



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, June 28, 2021, 6:30PM

1 **1. Call to Order**

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

3
4 Attendees: Chairman Peter Lyon, Selectman Dwight Brew, Selectman Danielle Pray, and
5 Selectman Tom Grella.

6 Also present: Town Administrator Dean Shankle

7
8 **2. Pledge of Allegiance** – led by Scott Courtemanche.

9
10 **3. Public Hearing**

11 **3.1 Public Hearing – Unanticipated Revenue**

12 Chairman Lyon explained that this Public Hearing is to deal with unanticipated revenue from
13 COVID-19-related grant funds.

14
15 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to open the*
16 *Public Hearing.*

17 *Voting: 4-0-0; motion carried unanimously.*

18
19 There was no public comment.

20
21 *A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to close the*
22 *Public Hearing.*

23 *Voting: 4-0-0; motion carried unanimously.*

24
25 In response to a question from Selectman Brew, Finance Director, Laurie May, explained that
26 the Town had three submittals to the GOFERR Fund and one DHHS grant submittal which
27 totals to \$250,140.51. She explained that one proposal is to expend these excess funds on the
28 Police Station Renovation overage. The Town can vote to accept these funds and not expend
29 them yet. The Town will need to document exactly where the funds are spent.

30
31 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to accept*
32 *\$250,140.51 from the State for COVID-19-related expenses through the GOFERR Fund and*
33 *DHHS grant.*

34
35 Discussion:

36 *Selectman Brew stated that he wants it to be clear that the Town received these funds for a*
37 *specific purpose and will expend them for said purpose, as was outlined in the grant*
38 *applications.*

39 *Selectman Brew AMENDED his motion to read: accept **and expend** \$250,140.51 from the*
40 *State for COVID-19-related expenses through the GOFERR Fund and DHHS grant.*
41 *SECONDED by Selectman Grella.*
42 *Voting: 4-0-0; motion carried unanimously.*

43
44 **4. Citizen's Forum – none.**

45
46 **5. Scheduled Appointments**

47 **5.1. Scott Courtemanche, request for the Green for a Republican Party Cook-**
48 **Out**

49 Scott Courtemanche explained that this request is for use of the Green on July 3, 2021, so the
50 Town Republican Party to hold a cookout from 12pm-2pm. There will be two gas grills in use
51 and the group is hoping to use the electricity on the Green, if needed. A request has been sent
52 to the Party's insurance provider and a copy of the liability paperwork will be submitted to the
53 Town once received.

54
55 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
56 *the request from the Amherst Republican Party to utilize the Green and electricity on July 3,*
57 *2021, from 12pm-2pm.*

58
59 *Discussion:*

60 *In response to a question from Chairman Lyon, Scott Courtemanche stated that between 20-*
61 *50 people are expected to attend the event.*

62
63 *Voting: 3-0-1 (Selectman Pray abstaining); motion carried.*

64
65 **5.2 Chris Buchanan, Bike/Ped Committee: Federal RAISE Grant opportunity**

66 Chris Buchanan, Chair of the Bicycle & Pedestrian Advisory Committee, explained that the
67 group's primary project is the school campus side path project. The Town's TAP Grant
68 application is still pending. In looking for other forms of federal funding, the RAISE Grant
69 was discussed. This Grant is administered by the Federal Highway Administration for general
70 infrastructure projects. The minimum cost of a project for this Grant is \$5M, with an 80/20%
71 (federal/town) match. There has been a route selected that could be applied for under this
72 grant which would allow for approximately \$7.6M worth of infrastructure for this Town,
73 \$500,000 of which is for already scheduled road construction. If awarded this grant, it would
74 leave the Town needing to account for \$1.26M for a match amount by September 30, 2024.

75
76 In response to a question from Chairman Lyon, DPW Director Eric Hahn stated that the
77 already allocated funds would allow for road reconstruction, edge-to-edge, on the specified
78 roads as part of this route, while also allowing for clearly defined multimodal areas.

79
80 Selectman Brew noted that a few years ago the Town approved \$1.2M towards road
81 rebuilding, with an additional \$100,000 being added to the budget line each year. This was to
82 be a 7-year plan. Eric Hahn explained that the road segments are all being revaluated this
83 year.

Chris Buchanan explained that there is no need to commit to a specific project at this time, as the grant application is for a concept. The Town would then have until 2024 to decide on a specific project.

Selectman Brew stated that he has some concern spending additional unbudgeted money for this proposal when the Town recently approved another amount of money for multimodal projects. He would be more comfortable if it was clear where these funds would be coming from and what project they'd be going to.

In response to a question from Selectman Grella, Eric Hahn explained that the current plan is to reconstruct portions of some of the streets around the Village this year. If the RAISE Grant moves forward, he will come back before the Board at the end of July with a new road schedule.

