



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, November 09, 2020 6:30PM**

**1. Call to Order**

Chairman Peter Lyon called the meeting to order at 6:30 p.m.

Attendees by Zoom conference call: Chairman Peter Lyon, Selectman Dwight Brew, Selectman Reed Panasiti, Selectman John D'Angelo, and Selectman Tom Grella.  
Also present: Town Administrator Dean Shankle and Kristan Patenaude, minute taker

Ways & Means Committee Members present: Lisa Eastland (Chair), Danielle Pray (vice chair), Scott Tuthill, Matt Seiler, Bill Loscocco, James Kuhnert, Lori Mix (alternate).

Other attendees and the public accessed the meeting via Zoom.

Chairman Lyon explained that, pursuant to the State of Emergency declared by the Governor as a result of the COVID19 pandemic and in accordance with his Emergency Order #12, this meeting is authorized to take place electronically. There is no physical location to observe and listen to this meeting. However, in accordance with the Emergency Order, we are:

Utilizing Zoom teleconferencing for this meeting. All members of the Board have the ability to communicate during the meeting through this platform and the public has access to contemporaneously listen and if necessary participate in the meeting by dialing +1 301 715 8592 and using a webinar ID of 886-3830-1164 or by using the link contained in the agenda posted at [amherstnh.gov](http://amherstnh.gov).

Notice of the meeting and means to access it were previously posted in accordance with law. Members of the public that have phoned into the meeting can raise their hand by pressing the \*9 on their phone, in order to make it known that they would like to speak to the Board. If anyone has a problem accessing the meeting, please call 603-440-8248 for assistance. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

All votes will be taken by roll call and for ease, in alphabetical order.  
Lastly, the meeting is being recorded and will be replayed on ACATV.

The Board started by taking a roll call vote and stating if they were alone.

37 *Roll call vote: Selectman Brew – present; Selectman D’Angelo – present; Selectman*  
38 *Grella – present; Selectman Panasiti – present; Chairman Lyon – present. All noted*  
39 *themselves as being alone.*

40  
41 **2. Citizen’s Forum – none.**

42  
43 **3. Appointments**

44 **3.1 Volunteer Application – Bike/Ped Advisory Committee**

45 Chairman Lyon explained that Tom Christensen would like to take Wes Robertson’s seat that  
46 is vacant, due to Mr. Robertson’s resignation from the Bicycle Pedestrian Advisory  
47 Committee. This term is to end March 2021.

48  
49 Tom Christensen stated that he has lived in Amherst for a long time and has enjoyed the  
50 opportunity to work alongside the Bicycle Pedestrian Advisory Committee. He believes the  
51 group is made up of good people who are efficient and work hard to save the Town money in  
52 their proposed projects.

53  
54 The Board members gave their thanks to Mr. Christensen for his decision to volunteer for the  
55 Committee.

56  
57 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to seat*  
58 *Tom Christensen on the Bicycle Pedestrian Advisory Committee, for a term to expire in 2021.*  
59 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
60 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

61  
62 **3.2 2020 Amherst Tree Lighting Ceremony – A Virtual Celebration**

63 Michelle Arbogast, Chair of the Amherst Tree Lighting Festival, explained that she has been  
64 working with Town Administrator Shankle to create a virtual celebration for this year’s Tree  
65 Lighting Ceremony. She stated that about half of the previous year’s performers have  
66 confirmed that they will be available. Some/most of the performers and possibly the tree  
67 lighting itself will be pre-recorded; other performers may be live from their houses.

68  
69 The Board agreed with the idea to hold the Tree Lighting Ceremony virtually this year and  
70 thanked Ms. Arbogast for her work.

71  
72 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Brew to approve*  
73 *the Virtual Tree Lighting Ceremony, as proposed by the Tree Lighting Committee.*  
74 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
75 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

76  
77 **4. Administration**

78 **4.1. Administrative Updates**

79 Town Administrator Shankle explained that he heard from the Town Attorney that intervenors  
80 have put in a motion to dismiss the lawsuit from TransFormations, Inc. against the Town. The  
81 Town does not need to do anything with this information.

