



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, AUGUST 14, 2023 5:00 PM**

1. **Call to Order**
2. **Non-Public Session, pursuant to RSA 91-A:3 II (b) The hiring of any person as a public employee.**
  - 2.1. Interview
3. **Pledge of Allegiance**
4. **Citizens' Forum**
5. **Board of Selectmen, Appointments of the Capital Improvement Committee Committee Members**
  - 5.1. CIP Members for appointment
6. **Administration**
  - 6.1. Administrative Updates
  - 6.2. FY25 Budget Timeline DRAFT
  - 6.3. Approval of updated Impact Fee Schedule
  - 6.4. Hiring, Police Chief
7. **Staff Reports**
  - 7.1. Economic Revitalization Zone (ERZ) Renewal
  - 7.2. FY24 Cruiser Bids
  - 7.3. Cruiser Upfit Bid Approval
  - 7.4. IRS resolution of back taxes due.
  - 7.5. Bike/Ped Update to Baboosic Greenway 02 project
  - 7.6. DPW Magnesium Contract & Equipment
  - 7.7. ARPA - Spending
  - 7.8. Treasurer - Job Description

## **8. Approvals**

- 8.1. 2023 Tax Exempt Property List
- 8.2. **ASSESSING**
- 8.3. Use of Town Common, Halloween 2023 Boy Scout Troop 613 Annual Hot dog and chili sale
- 8.4. Hawkers and Peddlers Permit, Lyndsey Buchanan, Amherst German Christmas Market
- 8.5. Payroll, AP and Minutes

## **9. Action Items**

- 9.1. Action Item List

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

### **Adjournment**

**Next Meeting: August 22, 2023**

You are invited to a Zoom webinar.

When: Aug 14, 2023 06:30 PM Eastern Time (US and Canada)

Topic: Board of Selectmen Meeting 8/14/2023

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85724056296>

Or Telephone:+1 301 715 8592

Webinar ID: 857 2405 6296



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Interview

**Department:** Administration

**Meeting Date:** August 14, 2023

**Staff Contact:**

---

## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Julie Atwell application packet



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** CIP Members for appointment  
**Meeting Date:** August 14, 2023

**Department:** Administration  
**Staff Contact:**

---

## **BACKGROUND INFORMATION:**

The following members have been nominated by their governing body. We have not had a Citizen Representative apply. We have not been notified of a Ways & Means member.

Vacant, Town Ways & Means Committee Rep.	Term Expires 2024
Tom Silvia, Planning Board Rep	Term Expires 2024
Amy Facey, SAU Rep	Term Expires 2024
Jason White (Tom Gauthier, Alt), Amherst School Board Rep	Term Expires 2024
Dan Veilleux ( John Glover, Alt.), Souhegan School Board Rep	Term Expires 2024
Vacancy, Citizen Member	Term Expires 2024
John D'Angelo, BOS Ex-Officio	(Voting)
William Stoughton, BOS Alternate	

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

I move to appoint the Capital Improvement slate as recommended.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

NA

## **ATTACHMENTS:**

None



**Town of Amherst, NH  
BOARD OF SELECTMEN  
STAFF REPORT**

**Title:** Administrative Updates  
**Meeting Date:** August 14, 2023

**Department:** Administration  
**Staff Contact:**

---

**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



**Town of Amherst, NH  
BOARD OF SELECTMEN  
STAFF REPORT**

**Title:** FY25 Budget Timeline DRAFT  
**Meeting Date:** August 14, 2023

**Department:** Administration  
**Staff Contact:**

---

**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. FY25 Budget Timeline DRAFT

**TOWN OF AMHERST  
FY25 BUDGET TIMELINE**

DATE	ACTION	DAY/TIME	PRESENTERS/PARTICIPANTS
9/11/2023	Strategic Plans presented to Board of Selectmen and Ways & Means	Monday 6:30 p.m.	Dean Shankle, Administration Mark Reams, Police Department Gail Stout, Tax & Assessing BOS & W&M
9/25/2023	Strategic Plans presented to Board of Selectmen and Ways & Means	Monday 6:30 p.m.	Chris Buchanan, BPAC Craig Fraley, Recreation Amy Lapointe, Library Matt Conley, Fire Rescue BOS & W&M
10/10/2023	Strategic Plans presented to Board of Selectmen and Ways & Means Discuss/Set Global Assumptions	Monday 6:30 p.m.	Nic Strong, Community Development Eric Slosek, Public Works Conservation Commission BOS & W&M
10/12-10/13/23	Preliminary Budget Meetings	Thursday & Friday	Town Administrator Finance Director Department Heads
10/23/2023	Draft Budget #1 Presentation Review/Discuss Warrant Articles (Titles and Amounts)	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
10/24-11/3/23	Individual Department Meetings	Per Schedule	Board of Selectmen Members Ways & Means Committee Members Department Heads
11/13/2023	FY Budget Draft #2 FY23 Warrant Articles Draft #1	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
11/27/2023	Discussion: Changes to FY23 Budget Changes to FY23 Warrant Articles	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
12/18/2023	Final Draft FY23 Budget Presented FY23 Warrant Articles Draft Finalized	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
1/8/2024	FY23 Budget Public Hearing	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
1/22/2024	Preparation for FY23 Deliberative Session	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members
2/7/2024	Deliberative Session	Wednesday 7:00 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
3/12/2024	Town Elections	Tuesday, All Day	



**Town of Amherst, NH  
BOARD OF SELECTMEN  
STAFF REPORT**

**Title:** Approval of updated Impact Fee  
Schedule

**Department:** Administration

**Meeting Date:** August 14, 2023

**Staff Contact:**

---

**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. ImpactFeeUpdate2023AmherstNH18May2023

# Town of Amherst Impact Fees

## 2023 Update of Fee Schedules

- Public Schools
- Police
- Fire-Rescue
- Recreation
- Town Roads

May 18, 2023

Prepared for:

Town of Amherst  
2 Main Street  
Amherst, New Hampshire 03031

Prepared by:



Yarmouth, Maine

[bmayber1@maine.rr.com](mailto:bmayber1@maine.rr.com)

## Table of Contents

A. Executive Summary.....	1
B. Demographic Update .....	2
1. Population and Housing.....	2
2. Private Sector Employment in Amherst.....	5
C. Public Schools Impact Fee.....	7
1. General Approach to Fee Basis .....	7
2. Factors Updated in the Impact Fee Calculations .....	8
3. 2023 School Impact Fee Calculation .....	9
4. Update of Credit Allowances for School Debt Service .....	9
5. Use of Funds and Duration of Fees .....	14
D. Public Safety Impact Fees .....	15
1. Proportionate Demand on Public Safety Facilities.....	15
2. Allocation of Costs to Existing vs. New Development.....	15
3. Replacement Costs Assigned to Buildings .....	15
4. Estimate of 2023 Replacement Cost of Capital Equipment.....	16
5. Police Department Impact Fee .....	20
6. Fire & EMS Impact Fee .....	22
7. Use of Funds and Duration of Public Safety Fees .....	23
E. Recreation Impact Fee .....	24
1. Authority and Limits to Assessment .....	24
2. Standard for Assessment .....	24
3. Replacement Cost of Existing Facilities.....	24
4. Capital Investment per Household and Impact Fee.....	26
5. Use of Funds and Duration of Recreation Impact Fee .....	27
F. Road Impact Fee+.....	28
1. Authority and Limitations .....	28
2. Structure of Impact Fee Model and Assumptions .....	28
3. Use of Funds and Duration of Road Impact Fee .....	31

## A. Executive Summary

This is an update of the impact fee schedules of the Town of Amherst, New Hampshire. Impact fee schedules were adopted by the Town based on earlier studies and reports by BCM Planning, LLC that were prepared in 2020 and 2021.

Impact fees are updated periodically to maintain proportionate assessments. Updates provide an opportunity to adjust components of the fee calculations including the replacement cost of existing public facilities, anticipated capital projects, and changes in demographic and employment characteristics. The goal of each update is to improve on the equitability and proportionality of assessments, while also enabling the fee system to keep pace municipal infrastructure costs.

After reviewing options presented in the prior impact fee study (2020), the Town decided to assess its impact fees for all new development on a per square foot basis. Residential impact fees are assessed for public schools, public safety facilities, recreation, and Town roads. Commercial development is assessed only for public safety and Town roads.

The impact fee amount supportable by this 2023 update are summarized below:

Amherst, NH Impact Fee Schedule - 2023 Update							
Structure Type or Land Use	Police	Fire-EMS	Recreation	Town Roads	Total Town Facilities	School Facilities	Town and School Total
<b>Residential Per Square Foot of Living Area (based on conditioned living area)</b>							
Single Family Detached	\$0.27	\$0.52	\$0.40	\$0.37	\$1.56	\$3.37	\$4.93
Townhouse / Attached	\$0.27	\$0.52	\$0.40	\$0.40	\$1.59	\$3.19	\$4.78
Two Family Structures	\$0.27	\$0.52	\$0.40	\$0.48	\$1.67	\$4.52	\$6.19
Multi-Dwelling Unit	\$0.27	\$0.52	\$0.40	\$0.44	\$1.63	\$3.83	\$5.46
Manufactured Housing	\$0.27	\$0.52	\$0.40	\$0.44	\$1.63	\$4.12	\$5.75
<b>Commercial Development Impact Fees Per Square Foot</b>							
Retail	\$0.48	\$0.59	---	\$0.87	\$1.94	---	\$1.94
Office	\$0.26	\$0.78	---	\$0.45	\$1.49	---	\$1.49
Industrial	\$0.10	\$0.20	---	\$0.16	\$0.46	---	\$0.46
Institutional & Other	\$0.05	\$0.20	---	\$0.57	\$0.82	---	\$0.82

This report centers principally on a description of the updates and changes made to the variables that comprise the original impact fee models. More detail on the background of the methods and assumptions relating to the proportionality of the fee calculations may be found in the original fee study: *Town of Amherst Impact Fees: 2020 Basis of Assessment and Fee Schedules*, prepared by BCM Planning, LLC, dated June 3, 2020. All impact fee reports should be maintained by the Town so that the history of fee documentation is preserved.

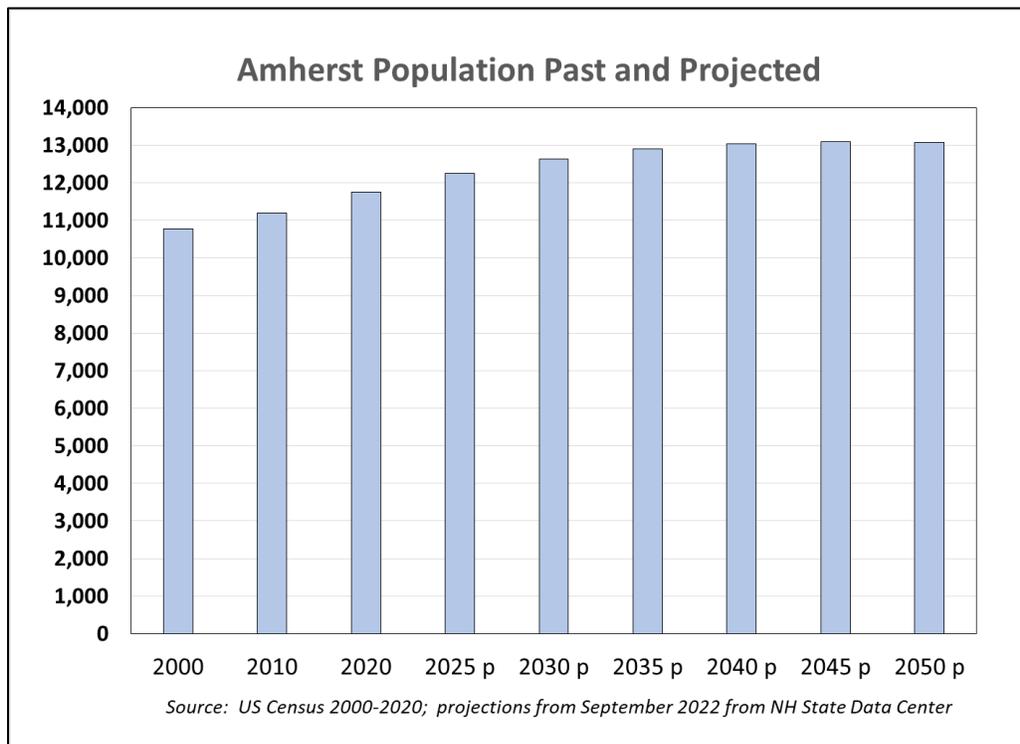
## B. Demographic Update

### 1. Population and Housing

The impact fee models for public safety facilities and recreation rely in part on projections of population, housing units, households and employment within Amherst. At the time of the original study completed June 2020, the decennial Census data for 2020 were not available, and the latest local employment counts were for 2018. In the public safety and recreation fee updates, the “base year” numbers assigned to 2020 now reflect full count data for 2020 and actual public sector employment in 2020.

In the original fee calculations for public safety and recreation, a buildout estimate was used to estimate a future year service base (2040) for residential uses (population, housing units, and households) and commercial uses (private sector employment in Amherst and estimated floor area in commercial buildings).

These factors have been adjusted in this update by projecting future residential demand using new population projections from the NH State Data Center (issued September 2022). Future employment and commercial building area are then projected based on their historical relationship to residential uses.



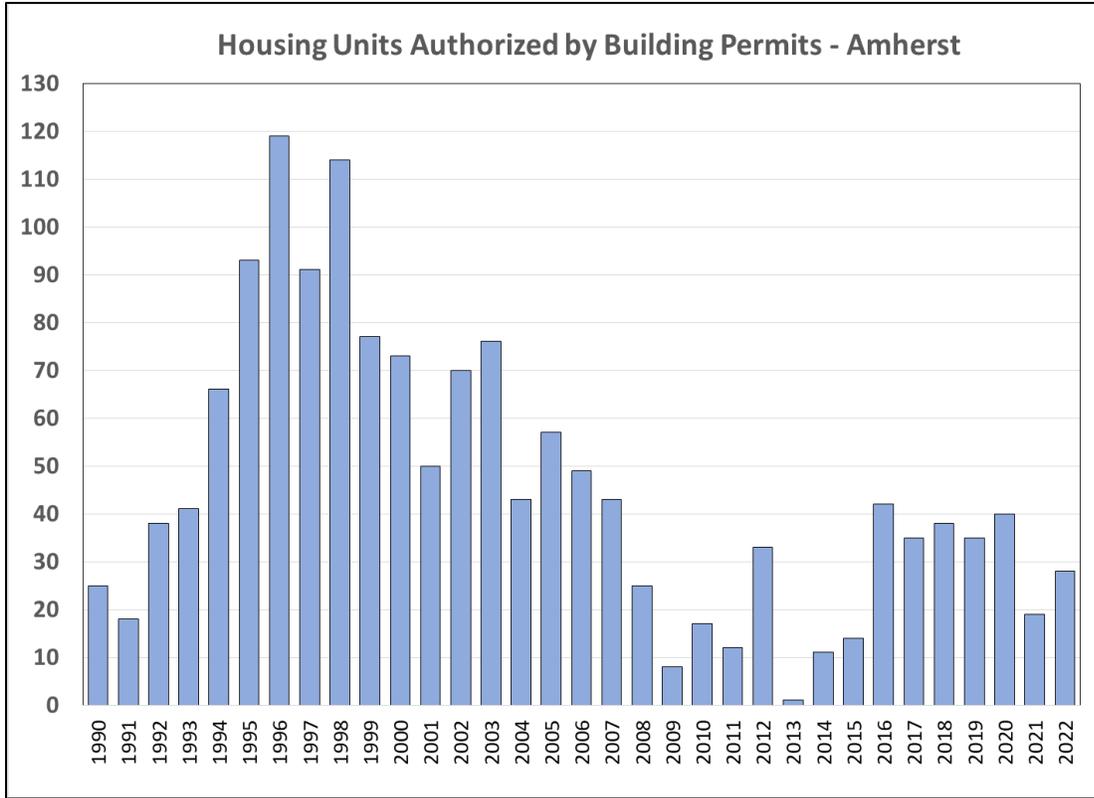
Based on the 2020 Census (100% count) average household size in Amherst did not decline by as much as assumed in the 2020 report. The projections shown below are updated to the 2020 Census, and projections now assume future household sizes that are somewhat larger than used in the original study.