In response to a question from Chairman Lyon, Chris Buchanan gave a budget breakdown for some of the proposed project: approximately \$2.030M for the reconstruction of Carriage Lane, Church Street, Davis Lane and Main Street; approximately \$1.235M for the total reconstruction of Mack Hill and Jones Road; and approximately \$4.335M toward non-road reconstruction projects.

In response to a question from Selectman Pray, Chris Buchanan explained that the TAP Grant decision is past due. He noted that the Town is not under any obligation, even if awarded a Grant. The Town can apply for the RAISE Grant while still waiting to find out about the TAP Grant.

In response to a question from Selectman Brew, Chris Buchanan explained that, for the funding, the Town will be able to receive engineering services to discover how to connect the Village area and the area near the High School/Middle School, the school side path project will be completed, as well as a crossing over the Souhegan River to meet a rail trail that will bring users into the Village. The funding will also allow for the rebuilding of several roads in the Village, along with multimodal facilities.

Selectman Brew stated that it seems to make sense to apply for the RAISE Grant and, if awarded it, ask the voters about funding the matching amount, as the Town is not committing itself to anything financially through applying.

A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to support the RAISE Grant application and authorize it to be signed by the Town Administrator. Voting: 4-0-0; motion carried unanimously.

6. Administration

Town Administrator Shankle stated that he has been attending webinars for the American Recovery Plan regarding what the funds could be used for. He also noted that there have been 8-10 applicants for the opening in the Finance Department. Finally, he explained that the DPW participated in the National Public Works Coloring Contest. Two young winners from Town received street signs with their names.

132 **7. Staff Reports**

133 **7.1 Amherst School District, Souhegan Cohortative School District, and Town**
134 **Of Amherst Facility Use Agreement**

135 Recreation Director, Craig Fraley, stated that this Use Agreement is essentially the same as
136 the last agreement, but with a 5-year term. The agreement spells out what might happen if
137 new facilities are created within the term. Town Counsel has reviewed this document and is
138 satisfied with it.

139
140 In response to a question from Selectman Grella, Craig Fraley stated that it is noted in the
141 document that if the schools decide to build on the Upper Wilkins field, that suitable space
142 must be found for a new field.

143
144 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
145 *the five-year lease agreement between the Amherst School District, Souhegan Cooperative*
146 *School District, and the Town of Amherst, as written.*

147 *Voting: 4-0-0; motion carried unanimously.*

148
149 **7.2 A-EMT (Advanced EMT) Hiring**

150
151 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
152 *the hiring of Kayla Haverland, A-EMT, to the current roster of part-time providers for*
153 *Amherst Fire Rescue at the recommendation of Chief Matthew Conley.*

154 *Voting: 4-0-0; motion carried unanimously.*

155
156 **7.3 Purchase of Personal Protective Clothing (PPE)**

157 Fire Chief, Matt Conley, explained that this is a sole source bid for three sets of PPE. This is a
158 budget purchase and is completed on an annual basis.

159
160 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to purchase*
161 *three (3) full sets of PPE @ \$2,745.00 per set with a total cost of \$8,235.00.*

162 *Voting: 4-0-0; motion carried unanimously.*

163
164 **7.4 Breathing Apparatus (SCBA)**

165
166 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to purchase*
167 *three (3) sets of self-contained breathing apparatus, each set @ \$6,099.00 with a total cost of*
168 *\$18,297.00, from Fire Tech & Safety.*

169 *Voting: 4-0-0; motion carried unanimously.*

170
171 The Board noted that these two purchases will need to be encumbered later in the meeting.

172
173 **7.5 Line Striping RFP Bid Award**

174 Eric Hahn explained that there were three responses to the line striping RFP. He is
175 recommending that the Board award the contract to the lowest bidder.

177 A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to award the
178 line stripping contract to Hi-Way Safety for \$43,826.34 and to encumber this amount into
179 FY22.

180 Voting: 4-0-0; motion carried unanimously.

181 182 **7.6 Budget Transfer to Landfill**

183 Eric Hahn explained that this proposal is to transfer a total of \$34,790, from four budget lines:
184 \$14,790 from the Administration Stormwater Intern Wages line; \$10,000 from the
185 Administration Full-Time Wages line; \$3,000 from the Street Lighting line; and \$7,000 from
186 the Highway Budget Full-time Wages line. This is due to overages related to the reconfigured
187 holiday hours at the Transfer Station, some health insurance overruns, and to cover any
188 overtime.