Town Administrator Shankle stated that the Department of Business and Economic Affairs will be holding a virtual Job and Relocation Fair tomorrow from 11-2. This is being sponsored by many of the local Chambers of Commerce.

Town Administrator Shankle and the Board discussed that some of the items that will be recommended by the Highway Safety Committee later in the meeting will need public hearings. The Board agreed that these public hearings can be scheduled at the next appropriate meeting.

## **5. Staff Reports**

### **5.1 FY22 Draft Budget #2**

Cheryl Eastman explained that the second draft of the budget shows an increase in Workman's Comp insurance of 4.1%, or \$6,965. There is also an increase in the Street Lighting line of \$2,107. The new bottom line of the budget is \$14,666, 451, which is an increase of \$50,075 over FY21, or 0.34%.

Chairman Lyon noted that the budget is still missing numbers for COLA and health insurance increases. He stated that there may also be a request from the Recreation Department for additional part-time hours for field maintenance, at around \$21,000.

Selectman Brew stated that, even assuming the Board votes to use \$500,000 to offset taxes next year, the proposed budget is still up a fair amount, about \$0.44/\$1,000, or \$155/typical house in Amherst. This is without the potential COLA and health insurance increases, and without factoring in possible Warrant Articles. He questioned why this increase appears much higher for this year versus last year. He requested that the staff work to decide what reasonable items might be reduced from the proposed budget to make it more manageable.

In response to a question from Selectman D'Angelo, Cheryl Eastman stated that the \$200,000 has been removed from the DPW Vehicle Purchase line, in the expectation of the proposed Warrant Article CRF.

Selectman D'Angelo stated that he believes it is irresponsible to zero out the DPW Vehicle Purchase line in hopes that the voters will agree to the proposed CRF, in this year and proceeding years. He requested that this amount be restored into the budget line item. Similar Warrant Article CRF requests have not been agreed to in the past by the voters.

Selectman Grella stated that he agrees with Selectman D'Angelo. He explained that the Town finally got its hands around a way to replace DPW vehicles by putting it in the budget as a line item. He is concerned about having this be an item to be voted on each year.

Selectman Brew requested that the budget impact numbers be presented at the next Board meeting.

In response to a question from Chairman Lyon, Selectman D'Angelo stated that he objects being put in the position to have to make a motion to restore the DPW Vehicle Purchase budget money into a line item. Selectman D'Angelo stated that he believes the money should be kept in the line item, and that a motion to remove it from the line item would be more

appropriate. He stated that he would have liked for the Board to discuss this reduction before it was made.

Selectman Brew stated that he believes the decision to remove the money from the line item and into a CRF was due to legal reasons.

Selectman Grella explained that, if the Warrant Article doesn't pass, the DPW may not have the funds available to make any vehicle purchases for the year. He would rather have the funds left in the budget line item.

In response to a question from Selectman Panasiti, Chairman Lyon explained that there was a line in the DPW budget for lease/purchase equipment. The last two trucks purchased by DPW Director, Eric Hahn, were lease/purchased through that line item. There was concern on behalf of Town Counsel that there was not adequate record of the intent to lease/purchase these trucks. Town Counsel advised that, without adequate record of the intent, these lease/purchases should not be made. Due to the fact that there was enough money in the budget line item, the DPW was able to purchase these two trucks outright. This is an unsustainable practice for the future. Thus, the idea came up to create a CRF and pull the money out of the budget line item. This will allow for purchases to be made outright, as needed, from year-to-year. If the CRF fails, the DPW will be left without a budget for vehicle purchases for the upcoming year. The upsides to the proposal are that the Town will avoid financing costs, the intent of the purchases will be made abundantly clear, and there will be flexibility for the DPW in which equipment they'd like to purchase rather than having to follow the truck replacement schedule as outlined.

In response to a question from Selectman Panasiti, Chairman Lyon explained that the DPW has a schedule for replacement equipment that was previously funded through the budget. This schedule is similar to that used by the Fire Department for replacement trucks, which is funded through a CRF. The intent is to move toward the CRF model for the DPW as well, as it has worked well for other departments.