<b>Population and Housing Trend Assumptions for Amherst</b>				
Year	Households	Average Household Size (1)	Persons in Households (100% of Amherst Pop.)	Total Housing Units
1970	1,327	3.47	4,605	1,635
1980	2,446	3.37	8,243	2,594
1990	2,988	3.03	9,068	3,179
2000	3,590	3.00	10,769	3,752
2010	4,063	2.76	11,201	4,280
2020	4,305	2.73	11,753	4,466
2030 (p) *	4,711	2.68	12,625	4,887
2040 (p) *	4,997	2.61	13,043	5,184

*\* Estimated 2030 and 2040 population from September, 2022 projections prepared for NH State Data Center. Household size estimates for 2030-2040 assume a regional rate of decline in average household size for 2020-2040 as projected in a 2014 model issued by NH Housing. Total housing units (occupied units plus vacant) are projected based on the 2020 Census occupancy rate.*

The projections above begin with the population assumptions. An average household size is then assigned to future years based on expected regional trends, now modified by the actual experience through 2020.

There are no persons living in group quarters in Amherst according to the 2020 Census, so dividing total population by average household size yields a projected number of households (or occupied housing units). Total housing units, including vacancies, are then estimated using the 2020 housing occupancy rate. The results project just under 5,000 households for 2040 and 5,184 total housing units.



Source: NH State Data Center for 1990-2021; 2022 count from Annual Town Report

Period	Total Units Authorized	Avg Annual Authorized
1990-1999	682	68
2000-2009	494	49
2010-2019	238	26
2020-2022	87	29

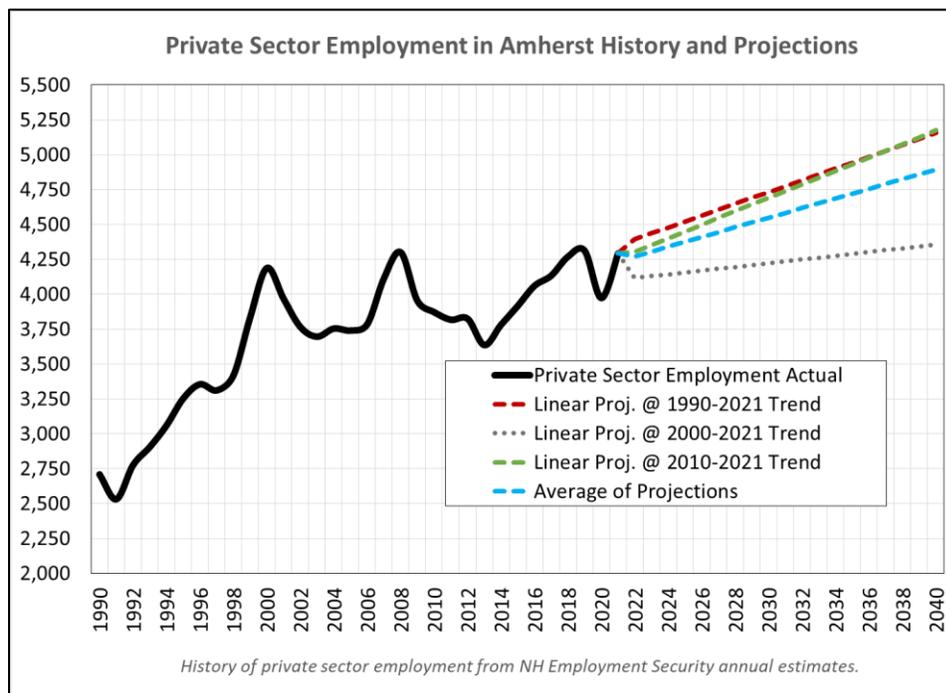
## 2. Private Sector Employment in Amherst

Average annual employment within Amherst for the base year of the fee (2020) has been adjusted to reflect the actual figure for that year, and substituted for the estimate in the original fee study.

Amherst Housing, Population, and Employment in Local Establishments								
Year	Total Employment Inc. Govt	Private Sector Employment	Population	Housing Units	Households	Housing Occupancy Rate	Total Jobs Per Household	Private Sector Jobs Per Household
1990	2,976	2,709	9,068	3,179	2,988	94.0%	1.00	0.91
2000	4,682	4,188	10,769	3,752	3,590	95.7%	1.30	1.17
2010	4,470	3,872	11,201	4,280	4,063	94.9%	1.10	0.95
2020	4,534	3,973	11,753	4,466	4,305	96.4%	1.05	0.92
2021 Est	4,845	4,293	11,940	4,525	4,362	96.4%	1.11	0.98
Average of Ratios for Decennial Census Years 1990-2020						95.2%	1.11	0.99

Sources: Covered employment as reported by NH Employment Security. Population reflects 100% U.S. Census counts for 1990-2020. 2021 entries for population and total housing units from NH State Data Center estimates. Estimated households for 2021 based on 2020 occupancy rate.

Linear projection of private sector employment were revised based on annual private sector employment data for Amherst through 2021. The projections use a range of reference periods to project trends in future employment.



The average of the projections for the year 2040 is 4,895. The two high projections are 5,154 to 5,175. The average of the projections seems most consistent with past relationships between resident population and local private employment. The average ratio of private sector jobs in

Amherst to its households for the Census years 1990-2020 is 0.99. Based on the revised population and household projections, that ratio would indicate a reasonable estimate of private employment at 4,749 for 2040.

Using the actual 2020 private sector employment estimate (NH Department of Labor), the ratio of commercial floor area to private employment in 2020 was 758 square feet per employee, which is higher than the figure assumed in the original report at 705. While the update now projects fewer private sector employees for 2040, the higher actual average floor area per employee yields a 2040 estimate of commercial space that is slightly higher than originally projected.

The table below summarizes the original base year 2020 and horizon year 2040 assumptions along with the revised figures for 2020 and projections for 2040.

**2020 and 2040 Assumptions for Residential Vs. Non-Residential Sectors**

Demographic Factors	Original Study 2020 Estimate	2020 Actual	Original 2040 Proj.	Revised 2040 Proj.
Population	11,545	11,753	12,141	13,043
Avg Household Size	2.71	2.73	2.52	2.61
Households	4,256	4,305	4,818	4,797
Housing Units	4,483	4,466	5,075	5,184
Local Employment	4,269	3,973	5,220	4,749
Per Household	1.00	0.92	1.08	0.99
1990-2020 Avg	0.99	0.99	0.99	0.99
Commercial Sq. Ft.	3.01 MM	3.01 MM	3.68 MM	3.75 MM
Per Employee	705	758	705	758

## C. Public Schools Impact Fee

### 1. General Approach to Fee Basis

The school impact fee calculation relies on an average “unit cost” approach to assign school facility capacity costs associated with average housing units in Amherst. The components of that unit cost are: (1) average enrollment per 1000 square feet of living area by structure type; (2) the “level of service” reflected by the school floor area available per pupil capacity; and (3) the cost or value of school facility space per square foot.

In computing local capital costs, adjustments are made to recognize the historic proportion of principal costs reimbursed by State Building Aid. Credit allowances are computed for property taxes that new development pays toward net debt service costs related to the needs of existing development.

The original impact study contained a detailed analysis of the number of Amherst public school pupils per housing unit, and per square foot of living area by structure type in 2020. This study involved pairing actual enrollment counts by address to tax assessment data for the property. Excluded from the enrollment ratios were housing units identified as “age restricted” (to age 55+ or age 62+).

While resident enrollment may have shifted somewhat since 2020 toward a higher proportion of total enrollment within the K-8 grades, and a lower proportion in high school, BCM Planning believes that the overall ratios remain reasonable for 2023 and have been retained in this update:

Type of Structure	Enrollment Per Thousand Square Feet Excluding Age Restricted Units (2020 Fee Study Results)			
	Elementary School	Middle School	High School	Total Public Schools
Single Family Det.	0.067	0.060	0.062	0.189
Townhouse	0.065	0.049	0.065	0.179
Two Family	0.069	0.069	0.098	0.236
Three or More Family	0.096	0.052	0.059	0.207
Manufactured Housing	0.096	0.052	0.059	0.207

Note: This table shows the calculated number of resident pupils in Amherst *per 1,000 square feet of living area by structure type*. This should not be confused with the more commonly used enrollment ratios per dwelling unit.

## 2. Factors Updated in the Impact Fee Calculations

The basic formula for the school impact fee assessment is:

$$\begin{aligned}
 & \text{Enrollment per 1000 sq. ft. of living area by housing type and grade level} \\
 & \times \text{School space per pupil capacity by grade level} \\
 & \times \text{Capital cost per square foot at Department of Education cost allowance standard} \\
 & (-) \text{State building aid portion of principal cost (historic)} \\
 & = \text{Net local capital cost per square foot of living area} \\
 & (-) \text{Credit allowances per square foot for debt service for existing needs} \\
 & = \text{School impact fee per square foot of living area by housing type}
 \end{aligned}$$

The factors which changed in this update:

a. Cost of school construction per square foot has been updated to 2023 by applying NH Department of Education cost allowances used in determining State Building Aid.

b. Credit allowances for past and programmed debt service relating to school construction have been recomputed. The revised credit allowances are shown in detail at the end of this section.

The spatial standards used to assign required floor area of school space per pupil capacity remains the same as in the 2020 study.

FACILITIES SERVING AMHERST PUBLIC SCHOOL PUPILS - OCTOBER 2022							
Minimum Spatial Standards Used for Impact Fee Assessment (Floor Area Per Pupil)							
School Facilities	Original Yr. Built & Expansion Dates	Grades Served	Building Area Sq. Ft. Excluding Portables (1)	Max. Capacity Estimate w/o Portables (2)	Square Feet Per Pupil Capacity Standard Applied	October 2022 Enrolled K-12	October 2022 Enrollment as % of Max Capacity
<b>Elementary Schools (Amherst District)</b>							
Clark Elementary	1937, 1953, 1963, 1978, 1995	K - 4 Plus Pre-School	27,100	260	104	654	86%
Wilkins Elementary	1967, 1969, 1996		55,242	501	110		
Total Elementary Excluding Pre-K Enrollment			82,342	<b>761</b>	<b>108</b>		
<b>Middle School (Amherst District)</b>							
Amherst Middle School (3)	1974, 2001	Gr. 5-8	112,000	828	<b>135</b>	639	77%
Total Grades K-8		Gr. K-8	194,342	1,589	<b>122</b>	1,293	81%
<b>High School (Souhegan Co-op)</b>							
Souhegan High School & Annex (4)	1992, 2003	9-12	168,556	1,007	<b>167</b>	698	69%
<b>Total Facilities Available</b>		K-12	362,898	2,596	<b>140</b>	1,991	77%
<i>(1) Floor area estimates provided by SAU 39, January 2020</i>							
<i>(2) Estimates for K-8 facilities by NESDC, 2004 report on K-8 facilities, cited as planned operating capacity for buildings excluding portable classrooms</i>							
<i>(3) The Amherst Middle School also serves Mont Vernon pupils in grades 7-8 (tuition).</i>							
<i>(4) The Souhegan High School is a cooperative facility that also serves Mont Vernon pupils in grades 9-12. Capacity estimates from Gale Associates, 2010</i>							

The implementation of 2006 Master Plan for the K-8 schools, as well as a recent proposed school expansion and improvement project would have increased the amount of space to be provided per student. But since neither of these expansion and improvement plans have been approved by the voters, their higher floor area standards have yet to be validated for actual construction.

Should such projects be approved in the future, it would indicate public acceptance of a higher floor area standard per pupil, which could then be incorporated into the fee calculation.

### 3. 2023 School Impact Fee Calculation

2023 AMHERST SCHOOL IMPACT FEES BASED ON SQUARE FEET OF LIVING AREA											
CAPITAL COST BASIS FOR SCHOOL FACILITIES SET AT 2023 NH DEPARTMENT OF EDUCATION MAXIMUM REIMBURSABLE COST											
Proportionate Demand Factors - Demand on School Facility Space									School Construction Cost Per Sq. Ft.		
Type of Structure	Enrollment Per Thousand Square Feet Excluding Age Restricted Units (2020 Fee Study Results)				Avg. Sq. Ft. School Space Per Pupil Capacity				\$239	\$244	\$250
	Elementary School	Middle School	High School	Total Public Schools	Elementary School	Middle School	High School	Overall Average	Elementary School	Middle School	High School
Single Family Det.	0.067	0.060	0.062	0.189	108	135	167	136	\$1.73	\$1.98	\$2.59
Townhouse	0.065	0.049	0.065	0.179	108	135	167	137	\$1.68	\$1.61	\$2.71
Two Family	0.069	0.069	0.098	0.236	108	135	167	140	\$1.78	\$2.27	\$4.09
Three or More Family	0.096	0.052	0.059	0.207	108	135	167	132	\$2.48	\$1.71	\$2.46
Manufactured Housing	0.096	0.052	0.059	0.207	108	135	167	132	\$2.48	\$1.71	\$2.46

Housing Structural Type	District Cost Net of Historic State Building Aid				Credit Allowances for Debt Service Cost of Capacity Needs of Existing Development			Net Impact Fee Per Sq. Ft. Living Area Assessment Schedule (Capital Cost Less Credits) Per Sq. Ft. Living Area		
	Elementary Schools @30% SBA	Middle School @30% SBA	Souhegan High School @40% SBA	Total Public Schools	K-8 Schools	High School	Total Schools	Amherst School Impact Fee Per Sq. Ft.		
								K-8 Schools	High School	Total
Single Family Detached	\$1.21	\$1.39	\$1.55	\$4.15	(\$0.30)	(\$0.48)	(\$0.78)	\$2.30	\$1.07	\$3.37
Attached & Townhouse	\$1.18	\$1.13	\$1.63	\$3.94	(\$0.29)	(\$0.46)	(\$0.75)	\$2.02	\$1.17	\$3.19
Two-Family	\$1.25	\$1.59	\$2.45	\$5.29	(\$0.30)	(\$0.47)	(\$0.77)	\$2.54	\$1.98	\$4.52
Three or More Family	\$1.74	\$1.20	\$1.48	\$4.42	(\$0.23)	(\$0.36)	(\$0.59)	\$2.71	\$1.12	\$3.83
Manufactured Housing	\$1.74	\$1.20	\$1.48	\$4.42	(\$0.11)	(\$0.19)	(\$0.30)	\$2.83	\$1.29	\$4.12

### 4. Update of Credit Allowances for School Debt Service

Since the original impact fee study was completed in 2020 using 2019 assessed valuation, the Town of Amherst underwent a property revaluation. The average assessed values assigned to housing units in the 2020 study (2019 valuations) have been increased by 38% from to account for the estimated increase in average residential valuation per housing unit from 2019 to 2022.

