



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, June 14, 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,
5 Selectman John D'Angelo, and Selectman Tom Grella.

6 Also present: Town Administrator Dean Shankle and Kristan Patenaude, recording
7 secretary

8
9 **2. Pledge of Allegiance** – led by newly elected Selectman, Danielle Pray.

10
11 Chairman Lyon explained that the Governor's order for holding meetings electronically
12 expired on Friday, thus the Board must now have a quorum to meet in-person. He thanked
13 Town Administrator Shankle and Department Heads for making this possible so quickly.

14
15 Chairman Lyon addressed concerns regarding the 4th of July celebration. He noted that one
16 of the 4th of July Committee members resigned late last week due to intimidation/bullying on
17 social media, as well as a meeting during which unnecessary comments were made. Chairman
18 Lyon stated that he understands disappointment regarding the celebrations this year but
19 reminded citizens that they are neighbors and should treat each other accordingly. He stated
20 that anger and intimidation does not help the process. The decision regarding the 4th of July
21 celebrations has been made and cannot be turned back. He implored everyone to respect that
22 decision.

23
24 **3. Citizen's Forum** – none.

25
26 **4. Board of Selectmen Reorganization**

27 **4.1 Officer Elections**

28 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to nominate*
29 *Peter Lyon as Chairman of the Board of Selectmen.*

30 *Voting: 4-0-1 (Selectman D'Angelo abstaining); motion carried.*

31
32 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to nominate*
33 *Dwight Brew as Vice-Chairman of the Board of Selectmen.*

34 *Voting: 3-0-2 (Selectman D'Angelo, and Selectman Brew abstaining); motion carried.*

35
36 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to nominate*
37 *Danielle Pray as Clerk of the Board of Selectmen.*

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

4.2 Committee Assignments

Legislation Liaison – Danielle Pray
Amherst Conservation Commission – Peter Lyon
Heritage Commission – Tom Grella
Historic District Commission – Tom Grella
Recreation Commission – Danielle Pray
Roads & Bridges Commission – Tom Grella
Bicycle & Pedestrian Advisory Committee – Peter Lyon
Capital Improvements Committee – John D’Angelo (Danielle Pray – alternate)
Highway Safety Committee – John D’Angelo (Tom Grella – alternate)
Schools Liaison – John D’Angelo
Cemetery Trustees Liaison – Dwight Brew
Library Trustees Liaison – Dwight Brew
Planning Board rep – Dwight Brew (John D’Angelo – alternate)
Trustees of the Trust Fund rep – John D’Angelo

5. Scheduled Appointments

5.1. Milford Rotary, Raffle Permit Request, 100 Holes of Golf in One Day

Chairman Lyon stated that, as he and Selectman Grella are members of the Milford Rotary Club, they will abstain from voting on this item.

A MOTION was made by Selectman Brew and SECONDED by Selectman Pray to approve the Milford Rotary Club raffle permit.

Voting: 3-0-2 (Chairman Lyon and Selectman Grella abstaining); motion carried.

6. Administration

6.1 Girl Scout Awards

Chairman Lyon explained that the Gold Award is the highest and most prestigious award in Girl Scouting. Only 5.4% of those girls eligible to earn the Gold actually do so. The award recognizes those girls who demonstrate extraordinary leadership through Take Action Projects. These projects have a sustainable impact not only on the girls but on their communities as well. These projects represent the culmination of over 80 hours of work on a project that is important to the individual girl. Gold Awardees have turned a vision into an action plan. In doing so, they not only have made the community and world a better place, but they have also grown their self-confidence and leadership skills.

A MOTION was made by Selectman Brew and SECONDED by Selectman D’Angelo to recognize the following young ladies for achieving their Gold Award:

Rachel Mazur - Troop 22171

Abigail Robinson - Troop 22171

Katherine Tiso - Troop 20061

and declare June 14, 2021, as Town of Amherst Girl Scout Day.

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

6.2 Administrative Updates

Town Administrator Shankle stated that Marie Grella earned the Protzmann Award, which is for service above and beyond to the public and for a sustained commitment to the military community. He will work to put the video of the bestowing of the award on the website.

Town Administrator Shankle noted that there was a mistake made in the NH Retirement System since 2008 that Finance Director, Laurie May, is currently working to fix. He explained that, as part of the American Rescue Plan, Amherst is eligible for \$1.192M of funds. The Town can apply for the first \$596,000 of this money from 6/18/21 – 8/18/21. He noted that the Planning Board has rescheduled its Zoom meeting to an in-person meeting, on the Green, at 4pm this Wednesday. He also stated that he is on the Steering Committee for the Regional COVID19 Economic Recovery Plan.