Selectman D'Angelo stated that he has many objections to this proposal. He believes that the current system is working just fine. He stated that Town Counsel's concerns could be alleviated with better communication by the Town at the Deliberative Session. He has concerns about scraping a system that is currently working that will leave the DPW to possibly expend all of the CRF funds each year. He suggested that funds be left in the budget line item, in case the DPW wants to lease/purchase any equipment, if it is also decided that a CRF should be created to purchase equipment outright. He does not believe that this proposal is consistent with RSAs or is politically prudent.

Selectman Brew explained that Town Counsel stated that the Town would need to identify which vehicles would be purchased at Deliberative Session and that this list could then not be deviated from. He stated that he would hate to see the DPW stuck without flexibility to move vehicle replacements around based on future needs. Selectman Brew also explained that the DPW currently has a very expensive grader, approximately \$300,000. When this item eventually needs to be replaced, it will require more funds than are available in the

176 lease/purchase budget line item. A CRF would allow for funds to be built up over time in  
177 order to replace large pieces of equipment like that.

179 Selectman D'Angelo stated that he does not agree with some of the other Selectmen's  
180 interpretations of Town Counsel's email. He suggested that it might be possible for the voters  
181 to approve of lease/purchases without having specific equipment details. There could be a list  
182 circulated to the voters, with a caveat that the Town could reserve the right to change to a  
183 piece of equipment, if needed, with the right to lease/purchase or buy outright.

185 In response to a question from Chairman Lyon, Selectman D'Angelo explained that he  
186 believes it would be politically prudent for the voters to vote to partially fund a CRF each  
187 year, while also gradually scaling down the budget line item. He believes it is grossly  
188 imprudent to zero out the budget line item, in hopes that voters will fund a CRF and continue  
189 to do so each year.

191 Chairman Lyon stated that his outlook is that the voters have responded positively each time  
192 to voting on CRF's for the Fire Department, bridges, roads, etc. He is confident that the voters  
193 will be supportive of the Town and DPW's work moving forward.

195 Selectman D'Angelo noted that the voters have voted down a DPW CRF in the past.

197 In response to a question from Selectman Panasiti, Chairman Lyon explained that  
198 lease/purchases of DPW vehicles have been made fairly frequently in the last 3-4 years. There  
199 are usually 2-3 lease/purchases going at a time.

201 DPW Director, Eric Hahn, stated that he feels that there have been obstacles to him  
202 purchasing equipment/vehicles in the past two fiscal years. He believes he has been fortunate  
203 to have the Board's cooperation in purchasing these vehicles outright instead. He believes it is  
204 unsustainable to keep purchasing vehicles in that manner, but also doesn't want to give up any  
205 money from his budget.

207 In response to a question from Selectman Panasiti, Eric Hahn explained that the DPW has  
208 probably purchased a vehicle/equipment every year in the past five years. If the DPW sticks  
209 with its current plan, it will probably spend about \$100,000-\$200,000/year.

211 Selectman Panasiti stated that he sees Selectman D'Angelo's point, and believes it might be a  
212 good idea to keep the budget line item, ask the voters to fund a CRF, and then slowly work to  
213 zero out the budget line item.

215 Town Administrator Shankle explained that Town Counsel's suggestion was that the legal  
216 way to lease/purchase equipment/vehicles, per the RSA, is for the voters to know specifically  
217 what will be done with the money voted on in the budget line item.

219 Selectman D'Angelo stated that one scenario is to have a CRF that specifies which vehicle at  
220 which price and if it will be lease/purchased. Another scenario is that the Town could  
221 communicate better at the Deliberative Session regarding what the DPW's planned equipment

schedule is and that the Town may reserve the right to switch to another item on the list, if needed.

Bill Loscocco, Ways & Means member, agreed with Selectman Brew's request to look at the budget impact to the taxpayers. He also believes it is important to look at what might not be necessary in this year's budget.

Jim Kuhnert, Ways & Means member, stated that he believes clear guidance from Town Counsel is needed on this issue. He believes that zeroing out the budget line item in hopes of creating a CRF could be a high-risk strategy. He explained that the suggestions to transition to this approach is a good middle-of-the-road idea.

In response to a question from Lisa Eastland, Chairman Lyon explained that, under State Statute, the Library Trustees create the Library budget. This is presented to the voters for support along with the rest of the Town's budget. There is a cooperative relationship between the Town and Library in that the Library uses the Town's software to create its budget, the Library subscribes to the Town's wage scale matrix, and the Library uses the Town's Accounts Payable and Payroll systems.

