policy as presented, effective*
94 *January 13, 2020.*

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

96 97 **6.2 Impact Fee Contractor Agreement**

98 Town Administrator Shankle explained that the town has had an impact fee ordinance in
99 place for some time but hasn't ever had a fee schedule in place. The last fee schedule was
100 completed in 2011-12 and is now out of date. Bruce Mayberry, who put together the
101 original plan, is willing to update it and suggests that it will cost about \$15,000. This
102 should be completed in about 3-6 months. He suggested this amount be taken out of the
103 01-4192-10 budget line, Zoning Department full time permanent salaries, due to the
104 current vacant town planner position.

105
106 Chairman Lyon stated that once this schedule is received, the Board will be in a position
107 to approve it and pass it along to the Planning Board for implementation.

108
109 In response to a question from Selectman Panasiti, Town Administrator Shankle
110 explained that the schedule will give the Board options to look at different areas of the
111 town (schools, roads, public safety, etc.) and decide how impact fees might be proposed
112 for those items.

113
114 In response to a question from Selectman Brew regarding the Board of Selectmen request
115 to the Planning Board that they submit a warrant article to broaden the language of the
116 impact fee ordinance to be able to include not only items listed on the CIP (Capital
117 Improvement Plan), Town Administrator Shankle explained that Bruce Mayberry would
118 also examine the fee schedule in the proposed broader context as well.

119
120 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti*
121 *that the town enter into a service agreement for an impact fee study with BCM Planning*
122 *LLC for an amount not to exceed \$15,000, as outlined in the attached draft agreement*
123 *and also to authorize the Town Administrator to sign all related documents on behalf of*
124 *the Board of Selectmen.*

125 *5-0-0; motion carried unanimously.*

126
127 Chairman Lyon explained that there was an adjustment made today to warrant article 22,
128 the Operating Budget. Originally, the calculation for the budget impact of this article was
129 \$5.15 per thousand, but the calculation was redone, and the estimated impact is now
130 \$5.35 per thousand. The budget itself has not changed at all; this is simply a change in the

manner of calculation used to arrive at this figure. The number originally didn't include factors such as a tax overlay, veteran's tax credits, and the unassigned fund balance amount. Those amounts have now been included, and the new figure reflects those adjustments.

In response a question from Lisa Eastland, Cheryl Eastman explained that the tax overlay is money set aside to cover abatements.

5. FY21 Operating Budget Public Hearing – 7:00 P.M.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo that pursuant to New Hampshire RSA 32:5, I, the Amherst Board of Selectmen hereby announces to the citizens of Amherst the convening of a Public Hearing to take input on the proposed FY21 Town Operating Budget, bonds and notes, and proposed warrant articles.

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

Chairman Lyon read Warrant Article 22: Operating Budget into the record:

Shall the Town vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth herein, totaling \$14,616,376. Should this article be defeated the default budget shall be \$14,081,314, which is the same as last year with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only. This operating budget warrant article does not include appropriations contained in any other warrant article. (Majority vote required).

Chairman Lyon explained that the Board of Selectmen and Ways & Means Committee both support this warrant article unanimously. This article has an estimated tax impact of \$5.35 per thousand.

As part of the Operating Budget presentation, Chairman Lyon presented a number of items. He explained that during this year the Administration Department for the town hired a new Town Administrator and Finance Director. In addition, a new Community Development Director was also hired. The Department also oversaw the purchase and implementation of a new software program to improve the town budgeting process.

He explained that the Amherst Office of Community Development includes building, code enforcement, planning, zoning, and economic development functions. The Office provides support to the Town's Zoning Board of Adjustment, Planning Board, Historic District Commission, Conservation Commission, and the Heritage Commission. The Office also supports the Capital Improvement Program Committee and assists other Town Departments and Boards as needed.

The Amherst Police Department conducted a 4th biennial community survey of police services, showing a 92% overall approval rating. Residential property crime has continued to decline an average of 10% each year since 2015.

The Amherst Fire Rescue Department shows that emergency medical calls for FY19 were up 3.5% over FY18. Fire call numbers for FY18 and FY19 have a difference of a single call. The Communications Center logged over 49,000 calls for service during the year and Communications Specialists also served over 3,100 walk-in lobby visitors in 2019.

The Department of Public Works completed 3.54 miles of roadwork in accordance with the 7-year road plan. The Department also implemented the NHDES salt reduction program called Green SnowPro for winter operations. Preliminary data suggests the department is reducing salt by more than 25% and sand by 75%. The use of this plan is a collaboration between the department and the Amherst Conservation Commission.