The updated credit allowances for the 2023 fee calculation are summarized here:

2023 Credit Allowance Per Square Foot Summary			
Type Unit	Amherst District (K-8 Schools)	Souhegan Cooperative High School	Total Credit Allowance
Single Family	\$0.30	\$0.48	\$0.78
Townhouse	\$0.29	\$0.46	\$0.75
Two Family	\$0.30	\$0.47	\$0.77
Three or More Family	\$0.23	\$0.36	\$0.59
Manufactured Housing	\$0.11	\$0.19	\$0.30

*(For details on the derivation of credit allowance, see the detailed worksheets which follow)*

CREDITS - Page 1

	Year	Original Principal Amount
	2001-2002	\$3,799,000
ASSUMPTIONS		
Amherst Middle School (Beginning 2001-2002)	State Aid To District:	30.0%
	Local Government Share:	100.0%
	Discount Rate:	5.0%

Fiscal Year	Principal Payment	Interest Payment	Total Payment	Less State Aid	Net Debt Service Cost To District
<b>Past Payments</b>					
2001	\$0	\$92,997	\$92,997	\$0	\$92,997
2002	\$189,000	\$168,556	\$357,556	(\$56,700)	\$300,856
2003	\$190,000	\$160,503	\$350,503	(\$57,000)	\$293,503
2004	\$190,000	\$152,428	\$342,428	(\$57,000)	\$285,428
2005	\$190,000	\$144,353	\$334,353	(\$57,000)	\$277,353
2006	\$190,000	\$136,278	\$326,278	(\$57,000)	\$269,278
2007	\$190,000	\$128,203	\$318,203	(\$57,000)	\$261,203
2008	\$190,000	\$120,128	\$310,128	(\$57,000)	\$253,128
2009	\$190,000	\$112,053	\$302,053	(\$57,000)	\$245,053
2010	\$190,000	\$103,978	\$293,978	(\$57,000)	\$236,978
2011	\$190,000	\$95,855	\$285,855	(\$57,000)	\$228,855
2012	\$190,000	\$87,495	\$277,495	(\$57,000)	\$220,495
2013	\$190,000	\$78,945	\$268,945	(\$57,000)	\$211,945
2014	\$190,000	\$70,300	\$260,300	(\$57,000)	\$203,300
2015	\$190,000	\$61,465	\$251,465	(\$57,000)	\$194,465
2016	\$190,000	\$52,250	\$242,250	(\$57,000)	\$185,250
2017	\$190,000	\$42,750	\$232,750	(\$57,000)	\$175,750
2018	\$190,000	\$33,250	\$223,250	(\$57,000)	\$166,250
2019	\$190,000	\$23,750	\$213,750	(\$57,000)	\$156,750
2020	\$190,000	\$14,250	\$204,250	(\$57,000)	\$147,250
2021	\$190,000	\$4,750	\$194,750	(\$57,000)	\$137,750
<b>Total Payments</b>	<b>\$3,799,000</b>	<b>\$1,884,537</b>	<b>\$5,683,537</b>	<b>(\$1,139,700)</b>	<b>\$4,543,837</b>

Present Worth of Past Payments @ 5%                    \$8,880,628  
 October 2022 Enrollment as Percent of Middle School Capacity                    77%  
 Credited Amount                    \$6,853,528  
 Amherst Net Local Assessed Valuation (November 2022)                    \$2,362,984,237  
 PW of Past Payments Per Thousand Assessed Value                    \$2.90

Type Unit	Avg Assessed Valuation Per Sq. Ft.	Raw Land Portion of Value @ 15%	Credit for Past Payments	Credit for Future Payments	Total Credit Allowance Per Sq. Ft. Living Area
Single Family	\$206	\$31	\$0.09	\$0.00	\$0.09
Townhouse	\$192	\$29	\$0.08	\$0.00	\$0.08
Two Family	\$199	\$30	\$0.09	\$0.00	\$0.09
Three or More Family	\$153	\$23	\$0.07	\$0.00	\$0.07
Manufactured Housing	\$83	\$12	\$0.03	\$0.00	\$0.03



Credits - Page 3

Souhegan Cooperative High School  
Original Construction

Year	Original Principal Amount
1991	\$12,136,508
	6.00 to 7.45 %

ASSUMPTIONS

State Aid To Coop. District:	40.0%	Of Principal Due on Bonds
Amherst Share of Net District Cost:	84.0%	(FY 2023)
Discount Rate:	5.0%	

Year	Principal Payment	Interest Payment	Total Payment	Less State Aid	Net Debt Service Cost To District	Amherst Share of Net Cost @ 84%
1991	\$45,000	\$472,533	\$517,533	(\$18,000)	\$499,533	\$419,607
1992	\$955,000	\$469,833	\$1,424,833	(\$382,000)	\$1,042,833	\$875,979
1993	\$1,165,000	\$411,100	\$1,576,100	(\$466,000)	\$1,110,100	\$932,484
1994	\$1,200,000	\$338,288	\$1,538,288	(\$480,000)	\$1,058,288	\$888,962
1995	\$1,265,000	\$262,088	\$1,527,088	(\$506,000)	\$1,021,088	\$857,714
1996	\$1,335,000	\$180,494	\$1,515,494	(\$534,000)	\$981,494	\$824,455
1997	\$1,420,000	\$93,720	\$1,513,720	(\$568,000)	\$945,720	\$794,405
1998	\$860,962	\$599,038	\$1,460,000	(\$344,385)	\$1,115,615	\$937,117
1999	\$631,854	\$523,146	\$1,155,000	(\$252,742)	\$902,258	\$757,897
2000	\$549,585	\$535,415	\$1,085,000	(\$219,834)	\$865,166	\$726,739
2001	\$475,122	\$539,879	\$1,015,001	(\$190,049)	\$824,952	\$692,959
2002	\$410,366	\$534,634	\$945,000	(\$164,146)	\$780,853	\$655,917
2003	\$354,165	\$525,835	\$880,000	(\$141,666)	\$738,334	\$620,201
2004	\$305,565	\$514,435	\$820,000	(\$122,226)	\$697,774	\$586,130
2005	\$261,964	\$498,036	\$760,000	(\$104,786)	\$655,214	\$550,380
2006	\$222,978	\$477,022	\$700,000	(\$89,191)	\$610,809	\$513,079
2007	\$189,682	\$455,318	\$645,000	(\$75,873)	\$569,128	\$478,067
2008	\$160,032	\$429,968	\$590,000	(\$64,013)	\$525,988	\$441,830
2009	\$133,718	\$401,282	\$535,000	(\$53,487)	\$481,513	\$404,471
2010	\$112,670	\$372,330	\$485,000	(\$45,068)	\$439,932	\$369,543
2011	\$92,846	\$337,154	\$430,000	(\$37,138)	\$392,862	\$330,004
<b>Total Payments</b>	<b>\$12,146,509</b>	<b>\$8,971,546</b>	<b>\$21,118,055</b>	<b>(\$4,858,604)</b>	<b>\$16,259,451</b>	<b>\$13,657,940</b>

Present Worth of Past Payments by Town @ 5% \$44,312,894  
 October 2022 Enrollment as Percent of Capacity 69%  
 Credited Amount \$30,715,392  
 Amherst Net Local Assessed Valuation (November 2022) \$2,362,984,237  
 PW of Past Payments Per Thousand Assessed Value \$13.00

Type Unit	Avg Assessed Valuation Per Sq. Ft.	Raw Land Portion of Value @ 15%	Credit for Past Payments	Credit for Future Payments	Total Credit Allowance
Single Family	\$206	\$31	\$0.40	\$0.00	\$0.40
Townhouse	\$192	\$29	\$0.38	\$0.00	\$0.38
Two Family	\$199	\$30	\$0.39	\$0.00	\$0.39
Three or More Family	\$153	\$23	\$0.30	\$0.00	\$0.30
Manufactured Housing	\$83	\$12	\$0.16	\$0.00	\$0.16

Credits - Page 4  
 Souhegan Cooperative High School  
 Annex Construction

Year	Original Principal Amount
2003	\$5,800,000
	4.95%

ASSUMPTIONS  
 State Aid To Coop. District: 40.0% Of Principal Due on Bonds  
 Amherst Share of Net District Cost: 84.0% (FY 2023)  
 Discount Rate: 5.0%

Year	Principal Payment	Interest Payment	Total Payment	Less State Aid	Net Debt Service Cost To District	Amherst Share of Net Cost @ 84%
<b>Past Payments</b>						
2003	\$580,000	\$161,455	\$741,455	(\$232,000)	\$509,455	\$427,942
2004	\$580,000	\$258,390	\$838,390	(\$232,000)	\$606,390	\$509,368
2005	\$580,000	\$229,680	\$809,680	(\$232,000)	\$577,680	\$485,251
2006	\$580,000	\$200,970	\$780,970	(\$232,000)	\$548,970	\$461,135
2007	\$580,000	\$172,260	\$752,260	(\$232,000)	\$520,260	\$437,018
2008	\$580,000	\$143,550	\$723,550	(\$232,000)	\$491,550	\$412,902
2009	\$580,000	\$114,840	\$694,840	(\$232,000)	\$462,840	\$388,786
2010	\$580,000	\$86,130	\$666,130	(\$232,000)	\$434,130	\$364,669
2011	\$580,000	\$57,420	\$637,420	(\$232,000)	\$405,420	\$340,553
2012	\$580,000	\$28,710	\$608,710	(\$232,000)	\$376,710	\$316,436
<b>Total Payments</b>	<b>\$5,800,000</b>	<b>\$1,453,405</b>	<b>\$7,253,405</b>	<b>(\$2,320,000)</b>	<b>\$4,933,405</b>	<b>\$4,144,060</b>

Present Worth of Past Payments @ 5% \$9,069,904  
 October 2022 Enrollment as Percent of Capacity 69%  
 Credited Amount \$6,286,785  
 Amherst Net Local Assessed Valuation (November 2022) \$2,362,984,237  
 PW of Past Payments Per Thousand Assessed Value \$2.66

Type Unit	Avg Assessed Valuation Per Sq. Ft.	Raw Land Portion of Value @ 15%	Credit for Past Payments	Credit for Future Payments	Total Credits
Single Family	\$206	\$31	\$0.08	\$0.00	\$0.08
Townhouse	\$192	\$29	\$0.08	\$0.00	\$0.08
Two Family	\$199	\$30	\$0.08	\$0.00	\$0.08
Three or More Family	\$153	\$23	\$0.06	\$0.00	\$0.06
Manufactured Housing	\$83	\$12	\$0.03	\$0.00	\$0.03

Credits Page 5

Credit for Existing Deficiency

			Cost/Sq. Ft.	
			Permanent	
		Sq. Ft.	Facilities	Cost to Rectify
<b>Portable Classrooms</b>	4 Classrooms	7,072	\$239	\$1,690,208
<b>Wilkins Elementary</b>			Less State Building Aid @ 30%	(\$507,062)
			Amherst School District Cost	\$1,183,146
			Amherst Net Local Assessed Valuation (November 2022)	\$2,362,984,237
			Cost Per Thousand Assessed Valuation	\$0.50

Type Unit	Avg Assessed Valuation Per Sq. Ft.	Raw Land Portion of Value @ 15%	Credit for Past Payments	Credit for Future Payments	Total Credit Allowance
Single Family	\$206	\$31	\$0.00	\$0.10	\$0.10
Townhouse	\$192	\$29	\$0.00	\$0.10	\$0.10
Two Family	\$199	\$30	\$0.00	\$0.10	\$0.10
Three or More Family	\$153	\$23	\$0.00	\$0.08	\$0.08
Manufactured Housing	\$83	\$12	\$0.00	\$0.04	\$0.04

## 5. Use of Funds and Duration of Fees

The school impact fee acts to recoup a portion of the local capital investment in the public schools serving Amherst. For impact fee purposes, the standards used to define the amount of facility space per pupil capacity are based on a 2004 analysis of K-8 facilities (NESDC), and a 2010 capacity estimate for the Souhegan High School (Gale Associates). Subsequent plans and proposed projects that could increase the floor area per pupil in the K-8 grades have not been approved by the voters.

Maximum capacity of the schools assumed by the impact fee standards are:

- 761 - Clark-Wilkins elementary schools (excluding pre-school)
- 828 - Amherst Middle School
- 1,589 - Total K-8 enrollment
- 1,007 - Souhegan High School

If the maximum capacity limits of the fee basis for K-8 pupils or high school students were to be exceeded, and no new projects had been approved to expand their capacity, then consideration should be given to rescinding the fee or issuing refunds. However, impact fees may be held for up to 6 years before being appropriated for an eligible use.

At the present time, the impact fees can be used to offset a portion of debt service on past school construction or improvement projects, or applied toward other capital improvements that are consistent with the impact fee ordinance definition of capital facilities and Town policies on impact fee appropriations.

## D. Public Safety Impact Fees

### 1. Proportionate Demand on Public Safety Facilities

The proportionate demand generated by residential vs. commercial development on public safety functions has been retained from the 2020 study. For impact fee cost allocation purposes, this study assigns a 71% / 29% allocation of Police Department demand to residential vs. commercial sectors, and a 74% / 26% allocation of demand for Fire-EMS.

PROPORTIONATE SHARE FACTORS FOR PUBLIC SAFETY DEMAND: AMHERST NEW HAMPSHIRE									
Demand Sector	Protective Factors: Persons and Property			Response Factors				Weighted Avg. Police	Weighted Avg. Fire & EMS
	Assessed Valuation (2019)	Population & Private Sector Employment (2020)	Sq. Feet Finished Building Area (2019)	Police Department Dispatches by Address (2017-2019) *	Police Department Offenses by Property Type (2017-2019)*	Fire / EMS Runs by Address (2017-2019)	Fire / EMS Runs by Property Use Code (2017-2019)		
Residential Share	87%	75%	77%	81%	47%	75%	66%	71%	74%
Commercial Share	13%	25%	23%	19%	53%	25%	34%	29%	26%
Weighting Factor	1.0	1.0	1.0	2.0	2.0	2.0	2.0		

\* Dispatch data by address excludes calls not associated with a specific location and those registered at the Police Station. Offense data excludes incidents at public property locations.

### 2. Allocation of Costs to Existing vs. New Development

The change in the demographic baseline and projected residential growth has resulted in a small modification in the assignment of the total capital investment in the departments to existing (2020 baseline) needs vs. those attributable to new development (occurring from 2020 to 2040). In this update, cumulative public safety capital investments are assigned 86% to the baseline needs of 2020 and the remainder (14%) as the portion attributable to new development. In the original study, the proportionate split was assigned 85% to existing uses and 15% to new development.

### 3. Replacement Costs Assigned to Buildings

The total capital investment in Police Department facilities and capital equipment (excluding vehicles) has been updated to 2023 using the Town's fixed asset records for the Amherst Street facility, now used entirely for Police Department functions.

