



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, April 29, 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. Reception** – The Board recessed in order to celebrate Selectman Grella's 80th birthday.

9
10 The Board reconvened at 6:45 p.m.

11
12 **3. Pledge of Allegiance** – Amherst resident, Dr. John Bowkett, led the pledge.

13
14 **4. Citizen Forum** - none.

15
16 **5. Purple Heart Town Proclamation**

17 Marie Grella stated that the Board will be signing a proclamation tonight honoring Amherst as
18 a Purple Heart Community. The Town will be honored with a sign as a visual reminder of the
19 Purple Heart recipients' sacrifices. Amherst is only the 3rd town in New Hampshire to be
20 named as such. Ms. Grella's goal is to see all of the towns who qualify as a Purple Heart
21 Town to become one.

22
23 Many veterans and Purple Heart recipients stood for a round of applause and thanks.

24
25 Selectman Panasiti read the town proclamation declaring that Amherst will now recognize
26 August 7th annually as Purple Heart Day.

27
28 *A MOTION was made by Selectman Grella and SECONDED by Selectman Panasiti to*
29 *acknowledge the Town of Amherst, NH as a Purple Heart Town, to acknowledge August 7th as*
30 *Purple Heart Day within the Town, and authorize the Board of Selectmen to sign the*
31 *proclamation on behalf of the Town of Amherst.*

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

33
34 **6. Girl Scout Troop 11607 Presentation** – *this item was moved to later in the meeting*

35
36 **7. Amherst Lions Club – Abandoned Bridge**

37 Amherst Lions Club members, Charlie Vars and Ken Jones, presented the Club's idea for a
38 Bridge of Flowers, to beautify an abandoned bridge that is owned by the town. The plan
39 includes a sign that will go on the back of the bridge, and 2 layers of flowers that will be
40 supported by galvanized brackets.

41

In response to a question from Selectman D'Angelo, Mr. Vars explained that most of the materials have been donated by Lowe's and that a Lions Club subcommittee will continue to take care of the flowers as an ongoing project.

In response to a question from Selectman Panasiti, Town Administrator Shankle stated that an engineer was consulted, and it was determined that the bridge would be safe for pedestrians, but not for vehicles.

The Board thanked the Lions Club for the project.

A MOTION was made by Selectman Grella and SECONDED by Selectman Brew to endorse the efforts of the Amherst Lions Club to beautify the abandoned bridge on Boston Post Road, with a final sign design to be approved by the Board at a later date.

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

6. Girl Scouts Troop 11607 Presentation – the Board took up this item at this time

Girl Scout members, Lauren, Margo, and Anya, of Troop 11607 presented their Silver Award project for a pet waste station to the Board. This is a 50-hour long project that they believe will help to improve the water quality in Amherst. A pet waste station on the Green will reduce nonpoint source pollution going into the town's water system. The girls took a poll at last year's 4th of July event and found out that people preferred to see a pet waste station on either the Green or at PMEC. Selectman D'Angelo is their mentor. The project has financial support from both the Lions Club and the Amherst Rotary.

The initial cost for the station is about \$215-245, and packs of 2000 biodegradable bags will cost \$85. The station will be installed right next to the trash can on the Green and DPW has agreed to empty it. Future Girl Scout troops will refill the bags as needed.

The girls plan to post a story in the Citizen and on the town FaceBook page. They will also work with Moulton's to put up a map showing the public where the waste stations are in town.

The Board thanked the Girl Scouts for their proposal.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to support Girl Scouts Troop 11607 in their efforts to fund and install a pet waste station where they have indicated on the Town Common, and to authorize them to do the work in conjunction with DPW.

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

8. Department Quarterly Reports

8.1 Library

Library Director, Amy Lapointe, presented the Department's quarterly report. She explained that total circulation is down less than 1%. They continue to see DVD use declining rapidly but continue to see an increase in the use of digital media. Programming attendance for children and adults is increasing, and the staff has added programming and storytimes for younger and older children. For adult programming, the Library is working to streamline the execution of these programs, without allowing the programming to suffer.

Ms. Lapointe explained that the iPads in the Children's Room were removed due to updated screen time recommendations. The transition has been easy for the children. There is also a new wireless printing solution available at the Library, which allows people to print from home and pick up the prints later at the Library.

The Library is now fully staffed, and they are looking for new pages to replace their 4 graduating seniors. The Library Trustees are working with DPW to convert all the building lights to LEDs in order to reduce their energy consumption.

There haven't been updates or renovations done to staff spaces in a long time, and they are currently uncomfortable and ineffective. A major project is underway to update these areas.

The Board thanked Ms. Lapointe for her report.

8.2 Fire Rescue

Fire Chief, Matt Conley, presented the Department's quarterly report. He explained that the Fire and Rescue Departments continue to supply mutual aid to surrounding towns, but have not often needed to receive mutual aid from these towns. Three members of the staff are currently in the advanced EMT program, and one member is enrolled in a Paramedic program. There are also three members in the current Fire Fighter 1 program.

