



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, August 23, 2021, 6:30PM**

**1. Call to Order**

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

Attendees: Chairman Peter Lyon, Selectman Dwight Brew, Selectman John D'Angelo, and Selectman Tom Grella. [Selectman Pray – absent].

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

**2. Pledge of Allegiance** – led by new Finance Accountant, Pamela-Rae Lindof.

**3. Citizen's Forum** – none.

**4. Scheduled Appointments**

**4.1. Bill Swift, Goldens on the Green, Sunday October 17, 2021**

Chairman Lyon stated that this permit is proposed for October 17, 2021, from 1pm-3pm, for the Goldens on the Green event. This will allow approximately 30-40 dogs, and 60-80 people to use the Green for the event.

*A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to approve the use of the Green on October 17, 2021, from 1pm-3pm for the Goldens on the Green event.*

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

**4.2 Chuck McAuley, Speed limit change request for State Highway 122**

Chuck McAuley, 232 Boston Post Road, stated that he is proposing for the speed limit on the road to be lowered from 40mph. He first spoke with the State DOT, which suggested he speak to the Town about having a traffic study completed. He explained that there are approximately 10 bus stops along this route, with children aged 8-15 occasionally trying to cross the road. He stated that he believes most vehicles travel the route at approximately 50-55mph. He previously attended a road safety meeting in Milford, with NH DOT, where it was stated that the speed limit is usually set within 15mph of what vehicles believe to be a safe speed. This does not take into account walkers, bikers, etc. He noted that people along this route feel isolated from the Village, even though it is so close nearby, simply due to it being unsafe to walk/bike along the road. He requested that the Board put pressure on the State to lower the speed limit on this road. He stated that the speed limit has not been examined on this road since 1975 and it should be reviewed at this time.

In response to a question from Chairman Lyon, Chuck McAuley stated that he would like the speed along the route to be lowered to 25mph.

Chairman Lyon noted that the Board would normally recommend that Mr. McAuley speak with the State DOT, but the State already recommended Mr. McAuley come before the Board instead.

Selectman Brew stated that he would support the Highway Safety Committee looking into this item.

Selectman Grella stated that he believes a multimodal path is proposed to be placed along Route 122 by the State at some point. Mr. McAuley stated that he asked about that and was told there was no such plan. Selectman Grella agreed with recommending this be reviewed by the Highway Safety Committee.

Selectman D'Angelo agreed with this being reviewed by the Highway Safety Committee.

Police Chief Reams stated that the Highway Safety Committee has no jurisdiction over this route, as it is a State road. He stated that, in speaking to the State on this item, he believes the Board should refer it directly to the DOT for a traffic study.

Chuck McAuley noted that he would be able to get 20-30 resident signatures supporting this item.

*A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo that the Town request the State DOT conduct a traffic study and evaluate the speed limit on Route 122 from Route 101A to Route 101 just past the Safety Complex.*

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

#### **4.3 Senator Gary Daniels, Legislative Updates**

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

### **5. Interviews: Open Space Advisory Committee Applicants**

#### **5.1 Applications & Letters of Interest**

Chairman Lyon explained that the Open Space Advisory Committee (OSAC) has six possible positions: one for a Board of Selectmen representative, one for a Planning Board representative, one for a Conservation Commission (ACC) representative, and three spaces for members of the public. There are four applicants for these three positions that the Board will hear from tonight. Currently, Arnie Rosenblatt, Chair of the Planning Board, and Rob Clemens, Chair of the ACC, have agreed to serve on the OSAC.

*Chairman Lyons asked each applicant to identify his/herself, explain his/her interest in the position, and qualifications/skills that s/he would bring to the Committee.*

It was noted that one applicant, Daryl D'Angelo, is a relative (wife) of Selectman D'Angelo. Selectman D'Angelo explained that he plans to ask a question of all applicants, even though

he may know more closely what the answer of one of them might be. He will abstain from voting for Daryl D'Angelo if it is an individual vote but will vote for her if a package of people is being voted on.

Daryl D'Angelo stated that she is interested in serving on the OSAC because she believes the group needs to examine how best to spend the money allotted. She has experience with evaluating conservation parcels and possible land available for purchase. She is a former ACC and Land Use Committee member. In the past, she completed an inventory of all the parcels in Town that could be conserved. She believes it is important to make sure land is protected for wildlife, habitat, and water resources. She does not believe all land in Town is suitable for this, and so examining choices carefully is important to protect taxpayer funds.