Chairman Lyon explained that the Baboosic Lake Community Septic System has been operating since 2005. The warrant article approving the system requires it to be self-sustaining. The town is bringing the financial accounting for the system into the town budget, at the recommendation of the Town's financial auditors. This budget reflects no tax dollars being expended. It represents Operating, Maintenance and Depreciation costs borne by the connected residences.

The Recreation Department continued large growth in programming for all Amherst residents. The Department was also the recipient of the New Hampshire Recreation & Park Association's Clarence B. Shellnutt Award for program excellence for the Amherst Makerspace program.

The Amherst Town Library completed the plan and approved funding for a renovation of service desks and staff space.

Chairman Lyon explained that Amherst's current municipal tax rate is \$5.60, compared to the Hillsborough County average municipal tax rate of \$7.13. The town portion of the current tax bill is about 21%, or \$1,977 on the average \$353,000 home. The proposed operating budget for FY21, without warrants, is \$603,526 or 4.31% higher than the current year budget.

Selectman Brew explained the default budget. He stated that, if the operating budget is not approved by the voters, the default budget will not include the COLA, medical insurance increase, the increase for Pennichuck for fire hydrants, funds to help create the new Master Plan, and additional money to go towards road reconstruction. The proposed FY21 budget is \$14,616,376; the default budget would be \$14,081,314. This is a difference of \$535,062, or \$0.31 per thousand.

Ways & Means Chair Peter Moustakis stated that the Committee believes the Board worked hard and did a fine job on the budget. The Committee expressed a few opinions

on items in the Town Report and also in the Amherst Citizen. They believe the proposed budget is overall a good thing for the town.

Selectman Brew read Warrant Article 23: Contingency Fund into the record:

Shall the Town vote to establish a contingency fund for the current year, in accordance with NH RSA Section 31:98-a, for unanticipated expenses that may arise and further to raise and appropriate the sum of one hundred twenty thousand dollars (\$120,000) to go into the fund. Said sum shall come from the unassigned fund balance and no amount to be raised from taxation. Any appropriation left in the fund at the end of the year will lapse to the general fund. (Majority vote required).

Selectman Brew explained that the Board and Ways & Means Committee both support this article unanimously. This article has no tax impact. He explained that the Board asks the voters each year to approve a contingency warrant article. This will only be expended from in case of an unexpected emergency. This has been approved for the past several years, but never needed. There is no tax impact to the article, as it is funded from the unexpended fund balance.

Selectman Panasiti read Warrant Article 24: Police Station Renovation Capital Reserve Fund into the record:

Shall the Town vote to raise and appropriate the sum of two hundred thousand dollars (\$200,000) to be added to the Police Station Renovation Capital Reserve Fund, previously established. (Majority Vote required).

Selectman Panasiti stated that the Board supports this article unanimously. The Ways & Means Committee supports this article with a vote of 5-0-1. This article has an estimated tax impact of \$0.12 per thousand. The Police Station Renovation CRF balance as of December 31, 2019 was \$405,526.10. He explained that this is the third and final year to achieve a total of \$600,000 for this project.

Chairman Lyon explained that this project was expected to cost about \$600,000. About four weeks ago, the Board found out from the architect that \$600,000 is not sufficient for this project as planned. The contractor discovered that there will be HVAC work needed. This is the primary driver causing the project to cost around an additional \$150,000. This Board decided to go forward this year as planned. It is unclear at this time whether there will be a 4th year of funding needed, or if this funding will come from another source. The project will go out to bid and this decision will be made after costs become clear.

Selectman Panasiti explained that the architect has said that the worst case will probably be about \$130,000-150,000 additionally, but it may cost much less than that.

Selectman Panasiti read Warrant Article 25: Communications Center Capital Reserve Fund into the record:

267 *Shall the Town vote to raise and appropriate the sum of twenty-five thousand dollars*
268 *(\$25,000) to be added to the Communications Center Capital Reserve Fund, previously*
269 *established. (Majority Vote required).*

270
271 Selectman Panasiti explained that both the Board and Ways & Means Committee support
272 this article unanimously. This article has an estimated tax impact of \$0.01 per thousand.
273 As of December 31, 2019, the Communications Center CRF has a balance of \$95,004.35.
274 This contribution is needed in order to maintain the fund and pursue grant matches.