Cheryl Eastman noted that, per RSA 202-11, the Board is not able to alter the bottom line of the Library's budget by more than a certain percentage.

Town Administrator Shankle explained that some towns put out the Library budget as a separate warrant article, but this can become an issue because there is no default budget for the Library.

The Board agreed to look at COLA numbers in two weeks.

## **5.2 FY22 Warrant Articles Draft #1**

Chairman Lyon stated that Town Counsel sent a letter regarding some concerns about Warrant Article 22, Open Space Acquisition Bond. Town Counsel expressed that the DRA might not approve the bond purchase without the property first being identified. The Board and ACC will review this item more thoroughly.

The Board reviewed the other Warrant Articles.

Selectman Panasiti suggested that the Board look at using some of the Unassigned Fund Balance to pay for the amount being requested in Warrant Article 41, Police Station Renovation Completion. He suggested that the Board take up to \$200,000 out of the unassigned fund balance for this purpose.

Chairman Lyon noted that, if \$200,000 is set aside to fund this item, there will be less money available to offset taxes next year.

Selectman Brew stated that using unassigned fund balance funds for this could make the Police Station Renovation look less expensive, while making the budget look more expensive. He is not in favor of this proposal.



Selectman D'Angelo stated that he agrees with the suggestion. He does not agree with the Board's current policy for the unassigned fund balance. He explained that the Board voted to implement this policy five years ago to converge on a target number. This intention has failed each year. He believes it makes sense to spend some of this money on a project in order to bring the balance of the unassigned fund balance down. He explained that, even if the proposal was to take out \$200,000 from the unassigned fund balance, only \$100,000 would be used to offset the tax rate next year, per the policy.

Selectman Grella stated that he approves of the suggestion, as the Police Station Renovation Completion is a one-time expense.

Bill Loscocco stated that he agrees with the suggestion as a way to address the excess amount in the unassigned fund balance.

In response to a question from Jim Kuhnert, Chairman Lyon stated that the Town will clearly explain, if there is a Warrant Article for this, where the funds are coming from (taxpayers or unassigned fund balance).

In response to a question from Selectman Brew, Cheryl Eastman explained that she calculates the estimated taxpayer impact by using the total number in the proposed warrant articles. Funds from the unassigned fund balance have no tax impact because they've already been collected. Selectman Brew stated that he believes using the unassigned fund balance in this way is not being transparent to the taxpayers.

Chairman Lyon explained that this was originally slated to be a \$600,000 project, and those funds were raised from the taxpayers. The project ended up costing more, in large part due to an unexpected HVAC upgrade.

In response to a question from Selectman D'Angelo, Police Chief Mark Reams explained that the cost was initially approximately \$120-125,000, but that the cost will probably increase due to any delays, closer to \$175,000. The architect recommends up to \$200,000 for any contingencies.

Chairman Lyon explained that, part of the problem is that the Board can't lock itself into being able to pay the additional funds needed for the project out of this year's budget until closer to the end of the year.

Lisa Eastland suggested raising some of the money from new taxes and using the unassigned fund balance for the rest of the funds.

*A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to change the wording of Article 31 to read: "Shall the Town vote to raise and appropriate the sum of Two Hundred Thousand Dollars (\$200,000) from the undesignated fund balance for the purpose of completing the 3<sup>rd</sup> floor of the Police Station Renovation."*

*Roll call vote: Selectman Brew – nay; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – nay. 3-2-0; motion carried.*

The Board reviewed Warrant Article 33 Recreation Facilities Acquisition, Construction, and Maintenance CRF.

Craig Fraley, Recreation Department Director, explained that this proposed Warrant Article goes along with the Department's first goal in its Strategic Plan. These funds will help to change Buck Meadow Conservation & Recreation Area into an athletic field facility. The Department is looking into a 50/50 grant match through the Land Water Conservation Grant. He explained that he believes the cost of this project is about \$300,000. In order to start applying for grants, the Department hopes to create a CRF and fund it with \$50,000 each year. The Department is not asking for more than that in order to be cognizant of the other asks for this year.