Rob Cissel stated that he has been a resident of Amherst for approximately 20 years. He works in software dealing with renewable energy and helping businesses embrace renewable energy. He has been active in similar volunteer efforts in the past. He believes he would bring a business, engineering-based mind to the Committee.

Jamin Warren stated that his family has lived in Town for generations. He owns the Amherst Country Club and land on Walnut Hill. His interest in the Committee is to make sure the money is being spent efficiently. He has been involved in many subdivision projects in the past and has spent time evaluating the developability of land. He would like to make sure the funds are used to protect lands that are in danger of being developed, versus those that are not viable for development projects.

Michael Campbell stated that he has lived in Town for 27 years. He has a background in business insurance and is also a certified Safety Professional. He has previously worked as a chemist, civil engineer, and land surveyor. He helped develop the Town's Hazardous Mitigation Plan and helped design the automatic sprinkler at Wilkins School. He is an advocate for open space acquisition, especially south of Route 101. He believes he would be a good fit for this role, due to his professional background in property evaluation and management.

*Selectman Brew asked the applicants what two criteria they might use for evaluating potential properties as part of this Committee.*

Rob Cissel stated that he would look at the usability of the land for the Town and what might happen to the land if it is not protected.

Jamin Warren stated that he would look at the developability of the property and which pieces of property might be developed sooner versus later.

Michael Campbell stated that he would look at how exposed the land might be to development. He would also look at the connectivity of properties to current resources in Town.

Daryl D'Angelo stated that she does not believe that preserving properties which are developable or not should be the main target of public funds. She stated that she does not

believe the Town should try to direct where development happens through conservation of certain properties. The rural nature of the Town should be protected due to conservation goals. She noted that her first criteria would be the groundwater recharge potential of the site, and her second would be the connectibility of the property to other parcels.

*Selectman Grella asked if all the applicants agreed with the charge of the Committee, as stated by the ACC.*

All applicants agreed.

*Selectman Grella asked if there was anything additional to this charge that the applicants might find helpful to the process.*

Jamin Warren stated that he believes the Committee will be effective if it preserves land that might not otherwise be. He noted that he has seen pieces of land purchased by towns before that already have buffers in place that protect them by law from development. This has thus reduced those town's ability to otherwise protect other pieces of property.

In response to a question from Rob Cissel, Chairman Lyon stated that there are no current deadlines or timeframes for the Committee, other than the overall five-year limit of the bonding authority.

Daryl D'Angelo stated that she believes it can be important to protect land around wet areas, in order to create a larger protective footprint. She believes it will be important for Committee members to be able to individually voice opinions to the ACC or Board of Selectmen in case there is dissention.

Michael Campbell stated that he understands this Committee is advisory in nature.

*Selectman D'Angelo asked the candidates if they have any relations, other than that previously mentioned, with ACC or Board of Selectmen members, that might affect their decisions.*

Michael Campbell stated that he knows several people in Town that he has worked with over the years, but he does not believe these would lead to any conflicts.

Daryl D'Angelo stated that she has none, other than the one previously mentioned.

Rob Cissel stated that he knows a couple of ACC members and has mountain biked with a few of them.

Jamin Warren stated that he has worked with many of the Town's board/commission members and has had family on boards in the past. He also noted that Jared Hardner (ACC) is married to his cousin.

*Chairman Lyon stated that the Warrant Article that led to the creation of this Committee was supported by a wide margin. He asked the applicants what they believe voters want the*

Committee to do, other than preserve open space. He also asked the applicants why they believe so many voters supported this Warrant Article.

Daryl D'Angelo stated that she believes voters supported this in order to preserve the rural character of the Town. She believes people like the feeling of open space and believe it's being lost. She believes much of this may stem from worrying about development in Town. She stated that she thinks that development in Town has actually been handled very well over decades by the Town. She stated that her expectation is that this Committee will use the money for conservation and to enhance and protect the resources the Town has.

Rob Cissel stated that he believes people have had more time in the past 18 months, due to COVID-19, to get outside and enjoy the open space in Town. He believes it is significantly important to make an investment to continue this ability to directly engage with nature into the future.

Jamin Warren stated that he's spoken with a fair number of people who voted for this Warrant Article and was involved 25 years ago with a similar committee. He believes people enjoy using the open space in Town.

