



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, April 15, 2019

1 **1. Call to Order**

2
3 Chairman Peter Lyon called the meeting to order at 6:30 p.m.

4
5 Attendees: Chairman Peter Lyon, Selectmen Dwight Brew, John D'Angelo, Tom Grella, and
6 Reed Panasiti. Also present: Town Administrator Dean Shankle.

7
8 **2. Pledge of Allegiance** – Amherst Conservation Commission Chair, Rob Clemens, led the
9 pledge.

10
11 **3. Citizen Forum** - none.

12
13 **4. Department Quarterly Reports**

14 **4.1 Tax Assessing Department**

15 Tax Collector, Gail Stout, presented the Department's quarterly report. She mentioned that the
16 Department is made up of 2 full-time employees. The town is in its second year of a five year
17 contract with KRT Appraisal. Property taxes invoiced in 2018 are currently 99.2% collected.
18 There were 11 abatement applications received for the 2018 tax year. Ms. Stout encouraged
19 the public to visit the town website for more information.

20
21 In response to a comment from Selectman Brew, Ms. Stout agreed that the 130 properties with
22 balances from the 2018 tax season include those where people didn't pay their December or
23 July or both months tax bill. All other properties are current.

24
25 In response to a question from Selectman Panasiti, Ms. Stout stated that the town is now
26 accepting payment by credit card.

27
28 The Board thanked Ms. Stout and her Department for their strategic work in aiding taxpayers.

29
30 **4.2 Police**

31 Police Chief Mark Reams presented the Department's quarterly report. He explained that the
32 Department does vacant house checks in town approximately 4,000 times per year. The
33 Department also makes bank visits about once per shift, in order to make their presence
34 known. Drug offenses are down considerably, but that is not from a decreased Department
35 effort. The Department is currently down from 12 patrolmen to 9. The Department has been
36 recruiting for 3 positions and will have 2 candidates enrolling in the police academy in May,
37 and 1 candidate enrolling in August.

38 The sixth annual in-house award recognized two officers: Hans Chapman and Christopher
39 Corey. The quarterly employee spotlight honored the new D.A.R.E. Officer Joseph P. Cerra.

40

In response to a question from Selectman Panasiti, Chief Reams explained that the Department was able to work through having the 3 open positions by pulling detectives for some hours and working overtime.

In response to a question from Selectman Brew, Chief Reams stated that the decrease in overall drug deaths in the state seems to be a real change and is encouraging.

4.3 Recreation

Recreation Department Director, Craig Fraley, presented the Department's quarterly report. They are working to install more draining at Birch Park, as tournaments and usage are increasing there. Bean Fields were able to be opened about 2 weeks earlier this year due to better field drainage. At the town beach, non-resident season passes are up about 30%. This is due to the gate fee restrictions put on weekends for non-residents. Fees were increased for non-resident season passes by \$20 to help make up for lost revenue from the gate restrictions. The rowing club fees help cover the cost of a porta potty from April 1 – November 1 each year, and the cost of utilities. The parks crew built 12 picnic tables that will be distributed throughout town.

In response to a question from Selectman Grella, Mr. Fraley explained that the Department holds money from rental fees through the mutual agreement with the schools in order to replace the turf, but they are not on the hook to come up with the full amount.

In response to a question from Selectman Brew, Mr. Fraley stated that a large bus could be purchased through revolving funds hopefully within a year or 2.

In response to a question from Chairman Lyon, Mr. Fraley stated that the Department will put up signage at the beach again this year to make the weekend beach policy evident.

5. Administration

5.1 Town Administrator's Report

Town Administrator Shankle stated that the hiring process for the Finance Director and the Community Development Director is ongoing.

The Bike/Ped Committee will meet on Tuesday at 6pm at the Brick School.

There is a litter problem at a foreclosed property at 32 Cross Road that needs to be addressed.

He will work with the town attorney on this issue.

There is also an issue with a person being given seasonal work by both the Recreation Department and the DPW, with neither Department clearly tracking his number of hours worked. The plan is to make this a permanent part-time position with the Recreation Department keeping track of the hours worked.