In response to a question from Selectman Panasiti, Craig Fraley stated that the Department may not have needed this Warrant Article if there were more funds in the Revolving Account.

In response to a question from Danielle Pray, Ways & Means member, Craig Fraley explained that this will be a multi-year ask. More information will be available once the matching grants are applied for.

### **5.3. Withdrawal from Communications Capital Reserve Fund**

Cheryl Eastman noted that this was voted on by the Board in July. This vote will close the loop on this item and allow the Trustees of the Trust Fund to release the funds.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to request that the Trustees of the Trust Funds authorize Cambridge Trust Bank to withdraw \$28,936.97 from the Town of Amherst Communications Center Capital Reserve Fund, as voted by the Board of Selectmen on July 27, 2020.*

*Roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

### **5.4. Presentation of Capital Improvement Plan**

Danielle Pray, Chair of the Capital Improvement Plan (CIP) Committee, reviewed the CIP document with the Board. She explained that the Committee was made up of members from the Planning Board, School Departments, Board of Selectmen, and citizens. The Committee finished its work in August and created the final CIP document in September. There was one member of the Planning Board that voted against the CIP document, due to the Schools portion. She explained that the Schools are moving towards an expendable trust fund this year.

Chairman Lyon stated that the Planning Board is responsible for delegating this task to the CIP Committee, while the Board of Selectmen is tasked with receiving the CIP document.

In response to a question from Selectman Brew, Danielle Pray explained that some of the projected tax impact is from new tax dollars. The CIP Committee works to even out the bottom line and more things around so that there is no big spike for taxpayers. The placeholder number is \$35M for a new school, but that number is probably not accurate to what the request will be.



Selectman D'Angelo stated that three years ago, the Schools told the CIP Committee there would be a big ask but no information was given. This year a large number was given, but it will probably be more than the \$35M placeholder. The Amherst School Board is currently meeting to try to decide what number will be asked for. Next year's number should be more realistic. The impact to the taxpayers has remained flat for the next six years, even with that large number, thanks to the CIP Committee. The Town's bond impact is also rolling off, which opens up the ability for more bonds.

In response to a question from Selectman Panasiti, Selectman D'Angelo explained that the CIP is formed by the Master Plan. The Master Plan is what drives the spending plan for the Town and Schools. The CIP is currently working off old information because the Master Plan is in the process of being updated. Once the Master Plan is complete, it will be used to help inform the CIP.

### **5.5. Winter Operations Plan**

DPW Director Eric Hahn explained that the Department has a Winter Operations Plan approved by the Board about 17 years ago. This plan doesn't have anything new, other than items dealing with COVID items and reduced service levels.

*A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to approve and adopt the Winter Maintenance Plan, dated 9/21/2020, as presented.*

*Roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

### **5.6. Old Manchester Road, shared roadway line striping**

DPW Director, Eric Hahn, stated that the Bicycle & Pedestrian Advisory Committee looked at this road as a candidate for this type of roadway striping. This treatment will include dashed lines, 5' from the edge of each side of the road for bicyclists/pedestrians. Old Manchester Road is a good candidate for this treatment to allow residents safer passage along the roads, and probably reduced speeds. He believes this will be a great flagship project for this type of multimodal treatment in Town.

Chairman Lyon explained that the Highway Safety Committee also reviewed this suggestion and recommended it be sent along to the Board for a vote.

Eric Hahn explained that there will also be two unique roadway signs at Walnut Hill Road and Georgetown Road. This will show users the shared path usage. He explained that other towns, such as Hanover, have implemented this treatment with no accidents and no issues.

Selectman Brew stated that he would like for abutters to be noticed before voting on this item.

Selectman D'Angelo stated that he believes this is a good idea to try as a traffic calming measure.

In response to a question from Selectman Grella, Eric Hahn stated that this road will be completely redone in the future.

In response to a question from Selectman Panasiti, Eric Hahn stated that there are about 80 homes in the surrounding neighborhoods that could utilize this treatment. Eric Hahn stated that he believes this is a momentous opportunity to take advantage of.

Chairman Lyon stated that he believes this will be a good traffic calming measure. He shares Selectman Brew's concerns about notifying the abutters before voting on this item.