Michael Campbell stated that there were two pieces of property, the Jacobson, and Carlson Manor properties, that were involved in very high-profile potential developments in Town. He believes these cases highlighted the issue of preserving open space in Town. He noted that a number of people he spoke to have an issue with the large development that went in on Route 122. This altered the area from having not much traffic, to four entries onto Route 122 within 300-400' of the road. He has previously had a discussion with Selectman Pray regarding slowing down development in Town, in all areas of Town.

Chairman Lyon thanked all of the applicants. He asked each Board member his thoughts.

Selectman Brew stated that this is a tough decision. He believes Michael Campbell brings a familiarity with the south side of Town, which has been sometimes neglected. He believes that Jamin Warren has development experience and an interesting thought process in evaluating land. He believes that Rob Cissel would take an analytical approach to the process. He believes that Daryl D'Angelo knows the Town lands very well. His recommendation is based on the ability to identify at-risk land in Town and add new voices to a Town Committee. He recommended nominating Michael Campbell, Jamin Warren, and Rob Cissel to the Committee.

Selectman Grella agreed with Selectman Brew's recommendations.

Selectman D'Angelo stated that he believes Jamin Warren, and Daryl D'Angelo are qualified for the position. He does not have enough information to vote on the other two applicants and there does not seem to be a need to fill all three positions at this time. He recommended nominating Jamin Warren and Daryl D'Angelo.

Chairman Lyon stated that he would recommend Jamin Warren and Rob Cissel due to their backgrounds. He noted that Daryl D'Angelo has a background in previously serving the ACC

and a Land Use Committee. He stated that he believes Michael Campbell has skills that have not necessarily been applied in the past, including familiarity with the south side of Town. He recommended nominating Michael Campbell, Jamin Warren, and Rob Cissel to the Committee.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to nominate Michael Campbell to the OSAC.*

*Voting: 3-0-1; motion carried [J. D'Angelo abstaining].*

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to nominate Jamin Warren to the OSAC.*

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

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to nominate Rob Cissel to the OSAC.*

*Voting: 3-0-1; motion carried [J. D'Angelo abstaining].*

Selectman Brew noted that the Committee meetings will be posted and open to the public. He hopes that anyone interested will consider attending and providing input into the process.

The Board discussed which member would be the representative. Selectman D'Angelo pointed out that the other Board/Commission representatives are the Chairs of those Boards/Commissions.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to nominate Chairman Lyon as the Board of Selectman representative to the OSAC.*

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

## **6. Administration**

### **6.1 Administrative Updates**

Town Administrator Shankle stated that he is working on updating the Personnel Handbook with Department Heads. He also noted that he and Gail Stout made a new assessing video. He explained that the Town has received \$596,364 from the ARPA funds. He has been focusing his research for these funds into getting all of the Town able to be on broadband. He explained that he has not yet heard back from NRPC regarding the Village intersection data project. He noted that Department Heads are working on their Strategic Plan presentations. He asked Nic Strong, Community Development Director, to brief the Board on the Master Plan update process.

Nic Strong stated that the Master Plan Steering Committee began its work in the Spring 2020. It originally started with nine members, but Tom Quinn had to step down due to a possible quorum issue with Planning Board members. The Committee meets once a month and contains representatives from the town, schools, and public. The members are Tracie Adams, Chris Yates, Dwight Brew, Jared Hardner, Tom Gauthier, Will Ludt, Joe Ilsley, and Tim Kachmar. The Committee put out a community survey in December 2020 to get input from both Amherst residents and businesses. The survey closed on January 18, 2021. The



Committee received 1,815 responses to the survey, and 2,327 inputs to the open response question sections. The Committee then decided to hire a consultant to help continue the Master Plan process and chose Resilience Planning & Design in February 2021. An RFP was also put out to complete a build out analysis for the Town, and NRPC was selected in June 2021.

Nic Strong stated that the Master Plan Steering Committee and Resilience are currently collecting data for the Existing Conditions Profiles. There is also a website being hosted by Resilience where the public can go for more information. These profiles will be put on the site once completed. There are public forums planned for the fall. The intention is for the Master Plan, once completed, to be a document that can be used by all in Town, which will include an interactive story map and an online presence. The process should be completed by Summer 2022, with a couple of public hearings end toward the end.

