



# **Town of Amherst, NH**

## **BOARD OF SELECTMEN MEETING MINUTES**

**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, August 9, 2021, 6:30PM**

1       **1. Call to Order**

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

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4       Attendees: Chairman Peter Lyon, Selectman Dwight Brew, Selectman John D'Angelo,  
5       Selectman Danielle Pray, and Selectman Tom Grella.

6       Also present: Town Administrator Dean Shankle, and Recording Secretary Kristan Patenaude  
7       (remote)

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9       **2. Pledge of Allegiance – Assistant Department of Public Works Director Eric**  
10       **Slosek**

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12       **3. Citizen's Forum – none.**

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14       **4. Scheduled Appointments**

15       **4.1. Senator Gary Daniels, legislative updates**

16       Chairman Lyon explained that Senator Daniels could not attend this evening and will present  
17       at a later date.

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19       **5. Administration**

20       **5.1 Administrative Updates**

21       Town Administrator Shankle stated that he and Tax Collector, Gail Stout, made a video to  
22       explain the revaluation process to the public. This was placed on the Town website and  
23       Selectman Pray also posted it on Facebook.

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25       Town Administrator Shankle stated that last year 149 recipients in Amherst received  
26       \$7,489,171.16 through the GOFERR program.

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28       He noted that tomorrow morning NRPC will hold a meeting regarding possible areas of  
29       development in Town for mapping purposes. He also noted that the Town has opted into the  
30       electricity aggregation of towns through NRPC again this year.

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32       Town Administrator stated that he will be helping with the Zoom meetings for the Bicycle &  
33       Pedestrian Advisory Committee and Heritage Commission this week.

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35       He stated that the Board is supposed to review the Town's Impact Fee Ordinance annually. He  
36       felt that this review should be conducted in conjunction with the Capital Improvements  
37       Program update, as the Board should take into consideration any updates to the Capital  
38       Improvements Plan when setting the impact fee rates.

In response to a question from Selectman Grella, Town Administrator Shankle stated that some upgrades have been done to the technology used at Town Hall, but more are needed. It is possible to use some of the money from the Town's franchise fees to do these upgrades. The Town may also want to consider a traveling system in case more Planning Board meetings need to be moved to the Souhegan High School due to potential number of attendees.

## **6. Staff Reports**

### **6.1 Cruiser Computer Purchase**

Police Chief Mark Reams stated that this is the third year of a three-year plan to upgrade the cruiser computer equipment. The price has increased approximately 7% from last year.

*A MOTION was made by Selectman Pray and SECONDED by Selectman Brew to award the bid in the amount of \$13,099.25 to Patrol PC for the purchase of replacement police cruiser computer equipment.*

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

### **6.2 Forestry Vehicle Acquisition**

Fire Rescue Chief Matt Conley explained that this acquisition is for a 2002 military specific vehicle with 11,000 miles. This will aid in replacing an existing vehicle with one 20 years newer. It will also give the Department a vehicle that is less prone to getting stuck, and it will replace the last standard vehicle on the force. Per an agreement with the State Division of Forests and Lands, the Department must paint the vehicle within six months. The Department is going to try to do as much of the necessary work on the vehicle itself. The water tank and pumper will need to be moved onto this vehicle.

In response to a question from Selectman D'Angelo, Chief Conley stated that he is quite confident that this vehicle will work well, even though it is 19 years old.

In response to a question from Selectman Pray, Chief Conley stated that he is unsure yet of the market value of the vehicle that this will replace. He is anticipating that the Town will have this vehicle for the life of the vehicle.

Selectman Brew noted that this vehicle is 20 years newer than the one it will replace and only has 11,000 miles on it.

*A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to approve the acquisition of this 2002 Military Specific Truck for Amherst Fire Rescue at the recommendation of Chief Matthew Conley.*

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

### **6.3 DPW Electrical Upgrade and Electric to new mechanic's garage**

DPW Director Eric Hahn stated that the new mechanic's garage needs it's electrical service installed. In order to consolidate costs, this was put out to bid jointly with upgrade work to be done in the existing garage. It will also put both on the emergency generator.

In response to a question from Selectman D'Angelo, Eric Hahn stated that there will be approximately 50-60 extra amps of capacity. These projects will take approximately 2-3 weeks to complete.

In response to a question from Selectman Pray, Eric Hahn stated that these items were already included in the budget.

In response to a question from Selectman Grella, Eric Hahn explained that he is recommending Boisvert Electric for this work, as the company is very familiar with the current system.

*A MOTION was made by Selectman Grella and SECONDED by Selectman Brew to award LBA Inc. bid 02-22 for \$40,950 to install the electrical wiring and service upgrade for the DPW equipment bays and mechanic's garage.*

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

#### **6.4 New Hire, Accountant**

Laurie May, Finance Director, explained that the Accountant position was advertised through the NHMA system and on Indeed.com. Eight applicants were offered interviews: only four responded. Based on her background and interview, Pamela-Rae Lindof was selected as the top candidate. She has all requirements listed in the job description.

In response to a question from Selectman Brew, Laurie May stated that she and Jennifer Stover initially interviewed Pamela-Rae Lindof, and Town Administrator Shankle secondarily interviewed her.

*A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to approve the hiring of Pamela-Rae Lindof as Accountant in the Finance Department.*

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

### **7. Approvals**

#### **7.1 AP, Payroll and Minutes Approves**

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Payroll Manifest in the amount of \$243,512.92 dated July 29, 2021, subject to review and audit.*

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

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Accounts Payable Manifest in the amount of \$852,239.07 dated August 3, 2021, subject to review and audit.*

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

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21Accounts Payable Manifest in the amount of \$21,113.74 dated August 3, 2021, subject to review and audit.*

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

A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to approve the Board of Selectmen meeting minutes of July 26, 2021, as presented. Voting: 5-0-0; motion carried unanimously.

## **8. Action Items**

The Board reviewed its action items.

## **9. Old/New Business**

Selectman Brew explained that the Planning Board meeting last week was held at the Souhegan High School. Thanks to a lot of work from Town staff and staff from the High School, the meeting was able to be held remotely via Zoom as well.

Chairman Lyon stated that he hopes the Board will be able to appoint people to the Open Space Advisory Committee at its next meeting. There may also be action items from the COVID-19 Task Force to review.

Selectman D'Angelo stated that the CIP Committee will meet on Thursday at 4pm. The Joint Facilities Advisory Committee will also meet on Thursday at 6pm. He noted that there is paperwork that needs to be completed by the Cemetery Trustees in order to be reimbursed approximately \$41,000. DPW Director Eric Hahn will be helping to get this paperwork completed.

Selectman Pray stated that the Recreation Commission did not have a quorum available for its last meeting.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to adjourn the meeting at 7:06pm. Voting: 5-0-0; motion carried unanimously.

**NEXT MEETING: Monday, August 23, 2021**

\_\_\_\_\_  
Selectman Danielle Pray

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Date