189
190 A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to transfer
191 \$34,790 to the Landfill Budget from \$14,790 from the Administration Stormwater Intern
192 Wages line (01-4311-10-1116); \$10,000 from the Administration Full-Time Wages line (01-
193 4311-10-1110); \$3,000 from the Street Lighting line (01-4316-40-2414); and \$7,000 from the
194 Highway Budget Full-time Wages line (01-4312-10-1110).

195 Voting: 4-0-0; motion carried unanimously.

196 197 **7.7 Truck Purchase**

198 Eric Hahn explained that he is able to get a good price on this truck and a very good trade-in
199 value for the other trucks. This will come from a State contract.

200
201 In response to a question from Selectman Grella, Eric Hahn explained that this proposal looks
202 to trade-in one of the Town's 10-wheel dump trucks. This truck is not as necessary due to the
203 salt reduction program that the DPW has implemented. The 10-wheel dump truck also has
204 trouble on cul-de-sacs.

205
206 A MOTION was made by Selectman Brew and SECONDED by Selectman Pray that, as of
207 July 1, 2021, the Board approve that Allegiance Trucks of Manchester NH be awarded a
208 contract for \$163,115 to purchase a 6 wheel dump truck, as specified in the proposal dated
209 June 23, 2021, with the understanding that the purchase price will be reduced by a trade-in
210 value given today as \$47,500, subject to change on delivery date, and to authorize the Town
211 Administrator to sign any necessary paperwork on/after July 1, 2021.

212 Voting: 4-0-0; motion carried unanimously.

213 214 **7.8 FY 21 Encumbrances**

215
216 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to encumber
217 \$41,446.19 from Account 01-4191-50-2555, for Resilience Planning & Design, LLC.

218 Voting: 4-0-0; motion carried unanimously.

219
220 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to encumber
221 \$7,513.06 from Account 01-4311-40-2430, for upgraded lighting at the DPW.

222 Voting: 4-0-0; motion carried unanimously.

224 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to encumber
 225 \$6,085.91 from Account 01-4194-40-2430, for upgraded lighting at the Recreation
 226 Department, Fire Department, and Transfer Station.
 227 Voting: 4-0-0; motion carried unanimously.
 228

229 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to encumber
 230 \$637,398.35 from Account 01-4312-90-9800, for Amherst Street reconstruction.
 231 Voting: 4-0-0; motion carried unanimously.
 232

233 Town Administrator Shankle noted that the contract for this item is awarded to Continental
 234 Paving.
 235

236 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to encumber
 237 \$10,580 from Account 01-4312-70-2730, for crosswalks, yield lines, and stop bars, to Hi-Way
 238 Safety.
 239 Voting: 4-0-0; motion carried unanimously.
 240

241 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to encumber
 242 \$8,235 to purchase three (3) full sets of PPE from Fire Tech & Safety.
 243 Voting: 4-0-0; motion carried unanimously.
 244

245 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to encumber
 246 \$18,297 to purchase three (3) full sets of SCBA from Fire Tech & Safety.
 247 Voting: 4-0-0; motion carried unanimously.
 248

249 A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to encumber
 250 \$43,826.34 for the line striping contract to Hi-Way Safety, Account 01-4312-70-2730.
 251 Voting: 4-0-0; motion carried unanimously.
 252

253

254 A MOTION was made by Selectman Brew to encumber \$27,750 from Account 01-4312-40-
 255 2430, for crack sealing to Henry D. Dow. SECONDED by Selectman Grella.
 256 Voting: 4-0-0; motion carried unanimously.
 257

258 A MOTION was made by Selectman Pray to encumber \$15,500 from Account 01-4311-70-
 259 2730, for the architect (Denis Mires, P.A.), for the Police Station Renovation. SECONDED by
 260 Selectman Brew.
 261 Voting: 4-0-0; motion carried unanimously.
 262

263 A MOTION was made by Selectman Brew and SECONDED by Selectman Pray to encumber
 264 \$40,000 for road rebuild, to Continental Paving, Account 01-4312-70-2735.
 265 Voting: 4-0-0; motion carried unanimously.
 266

267 **7.9 FY 21 Budget Status Report, Budget Transfers & Police Renovation**
 268 **Overage**

269 The group discussed an amount of unexpended budget for the FY21 year and using some of it
 270 towards the Police Station Renovation overages.

Chairman Lyon explained that the Police Station Renovation overage is \$150,403. The proposal is to transfer unexpended funds from: \$96,000 Highway and Streets line; \$20,000 Souhegan Regional Landfill line; \$25,000 Buildings & Grounds line; and \$9,403 Finance Admin budget line.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to transfer \$150,402.99 to the Buildings & Grounds line for the Police Station Renovation overage from: \$96,000 Highway and Streets line; \$20,000 Souhegan Regional Landfill line; \$25,000 Buildings & Grounds line; and \$9,402.99 Finance Admin budget line.
Voting: 4-0-0; motion carried unanimously.