In this update, the capital value of the Police Department building has been separated from that of the Fire-EMS building on the lot. In the original 2020 study, the capital values of the safety buildings were merged and divided by their combined square footage to assign a uniform value per square foot to each department. In this update, capital values of their respective buildings is assigned separately, which results in allocating a greater capital value to the Police Department, and somewhat less to Fire-EMS buildings.

The recent completion of improvements to the Police Department headquarters, totaling \$739,230 in 2021-2022 has also increased the total replacement cost assigned to its building.

While future improvements may eventually be made to any or all public safety buildings, the impact fee basis assumes that the current facilities of both departments will be adequate to accommodate the needs of projected development through 2040.

#### 4. Estimate of 2023 Replacement Cost of Capital Equipment

For both the Police and Fire-EMS functions, fixed asset values from Finance Department records have been used as a base from which to estimate replacement costs in 2023.

For buildings and improvements, the RS Means (RSM) Square Foot Costs index for January 2023 was applied relative to the RSM value in the year the asset was placed in service.

Adjustments to original costs for capital equipment are based on the Consumer Price Index or CPI (all urban consumers) for the US using its March 2023 value.

For major vehicles and apparatus, the estimated 2023 replacements costs are those provided by the Fire Chief.

<b>Summary of 2023 Replacement Cost Estimates - Public Safety Capital Facilities</b>			
<b>Component</b>	<b>Police</b>	<b>Fire-EMS</b>	<b>Total</b>
Land & Buildings	\$3,830,520	\$1,380,693	\$5,211,213
Capital Equipment	\$492,474	\$821,672	\$1,314,146
Major Vehicles / Apparatus	--	\$5,760,000	\$5,760,000
<b>Total</b>	<b>\$4,322,994</b>	<b>\$7,962,365</b>	<b>\$12,285,359</b>

<b>Police Department Facilities</b>	Date Acquired or Placed in Service	Year Added	Original Cost	Cost Index	Base Yr Index	2023 Index	2023 Repl Cost
<b>Police Department Building</b>							
175&177 Amherst Street (Police/EMS)	01-01-1981	1981	\$ 548,592.00	RSM	56.6	287.8	\$ 2,789,484
B-O Energy Kine Boiler System 2000	01-25-2007	2007	\$ 11,294.38	RSM	159.3	287.8	\$ 20,405
Police Station Tile Flooring	01-18-2008	2008	\$ 14,085.00	RSM	173.5	287.8	\$ 23,364
Hydronic Air Handler	06-17-2016	2016	\$ 7,982.00	RSM	200.9	287.8	\$ 11,435
Police Station Renovations Phase 1	2021	2021	\$ 609,000.00	RSM	226.7	287.8	\$ 773,137
Police Station Renovations Phase 2	2022	2022	\$ 130,230.00	RSM	264.7	287.8	\$ 141,595
50% of Land Value (Site Shared with Fire-EMS)				50% of Assessed Value of Land			\$ 71,100
<b>Total Police Station Building</b>							<b>\$ 3,830,520</b>
<b>Police Department Equipment</b>							
Motorola Radio Console	01-01-1999	1999	\$ 6,700.00	CPI	166.6	301.8	\$ 12,137
ST1 State/NCIC Interface SW	01-01-1999	1999	\$ 7,000.00	CPI	166.6	301.8	\$ 12,681
Modem & Mobile 48G 4800 Baud Rad(5)	01-01-1999	1999	\$ 6,250.00	CPI	166.6	301.8	\$ 11,322
PMC4-1 Mobile SW (4)	01-01-1999	1999	\$ 6,000.00	CPI	166.6	301.8	\$ 10,869
PC5 Base SW	01-01-1999	1999	\$ 8,000.00	CPI	166.6	301.8	\$ 14,492
Domestic Preparedness Protective Gear	01-15-2004	2004	\$ 5,830.04	CPI	188.9	301.8	\$ 9,314
Dispatch Equipment & Antennas	01-01-2005	2005	\$ 41,780.96	CPI	195.3	301.8	\$ 64,565
IMC Software & Record Mgmt	06-01-2005	2005	\$ 65,200.00	CPI	195.3	301.8	\$ 100,755
Model T5766 Base - Police	08-18-2005	2005	\$ 5,526.00	CPI	195.3	301.8	\$ 8,539
Voter - Police	12-27-2005	2005	\$ 8,200.00	CPI	195.3	301.8	\$ 12,672
2013 Kohler 60KW generator	12-19-2012	2012	\$ 36,346.00	CPI	229.5	301.8	\$ 47,796
Radio Equipment Bon Terrain	12-20-2012	2012	\$ 11,244.50	CPI	229.5	301.8	\$ 14,787
Radio Equipment & Antenna	11-01-2013	2013	\$ 15,620.00	CPI	233.0	301.8	\$ 20,232
Repeater Conversion-Radio Equipment	07-27-2017	2017	\$ 35,875.00	CPI	245.1	301.8	\$ 44,174
VM Server	04-03-2018	2018	\$ 17,109.00	CPI	251.1	301.8	\$ 20,564
Radio Console/computers	06-26-2018	2018	\$ 7,903.00	CPI	251.1	301.8	\$ 9,499
Camera System	11-01-2018	2018	\$ 9,800.00	CPI	251.1	301.8	\$ 11,779
Radio Equipment New Boston AFTS	02-01-2021	2021	\$ 28,936.00	CPI	271.0	301.8	\$ 32,225
Radio Equipment Bon Terrain (FY22)	02-01-2022	2022	\$ 33,237.00	CPI	294.4	301.8	\$ 34,072
<b>Total Police Equipment</b>							<b>\$ 492,474</b>
<b>Police Department Total Replacement Costs 2023 Estimate</b>							<b>\$ 4,322,994</b>

<b>Fire and EMS Facilities</b>	Date Acquired or Placed in Service	Year Added	Original Cost	Cost Index	Base Yr Index	2023 Index	2023 Repl Cost
<b>Fire-EMS Buildings</b>							
62 Stearns Road - South Station Bldg	06-19-1975	1975	\$ 37,547.5	RSM	41.3	287.8	\$ 261,651
Sprinkler - AFD	12-01-2000	2000	\$ 14,415.00	RSM	111.9	287.8	\$ 37,075
Vehicle Exhaust - EMS Bay	02-01-2010	2010	\$ 11,048.76	RSM	172.5	287.8	\$ 18,434
Vehicle Exhaust Ssystem - Fire	02-01-2010	2010	\$ 67,289.49	RSM	172.5	287.8	\$ 112,266
Gas Furnace - Central Fire	08-20-2010	2010	\$ 7,618.48	RSM	172.5	287.8	\$ 12,711
New Roof - Central Fire	11-08-2010	2010	\$ 37,400.00	RSM	172.5	287.8	\$ 62,398
AFD Preconstruction 1/31/17	01-24-2017	2017	\$ 19,500.00	RSM	200.7	287.8	\$ 27,963
Fire Station Reno - Application#001	03-07-2017	2017	\$ 39,331.90	RSM	200.7	287.8	\$ 56,401
Fire Station Reno- Application #002	04-18-2017	2017	\$ 209,011.66	RSM	200.7	287.8	\$ 299,719
Fire Station Reno - Application#003	05-16-2017	2017	\$ 87,680.69	RSM	200.7	287.8	\$ 125,732
Fire Station Reno - Application #004	06-13-2017	2017	\$ 63,700.62	RSM	200.7	287.8	\$ 91,345
Fire Station Reno-Application #005 & #006	10-31-2017	2017	\$ 36,889.13	RSM	200.7	287.8	\$ 52,898
South Station Land Value						Assessed Land Value	\$ 151,000
50% of Amherst Street Site Shared with PD						50% of Assessed Land Value	\$ 71,100
<b>Total Fire Station Buildings</b>			\$ 631,433.24				\$ 1,380,693
<b>EMS Capital Equipment Except Vehicles</b>							
Monitor Defibrillator	08-02-1999	1999	\$ 23,519.38	CPI	166.6	301.8	\$ 42,606
30 Motorola Minitor IV	11-18-2004	2004	\$ 9,150.00	CPI	188.9	301.8	\$ 14,619
Frink 10' Trailblazer Plow	02-11-2009	2009	\$ 5,400.00	CPI	195.3	301.8	\$ 8,345
Resuscitation System	06-01-2009	2009	\$ 15,964.97	CPI	195.3	301.8	\$ 24,671
Scott Air Paks (3)	04-20-2015	2015	\$ 16,884.00	CPI	214.5	301.8	\$ 23,756
Electric Stretchers for the ambulances	09-02-2016	2016	\$ 23,517.01	CPI	200.9	301.8	\$ 35,328
Physio LifePak monitors (2)	07-31-2019	2019	\$ 50,040.80	CPI	255.7	301.8	\$ 59,063
<b>Fire Capital Equipment Except Vehicles</b>							
Hydraulic Extrinsic Equipment	01-01-1999	1999	\$ 22,000.00	CPI	166.6	301.8	\$ 39,854
Deck Guns (3)	01-01-1999	1999	\$ 8,100.00	CPI	166.6	301.8	\$ 14,673
PPV Fans (3)	01-01-1999	1999	\$ 5,400.00	CPI	166.6	301.8	\$ 9,782
Scott Air Packs (35)	01-01-1999	1999	\$ 35,000.00	CPI	166.6	301.8	\$ 63,403
13 Carbon Cylinders w/Valve	08-31-1999	1999	\$ 8,242.00	CPI	166.6	301.8	\$ 14,931
20 Carbon Cylinders w/Valve	02-18-2000	2000	\$ 12,680.00	CPI	172.2	301.8	\$ 22,223
Fire Generator	11-24-2003	2003	\$ 13,425.00	CPI	184.0	301.8	\$ 22,020
Fire Equipment & Protective Gear	04-26-2004	2004	\$ 76,621.26	CPI	188.9	301.8	\$ 122,416
Fire Radio Base Station	06-04-2004	2004	\$ 37,205.30	CPI	188.9	301.8	\$ 59,442
Firefighter Equipment - Cylinders	06-28-2004	2004	\$ 34,960.00	CPI	188.9	301.8	\$ 55,855
Voter - Fire Department	12-27-2005	2005	\$ 8,200.00	CPI	195.3	301.8	\$ 12,672
IMC Software - Fire Record	01-24-2011	2011	\$ 5,750.00	CPI	224.9	301.8	\$ 7,716
Bullard Eclipse LD 320 Therm Imager	05-03-2013	2013	\$ 11,995.00	CPI	233.0	301.8	\$ 15,537
Amkus AMK-22 Cutter	06-26-2013	2013	\$ 5,895.00	CPI	233.0	301.8	\$ 7,636
SCBA'S (4)	09-26-2013	2013	\$ 20,999.00	CPI	233.0	301.8	\$ 27,200
Air Pak, Face Pieces, Carbon Cylinders & Valves	05-13-2016	2016	\$ 11,640.00	CPI	240.0	301.8	\$ 14,637
Lucas Chest Compresson System- Battery Charges	08-13-2016	2016	\$ 29,844.44	CPI	240.0	301.8	\$ 37,529
AED'S	09-08-2016	2016	\$ 36,087.95	CPI	240.0	301.8	\$ 45,381
Purchase from Fire Tech	06-28-2021	2021	\$ 18,297.00	CPI	271.0	301.8	\$ 20,377
<b>Total Capital Equipment - Fire and EMS</b>							\$ 821,672
<b>Fire &amp; EMS Total Replacement Costs 2023 Estimate - Buidlings and Equipment</b>							\$ 2,202,365

**Amherst Fire-Rescue - Major Vehicles and Apparatus - 2023 Estimated Replacement Cost**

Vehicle Year of Manufacture	Description	Designation	2023 Estimated Replacement Cost
2021	Toyne / Spartan Pumper	Engine 1	\$707,000
2019	Chevy Tahoe	Command 1	\$56,000
2017	Ford F-450 Type 1 Ambulance	Amb 1	\$335,000
2017	Ford Explorer	Car 4 - EMT Shuttle	\$56,000
2015	HME Pumper Model 1871	Engine 2	\$707,000
2011	Ford Type I Ambulance	Amb 2	\$335,000
2008	Ford F350 w/plow	Utility (transfer from REC)	\$50,000
2008	Ford F-350 Explorer - Command 2	Command 2	\$50,000
2007	Peterbuilt / S & S 3000 Gal Tanker	Tanker 1	\$500,000
2006	Ford F-350 Forestry/Brush Truck	Forestry 2	\$50,000
2002	Pierce / Dash Pumper	Engine 3	\$707,000
1997	Simon Duplex Ladder/Aerial Truck	LT1	\$1,300,000
1991	Pierce / Lance Pumper	Engine 5	\$707,000
1983	International Tanker Model 1854 DT466	Forestry 1	\$200,000
<b>Total Vehicles and Apparatus</b>			<b>\$5,760,000</b>

## 5. Police Department Impact Fee

<b>POLICE DEPARTMENT IMPACT FEE - AMHERST NH 2023 UPDATE</b>			
<b>Service Demand Factor</b>	<b>2020 Base Year Updated</b>	<b>2040 Conditions Projected</b>	<b>Change from Base Year</b>
<b>RESIDENTIAL SECTOR</b>			
Total Persons / Household Population	11,753	13,043	1,290
Households (Occupied Units)	4,305	4,997	692
Average Household Size	2.73	2.61	-0.12
Total Housing Units	4,466	5,184	718
<b>COMMERCIAL SECTOR</b>			
Employment (Private Sector)	3,973	4,947	974
Private Sector Employment Per Household	0.92	0.99	
Commercial Uses Floor Area	3,010,000	3,749,849	739,849
Commercial Floor Area Per Employee	758	758	
<b>Police Department Staffing &amp; Facility Size</b>			
Full Time Sworn Personnel (Officers)	19	23	<i>Maximum staffing assumed at 30 with entire facility devoted to Police Department</i>
Full Time Officers Per 1000 Housing Units	4.25	4.25	
Full Time Officers Per 1000 Population	1.62	1.75	
Full Time Total Personnel	25	30	
Floor Area Per Full Time Office at Buildout	450	450	
Floor Area Per Full Time Employee at Buildout	342	342	
Total Floor Area Needed at Standard	8,545	10,254	
<b>Demand on Capital Facilities</b>			
<b>Police Department Building and Capital Equipment</b>	<b>Attributed to Existing Demand</b>	<b>Total Facility Investment or Replacement Cost</b>	<b>Portion Allocated to New Development</b>
Replacement Cost of Buildings & Improvements	\$3,294,247	\$3,830,520	\$536,273
Replacement Cost of Equipment Excluding Vehicles	\$423,528	\$492,474	\$68,946
Total Attributed Capital Costs - Police Department	\$3,717,775	\$4,322,994	\$605,219
Apportionment of Cost (Existing vs. New)	86%	Total	14%
Residential Share of Demand	71%	71%	71%
Non-Residential Share of Demand	29%	29%	29%
Capital Cost Attributed to Residential	\$2,639,620	\$3,069,326	<b>\$429,706</b>
Capital Cost Attributed to Commercial	\$1,078,155	\$1,253,668	<b>\$175,513</b>
<b>Average Cost Per Housing Unit - Residential Development</b>			<b>\$598</b>
<b>Average Cost Per Sq. Ft. Living Area - Residential Development</b>			<b>\$0.27</b>
<b>Average Cost Per Square Foot - New Commercial Development</b>			<b>\$0.24</b>