In response to a question from Town Administrator Shankle, Chairman Lyon noted that the Board does not usually accept resignations from voluntary committees, such as Leslie Bennett from the 4th of July Committee.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew that the Board of Selectmen condemns, in the strongest possible terms, all attempts to attack, insult, bully, intimidate, defame, or libel volunteers serving on Amherst Boards and Committees. If people disagree with individual decisions of a Board or Committee, it is fair to present reasons why they believe the decisions are not correct and ask the Board or Committee to reconsider. It is not acceptable, when reasoned argument fails, to resort to bullying, threatening, intimidating, or impugning the motives of our town volunteers.

Discussion:

Selectman Brew stated that it is unfortunate that it has come to the Board needing to make a motion and vote on it for people to be civil.

Selectman D'Angelo stated that if decent people fear that they might be personally attacked by fringe elements of the town for exercising their best judgment on behalf of the town, they will most certainly protect themselves by not volunteering at all. If decent people step back, only the bullies will volunteer, since their fellow bullies will surely give them a pass. Amherst is the town that it is today thanks to the volunteer efforts of many, many decent, hardworking people over the years. If we want to preserve the character of Amherst, decent hardworking people must feel it is safe to volunteer their time. They must feel that their hard work will be valued by the town and its people, even if not every decision is agreeable to every resident. Bullying and intimidation of the town's volunteers cannot be tolerated by the Board of Selectmen, nor by the residents of Amherst.

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

7. Staff Reports

7.1 COVID19 Task Force Updates

Jennifer Stover stated that the Task Force recommends that Town employees return to their regular work schedules. Employees may continue with telework, based on their positions and the determination of Department Heads. She stated that the Task Force recommends that outdoor events be allowed on Town property, and that those unvaccinated continue to wear

131 masks and socially distance. The Task Force also recommends that Town Hall reopen to the
132 public, with similar mask and social distancing measures for those unvaccinated. The Task
133 Force recommends these items begin as soon as tomorrow, June 15th. She noted that the new
134 air handlers in Town Hall allow for an air exchange rate of 25 times/hour. The Town Hall has
135 been continuing to keep windows open while the air conditioning is on.

136
137 Selectman D'Angelo noted that Town Hall is not yet open to the public, yet the Board of
138 Selectmen is currently meeting in-person at Town Hall. In the future, it would be good to
139 open the offices prior to the in-person meeting.

140
141 In response to a question from Selectman Pray, Jennifer Stover stated that those continuing to
142 work from home will depend on their work schedule, scope of work, and approval of
143 Department Heads.

144
145 Chairman Lyon suggested that remote employees also be approved by the Town
146 Administrator, as well as the Department Head.

147
148 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to adopt*
149 *the Task Force's recommendations, effective first thing tomorrow morning.*
150 *Voting: 5-0-0; motion carried unanimously.*

151 152 **7.2 FY21 Anticipated Encumbrances**

153 Laurie May stated that she will present the Board with a list of anticipated encumbrances at its
154 next meeting.

155
156 Chairman Lyon noted that there was supposed to be a public hearing for COVID19
157 Unanticipated Funds at the beginning of this meeting. This public hearing is postponed to the
158 next Board meeting, due to insufficient notice because of the end of the Governor's order on
159 tele meetings.

160
161 Dwight Brew noted that, in order for something to be encumbered, there must be a contract or
162 fixed quote for that item.

163 164 **7.3 Police Station Renovation Fund CRF Overage**

165 Chairman Lyon stated that the Board will address this at its next meeting. This overage was
166 expected and known since the outset of the project. The discussion will focus on where the
167 overage will be funded from.

168 169 **7.4 New Dispatcher Job Classification**

170 Police Chief Mark Reams explained that this request is to add a supervisor position to the
171 Dispatch Center. This request comes at an increase in the current employee pay scale of
172 \$1,019/year. This was planned for in the existing budget.

173
174 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to create*
175 *the position of Assistant Dispatch Coordinator at Grade 7 on the existing Town wage scale.*
176 *Voting: 5-0-0; motion carried unanimously.*

178 **7.5 DPW Road Maintenance – crack sealing RFP award**

179 DPW Director Eric Hahn stated that there were two bids for this RFP, and he would like to
180 award the project to the low bidder.

181
182 In response to a question from Selectman Pray, Eric Hahn stated that he did not specifically
183 ask what the disparities were between the two contracts, but usually they deal with how traffic
184 control is handled and how much material is used.