Eric Hahn stated that he would work with the Bicycle and Pedestrian Advisory Committee to notify all abutters.

#### **5.7. Pocket Park/Fishing Deck Lot 24-11 & Lot 24-1**

Craig Fraley stated that the Town owns a right of way at 35 Broadway, near Baboosic Lake. His intention is to build a fishing pier/deck at this spot. The deck will be ADA accessible and there will be signage stating that it is for Amherst-resident use only. The new deck will disallow for boat launch from this area. He has taken to calling this a Pocket Park. There will be wetlands permits needed for this project. Town resident, Bill Widmer, has offered to donate \$9,950 to this project, so long as his donation is complete before 12/31/2020. The total project should cost about \$8,600. This will include the deck and parking space for one ADA accessible spot.

Selectman D'Angelo suggested that there be a plaque installed for Mr. Widmer on the deck. *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to accept Bill Widmer's donation of up to \$9,950, and to move forward with the Pocket Park on Lot 24-11 and the ADA Accessible parking space.*

*Roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

#### **5.8. Federal/State Grant: Emergency Operations Plan and the Hazard Mitigation Plan**

Fire Chief, Matt Conley, explained that he was approached from the State regarding a grant to offset the cost to complete the Hazard Mitigation Plan. The federal funds will be \$9,999.75 and the non-federal funds will be \$3,3325, for a total of \$13,333. The non-federal funds will include the Department staff doing their share of the work and documenting their hours. There is a current Hazard Mitigation Plan; this is a plan to update that.

In response to a question from Chairman Lyon, Matt Conley explained that part of the federal funds includes an outside contractor to help with this work.

*A MOTION was made by Selectman Grella and SECONDED by Selectman Panasiti to move that the Board of Selectmen accept the terms of the Pre-Disaster Mitigation Grant Program, as presented, in the amount of \$9,999.75 to update the Town of Amherst Local Hazard Mitigation Plane. Furthermore, the Board acknowledges that the total cost of the project will be \$13,333.00, of which the town will be responsible for a 25% in-kind match of \$3,333.25. Furthermore, it is understood that this work will be done by a 3<sup>rd</sup> person contractor, who will be chosen in accordance with the Town's purchasing policy. And lastly, that the Board hereby authorizes the Chair of the Board of Selectmen to sign all documents related to the grant on behalf of the town.*

Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;  
Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

## **6. Approvals**

### **6.1 Assessing**

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve the Land Use Change Tax in the amount of \$6,300 for Tax Map 005 Lot 100-000, 3 Stonewall Crossing Road.

Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;  
Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to accept and sign the 2020 DRA Sales Ratio Study.

Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;  
Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve and sign the December 2020 Tax Warrant in the amount of \$25,971,350.

Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;  
Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the placement of one utility pole on Boston Post Road and authorize the Board of Selectmen to sign the petition on behalf of the Town of Amherst.

Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;  
Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

### **6.2 Accounts Payable Manifests and Meeting Minutes October 12, 2020**

A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to approve one (1) FY21 Payroll Manifest in the amount of \$223,557.24 dated November 5, 2020, subject to review and audit.

By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;  
Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to approve one (1) FY21 Payroll Manifest in the amount of \$739.02 dated November 5, 2020, subject to review and audit.

By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;  
Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to approve one (1) FY21 Accounts Payable Manifest in the amount of \$221,033.36 dated October 28, 2020, subject to review and audit.

By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;  
Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve one (1) FY21 Accounts Payable Manifest in the amount of \$2,163,008.30 dated October 29, 2020, subject to review and audit.*  
*By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,024,202.00 dated November 1, 2020, subject to review and audit (School Disbursements).*  
*By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

*A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to approve the meeting minutes of October 23, 2020, as presented.*  
*By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

*A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to approve the meeting minutes of October 26, 2020, as presented.*  
*By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

## **7. Action Items**

The Board reviewed its action items.

## **8. Old/New Business**

The Board reviewed any old/new business.

*A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to adjourn the meeting at 10:12pm.*  
*By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

**NEXT MEETING: Monday, November 23, 2020**

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*Selectman Reed Panasiti*

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*Date*