<b>PUBLIC SAFETY FACILITY COSTS PER UNIT OF NEW DEVELOPMENT - POLICE DEPARTMENT IMPACT FEE OPTIONS</b>				
<b>Residential Capital Cost Per Dwelling Unit</b>	<b>Average Living Area</b>	<b>Average Household Size</b>	<b>Impact Fee By Living Area of Unit</b>	<b>Impact Fee by Household Size</b>
Average Housing Unit	2,222	2.73	\$598	\$598
Single Family Detached	2,335	2.81	\$631	\$616
Attached and Townhouse	1,328	2.07	\$359	\$453
Two Family Structures	1,388	1.84	\$375	\$403
Multifamily Structures 3+ Units	1,129	1.84	\$305	\$403
Manufactured Housing	1,039	2.21	\$280	\$484
<b>Commercial Uses Capital Cost Per Square Foot</b>		<b>Non-Residential PD Call Multiplier</b>	<b>Impact Fee Per Sq. Ft.</b>	
Average Non-Residential		1.00	\$0.24	
Retail, Including Restaurants		2.00	<b>\$0.48</b>	
Offices and Commercial Services		1.10	<b>\$0.26</b>	
Industrial, Transportation, Whse, Communic.		0.40	<b>\$0.10</b>	
Non-Govt Institutional Uses		0.20	<b>\$0.05</b>	

## 6. Fire & EMS Impact Fee

<b>FIRE - EMS FACILITIES IMPACT FEE - AMHERST, NH - 2023 UPDATE</b>			
<b>Service Demand Factor</b>	2020 Base Year Updated	2040 Conditions Projected	Change from Base Year
<b>RESIDENTIAL SECTOR</b>			
Total Persons / Household Population	11,753	13,043	1,290
Households (Occupied Units)	4,305	4,997	692
Average Household Size	2.73	2.61	-0.12
Total Housing Units	4,466	5,184	718
<b>COMMERCIAL SECTOR</b>			
Employment (Private Sector)	3,973	4,947	974
Private Sector Employment Per Household	0.92	0.99	
Commercial Uses Floor Area	3,010,000	3,749,849	739,849
Commercial Floor Area Per Employee	758	758	
<b>Floor Area of Facilities</b>	Existing Space Demand at Buildout Standard	Facilities Serving 2040	Attributable to New Development
Finished Floor Area Central Fire Station		10,872	
Finished Floor Area South Station		2,730	
Total Facility Space Fire/ & EMS		13,602	
Station Space Required Per Housing Unit (Implied Standard Based on Buildout)	2.62	2.62	
Station Space Allocation (Existing/Buildout)	11,701	13,602	1,901
<b>Building Area Needs and Capital Costs</b>	Demand on Capital Facilities		
	Apportioned to Existing Demands	Total Investment in Facilities - Replacement Cost	Portion Allocated to New Development
Apportionment Existing vs. New Development	86%	Total	14%
Fire-EMS Land & Buildings	\$1,187,396	\$1,380,693	\$193,297
Fire-EMS Capital Equipment	\$706,638	\$821,672	\$115,034
Apparatus & Vehicles	\$4,953,600	\$5,760,000	\$806,400
<b>Total Capital Facility Investment</b>	<b>\$6,847,634</b>	<b>\$7,962,365</b>	<b>\$1,114,731</b>
Residential Share of Demand	74%	74%	74%
Non-Residential Share of Demand	26%	26%	26%
Capital Cost Attributed to Residential Sector	\$5,067,249	\$5,892,150	<b>\$824,901</b>
Capital Cost Attributed to Commercial Sector	\$1,780,385	\$2,070,215	<b>\$289,830</b>
<b>Average Cost Per Housing Unit</b>			\$1,149
<b>Average Cost Per Sq. Ft. Living Area - New Residential Development</b>			<b>\$0.52</b>
<b>Average Cost Per Square Foot - New Non-Residential Development</b>			<b>\$0.39</b>

<b>PUBLIC SAFETY FACILITY COSTS PER UNIT OF NEW DEVELOPMENT - FIRE-EMS IMPACT FEE OPTIONS</b>				
<b>Residential Capital Cost Per Dwelling Unit</b>	Average Living Area	Avg Household Size	<b>Impact Fee Based on Living Area</b>	<b>Impact Fee Based on Household Size</b>
Average Housing Unit	2,222	2.73	\$1,155	\$1,149
Single Family Detached	2,335	2.81	\$1,214	\$1,183
Attached and Townhouse	1,328	2.07	\$691	\$871
Two Family Structures	1,388	1.84	\$722	\$774
Multifamily Structures 3+ Units	1,129	1.84	\$587	\$774
Manufactured Housing	1,039	2.21	\$540	\$930
<b>Commercial Uses Capital Cost Per Square Foot</b>		Non-Residential FD Call Multiplier	<b>Impact Fee Per Sq. Ft.</b>	
Average Non-Residential		1.00	\$0.39	
Retail, Including Restaurants		1.50	<b>\$0.59</b>	
Offices and Commercial Services		2.00	<b>\$0.78</b>	
Industrial, Transportation, Whse, Communic.		0.50	<b>\$0.20</b>	
Non-Govt Institutional		0.50	<b>\$0.20</b>	

## 7. Use of Funds and Duration of Public Safety Fees

Both of the public safety fees (Police and Fire-EMS) are based on the recoupment of capital investments that are presumed to be adequate to support the projected 2040 population and households, and anticipated growth in commercial uses.

If new capital investments are made, those values may be added to the cost basis of the fee in future updates. Components taken out of service should be removed from the capital basis of the fee.

Uses of the public safety impact fees may include:

- Improvements to the sites and buildings of each department;
- The acquisition or improvement of capital equipment of the departments;
- Acquisition of Fire-EMS vehicles and apparatus.

Use of funds may also be affected by the Town's impact fee ordinance provisions or its local policy on use of funds.

Under the assumptions of the current fee models, the fees can continue to be collected until residential and non-residential sectors begin to exceed the 2040 projections:

Population exceeds 13,000 or total housing units reaches 5,200 (residential)

Private sector employment in Amherst reaches 5,000

Before these limits are reached, however, it is likely that future updates would act to review and redefine the relationship of capital investment to the service base of the community.

## E. Recreation Impact Fee

### 1. Authority and Limits to Assessment

An important caveat of the New Hampshire authorizing legislation (RSA 674:21, V) is its prohibition on the use of impact fees to pay for *public open space* (which is undefined in the statute). In this report, it is assumed that the level of active programs, recreational sports uses, and the degree of improvements to a particular parcel, and the presence of developed facilities on the property are reasonable means to distinguish between sites that comprise “recreational facilities” versus those serving principally as “open space” within the meaning of RSA 674:21, V.

It seems reasonable to assume that projects eligible for use of impact fee funds should include items such development of parking, trails and trailhead access, or other physical improvements that enable active recreation uses to occur within a parcel that also provides public open space.

### 2. Standard for Assessment

The computation of impact fees requires a standard that defines the proportionate value of capital improvements that are of benefit to new development. Sometimes these are based on a quantity of facilities, such as recommended ratios of ballfields and tennis courts per thousand population. But this approach to defining recreation has become less popular due to its rigidity and variations in the popularity of certain facilities between communities and over time.

In this recreation impact fee, the standard is defined by estimating the level of municipal capital investment in recreation facilities per household. This approach estimates the current replacement cost of existing municipal recreation facilities, then adds the cost to complete other recreation initiatives contained in the most recent Amherst Recreation Strategic Plan which have a high likelihood of implementation.

Total capital investment (existing plus planned) are then apportioned per capita to an estimated 2040 population as average capital cost per household for that horizon year. The cost per household is then stated as an average per square foot of living area based on the size of an average housing unit in Amherst.

### 3. Replacement Cost of Existing Facilities

In the chart below, the estimated 2023 replacement cost of Town owned or operated recreation facilities is estimated, along with the value of supporting land. These estimates are based on data from the Town’s fixed asset records of capital expenditures relating to recreation facilities. The records show the original cost and acquisition or placed-in-service date of recreation assets. For some other improvements that are not fully reflected in the municipal asset inventory, we have used the replacement cost of buildings from the property tax assessment records as an estimate of their capital value.

A significant change in recreation fee update is the addition of the Buck Meadow property (land and buildings) which now support public recreation activity, and which is the focus for planned future investment in new outdoor fields and facilities. The site was not included in the original fee calculation as it had not yet been acquired by the Town after at the time the original fee study was underway.

The original costs recorded in the Amherst fixed asset files, and the year the improvement was placed in service represent the original cost of the asset. To arrive at a current replacement cost we apply a cost index to adjust to 2023 values. The Engineering News Record (ENR) construction cost index was applied in the case of land improvements (fields, courts, outdoor facilities). An RS Means square foot cost index was used to estimate current replacement costs of buildings and related improvements. Land values shown for recreation sites reflect the 2023 valuations found in Town's tax assessment files.

Estimated Replacement Cost of Amherst Public Recreation Facilities 2023							
Recreation Facilities	Date Constructed or Placed in Service	Year of Original Construction	Original Cost From Fixed Asset File	Cost Index Applied (1)	Base Yr Index	2023 Index (1)	2023 Estimated Replacement Cost
<b>Recreation Land Improvements</b>							
Fence Davis Lane	08-29-2003	2003	\$ 14,819.50	ENR	6782	13175	\$ 28,789
Bear Athletic Fields	06-30-2008	2008	\$ 459,732.86	ENR	8550	13175	\$ 708,419
Renovation AMS Field	10-31-2009	2009	\$ 58,843.40	ENR	8641	13175	\$ 89,719
Davis Lane Tennis Courts	09-08-2015	2015	\$ 67,541.48	ENR	10135	13175	\$ 87,801
Davis Lane Fence	09-21-2015	2015	\$ 5,315.00	ENR	10135	13175	\$ 6,909
<b>Recreation Buildings &amp; Improvements</b>							
25 Broadway (Town Beach)	12-29-1971	1971	Repl. Cost Assessor	n.a.	n.a.	n.a.	\$ 146,099
Recreation Office - 4 Cross Road	1971	1971	Repl. Cost Assessor	n.a.	n.a.	n.a.	\$ 261,426
Buck Meadow Building	1981	1981	Repl. Cost Assessor	n.a.	n.a.	n.a.	\$ 314,015
PMEC Building (66 Brook Road)	09-30-1997	1997	\$ 71,566.74	RSM	105.3	287.8	\$ 195,602
PMEC Addition (Brook Road)	12-31-2003	2003	\$ 76,503.97	RSM	122.2	287.8	\$ 180,179
PMEC Building Addition P 2&3	06-30-2008	2008	\$ 373,834.44	RSM	161.9	287.8	\$ 664,543
Duct System	02-01-2016	2016	\$ 8,773.00	RSM	200.5	287.8	\$ 12,593
Garage Door Barn	05-09-2016	2016	\$ 7,700.00	RSM	200.5	287.8	\$ 11,053
PMEC Outbuilding/Garage	2020	2020	\$ 8,200.00	RSM	224.8	287.8	\$ 10,498
<b>Recreation Equipment Excluding Vehicles &amp; Maintenance Equipment</b>							
Skating Rink	12-08-2014	2014	\$ 15,000.00	ENR	9936	13175	\$ 19,890
Baboosic Lake Docks	05-13-2015	2015	\$ 46,791.93	ENR	10135	12175	\$ 56,210
Joshua's Park Playground	08-02-2016	2016	\$ 16,965.00	ENR	10531	13175	\$ 21,224
Disc Golf Pro28 (at Birch Park)	06-28-2017	2016	\$ 14,610.09	ENR	10870	13175	\$ 17,708
<b>Total Recreation Improvements and Facilities</b>							<b>\$ 2,832,677</b>
<b>Land Supporting Recreation Facilities</b>							
66 Brook Road (PMEC site)							\$ 136,000
65 Brook Road (PMEC site)							\$ 18,200
25 Broadway (Town Beach site)							\$ 98,200
5 Davis Lane (Tennis Courts site)							\$ 104,400
13 Middle Street (Buchanan Park - Skating Rink)							\$ 185,600
37 Courthouse Road - Joshua's Park site							\$ 181,200
30 Route 101A - (Buck Meadow)							\$ 372,900
<b>Total Supporting Land Value</b>							<b>\$ 1,096,500</b>
<b>Total Recreation Facility Capital Value</b>							<b>\$ 3,929,177</b>
<i>(1) Cost adjustment index for buildings (RSM) based on RS Means Square Foot Cost for January 2023; cost adjustment for other improvement to lands is ENR: Engineering News Record (ENR) Construction Cost Index for March 2023. 2023 estimated replacement cost is original cost times the change in the RSM or ENR index. For older buildings (1971) the replacement costs reflect the tax assessor estimate of replacement cost. Land value of recreation sites reflects property tax record for parcel.</i>							

At the time of this analysis, the available index values for these adjustments were: Engineering News Record (ENR) Construction Cost as of March 2023; RS Means index as of January 2023; and the Consumer Price Index (CPI) as of March 2023.

#### 4. Capital Investment per Household and Impact Fee

Based on the most recent Recreation Strategic Plan, anticipated facility investments include the creation of new field space at Buck Meadow, and resurfacing of the tennis courts at the Amherst Middle School. The Recreation Department anticipates that a 50% Land and Water Conservation Fund (LWCF) grant will support 50% of the Buck Meadow improvements.

Not included in the fee basis is the cost of an indoor recreation facility envisioned in the Strategic Plan that has an estimated total cost of just over \$8 million, of which \$5 million would be bond-financed. At this time the inclusion of such a large capital expenditure within the fee basis would be speculative due to uncertainty of implementation.

<b>Amherst Recreation Impact Fee Update 2023</b>	
<b>Existing Facility Investment (Replacement Cost)</b>	
Recreation Facilities & Improvements	\$2,832,677
Land Supporting Town Recreation Facilities	\$1,096,500
<b>Subtotal Existing Facilities</b>	<b>\$3,929,177</b>
<b>Recreation Strategic Plan - New Sites and Facilities</b>	
New Recreation Field Space Excluding 50% LWCF Grant(1)	\$185,000
Indoor Recreation Facility /Community Center (2)	(reserved)
Resurface AMS Tennis Courts	\$85,000
<b>Total Planned Facilities</b>	<b>\$270,000</b>
<b>Cumulative Capital Investment</b>	<b>\$4,199,177</b>
Projected 2040 Housing Units	5,184
Projected 2040 Households	4,997
Projected 2040 Population	13,043
<b>Average Recreation Investment Per Per Capita at the Projected 2040 Population</b>	<b>\$322</b>
Average Household Size in 2020 (Census)	2.73
<b>Average Recreation Investment Per Household</b>	<b>\$879</b>
Average Home Size - All Housing Units	2,222
<b>Recreation Fee Per Sq. Ft. Living Area</b>	<b>\$0.40</b>
<i>(1) Total cost estimated at \$370,000 less anticipated LWCF grant of \$185,000 (50%)</i>	
<i>(2) Current likelihood of project implementation low. As of 2023, total estimated cost is \$8.10 million financed by \$5.0 MM bond with balance of \$3.0 MM raised by donations.</i>	

The updated cumulative facility investment (past and anticipated) totals about \$4.2 million. Based on the projected population and households in Amherst in 2040, the average cost is **\$332** per capita, or **\$879** for an average household. The impact fee is computed based on the average living area of all dwelling units in Amherst (estimated in 2020 at 2,222 square feet), or **\$0.40 per square foot**.