185
186 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew that*
187 *Henry W Dow be awarded the contract for RFP 08-21 for crack sealing in the amount of*
188 *\$27,750 and that the Town Administrator be authorized to sign all related documents on*
189 *behalf of the Board.*

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

191
192 **7.6 Energy Efficiency Lighting Upgrade Projects**

193 Eric Hahn stated that he would like the Town facilities to be audited in terms of energy
194 efficiency. This proposal would take four separate projects and award them together as one
195 project. These projects should save the Town a significant amount of money. For example, the
196 Fire Department alone should see a savings of about \$300/month in energy efficiency.

197
198 Chairman Lyon noted that the Town facilities being examined in this proposal are the Central
199 Fire, DPW, Recreation Offices, and Transfer Station.

200
201 In response to a question from Selectman Brew, Eric Hahn stated that this proposal includes
202 dark sky compliant lighting. The payback on this project should be seen fairly quickly; for
203 Central Fire simply payback will be seen in approximately 0.8 years.

204
205 In response to a question from Selectman Grella, Eric Hahn stated that when he last looked
206 into swapping out the streetlight fixtures around Town, the cost was approximately \$40,000-
207 \$43,000. The Town would then own the fixtures and have to pay to fix them. Eric Hahn stated
208 that he still believes this could be a worthwhile project, but more information is needed.

209
210 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
211 *approve all four energy efficiency projects: Central Fire, DPW, Transfer Station and*
212 *Recreation Offices to World Energy Services in the amount of \$13,600.12 and that the Town*
213 *Administrator be authorized to sign all related documents.*

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

215
216 **7.7 Swap Shop Policy**

217 Eric Hahn stated that the citizens seem to want the Swap Shop to reopen. In order to do so,
218 Primex is asking for rules to operate the shop. He is thus proposing this policy.

219
220 In response to a question from Selectman D'Angelo, Eric Hahn stated that the intention would
221 be to open to book swap area again soon too.

222
223 In response to a question from Selectman Pray, Eric Hahn stated that the DPW looks to
224 review 33% of its policies annually.

In response to a question from Chairman Lyon, Eric Hahn stated that he believes he does have the volunteers available to staff the Swap Shop.

A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo that the initial issue of the Swap Shop Operating Policy is hereby approved and that the Swap Shop be reopened effective July 1, 2021, dependent on volunteer availability.

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

7.8 DPW Hire & Job Description Approvals

Eric Hahn explained that he changed some of the items on the laborer/driver job summary, regarding supervising summer help, areas around Town that work will take place in, and computer/tablet literacy. He also added a job summary for a part-time Summer Seasonal position, as there wasn't one previously.

The Board discussed and agreed to put the wage scale grade/step in the job description titles of all job descriptions.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the new job descriptions.

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

7.9 DPW Driver/Laborer Permanent Full-time Hire

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to hire Vincent Lupoli as a full-time Driver/Laborer, Step 4 Grade 1.

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

8. Approvals

8.1 AP, Payroll and Minutes Approval

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Payroll Manifest in the amount of \$216,325.15 dated June 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) FY21 Accounts Payable Manifest in the amount of \$237,241.78 dated May 19, 2021, subject to review and audit (NH DMV).

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 \$278,653.08 dated May 25, 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 \$429,008.72 dated June 8, 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 \$3,266,427.00 dated June 2, 2021, subject to review and audit (School disbursements).

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

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to approve the Board of Selectmen meeting minutes of May 24, 2021, as amended.

Voting: 4-0-1 (Selectman Pray abstaining); motion carried.

8.2 Atlas Pyrovision, Annual application and Permit for Wholesale/Retail sales of fireworks

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to permit Atlas Pyrovision to conduct sales of fireworks at their facility located at 105 Route 101 A, Amherst NH. This approval is given for a one-year period.

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

9. Action Items

The Board reviewed its action items.

10. Old/New Business

Selectman Brew noted that the Planning Board will meet on Wednesday at 4pm on the Green. He also noted that the Master Plan Steering Committee will meet next Monday.

Chairman Lyon explained that the ACC recently had a conversation about the best way to move forward, now that the Open Space Warrant Article has passed the vote. He believes there will probably be a subcommittee formed with members of the ACC, Board of Selectmen, Amherst Land Trust, citizens, etc. to discuss this matter.

Selectman D'Angelo noted that all of the school boards met tonight.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to adjourn the meeting at 7:54pm.

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

NEXT MEETING: Monday, June 28, 2021

Selectman Danielle Pray

Date