275
276 Selectman Panasiti read Warrant Article 26: Assessing Revaluation Capital Reserve
277 Fund into the record:

278
279 *Shall the Town vote to raise and appropriate the sum of twenty-five thousand dollars*
280 *(\$25,000) to be added to the Assessing Revaluation Capital Reserve Fund, previously*
281 *established. (Majority Vote required).*

282
283 Selectman Panasiti explained that the Board and Ways & Means Committee support this
284 article unanimously. This article has an estimated tax impact of \$0.01 per thousand. As of
285 December 31, 2019, this CRF has a balance of \$84,468.53. This fund was established in
286 2004 to budget for state mandated revaluation in town. The next revaluation will be in
287 FY22.

288
289 Selectman Panasiti read Warrant Article 27: Service-Connected Total Disability Tax
290 Credit into the record:

291
292 *Shall the Town vote to modify the provisions of RSA 72:35 for an optional tax credit of*
293 *\$3,200 for a Service-Connected Total Disability on residential property. (Majority Vote*
294 *required).*

295
296 Selectman Panasiti explained that the Board and Ways & Means Committee support this
297 article unanimously. This article has an estimated tax impact of \$0.01 per thousand.
298 There are 19 vets in town that currently receive this tax credit. This article looks to
299 expand the credit to the state maximum of \$4,000. This is being increased over a three
300 year period, with this year's increase being \$800.

301
302 Selectman Panasiti read Warrant Article 28: Optional Tax Credit for Combat Service into
303 the record:

304
305 *Shall the Town vote to adopt the Optional Tax Credit for Combat Service under the*
306 *provisions of RSA 72:28-c in the amount of five hundred dollars (\$500). If adopted, the*
307 *credit will be available to any resident who engaged at any point during the taxable*
308 *period in combat service as a member of the New Hampshire National Guard or a*
309 *reserve component of the United States armed forces, called to active duty.*

310
311 *A tax credit for combats service shall be in lieu of, and not in addition to, the optional*
312 *veterans' tax credit under RSA 72:28 or the all veterans' tax credit under RSA 72:28-b.*
313 *The service member shall be eligible for the credit in each tax year in which the combat*

314 *service occurs, but the credit may be prorated in the second tax year based on the*
315 *duration of combat service. (Majority Vote required).*
316

317 Selectman Panasiti explained that the Board and Ways & Means Committee support this
318 article unanimously. This article has an estimated tax impact of less than \$0.01 per
319 thousand. This credit became effective by the state on January 1, 2018. Its tax impact in
320 town is unknown because it is unknown how many qualifying participants there are at
321 this time.
322

323 Selectman D'Angelo read Warrant Article 29: Town Computer System Capital Reserve
324 Fund into the record:
325

326 *Shall the Town vote to raise and appropriate the sum of fifteen thousand dollars*
327 *(\$15,000) to be added to the Town Computer System Capital Reserve Fund, previously*
328 *established. (Majority Vote required).*
329

330 Selectman D'Angelo explained that the Board and Ways & Means Committee support
331 this article unanimously. This article has an estimated tax impact of \$0.01 per thousand.
332 As of December 31, 2019, this CRF has a balance of \$51,859.60. The town computer
333 system was updated in 2018. There was no withdrawal from this fund in 2019. The
334 intention of this article is to grow the CRF at a moderate pace, in order to have the funds
335 when needed.
336

337 Selectman D'Angelo read Warrant Article 30: Bridge Repair and Replacement Capital
338 Reserve Fund into the record:
339

340 *Shall the Town vote to raise and appropriate the sum of two hundred thousand dollars*
341 *(\$200,000) to be added to the Bridge Repair and Replacement Capital Reserve Fund,*
342 *previously established. (Majority Vote required).*
343

344 Selectman D'Angelo explained that the Board and Ways & Means Committee support
345 this article unanimously. This article has an estimated tax impact of \$0.12 per thousand.
346 As of December 31, 2019, this CRF has a balance of \$408,673.90. The state pays 80%
347 towards bridge replacement, while the town pays 20%. This article is to help fund that
348 20% and other bridge maintenance as needed.
349

350 Selectman D'Angelo read Warrant Article 31: Fire Rescue Vehicle and Equipment
351 Purchase and Repair Capital Reserve Fund into the record:
352

353 *Shall the Town vote to raise and appropriate the sum of two hundred fifty-seven*
354 *thousand dollars (\$257,000) to be added to the Fire Rescue Vehicle and Equipment*
355 *Purchase and Repair Capital Reserve Fund, previously established. (Majority Vote*
356 *required).*
357

358 Selectman D'Angelo explained that the Board and Ways & Means Committee support
359 this article unanimously. This article has an estimated tax impact of \$0.15 per thousand.
360 As of December 31, 2019, this CRF has a balance of \$1,288,377.15. The amount for this

fund is calculated in order to keep the town's equipment updated and to level load the amount asked for from the taxpayers.