## 5. Use of Funds and Duration of Recreation Impact Fee

The principal projects now anticipated by the Recreation Strategic Plan call for improvement to the tennis courts at the Amherst Middle School site, and the development of new fields at Buck Meadow. Recreation impact fee revenue should first be directed toward implementing these two projects. Once these items are completed, the fees could be directed to acquire, build or improve other recreation capital facilities that emerge from the Recreation Strategic Plan as updated.

The recreation impact fee is designed to recover from new development its proportionate share of the municipal capital investment in public recreation facilities. Since new development will enjoy the benefits of existing and planned recreation facilities, the fee recoups a portion of the cost of capital facilities already in service, and a portion of future capital costs.

Recreation impact fee assessments as computed in this update could continue until:

The Town population begins to exceed 13,000, or

The total number of housing units in Amherst reaches 5,200

However, it is more likely that future updates of the recreation fee will reflect new capital projects and that new future service base or buildout projections will be made for residential development, resulting in new capital cost allocations per household.

## F. Road Impact Fee+

### 1. Authority and Limitations

Under RSA 674:21, V impact fees may be assessed for construction or improvement of capital facilities owned or operated by the municipality, including “public road systems and rights of way”. This means that road impact fees must be limited to Class V highways or Class IV urban compact roads that are maintained by the Town.

Minor streets that function primarily to provide access to neighborhoods and which have little through traffic are probably not appropriate as part of an impact fee assessment formula. Developers already are responsible for constructing new streets within subdivisions or to access developable land.

This section updates the road impact fee with Amherst Department of Public Works 2023 road reconstruction cost estimates.

### 2. Structure of Impact Fee Model and Assumptions

The fee model involves a number of assumptions when applied to a local road system:

- Average daily trip generation by use
- Percent of trips “new” to the system  
(Generally 100% for residential; variable for non-residential)
- Average trip length
- Estimated portion of trip length affecting Town-maintained *arterial and feeder roads*
- Road development costs per lane-mile

The model applied in Amherst uses a modified “lane-mile” model to allocate a proportionate cost of Amherst arterial and feeder roads to a single family home and its associated trip generation.<sup>1</sup> The model computes the estimated number of lane-miles of road capacity that are encumbered by trip generation and vehicles per day associated with various land uses.

The Amherst model is based on the assumption that the impact fee should be based on the probable impacts on its *principal (arterial and feeder) Class V roads* that will be affected by travel to and from all most all land uses and provide a common benefit to development throughout the Town.

---

<sup>1</sup> The model approach shown here is based adapted from the modeling approaches illustrated in [A Practitioners Guide to Development Impact Fees](#), 1991, James C. Nicholas, et.al.

#### a. Trip Length on Subject Road System

Paved Class V mileage in Amherst represents about 86% of the total paved road mileage within the Town (the balance are State-maintained). Within the inventory of Town-maintained paved roads, 41% of the road mileage is classified as either a local arterial or feeder road.

These combined factors generate an estimate of 2.33 miles per trip on Amherst Class V arterial/feeder roads.  $(10.5 \text{ miles per average trip} \times .60 \text{ [portion of average trip distance within Amherst]} \times .86 \text{ [share of paved road miles in Amherst maintained by Town]} \times .41 \text{ [portion of Class V paved road miles designated as local feeders or arterials]}) = 2.33 \text{ miles per trip on locally designated arterial or feeder roads.}$

#### b. Cost per Vehicle per Lane Mile

Each use is projected to generate a proportionate demand on the capacity of a lane-mile of roadway based on the average daily vehicles per lane that it generates. The proportionate demand on the capacity (and cost) per lane mile is then a function of the percentage of lane capacity (3,750 per lane per day) encumbered by the development based on its estimated trip generation.

The 2023 road impact fee has been updated only with respect to road improvement cost estimates. In its road improvement program, the Amherst DPW has color-coded each road segment in Amherst relative to its condition and need for improvement. Road segments classified as “red” (having a low pavement condition index) are those in need of the most extensive work.

For the 2023 impact fee, the average cost per mile for the rebuilding of “red” roads is now estimated by the DPW at \$590,000 per mile (\$295,000 per lane-mile for a two lane road).<sup>2</sup> This is 11.6 % lower than the cost assumptions applied in the 2020 impact fee model, in which the road program costs included many segments of full depth reconstruction. The current DPW road improvement program focused on a series of treatments that will rely more on reclamation than full depth reconstruction.

Within the model BCM Planning has incorporated a 50% discount for the commercial uses. This is suggested for several reasons: (1) State highways in Amherst may absorb more of the average trip impact for travel to and from retail and commercial centers; and (2) literature on trip generation suggests that commercial trip generation rates may over-estimate net effects on trips by failing to account for intervening travel and multiple trip purposes.

---

<sup>2</sup> Cost estimates provided by Eric M. Slosek, Director, Amherst Public Works Department 04-14-2023. Estimated replacement cost of the “code red” roads is \$10.93 million, equivalent to \$111.72 per linear foot, or \$589,882 per mile.

## Amherst Road Impact Fee Model as Applied to Single Family Dwelling

Road Reconstruction Cost Basis For 2023 - Amherst Road Impact Fee		
<b>Estimated Travel Demand on Subject Roadways (Local Arterials and Feeders)</b>		
Single Family Home Trip Ends Per Day	9.44	Average daily trips generated (ITE, Trip Generation, 2017)
Percent New Trips	100%	Adjustment factor - percent new trips for this use
Average Trip Length - Miles - All Purposes	10.5	National Household Travel Survey (NHTS), 2017
Estimated Portion of Avg. Trip Length Within Amherst	63%	Est. % of trips that are 6 miles or less (NHTS, 2017)
Percent of Amherst Paved Road Mileage Class V	86%	Class V paved roads as percent of total paved roads
Arterial/Feeder Roads Portion of Town Paved Roads	41%	Locally designated arterials or feeders as % of Class V paved
Estimated Miles Per Trip Class V Arterial/Feeder Roads	2.33	Average miles per trip affecting arterials & feeders
Allowance for Two-Way Travel (Trip End Distribution)	50%	Splits trip cost allocation between origin and destination
Vehicles Per Lane-Mile Per Day on Subject Roadways	11.00	Trip ends per day x miles per trip on subject roads x 50%
<b>Proportionate Demand Roadway Capacity and Cost - Single Family Home</b>		
Roadway Level of Service	LOS C	1998 Amherst Master Plan estimate for 2-lane Class V road
Max Daily Traffic Capacity (Class V, Two-Way)	7,500	Average annual daily traffic (total roadway)
One Lane @ 1/2 of capacity =	3,750	ADT Per Lane-Mile At Level of Service C
Portion of Lane Capacity Encumbered	0.00293	Vehicles per lane-mile per day as share of lane capacity
Average Reconstruction / Reclamation Cost Per Mile	\$590,000	2023 Amherst DPW estimated average cost for improvements of "code red" Town road segments (roads in worst condition)
Reconstruction Cost Per Lane-Mile	\$295,000	Convert to cost per lane- mile @ 50% of cost per mile
Road Impact Fee Per Unit for Single Family Detached Home)	\$865	Road impact fee for single family home
Average Living Area Amherst SF Detached Home 2020	2,335	Living areas per housing unit in Amherst computed in 2020 study
Road Impact Fee Per Sq. Ft. Living Area	<b>\$0.37</b>	Fee per unit divided by average living area of home (repeated for other structure types )

AMHERST ROAD IMPACT FEE SCHEDULE 2023 UPDATE					
Residential Structure Type	Average Daily Trips (ITE 2017 and ITE 2008 for Townhouse)	Attributed Arterial/Feeder Roads - Vehicles Per Lane Mile	Road Impact Fee Per Dwelling Unit	Average Living Area Per Dwelling 2020	Road Impact Fee Per Sq. Ft. Living Area
Single Family Detached	9.44	11.00	\$865	2,335	<b>\$0.37</b>
Townhouse (Attached)	5.81	6.77	\$532	1,328	<b>\$0.40</b>
Two Family	7.32	8.53	\$671	1,388	<b>\$0.48</b>
Three or More Family	5.44	6.34	\$499	1,129	<b>\$0.44</b>
Manufactured Home	5.00	5.83	\$458	1,039	<b>\$0.44</b>
Commercial Development Category	Average Daily Trips Per 1000 Sq. Ft. (ITE, 2017)	% New Trips	Attributed VPLM (2) Per Day Per 1000 Sq. Ft.	Attributable Cost Per Sq. Ft. Leasable Area	Road Impact Fee Per Sq. Ft. @ 50% of Calculated Amount
Retail (Shopping Center Basis)	37.75	50%	21.99	\$1.73	<b>\$0.87</b>
Office (General Office Basis)	9.74	100%	11.35	\$0.89	<b>\$0.45</b>
Industrial (Industrial Park Basis)	3.37	100%	3.93	\$0.31	<b>\$0.16</b>
Institutional & Other (1)	12.40	100%	14.45	\$1.14	<b>\$0.57</b>
<i>(1) Median of ITE rates available per 1000 square feet for schools, church, hospital, nursing home.      (2) VPLM = Vehicles Per Lane Mile</i>					

### **3. Use of Funds and Duration of Road Impact Fee**

The Amherst road impact fee is based on the ongoing need for road reconstruction as part of a long term program that will support the capacity of the network of the primary Class V roads.

Each unit of new development is assessed a one-time fee that is commensurate with the cost to construct a roadway area sufficient to accommodate the vehicle trips it generates on the arterial and feeder roads of the Town.

As the fee basis presumes the implementation of an ongoing road improvement cycle, there is no defined “end point” or sunset date that would limit collecting such fees provided that the funds are used within the statutory maximum holding period (appropriated within 6 years of their collection).

To preserve the nexus between new development and road impacts, the road impact fees should be applied toward town road improvement projects within the network of Class V roads that are classified by the DPW as arterial or feeder roads.



**Town of Amherst, NH  
BOARD OF SELECTMEN  
STAFF REPORT**

**Title:** Hiring, Police Chief

**Department:** Administration

**Meeting Date:** August 14, 2023

**Staff Contact:**

---

**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Economic Revitalization Zone (ERZ) Renewal      **Department:** Community Development Office

**Meeting Date:** August 14, 2023      **Staff Contact:** Nic Strong

---

## **BACKGROUND INFORMATION:**

At their meeting of May 3, 2023, the Planning Board discussed the request from the NH Department of Business and Economic Affairs that the Town of Amherst consider the renewal of the existing ERZ designations in town. Please find attached the letter from November 1, 2022, the Renewal of ERZ Certification form, an email dated March 24, 2023, that includes the questions that the Planning Board had about the program and the answers in red from Bridgett Beckwith, Tax Incentive Program Manager, BEA, and a PowerPoint presentation regarding the ERZ program. There is also some additional information on the ERZs from the Master Plan and a copy of the statute. I have also attached the minutes from the March and May meetings at which the Planning Board discussed this matter.

RSA 162-N:2, II, states that the governing body may petition the BEA for ERZ designation, and while the email from Bridgett Beckwith indicated that the Town could determine who would sign the paperwork, the Planning Board determined that the Board of Selectmen should be the ones to do so. Therefore, the Planning Board voted unanimously to recommend to the Board of Selectmen that the Town of Amherst renew the previously granted ERZ designations of the Route 101 ERZ, the Route 101A ERZ, the Meeting Place ERZ, and the LaBelle Winery ERZ.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

I move to renew the previously granted ERZ designations of the Route 101 ERZ, the Route 101A ERZ, the Meeting Place ERZ, and the LaBelle Winery ERZ.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

Concur.

ATTACHMENTS:

1. ERZ Letter 11.1.22
2. Email BEA 3.24.23
3. ERZ PowerPoint Presentation
4. Amherst ERZ Zones
5. ERZ Maps from Adopted Master Plan 013123 No Appendix
6. ERZ Zone Community FAQ Rev-10-20
7. RSA 162-N
8. Section Copy PB Mins 3-15-23
9. Section Copy PB Mins 5-3-23



November 1, 2022

Dr. Dean Shankle  
Town Administrator  
2 Main Street  
Amherst, NH 03031

Re: **Renewal of ERZ Certification**

Dear Dr. Shankle:

Amherst was previously granted ERZ designation for the following area(s):

- 1) 1) Route 101 ERZ (approved 9/12) (renewed 12/17)
- 2) Route 101A ERZ (approved 9/12) (renewed 12/17)
- 3) The Meeting Place ERZ (approved 9/12) (renewed 12/17)
- 4) LaBelle Winery ERZ (approved 9/12) (renewed 12/17)

In 2015, the ERZ statute was amended as follows:

***“Reevaluation of Economic Revitalization Zone”***

*Each economic revitalization zone shall be evaluated every 5 years to determine if it meets the criteria required in RSA 162-N:2. If an economic revitalization zone fails to meet the criteria in RSA 162-N:2, its designation as an economic revitalization zone shall be removed.”*

At this time, the Department of Business and Economic Affairs is reviewing the current status of previously designated ERZs subject to 5 year reviews, and is asking the City or Town if the designated ERZ(s) should remain in the current ERZ tax credit program.

**Action required:**

If a City or Town wishes to continue the existing ERZ designation(s) under the current statute, the City/Town must certify that the area(s) continue to meet current eligibility as follows:

***Designation of Economic Revitalization Zone***

*1. "Economic revitalization zone" means a zone with a single continuous boundary, designated in accordance with the rules adopted under RSA 162-N:8, and having at least one of the following characteristics:*

- (a) Unused or underutilized industrial parks; or*
- (b) Vacant land or structures previously used for industrial, commercial, or retail purposes but currently not so used due to demolition, age, obsolescence, deterioration, brownfields, relocation of the former occupant's operations, or cessation of operation resulting from unfavorable economic conditions either generally or in a specific economic sector.*

Please complete the enclosed form and return to BEA by December 31, 2022. For further information or questions, please contact the ERZ program manager at 271-2342.

**Renewal of ERZ Certification**

**PLEASE COMPLETE and MAIL THIS FORM BY December 31, 2022**

To:

Department of Business and Economic Affairs  
Division of Economic Development  
Attention: Bridgett Beckwith, Program Manager  
100 North Main Street, Suite 100  
Concord, NH 03301

The town of Amherst wishes to have the following ERZ areas remain in the current Economic Revitalization Zone program:

- \_\_\_\_\_ Route 101 ERZ (approved 9/12) (renewed 12/17)
- \_\_\_\_\_ Route 101A ERZ (approved 9/12) (renewed 12/17)
- \_\_\_\_\_ The Meeting Place ERZ (approved 9/12) (renewed 12/17)
- \_\_\_\_\_ LaBelle Winery ERZ (approved 9/12) (renewed 12/17)

The town of Amherst certifies that the areas selected above continue to meet the criteria for inclusion in the ERZ program under current statute.

Please give a brief explanation of how the zone(s) continue to meet to the criteria for inclusion.

---



---



---

If BEA does not receive notification of the above, BEA will discontinue designation of the area(s) as ERZs under the current statute.

For further information or questions, please contact Bridgett Beckwith, the ERZ program manager at 271-2342.