The Department's CPR initiative continues, with 250 students completing the program this quarter. The Department also continues with its outreach program to educate the town's senior citizens with the File of Life. Also, the Department has an ongoing project with the Red Cross to distribute smoke detectors that are installed by AFR members.

In response to a question from Selectman Grella, Chief Conley explained that the town has been able to handle instances of up and downs itself, while surrounding towns haven't been able to as well. July marks 4 years of integrating the two departments and it has been successful.

In response to a question from Selectman Brew, Chief Conley stated that the public can get more information regarding CPR certification and the File of Life from the department's website.

8.3 DPW

DPW Director, Eric Hahn, presented his department's quarterly report. He explained that, prior to the winter, the DPW worked to evaluate and revise most of the plow routes for efficiency improvements. Mr. Hahn explained that he would like to come back to the Board to discuss the salt/sand mixture used and the list of no-salt roads in town.

Mr. Hahn explained that the Department was able to complete an emergency feed from the Fire Rescue building to the Police/Dispatch facility, in case of a power outage. Also, the Town Hall historic window/shutter restoration project has started. There is a plan to trial a more historic looking lighting fixture in front of Town Hall in the summer.

In response to a question from Selectman Brew, Mr. Hahn stated that the environmental impacts are one of the main reasons he wants to revisit the salt/sand amount. The street

sweepers and catch basins are having to collect much of the sand being distributed onto the roads. There may also be health impacts due to the exposure to silica.

9. Administration

9.1 Town Administrator's Report

Town Administrator Shankle stated that there is a conditional offer on the table for a new Finance Director, Cheryl Eastman. Ms. Eastman will begin in her new position on May 13th at a rate of \$39.53/hour, if approved by the Board.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to hire Cheryl Eastman as the new Finance Director.

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

Town Administrator Shankle stated that Town-Wide Cleanup Day is on May 4th from 8am-12pm.

He explained that he will be meeting with people from Camp Young Judaea tomorrow at noon regarding the pilot program.

Town Administrator Shankle began a discussion with the Board regarding transfers of appropriations. Mr. Shankle suggested allowing him to manage transfers within departments, as long as the main line doesn't go negative.

Selectman Brew explained that currently the Board keeps track of what's being promised to the citizens in terms of the budget they've approved, by approving these transfers. Mr. Shankle suggested that the Board should receive monthly reports from the Finance Director, and that any issues should be caught during those reports.

The Board agreed to allow Town Administrator Shankle to work with Finance Director, Ms. Eastman, to decide how best to implement this practice and come back before the Board with their plan.

9.2 Memo of Understanding Amherst Maker Space - Recreation

Recreation Dept Director, Craig Fraley, explained that the Makerspace is in its 3rd year but has never had a formal MOU between the schools and the town. This official MOU is based off of the field lease agreement.

A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to approve the MOU between the Town and the Amherst Middle School as presented to allow Amherst Makerspace use of Amherst Middle School.

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

9.3 Recreation Commission Reappointments

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to reappoint the following members to the Amherst Recreation Commission: Paul Levesque, Kathleen Holt Button, and Lisa Eastland, all with terms expiring in 2022.

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

188 **9.4 Road & Bridge Commission Reappointment**

189 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
190 *reappoint Dennis Wheeler to the Road and Bridge Commission for a three-year term to expire*
191 *in 2022.*

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

193
194 **9.5 Transfer Station Lead Attendant**

195 DPW Director Hahn explained that this request is to lower the salary for the position at the
196 Transfer Station and then to move another existing employee into the role of light equipment
197 operator.

198
199 Chairman Lyon asked that Mr. Hahn sit with Town Administrator Shankle to re-word the job
200 summary.

201
202 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
203 *the reclassification of the job to Lead Transfer Station Attendant as presented by Director*
204 *Hahn, effective immediately.*

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

206
207 **9.6 Truck Financing Bid – DPW**

208 DPW Director Hahn explained that the truck which was approved to be purchased in
209 September is now ready to be picked up. This plan will not allow for a lease on two trucks as
210 originally intended but will instead allow for a down payment and lease payment on one truck.

211
212 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
213 *award the truck leasing bid to Tax-Exempt Leasing Corp for a period of 4 years, for a total of*
214 *\$74,667.88 at an interest rate of 3.68% and to authorize the Town Administrator to sign all*
215 *related documents on behalf of the Board of Selectmen.*

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

217
218 **9.7 Trackless Attachment - DPW**

219 DPW Director, Eric Hahn explained to the Board that this request is for a narrow vehicle
220 attachment blower. This can be used for leaf blowing around town.