Selectman D'Angelo read Warrant Article 32: Amherst Street Side Path into the record:

Shall the Town vote to raise and appropriate the sum of two hundred eighty-seven thousand five hundred dollars (\$287,500) for the purpose of constructing a pedestrian/bicycle side path as part of the reconstruction of Amherst Street from Courthouse Road to the Milford town line. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is completed or by June 30, 2023. (Majority Vote required).

Selectman D'Angelo explained that the Board and Ways & Means Committee support this article unanimously. This article has an estimated tax impact of \$0.17 per thousand. As of December 31, 2019, this CRF has a balance of \$51,859.60. This represents the first ask by the Bicycle Pedestrian Advisory Committee to create alternative pathways than to have people walking or biking in the streets. This is not a bridge to nowhere, and stands to be a showpiece in the town. This is being proposed due to already scheduled road construction along Amherst Street, thus reducing the cost of the project.

Selectman Grella read Warrant Article 33: Police Union Contract into the record:

Shall the Town vote to approve the cost items in a hour (4) year collective bargaining agreement (beginning July 1, 2020 through June 30, 2024) reached between the Board of Selectmen and the Amherst Federation of State, County, and Municipal Employees Local 3657 (Police Union) and further to raise and appropriate the sum of forty-six thousand, two hundred and twenty-one dollars (\$46,221) for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels. (Majority Vote required).

Year Two (2) FY22	\$44,864
Year Three (3) FY23	\$40,481
Year Four (4) FY24	\$36,027
TOTAL	\$167,593

Selectman Grella explained that the Board and Ways & Means Committee support this article unanimously. This article has an estimated tax impact of \$0.03 per thousand. If this article passes, the sums for years 2-4 will become part of the budget. This is the first year agreement of a four year contract.

Selectman Grella read Warrant Article 34: Special Meeting if Collective Bargaining Agreement is Defeated into the record:

Shall the Town, if Article 33 – Police Union Contract is defeated, authorize the Board of Selectmen to call one special meeting, at its option, to address Article 33 – cost items only. (Majority Vote required).

Selectman D'Angelo explained that the Board and Ways & Means Committee support this article unanimously. This article has no tax impact.

Selectman Brew read Warrant Article 35: Discontinue Peabody Mill Environmental Center Revolving Account into the record:

Shall the Town vote to discontinue the Peabody Mill Environmental Center (PMEC) Revolving Fund established by vote at Town Meeting in March 2001 pursuant to RSA 31:95-d, with said fund including accumulated interest to date of withdrawal to be transferred to the town's unassigned fund balance.

Selectman Brew explained that the Board and Ways & Means Committee support this article unanimously. This article has no tax impact. In 2001, voters approved creating two revolving funds – one for PMEC and a second for the Recreation Department. Expenditures from the PMEC fund required approval by the Conservation Commission (ACC). Expenditures from the Recreation fund required approval by the Recreation Director and the Board. Years ago, the ACC and Recreation Department agreed that the Recreation Department should be responsible for PMEC. This change was successful and beneficial to the community. This article seeks to move the funds from the PMEC Revolving Fund to the General Fund. The following article 36 looks to capture those funds and move them to the Recreation Revolving Fund. Two warrant articles are required in order to comply with the DRA. The PMEC fund total approximately \$104,000.

Selectman Brew read Warrant Article 36: Deposit to Recreation Department Revolving Account into the record:

Shall the Town vote to raise and appropriate the sum of \$104,000 to be placed in the Recreation Department Revolving Account established at Town Meeting in March of 2001. The funds shall come from the unassigned fund balance and represent the monies available as a result of the passage of the preceding article (35) and no part of this appropriation shall be raised through taxation. This article is contingent on the passage of Article 35.