Nic Strong explained that the build out analysis will tell the Town what could happen if zoning is left as is. There can then be scenarios created to show what other options for the Town might be. The Town will prepare information for the base scenario. NRPC will provide an additional two scenarios.

## **7. Staff Reports**

### **7.1 New Accountant Welcome**

The Board welcomed Pamela-Rae Lindof on her first day of work for the Town.

### **7.2 FY21 Revenue & Expenditure Status Update**

Chairman Lyon explained that the Town is approximately \$30,000 under the revenue it predicted, and approximately \$1.3M under budget for expenditures.

Selectman Brew stated that the Town has always been significantly under budget in terms of its revenue. It has been working to get this number closer to the actual. The Town has come in much closer to its estimated revenues, as part of this budget.

In response to a question from Selectman Brew, Laurie May, Finance Director, stated that the GOFERR funds to the Town is already incorporated into the revenue numbers. All of the additional COVID-19 expenses are also included.

In response to a question from Selectman Grella, Laurie May stated that these numbers are looking at the FY22 actuals and FY21 actuals.

Town Administrator Shankle stated that he always goes over the actual budget numbers and compares them to those budgeted.

Chairman Lyon stated that budgeting for the past year for unusual due to the pandemic. Revenues and expenditures were unpredictable. It is not as easy as looking at the bottom line, like in previous years. He noted that the Library budget was approximately \$67,000 under budget, probably due to having to close for some amount of time due to the pandemic.

In response to a question from Chairman Lyon, DPW Director Eric Hahn stated that the Souhegan Regional Landfill District budget was underspent because in previous fiscal years the Town paid five installations instead of four, and this past year it paid three instead of four.

### **7.3 Part-time Dispatcher Hire**

Chief Reams explained that this request is to augment the Department's part-time staff. This hire is a previous intern for the Department.

In response to a question from Selectman D'Angelo, Chief Reams stated that this position is already budgeted.

*A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to appoint Ms. Jordynne Walker to the position of Part-Time Dispatcher with the Amherst Public Safety Communications Center.  
Voting: 4-0-0; motion carried unanimously.*

### **7.4 CLG Grant Paperwork**

Nic Strong explained that the Heritage Commission applied for a grant through the CLG to fund a map of historic resources in Town, not located in the Historic District. This project will also include signs to be placed at the locations with QR codes. It was confirmed in August that the Commission received this grant. The Board needs to sign a document to enter into this grant agreement for the Town.

*A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo that Town Administrator Dean Shankle is duly authorized to enter into contracts or agreements on behalf of the Town of Amherst with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents on behalf of this municipality which may be in his judgment desirable or necessary to effect the purpose of this resolution.  
Voting: 4-0-0; motion carried unanimously.*

### **7.5 Garage Doors**

DPW Director Eric Hahn explained that he sent out an RFP for this project and only received two bids back. One of the bids needed to be rejected because it was sent through email and not sealed as required. He called back each other company to find out why the project was not bid on and received a variety of responses. He requested that the Board award the bid to Overhead Doors of Manchester. This company fabricates its doors, so there will be no delay. These doors should be installed before the heating season.

*A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to award the fabrication and installation of the new mechanics' garage doors, to Overhead Doors of Manchester for the amount of \$25,600 and to authorize the Town Administrator to sign all relevant documentation.  
Voting: 4-0-0; motion carried unanimously.*

### **7.6 COVID-19 Task Force Update**



Fire Chief Conley updated the Board on the COVID-19 Task Force recommendations. He explained that, with transmission rates going up in Hillsborough County, the Task Force is recommending that masks be requested but not required in Town buildings.

Chairman Lyon clarified that this is a request for those unvaccinated or those who cannot socially distance to wear masks within Town buildings. This applies to staff and members of the public.

Selectman Brew stated that he is concerned that there will be confusion with this recommendation for those entering Town Hall, as there seem to be differences between being downstairs and upstairs in the meeting room. He would like for the recommendation to be made simpler, in order to ensure compliance.

In response to a question from Selectman D'Angelo regarding if this recommendation is being made as a benefit for today versus to move towards requiring masks down the road, Chief Conley stated that the Task Force was trying to be proactive with this recommendation while looking at the local statistics.

Town Administrator Shankle explained that the County is now in a substantial transmission status. There have been no complaints from employees about having to wear masks while at work.

Nic Strong requested that the Board discuss special dispensation for each board/commission chair to decide its individual mask requirements for meetings.