8. Approvals

8.1 Hawker & Vendor Permit - Bella Fresh Fuel, LLC

A MOTION was made by Selectman Pray and SECONDED by Selectman Brew to approve issuance of Town Hawker and Vendor permit to Bella Fresh Fuel, LLC for a period of one year.
Voting: 4-0-0; motion carried unanimously.

8.2 Annual Dog Warrant

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve and sign the Annual Dog Warrant.
Voting: 4-0-0; motion carried unanimously.

8.3 Assessing

A. The property owner has met all the necessary requirements under RSA 76:21 and it is recommended that an abatement in the amount of \$3,760.78 (\$7,521.57 divided by 2) be granted for the 2021 tax year. The attached abatement application has been reviewed by our assessor and the assessor is recommending approval.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the 2021 abatement for Map 025 Lot 043-000 in the amount of \$3,760.78.
Voting: 4-0-0; motion carried unanimously.

B. The applicant did not file in a timely manner, the application was postmarked 6/10/2021 and the deadline to file was 3/1/2021. Additionally, the applicant did not provide an opinion of value. It should also be noted that the applicant purchased on 3/5/2021 for \$549,200. As this is the case it is recommended that the abatement request be denied.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to deny the 2021 abatement for Map 001 Lot 012-000-028.
Voting: 4-0-0; motion carried unanimously.

C. The applicant's appeal to utilize the 20% vacancy rate, a temporary phenomenon, is rejected given that a vacancy rate is based on a typical holding period of ten years, not one year. The applicant's income analysis resulted in their opinion that the four parcels as an economic unit were worth \$15,273,180, or \$118.25/SF. KRT's original income analysis indicated a value of \$111.99 for MBLU 2/35 & \$113.92/SF for MBLU 2/41.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to deny the abatement for Map 002, Lot 035-000.
Voting: 4-0-0; motion carried unanimously.*

D. The applicant noted all are larger in living area & most are newer in age. Both sales are supportive of the subject's assessed value. The attached Abatement has been reviewed by our assessor and our assessor recommends to deny.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to deny the abatement for Map 010, Lot 030-036.
Voting: 4-0-0; motion carried unanimously.*

E. No adjustments to the parcel have been made to account for the fact of no direct road frontage within Amherst and sharing a driveway with an abutting parcel. Accounting for the lack of road frontage, a shared driveway and some topography issues, the adjusted value would be \$155,000. The attached Abatement has been reviewed by our assessor and our assessor recommends to grant.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to grant the abatement for Map 011, Lot 016-004 in the amount of \$1,353.00.
Voting: 4-0-0; motion carried unanimously.*

F. Given the actual income & expenses provided by the applicant, we will revalue the income analysis using the applicant's income & KRT's vacancy rate (20%). The applicant's appeal to utilize the 37.7% vacancy rate, a temporary phenomenon, is rejected given that a vacancy rate is based on a typical holding period of ten years, not one year. We recommend the assessed value be adjusted to \$1,988,000. The attached Abatement has been reviewed by our assessor and our assessor recommends to grant.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to grant the abatement for Map 012, Lot 010-000 in the amount of \$7,151.00.
Voting: 4-0-0; motion carried unanimously.*

G. I have reviewed the attached All Service Veterans' Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28-b for the 2022 tax year.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the All-Service Veterans' Tax Credit for tax year 2022 in the amount of \$500 for Map 010, Lot 059-003.

Voting: 4-0-0; motion carried unanimously.

8.4 AP, Payroll and Minutes Approval

A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to approve one (1) FY21 Payroll Manifest in the amount of \$226,158.22 dated June 17, 2021, subject to review and audit.

Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to approve one (1) FY21 Accounts Payable Manifest in the amount of \$7,327.26 dated June 17, 2021, subject to review and audit.

Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to approve one (1) FY21 Accounts Payable Manifest in the amount of \$625,586.24 dated June 22, 2021, subject to review and audit.

Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to approve one (1) FY21Accounts Payable Manifest in the amount of \$467.84 dated June 22,, 2021, subject to review and audit.

Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to approve the Board of Selectmen meeting minutes of June 14, 2021, as submitted.

Voting: 4-0-0 motion carried unanimously.

9. Action Items

The Board reviewed its action items.

10. Old/New Business

Chairman Lyon noted that the Amherst Conservation Commission will be coming before the Board at its next meeting to discuss a subcommittee to work on the Open Space Acquisition process.

A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to adjourn the meeting at 8:45pm.

Voting: 4-0-0; motion carried unanimously.

NEXT MEETING: Monday, July 12, 2021

412
413
414

Selectman Danielle Pray

Date