Selectman Brew explained that the Board and Ways & Means Committee support this article unanimously. This article has no tax impact. This article will recapture the amount from the previously discontinued Revolving Fund (Article 35) and accumulated interest. Cheryl Eastman stated that the exact amount of the fund is currently \$103,999.61. This is the article wording suggested by the DRA.

Chairman Lyon explained that the FY20 Budget and Warrants were \$14,874,849, or \$5.60 per thousand (\$1,977 on a typical home). The proposed FY21 Budget and Warrants are \$15,814,697, or \$5.97 per thousand (\$2,107 on a typical home). This is a delta of \$0.37 per thousand, or \$130 on a typical home.

Chairman Lyon explained that Warrant Article 37: Election of Planning Board Members (By Petition) is not a zoning warrant article but is an actual petition warrant article and will move straight to the ballot. He read it into the record.

Shall the Town vote to change the selection of Planning Board members from an appointment by the Board of Selectmen to an elected board consisting of seven members, as currently constituted, to include one ex-officio member, two members elected for a one-year term, two members for a two-year term and two members for a three-year term, thereafter the term of planning board members shall be for three years to be filled at the next regular town election pursuant to the provisions of RSA 673:2, II (b) (1)?

Chairman Lyon stated that the Planning Board may also add a zoning request to the warrant, due to the fact that it was requested of the Planning Board by the Board of Selectmen. This will be stated clearly at the Deliberative Session.

In response to a question from Will Ludt, 3 School Street, Chairman Lyon stated that, if this article is approved, the election of the Planning Board members will take place in 2021.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to close the public hearing at 8:09pm.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the Operating Budget warrant article, in the amount of \$14,616,376, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the Operating Budget warrant article, in the amount of \$14,616,376, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the Contingency Fund warrant article, in the amount of \$120,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the Contingency Fund warrant article, in the amount of \$120,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the Police Station Renovation Capital Reserve Fund warrant article, in the amount of \$200,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the Police Station Renovation Capital Reserve Fund warrant article, in the amount of \$200,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the Communications Center Capital Reserve Fund warrant article, in the amount of \$25,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the Communications Center Capital Reserve Fund warrant article, in the amount of \$25,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the Assessing Revaluation Capital Reserve Fund warrant article, in the amount of \$25,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the Assessing Revaluation Capital Reserve Fund warrant article, in the amount of \$25,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the Service-Connected Total Disability Credit warrant article, in the amount of \$3,200, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the Service-Connected Total Disability Credit warrant article, in the amount of \$3,200, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the Optional Tax Credit for Combat Service warrant article, in the amount of \$500, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the Optional Tax Credit for Combat Service warrant article, in the amount of \$500, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the Town Computer Capital Reserve Fund warrant article, in the amount of \$15,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the Town Computer Capital Reserve Fund warrant article, in the amount of \$15,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the Bridge Repair and Replacement Capital Reserve Fund warrant article, in the amount of \$200,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the Bridge Repair and Replacement Capital Reserve Fund warrant article, in the amount of \$200,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the Fire Rescue Vehicle and Equipment Purchase and Repair Capital Reserve Fund warrant article, in the amount of \$257,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the Fire Rescue Vehicle and Equipment Purchase and Repair Capital Reserve Fund warrant article, in the amount of \$257,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the Amherst Street Side Path warrant article, in the amount of \$287,500, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the Amherst Street Side Path warrant article, in the amount of \$287,500, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the Police Union Contract warrant article, with a first year amount of \$46,221, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the Police Union Contract warrant article, with a first year amount of \$46,221, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the article allowing for a Special Meeting if the Collective Bargaining Agreement is Defeated on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the article allowing for a Special Meeting if the Collective Bargaining Agreement is Defeated on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the article to Discontinue Peabody Mill Environmental Center Revolving Account on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the article to Discontinue Peabody Mill Environmental Center Revolving Account on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to place the article to Deposit to Recreation Department Revolving Account, a sum of \$104,000, on the warrant.

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

A MOTION was made by Selectmen Brew and SECONDED by Selectman D'Angelo to support the article to Deposit to Recreation Department Revolving Account, a sum of \$104,000, on the warrant.

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

6. Staff Reports

6.3 Highland Drive Cul-de-sac – the Board continued to this agenda item

Town Administrator Shankle explained that there is a resident on the Highland Drive cul-de-sac who prefers for the road to have no treatment, salt or sand. The position of the town since 2002 has been to treat this road in the same manner it treats all of the other roads in town. The DPW is asking the Board to affirm this position.