Selectman Brew stated that he is concerned with this request, as none of the board/commission's chairs are doctors/medical professionals, and he would like for the Town to rely on the experts for advice.

The Board discussed the fact that Planning Board meetings often have higher in-person attendance than other meetings and that social distancing is not always possible.

Selectman Brew noted that the schools are using a color-coded matrix system in order to determine protocols. He suggested that the Town could do something similar.

Selectman D'Angelo stated that he is willing to support the recommendation as written, but no protocol beyond that at this time.

In response to a question from Selectman Grella, Chief Conley stated that the Task Force meets as needed.

In response to a question from Chairman Lyon, Selectman D'Angelo stated that his position is that this recommendation seems mostly precautionary. He wants the Town to have a good reason for requiring more than the current recommendation. He suggested that the Planning Board could note on its agendas that masks will be required if social distancing cannot occur during meetings. This will give them the authority to do what's best for each meeting. There

could be a box of masks available for those who need one. He asked what the strategy will be is people are requested to wear masks for meetings and choose not to.

The Board agreed that the Planning Board will adhere to the school standards, if a meeting is held at the Souhegan High School due to potential large attendance.

Town Administrator Shankle noted that the CDC is recommending masks be worn indoors at all times, whether the ability to social distance is present or not.

Chairman Lyon asked that the Task Force review the comments made and come back to the Board at its next meeting with an update.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to accept the August 23, 2021, recommendation from the COVID-19 Task Force, as it pertains to protecting the Town's employees and members of the public that enter Town buildings from COVID-19.*

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

## **8. Approvals**

### **8.1 Baboosic Lake Community Septic Warrants**

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve and sign the Baboosic Lake Community Septic Warrant due for October 1, 2021 as follows:*

*Phase I \$ 2,030.52*

*Phase II \$ 5,455.24*

*Phase III \$ 6,686.35*

*Phase IV \$ 4,766.38*

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

### **8.2 Assessing**

#### **A. PA-16 Reimbursement to Towns and Cities**

The subject property is a vacant 18-acre parcel off of Merrimack Road. The property is under State ownership and is exempt. In order for the town to be reimbursed for a portion of the lost tax revenue, the attached PA-16 form will need to be signed.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella, that our Assessor has completed the PA-16 Reimbursement form and therefore, move to approve and sign the PA-16 for Map 004 and Lot 068-000.*

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

#### **B. Veteran Tax Credit**

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to that the application has been reviewed by our assessor and our assessor recommends granting this credit. Therefore, move to approve the Veteran Tax Credit for tax year 2022 in the amount of \$500 for Map 004, Lot 146-001.*

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

### **8.3 AP, Payroll and Minutes**

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to approve one (1) FY21 Payroll Manifest in the amount of \$4,870.77 dated June 3, 2021, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to approve one (1) FY21 Payroll Manifest in the amount of \$52,889.39 dated August 10, 2021, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to approve one (1) FY21 Payroll Manifest in the amount of \$262,862.81 dated August 12, 2021, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to approve one (1) FY21 Accounts Payable Manifest in the amount of \$275,998.15 dated August 17, 2021, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to approve the Board of Selectmen meeting minutes of August 9, 2021, as presented.

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

## **9. Action Items**

The Board reviewed its action items.

## **10. Old/New Business**

Selectman D'Angelo noted that the town of Peterborough was recently defrauded out of \$2.3M. He wants to make sure something similar cannot happen in Amherst.

Town Administrator Shankle stated that a significant portion of the Town's contract with Microtime deals with security measures. He also noted that Department Heads get regular trainings on how to be aware of phishing scams.

Selectman Brew stated that the Master Plan Steering Committee will meet at 6:30pm tomorrow.

Selectman Grella stated that the Historic District Commission met last week and approved three applications.

Chairman Lyon stated that he and Town Administrator Shankle will meet with members of the Bicycle & Pedestrian Advisory Committee tomorrow regarding potential easements along the B&M Railroad path.

Selectman D'Angelo stated that the SAU Joint Facilities Advisory Committee will meet tomorrow at 5pm. The CIP Committee will meet Thursday at 4pm.

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503 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*  
504 *adjourn the meeting at 8:54pm.*  
505 *Voting: 4-0-0; motion carried unanimously.*  
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510 **NEXT MEETING: Monday, September 13, 2021**  
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515 *Selectman Danielle Pray* *Date*