5.2 Old Home Days Common Use Request

Historical Society member, John Bement, explained that the group would like to use the Green for the whole day and evening on Saturday, September 7th. There may be a possible rain date for the dinner on Sunday. There is a possible request to close off streets (Middle to School), in order to make the area safer for pedestrians. There is also a request to have a beer tent component this year. This could either be held at Buchanan Field or at the Wigwam.

89 In response to a question from Selectman Panasiti, Mr. Bement stated that they have spoken to
90 two local breweries who would bring in their own people to serve the beer. The other items
91 (ticketing, ID'ing) were covered in a state training that members of the Historical Society
92 attended. The area would have to be roped off and clearly delineated.

93
94 The Board agreed that they would prefer to see the beer tent set up at the Wigwam Museum,
95 instead of on town property. The Historical Society will work with Town Administrator
96 Shankle to iron out details.

97
98 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*
99 *the request of the Amherst Historical Society's use of the Town Common and Buchanan Field*
100 *on September 7 and 8, 2019 for Old Home Day Festival.*

101 *Voting: 5-0-0; motion passed unanimously.*
102

103 **5.3 New Hire - AFR**

104 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
105 *appoint Daniel Raiser to the Amherst Fire Rescue as a firefighter, effective April 3, 2019.*

106 *Voting: 5-0-0; motion passed unanimously.*
107

108 **5.4 New Hires – P.D.**

109 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to appoint*
110 *Taylor Aspinwall and Rachel McAloon to Amherst Police Department as full-time police*
111 *officers, effective April 22, 2019.*

112 *Voting: 5-0-0; motion passed unanimously.*
113

114 **5.5 SRLD Member Resignation**

115 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
116 *accept, with regret, Bruce Berry's resignation from the Souhegan Regional Landfill District*
117 *committee as an Amherst representative.*

118 *Voting: 5-0-0; motion passed unanimously.*
119

120 **5.6 SRLD Member Appointments**

121 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
122 *appoint the following as Amherst representatives to the Souhegan Regional Landfill District:*
123 *Steve Morgan, term expires 2020; Eric Hahn, term expires 2021; and Bruce Bowler, term*
124 *expires 2022.*

125 *Voting: 5-0-0; motion passed unanimously.*
126

127 **5.7 Continental Paving Contract Extension**

128 DPW Director, Eric Hahn explained to the Board that there was a competitive bidding process
129 for this contract 2 years ago. Last year the Board agreed to extend the contract, and he is
130 asking now that it be extended for another year. Continental is willing to extend their pricing
131 from two years ago.

132
133 He also explained that the year 1 road plan work came back significantly less than originally
134 estimated, so he can now add more roads to the year 1 plan. He will be able to get at least an
135 extra half mile of road done.
136

In response to a question from Selectman Panasiti, Mr. Hahn stated that there was no winter damage done on Continental's roadwork that they need to address before beginning on the new work.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to extend the Town of Amherst agreement with Continental Paving Co. Inc. through the 2019 paving season for work as outlined in the contract.

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

5.8 Conservation Land Encroachments

Town Administrator Shankle explained that there may be cases of encroachment on town conservation easement properties, and he's hoping the Board can examine what to do if there are any. He then read language regarding encroachments from the NH Municipal Association.

Selectman D'Angelo stated that the town should start addressing encroachments with letters to the homeowners. There should be a good baseline before further monitoring can be done.

Chairman Lyon stated that the Conservation Commission is working hard to get a workable baseline in place using a spreadsheet tool.

ACC Chair Rob Clemens explained that the spreadsheet has 149 properties on it, each linked to its designated deed. Approximately 50 of those properties are easements. There has been some monitoring done on these properties over the year, but not on all of them and not at any frequency. Issues encountered on these properties will require a reaction of some sort.

The Board discussed the range of encroachments that might be seen and the process for addressing these.

Eric Bazil, 20 Simeon Wilson Road, addressed the Board regarding his property which encroaches on Town land. He asked the Board not to generalize encroachments across the board, as every situation is different. Mr. Bazil stated that he has been trying to resolve his encroachment with the town for years and believes that his proposal would benefit the town more than him. The Board agreed that they did not have enough background information to address this specific encroachment at this time.