Contact Person (please print): \_\_\_\_\_

Title: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED:

\_\_\_\_\_

Taylor Caswell, Commissioner

\_\_\_\_\_

Date

## Nic Strong

---

**From:** Beckwith, Bridgett <Bridgett.E.Beckwith@livefree.nh.gov>  
**Sent:** Friday, March 24, 2023 2:48 PM  
**To:** Nic Strong  
**Subject:** RE: Amherst ERZ renewal - Deadline Extension  
**Attachments:** ERZ PP!!!! NEW.pptx

[External Sender]:

Hi Nic,

Great questions! I answered below in red. Let me know if I can help any further. I could always hop on a call/meeting with the planning board or whoever if that would be helpful.

Warm regards,

**Bridgett Beckwith**

Tax Incentive Program Manager

Division of Economic Development

Business and Economic Affairs

State of New Hampshire

603-271-2342

[nheconomy.com](http://nheconomy.com) // [choosenh.com](http://choosenh.com) // [visitnh.gov](http://visitnh.gov)



**From:** Nic Strong <nstrong@amherstnh.gov>  
**Sent:** Friday, March 24, 2023 2:04 PM  
**To:** Beckwith, Bridgett <Bridgett.E.Beckwith@livefree.nh.gov>  
**Cc:** Ralston, Marcus <Marcus.I.Ralston@livefree.nh.gov>  
**Subject:** RE: Amherst ERZ renewal - Deadline Extension

**EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.**

Good afternoon,

The Planning Board had a brief discussion about the Amherst ERZ renewal at their meeting on March 15<sup>th</sup>. They have questions that I was unable to answer before they are comfortable moving the discussion forward.

- Confirmation that the Board of Selectmen should be the ones to sign the paperwork, although the Amherst Office of Community Development seems to have done so in the past.  
**Anyone the town sees fit to sign is fine with us. That can be the select planning board or the community development leadership.**
- Do the businesses involved get an annual or one-time credit?

Businesses can apply every year as long as they meet the criteria of: new incremental job creation & capital investment in the most recently closed calendar year.

- Would the credits currently being received by businesses end if the extension is not granted.  
Current credit issued will carry forward until they run out. Starting next year (calendar year 2023) I would need to cancel zones without a renewal.
- Is there a list of businesses that are currently receiving credits?  
Companies receive credits and have up to 6 years to use them. The past three years:  
2022 – 2 companies; Monarch International - Route 101A Zone, ControlAir  
2021 – 3 companies; Monarch International - Route 101A Zone, LaBelle Winery - LaBelle Winery Zone, ControlAir – Route 101 Zone  
2020 – 2 companies; LaBelle Winery – LaBelle Winery Zone, ControlAir – Route 101 Zone
- The Board would like more information about the zone that is near the LaBelle Winery, along Route 101.  
I am not sure what information you are looking for?
- What is the deadline for Amherst to apply for the renewal? The program ends in 2028 and it appears this would be an extension to the end of the program.  
I would like to get the renewal on file some time this year.
- Do the criteria that were used to set up the ERZs still apply to businesses that are already developed, such as LaBelle Winery? The Board would like a clear understanding of the mechanism involved and the financial impact it ultimately has on properties.  
If a business still has room/footprint to grow, then you would want to allow them to do so. LaBelle is a great example of a business continuing to grow. If a zone meets the criteria in any way such as, repeat turnover of businesses in an area, vacancies or vacant land then it would still meet the original criteria. This tool is a mechanism to encourage growth and retention as well as recruitment of businesses to these locations for tax credit incentives.
- There was confusion over the mechanism of the ERZs. It appears that the Town is designating properties to receive State money and the Board would like to understand the motivation.  
I have attached a powerpoint with some slides that help explain the motivation for a town to establish an ERZ. One of the best reasons is there is no financial burden to the town. These tax credit are to come directly off the business's Business Profits Tax (BPT) and Business Enterprise Tax (BET). There is also as little or as much involvement in the process as a town would like. I do all the communication and application process with the businesses unless a town wants that opportunity to communicate with the business.
- The Board was unclear how some of the properties meet the criteria.  
See above. It is also perfectly acceptable for an area to no longer fit the criteria. You could make a zone smaller or if Amherst feels that a particular zone does not have businesses that are growing or that meet the vacant or other criteria, they can simply not check the box next to that zone at renewal time. This happens all the time. It is really up to Amherst to decide if they want this or still need it. I would not over think on this too much. We tried to keep the renewals basic and self-certifying.

I wonder if you have information that would answer these questions, or if you can simply answer them in a return email?

I would be happy to discuss this further at any time. I am always here to answer questions. I would finish with one final note. This program is only helpful to businesses if they know about it. I have an FAQ and a template letter for municipalities to send out to any business located in a zone to let them know what it is. I have found that a large portion of zones have businesses in them that have missed out on credits because they didn't know it existed.

# ECONOMIC REVITALIZATION ZONE (ERZ) PROGRAM



# What is an ERZ?

- For the Purposes of this program an ERZ is an Economic Revitalization Zone; a chosen or designated area.
- Purpose: to stimulate economic redevelopment, expand the commercial and industrial base, create new jobs, reduce sprawl and increase tax revenues by encouraging economic revitalization.
- Business tax credits for projects that improve infrastructure and create jobs in designated areas. (See RSA 162-N)

# Economic Revitalization Zone (ERZ) Program

- One of the most important tools for statewide recruitment and business retention is the ERZ.
- Provides \$825,000 for tax credits to help recruit and retain businesses and employees.
- An applicant may be eligible for up to \$240,000 in tax credits for a project, (40,000 limit per year over 6 yrs.).
- Tax Credits are awarded to qualifying applicants with a prorated distribution.

# ERZ Benefits

Designates areas to promote investment, recruitment and job creation.

Helps the tax base by creating an incentive for a business to invest in and grow its business and to improve its commercial and/or industrial property.

Creates new jobs which helps to foster growth of the economic activity in the area.

The incentive increases as the wage levels increase.

# Definition of an ERZ

- Unused or underutilized industrial park.
- Vacant land or structure(s) previously used for industrial, commercial or retail purposes but currently not so used (including vacant space in a multi-tenant property).

# What is the process to establish a zone?

- ER Zones must be established/decided on by a town or municipality.
- Zone Applications must be submitted to BEA by the town with all required documentation to support criteria has been met.
- Once approved, businesses may apply for tax credits based on projects in these designated areas.

# ERZ Community Overview

- A community must apply to BEA for designation of a proposed ERZ area.
- Currently, there 77 towns and 229 designated zones.
- There is no economic cost or tax burden to a community for implementing an ERZ.
- ERZs will be reviewed every five years for eligibility.

# ERZ Business Overview

Eligible Projects = Investment + Job Creation

- New construction, renovation, or expansion
- Existing vacant building or multi-tenant space
- New equipment
- Existing businesses in the ERZ
- Must have new, incremental FT job creation (at least 35 hours/week and is a permanent, year-round position)

# How to use the tax credit

- The ERZ Tax Credit is applied against the NH Business Profits Tax.
- Unused portions may be applied under the NH Business Enterprise Tax.
- The maximum tax credit per project is \$240,000 and may be maxed out at \$40,000 per year.
- Unused portions of the credit in excess of \$40,000 may be carried forward for an additional 5 years.
- Application deadline for the ERZ credit is February 10 following the applicant's tax year.

# Example: How to use the credit

A company receives a \$100,000 ERZ tax credit for tax year 2022: The company can use up to \$40,000 for tax year 2022, and then carry forward \$60,000.

Here's one example of how to use the carry forward:

- ▶ \$40,000 for tax year 2022
- ▶ \$30,000 for tax year 2023
- ▶ \$15,000 for tax year 2024
- ▶ \$10,000 for tax year 2025
- ▶ \$5,000 for tax year 2026

# How to calculate part 1 of the tax credit

Either 4, 5, or 6 percent of the yearly wages for every full-time position:

- ▶ 4% for wages up to 1.75 times the minimum wage (jobs that pay less than or equal to \$12.69/hr.)
- ▶ 5% for wages between 1.75 times and 2.5 times the minimum wage (jobs that pay more than \$12.69/hr. and less than or equal to \$18.13/hr.)
- ▶ 6% for wages greater than 2.5 times the minimum wage. (jobs that pay more than \$18.13/hr.)

# How to calculate part 2 of the tax credit

4 Percent of whatever is lower of the following:

- ▶ The actual cost incurred in the fiscal year of creating or renovating a facility and expenditures

or:

- ▶ \$20,000 for each new job created in the fiscal year

# Example of ERZ tax credit calculation

- A company leases space and hires 5 new employees in 2022 all at \$24.00 per hour (approximately \$50,000 per year). The company spends \$80,000 in renovations and new equipment.

- Part I

- $\$50,000 \times 6\% = \$3,000 \times 5 \text{ New Jobs} = \$15,000$

- Part II

4% of the lesser of the following:

$$\begin{array}{l} \$20,000 \times 5 = \$100,000 \times 4\% = \$4,000 \\ \text{or} \quad \$80,000 \quad \quad \quad \times 4\% = \$3,200 \end{array}$$

- Total Credit = \$18,200



**Bridgett Beckwith**  
**(603) 271-2342**

**[Bridgett.e.beckwith@livefree.nh.gov](mailto:Bridgett.e.beckwith@livefree.nh.gov)**

# Approved New Hampshire Economic Revitalization (ERZ) Zones NH Division of Economic Development

Revised 6/15/2022 77 Towns, 231 Zones

## **Allenstown**

Contact: 603-485-4276

- 1) Suncook Economic Revitalization Zone (approved 4/11) (renewed 5/16, 11/21)

## **Amherst**

Contact: 603-673-6041

- 1) Route 101 ERZ (approved 9/12) (renewed 12/17)
- 2) Route 101A ERZ (approved 9/12) (renewed 12/17)
- 3) The Meeting Place ERZ (approved 9/12) (renewed 12/17)
- 4) LaBelle Winery ERZ (approved 9/12) (renewed 12/17)

## **Antrim**

Contact: 603-588-6785

- 1) Antrim Mills Development, Map 1A Lot 170-1, Main Street & High Street (approved 2/06) (renewed 3/16, 9/21)
- 2) 128 Concord Street (approved 9/14) (renewed 1/20)
- 3) North Branch Area (approved 5/16) (renewed 9/21)

## **Auburn**

Contact: 603-483-5052

- 1) Wellington Business Park (approved 9/09) (renewed 3/16, 9/21)

## **Barnstead**

Contact: 603-269-4017

- 1) Suncook River Realty Trust LLC, located at 27 Depot Street (approved 5/11) (renewed 4/16, 1/22)

## **Barrington**

Contact: 603-664-0195

- 1) Route 9 East and Route 125 South (approved 6/15) (renewed 9/20)
- 2) Route 9 West and Route 125 North (approved 6/15) (renewed 9/20)
- 3) Route 9 West and Route 125 South (approved 6/15) (renewed 9/20)
- 4) Route 125 North and Tolend Road (approved 6/15) (renewed 9/20)
- 5) Route 125 South and Pierce Road (approved 6/15) (renewed 9/20)
- 6) Route 4 West (approved 6/15) (renewed 9/20)
- 7) Redemption Road (approved 6/15) (renewed 9/20)

## **Bedford**

Contact: 603-472-5242

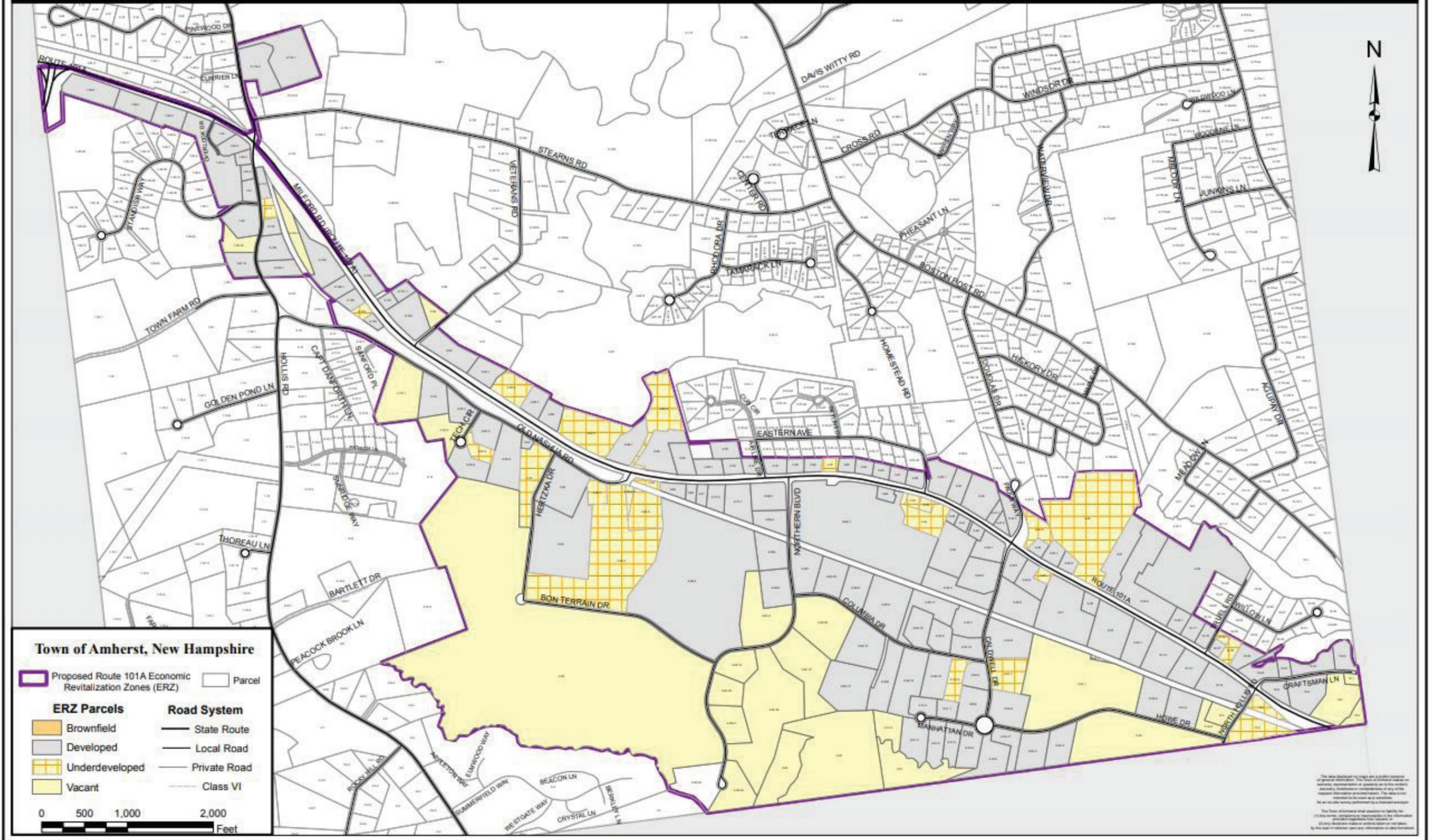
- 1) South River ERZ (approved 6/13) (renewed 12/18)
- 2) Route 114 ERZ (approved 6/13) (renewed 12/18)
- 3) Route 101 East ERZ (approved 6/13) (renewed 12/18)
- 4) Route 101 Central ERZ (approved 6/13) (renewed 12/18)
- 5) Route 101 West ERZ (approved 6/13) (renewed 12/18)