A MOTION was made by Selectman Grella and SECONDED by Selectman Panasiti that the Board re-affirm the Board of Selectmen letter to Mr. Dennis of 19 Highland Drive of January 22, 2002 with the same content.

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

636 **7. Approvals**

637 **7.1 Assessing**

638 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to*
639 *approve and sign the Land Use Change Tax Abatement for:*

640 *Property Map/Lot 006-092-002 in the amount of \$880.00*

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

642
643 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to*
644 *approve and sign the Timber Tax Levy/Certification of Yield Tax for:*

645 *Property Map/Lot 003-032-002 in the amount of \$101.00*

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

647
648 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to*
649 *approve and sign the Timber Tax Levy/Certification of Yield Tax for:*

650 *Property Map/Lot 004-068-000 in the amount of \$6,218.40*

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

652
653 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to*
654 *approve and sign the Conservation Restriction Assessment Recommendation for:*

655 *Property Map/Lot 024-041-000*

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

657
658 **7.2 Payroll**

659 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
660 *to approve one (1) FY20 Payroll Manifest in the amount of \$234,131.68 dated December*
661 *19, 2019, subject to review and audit.*

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

663
664 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
665 *to approve one (1) FY20 Payroll Manifest in the amount of \$269.12 dated December 19,*
666 *2019, subject to review and audit.*

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

668
669 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
670 *to approve one (1) FY20 Payroll Manifest in the amount of \$224,422.36 dated January 2,*
671 *2020, subject to review and audit.*

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

673
674 **7.3 Accounts Payable**

675 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
676 *to approve one (1) FY20 Accounts Payable Manifest in the amount of \$299,140.57, dated*
677 *December 10, 2019, subject to review and audit.*

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

679
680 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
681 *to approve one (1) FY20 Accounts Payable Manifest in the amount of \$23,127.60 dated*

December 13, 2019, subject to review and audit. (Town Clerk Transfers to the State of NH).

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Accounts Payable Manifest in the amount of \$32,491.66 dated December 20, 2019, subject to review and audit. (Town Clerk Transfers to the State of NH).

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Accounts Payable Manifest in the amount of \$65,941.89, dated December 13, 2019, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Accounts Payable Manifest in the amount of \$2,103.89, dated December 24, 2019, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Accounts Payable Manifest in the amount of \$245,211.26, dated December 24, 2019, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Accounts Payable Manifest in the amount of \$2,856,178.00, dated January 2, 2020, subject to review and audit. (School Disbursements)

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Accounts Payable Manifest in the amount of \$2,077,234.00, dated December 10, 2019, subject to review and audit. (Annual County Tax)

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

7.4 Concentration Accounts

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Concentration Account Manifest in the amount of \$1,495.60 dated December 10, 2019, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Concentration Account Manifest in the amount of \$2,300.65, dated December 26, 2019, subject to review and audit.

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

7.5 Previous Meeting Minutes – December 13, 2019

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to approve the Board of Selectmen meeting minutes of December 13, 2019 as amended [Line 63: the vote should read 5-0-1].

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

8. Action Items – the Board reviewed its action items.

The Board reviewed four check runs that did not appear on the agenda.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Concentration Account Manifest in the amount of \$80.00 dated January 6, 2020, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Accounts Payable Manifest in the amount of \$351,157.35, dated January 6, 2020, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Accounts Payable Manifest in the amount of \$31,791.12, dated January 7, 2020, subject to review and audit. (Fees to NH DOE)

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Payroll Manifest in the amount of \$1,740.48 dated January 8, 2020, subject to review and audit.

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

9. Old/New Business

Selectman Grella explained that he attended a Heritage Commission meeting last week where Nic Strong explained the procedures of the Planning Board and how it receives feedback from the Heritage Commission.

Selectman D'Angelo stated that he's been attending school board meetings, during which they have been getting ready Deliberative Session. He has also attended Joint Facilities Advisory Committee meetings, where they have been trying to figure out how to explain why they need the studies that will help determine how to modernize the current schools or the necessity for a new one.

Chairman Lyon stated that he and Town Administrator Shankle attended a PTA sponsored meeting that reviewed the town and school budgets. There was a small audience, but one they might not otherwise have been in front of.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo
to adjourn the meeting at 8:41pm.
Voting: 5-0-0; motion carried unanimously.

NEXT MEETING: January 27, 2020 - Monday

SIGNATURE ON FILE

2020.01.27

Selectman Reed Panasiti

Date