221
222 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
223 *approve the purchase of the Trackless Turbine Blower from HP Fairfield at a cost of*
224 *\$6,900.00.*

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

226
227 **9.8 ACC Reorganization Request**

228 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to appoint*
229 *G. Wesley Robertson as an alternate (previously a full member) and Frank Montesanto as a*
230 *full member (previously an alternate), both with terms expiring in 2020.*

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

232
233 **9.9 New Hire - AFR**

234 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
235 *appoint Stuart Sanderson to the Amherst Fire Rescue as a Firefighter, effective April 24,*
236 *2019.*

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

238
239 **9.10 Community Development Director Hiring Process**

240 Town Administrator Shankle explained the new process for the Community Development
241 Director recruitment. The Board agreed to the revised process.

242
243 **10. Approvals**

244 **10.1 Charitable Solicitation Application – *this item was moved to later in the meeting.***

245
246 **10.2 Hawkers & Vendors Application**

247 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
248 *approve the Hawkers & Vendors application submitted by the Amherst Soccer Club to sell*
249 *refreshments at the annual Memorial Day Soccer Tournament from May 25 through May 27,*
250 *2019 and to authorize the Chairman to sign the registration for same on behalf of the Board*
251 *of Selectmen.*

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

253
254 **10.1 Charitable Solicitation Application – *this item was taken up at this time***

255 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to*
256 *approve the NH Public Television request to conduct a door-to-door annual membership*
257 *campaign during the month of May, 2019 from 3:00pm to 7:00pm Monday through Friday,*
258 *and to authorize the Chairman to sign the registration for each of the above solicitation*
259 *agents, preapprove by Chief Reams, Amherst Police Department, on behalf of the Board of*
260 *Selectmen.*

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

262
263 **10.3 Assessing**

264 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
265 *and sign the All Service Veterans' Tax Credit RSA 72:28-b for:*

266 *Property Map/Lot 003-006-000 in the amount of \$500.00*

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

268
269 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
270 *and sign the Veteran Tax Credits (2019 Year) RSA 72:28 for:*

271 *Property Map/Lot 002-098-019 in the amount of \$500.00*

272 *Property Map/Lot 010-064-001 in the amount of \$500.00*

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

274
275 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to deny*
276 *the Elderly Exemptions RSA 72:39 for:*

277 *Property Map/Lot 002-161-000*

278 *Property Map/Lot 008-082-000*

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

280
281 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
282 *and sign the Elderly Exemption RSA 72:39 for:*

283 *Property Map/Lot 003-099-000 in the amount of \$151,000.00*

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

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve and sign the Disabled Exemption RSA 72:37-b for:
Property Map/Lot 002-149-011 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 Grella to deny the Disabled Exemption RSA 72:37-b for:
Property Map/Lot 012-024-000
Voting: 5-0-0; motion passed unanimously.

10.4 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 \$191,582.72 dated April 25, 2019, subject to review and audit.
Voting: motion passed unanimously, 5-0-0.

10.5 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 \$40,899.32 dated April 16, 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 \$128,281.70, dated April 16, 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 \$47.00, dated April 19, 2019, subject to review and audit.
Voting: Motion passed unanimously, 5-0-0.

10.6 Concentration Account

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY19 Concentration Accounts Manifest in the amount of \$925.69, dated April 18, 2019, subject to review and audit.
Voting: Motion passed unanimously, 5-0-0.

10.7 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 April 15, 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 April 15, 2019 Non-Public Session, as presented.
Voting: Motion passed unanimously, 5-0-0.

335 **11. Action Items**

336 Action items were reviewed by the Board.

337
338 **12. New/Old Business**

339 Selectman Brew stated that the Cemetery Board of Trustees will be presenting their plan for
340 the Forestview Cemetery at a public hearing during the second half of May.

341
342 **13. Non-Public Session, RSA 91-A:3 II (b)**

343 *A MOTION was made by Chairman Lyon and SECONDED by Selectman D'Angelo to*
344 *adjourn the public meeting and enter into non-public session, RSA 91-A:3, II (b) at 9:56 p.m.*
345 *Voting: 5-0-0; motion passed unanimously.*

346
347 *By roll call vote: D'Angelo: yes, Panasiti: yes, Brew: yes, Grella: yes, Lyon: yes, the Board*
348 *went into non-public session.*

349
350 *A MOTION was made by Chairman Lyon and SECONDED by Selectman Panasiti to come*
351 *out of non-public session at 10:30 p.m.*

352
353 *By roll call vote: Brew: yes, D'Angelo: yes, Grella: yes, Lyon: yes, Panasiti: yes.*

354
355 Chairman Lyon stated that while in non-public session the board discussed a personnel matter.
356 No decisions were made and not votes were taken.

357
358 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to adjourn
359 the meeting at 10:31 p.m.

360
361
362 **NEXT MEETING: May 13, 2019 - Monday**

363
364
365
366
367 **SIGNATURE ON FILE**

2019.05.13

368 _____
369 *Selectman Reed Panasiti*

Date