The Board agreed to let the ACC work through finding and addressing the encroachments and will take up the issues as needed.

5.9 Family Fun Day, Pony Rides

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to allow the Town Administrator to approve the Walnut Hollow Farm pony rides to contribute to the Preschool in the Village Family Fun Day on June 1, 2019 from 9:00 a.m. to 12:00 p.m., subject to suitable insurance.

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

6. Approvals

6.1 Intent to Excavate

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve and sign the 2019 Intent to Excavate for Map 2 Lot 34-1 located off Howe Drive.

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

The Board took up an item from Assessing (6.4) at this time.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to approve and sign the Gravel and Excavation Tax RSA 72-B for: Property Map/Lot 002-034-001 in the amount of \$43.98 Voting: 5-0-0; motion passed unanimously.

6.2 Atlas Fireworks Permit – this item was removed from the agenda

6.3 Hawkers & Vendors Application

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the Hawkers & Vendors application for Paul Bell, Comcast representative, to sell residential cable TV, internet, home phone, and home security door-to-door from April 15, 2019 – April 15, 2020, Monday-Friday 9am-5pm. Voting: 5-0-0; motion passed unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to approve the Hawkers & Vendors application for Mardi Wilson, Tastee Kone LLC, to sell ice cream and sandwiches from April 15, 2019 – April 15, 2020. Voting: 5-0-0; motion passed unanimously.

6.4 Assessing

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve and sign the All Service Veterans' Tax Credit RSA 72:28-b for: Property Map/Lot 002-104-000 in the amount of \$500.00 Property Map/Lot 003-027-015 in the amount of \$500.00 Property Map/Lot 005-029-000 in the amount of \$500.00 Voting: 5-0-0; motion passed unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve and sign the Veteran Tax Credits (2019 Year) RSA 72:28 for: Property Map/Lot 003-066-025 in the amount of \$500.00 Voting: 5-0-0; motion passed unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve and sign the Service Connected Total Disability Tax Credit RSA 72:35 for: Property Map/Lot 003-066-025 in the amount of \$2400.00 Voting: 5-0-0; motion passed unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to deny the Elderly Exemption RSA 72:39 for: Property Map/Lot 002-173-013. Voting: 5-0-0; motion passed unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve and sign the Elderly Exemptions RSA 72:39 for: Property Map/Lot 004-014-013 in the amount of \$76,000.00 Property Map/Lot 008-022-001 in the amount of \$151,000.00 Voting: 5-0-0; motion passed unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve and sign the Disable Exemption RSA 72:37-b for:
Property Map/Lot 006-108-028 in the amount of \$65,000.00
Voting: 5-0-0; motion passed unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve and sign the Abatement RSA 76:16 for:
Property Map/Lot 001-005-001 in the amount of \$686.00
Property Map/Lot 011-012-017 in the amount of \$2,576.00
Voting: 5-0-0; motion passed unanimously.

6.5 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 \$206,135.63 dated March 28, 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 Payroll Manifest in the amount of \$201,449.38 dated April 11, 2019, subject to review and audit.
Voting: motion passed unanimously, 5-0-0.

8.3 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 \$27,025.68 dated March 26, 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 \$38,292.04, dated April 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 \$319,367.76, dated April 2, 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 April 1, 2019, subject to review and audit (School Disbursement).
Voting: Motion passed unanimously, 5-0-0

8.5 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 March 25, 2019, as amended.
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 March 25, 2019 Non-Public Session, 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 March 29, 2019 Non-Public Session, as presented.
Voting: Motion passed unanimously, 5-0-0.

7. Action Items

Action items were reviewed by the Board.

8. New/Old Business

Selectman D'Angelo explained that the Girl Scout Troop working on their Silver Project will present to the Historic District Commission on the 18th and then appear before the Board at their next meeting.

9. Non-Public Session, RSA 91-A:3 II (b)

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to adjourn the public meeting and enter into non-public session, RSA 91-A:3, II (b) at 8:59 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: April 29, 2019 - Monday

SIGNATURE ON FILE

04.29.2019

Selectman Reed Panasiti

Date