## **Belmont**

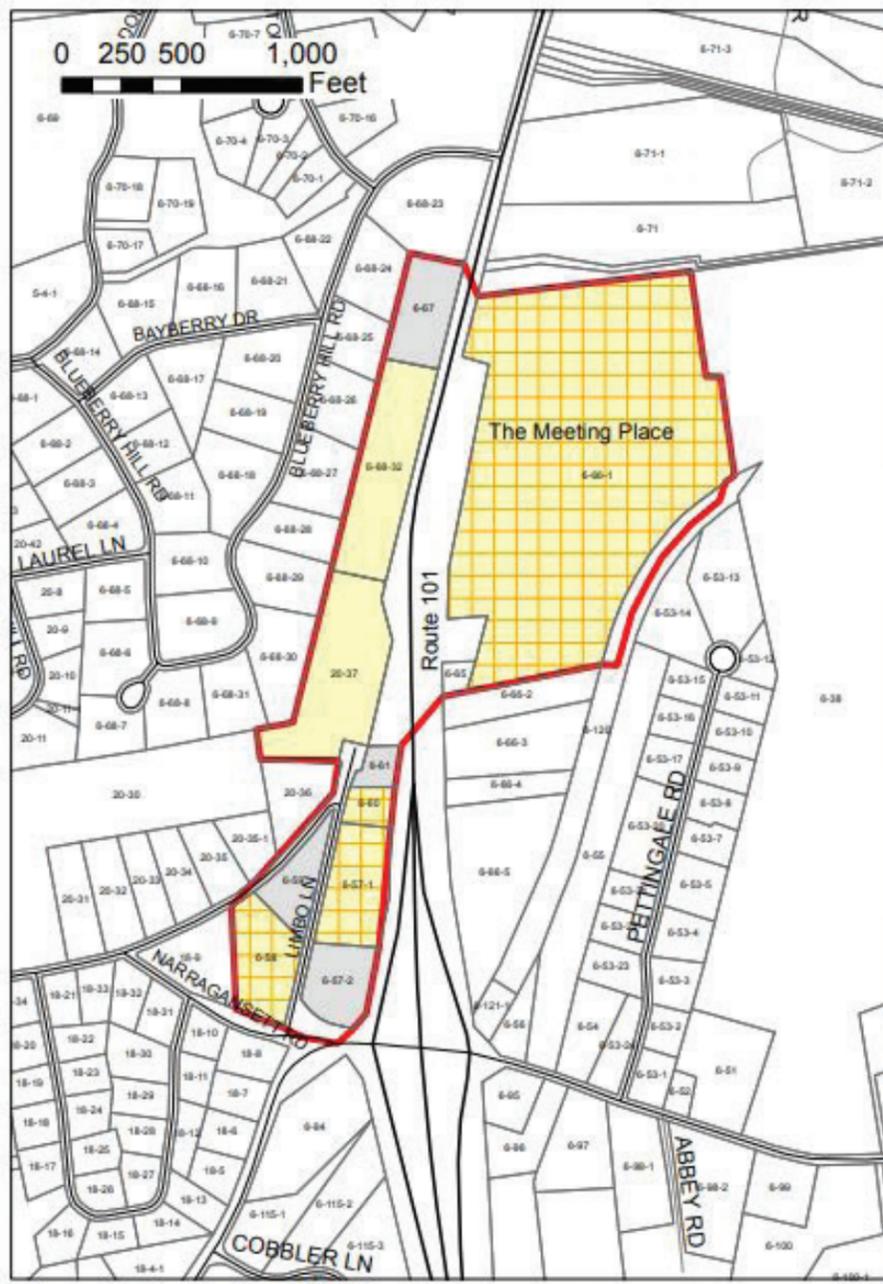
Contact: 603-267-8300

- 1) Route 106 South of Concord Street (approved 6/19)
- 2) Route 106 North of Lamprey Road (approved 2/21)

# Proposed 101A Economic Revitalization Zones



# Proposed 101 Economic Revitalization Zones



The Meeting Place ERZ



Town of Amherst, NH  
Parcel

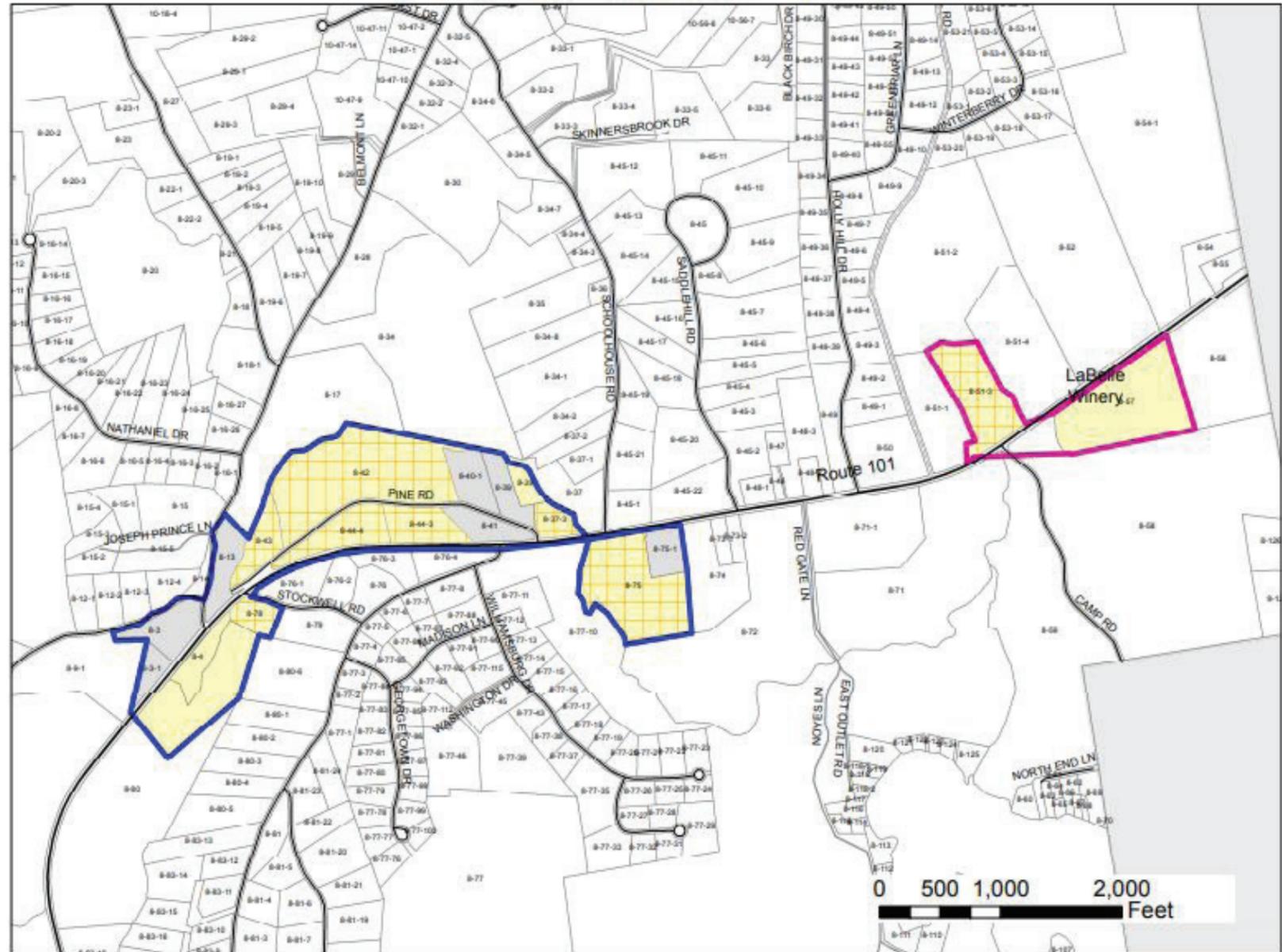
- Proposed Economic Revitalization Zones (ERZ)**
- The Meeting Place ERZ
  - Route 101 ERZ
  - LaBelle Winery ERZ

- ERZ Parcels**
- Brownfield
  - Developed
  - Underdeveloped
  - Vacant

- Road System**
- State Route
  - Local Road
  - Private Road
  - Class VI



The Route 101 ERZ and the Labelle Winery ERZ



0 500 1,000 2,000 Feet

# ERZ FAQs for Communities

## What is the ERZ Program?

ERZ stands for Economic Revitalization Zone. The ERZ tax credit program, which is detailed in RSA 162-N, offers a short term business tax credit for projects that improve infrastructure and create jobs in designated areas of a municipality.

## Why were ERZs established?

ERZs were established to stimulate economic redevelopment, expand the commercial and industrial base, create new jobs, reduce sprawl, and increase tax revenues within the state by encouraging economic revitalization in designated areas.

## How is an ERZ defined?

An Economic Revitalization Zone, means a zone with a single continuous boundary, designated in accordance with the rules adopted under RSA 162-N:8, and having at least one of the following characteristics:

- (a) Unused or underutilized industrial parks; or
- (b) Vacant land or structures previously used for industrial, commercial, or retail purposes but currently not so used due to demolition, age, relocation of the former occupant's operations, obsolescence, deterioration, brownfields, or cessation of operation resulting from unfavorable economic conditions either generally or in a specific economic sector.

A community must request that a site or contiguous area be designated as an ERZ by BEA. Each ERZ is evaluated every five years to assess whether the designation is still eligible.

## How much is available for tax credits?

The State of New Hampshire designates \$825,000 statewide, per year, to be available for ERZ tax credits.

## How long will this initiative be in place?

This program will be in place until Jan. 1, 2028, or until the State law governing ERZs is repealed or amended.

## What is the process to create an ERZ in the Community

?



Revised 10/20

To apply for the tax credits a community must complete Form ERZ-1 available from the Department of Business and Economic Affairs. The application must include reference to the public record of acceptance by the governing body of the community.

## How can a community benefit from ERZs?

Communities benefit from ERZs by the job growth of its businesses located in the community, and by potential growth of the local tax base due to expansion of the business's plant and equipment assets. For a business to qualify for an ERZ tax credit it must invest in plant or equipment and create a least one (1) new full time job in the state, and meet the following criteria:

- The business must be physically located in an approved ERZ.
- Investment in plant or equipment must be made directly by the business applying for the ERZ tax credit.
- Jobs must be full time, direct employees, and not be contracted or "temp" jobs.
- The investment and the job creation must take place within one calendar year.

## How is the credit calculated?

The credit is based on a percent of the salary for each new full time job created and the lesser of: either a percent of the actual cost incurred for the project or a maximum credit for each new job created in the fiscal year

## What is considered a full time job?

A full time job is at least 35 hours per week and is a permanent, year-round position.

## How can a business in the community claim the credit?

The deadline to apply is February 10<sup>th</sup> of the year following the applicant's tax year. To apply for the tax credits an applicant must complete form ERZ-2 available from the Department of Business and Economic Affairs' [website](#).

## Who do I call with additional questions?

Contact the Division of Economic Development at (603) 271-2342.

# TITLE XII

## PUBLIC SAFETY AND WELFARE

### Chapter 162-N

#### ECONOMIC REVITALIZATION ZONE TAX CREDITS

##### Section 162-N:1

[RSA 162-N:1 repealed by 2007, 263:123, I, effective January 1, 2028.]

##### **162-N:1 Definitions. –**

In this chapter:

- I. " Economic revitalization zone " means a zone designated by the commissioner of business and economic affairs as an economic revitalization zone in accordance with the provisions of this chapter.
- II. " Full-time job " means a job that is at least 35 hours per week and is a permanent, year-round position.

**Source.** 2003, 301:2. 2007, 263:120, eff. July 1, 2007. 2015, 265:8, eff. July 1, 2015. 2017, 156:14, II, eff. July 1, 2017.

##### Section 162-N:2

[RSA 162-N:2 repealed by 2007, 263:123, I, effective January 1, 2028.]

##### **162-N:2 Designation of Economic Revitalization Zone. –**

- I. " Economic revitalization zone " means a zone with a single continuous boundary, designated in accordance with the rules adopted under RSA 162-N:8, and having at least one of the following characteristics:
  - (a) Unused or underutilized industrial parks; or
  - (b) Vacant land or structures previously used for industrial, commercial, or retail purposes but currently not so used due to demolition, age, obsolescence, deterioration, brownfields, relocation of the former occupant's operations, or cessation of operation resulting from unfavorable economic conditions either generally or in a specific economic sector.
- II. Economic revitalization zones shall be designated by the commissioner of business and economic affairs only upon petition by the local governing body, as defined by RSA 672:6, or the town council. The commissioner of business and economic affairs shall certify that the economic revitalization zone meets the criteria required in paragraph I.

**Source.** 2003, 301:2. 2007, 263:120. 2010, 311:2, eff. July 13, 2010. 2015, 265:1, eff. July 1, 2015. 2017, 156:14, II, eff. July 1, 2017.

##### Section 162-N:2-a

[RSA 162-N:2-a repealed by 2015, 265:7, effective January 1, 2028.]

**162-N:2-a Reevaluation of Economic Revitalization Zone. –** Each economic revitalization zone shall be evaluated every 5 years to determine if it meets the criteria required in RSA 162-N:2. If an economic

revitalization zone fails to meet the criteria in RSA 162-N:2, its designation as an economic revitalization zone shall be removed.

**Source.** 2015, 265:2, eff. July 1, 2015.

### Section 162-N:3

[RSA 162-N:3 repealed by 2007, 263:123, I, effective January 1, 2028.]

**162-N:3 Eligibility Requirements for Business Tax Credits.** – No economic revitalization zone tax credits shall be allowed to any taxpayer unless the taxpayer's project receives written certification in accordance with RSA 162-N:4, I from the commissioner of business and economic affairs that it has expanded the commercial or industrial base in a designated economic revitalization zone and created new jobs in the state.

**Source.** 2003, 301:2. 2007, 263:120, eff. July 1, 2007. 2015, 265:3, eff. July 1, 2015. 2017, 156:14, II, eff. July 1, 2017. 2020, 38:3, eff. July 1, 2020.

### Section 162-N:4

[RSA 162-N:4 repealed by 2007, 263:123, I, effective January 1, 2028.]

**162-N:4 Economic Revitalization Zone Tax Credit Agreement.** –

I. The commissioner of business and economic affairs shall certify each application for an economic revitalization zone tax credit with each taxpayer.

II. The commissioner, upon satisfaction of the requirements in RSA 162-N:3, shall issue a letter of certification containing such provisions as the commissioner of business and economic affairs determines to be in the public interest, which shall include, but not be limited to:

(a) Quality and quantity of full-time jobs created.

(b) Duration of the taxpayer's commitments with respect to the economic revitalization zone.

(c) The amount of the taxpayer's investment in the project.

(d) A precise definition of the location of the facility eligible for the credit.

III. The letter of certification shall contain a determination of the final amount of the credit awarded and shall be provided to the commissioner of revenue administration and the taxpayer claiming the credit no later than March 31 of each year.

**Source.** 2003, 301:2. 2007, 263:120. 2010, 311:3, eff. July 13, 2010. 2015, 265:4, eff. July 1, 2015. 2017, 156:14, II, eff. July 1, 2017. 2020, 38:4, eff. July 1, 2020.

### Section 162-N:5

[RSA 162-N:5 repealed by 2007, 263:123, I, effective January 1, 2028.]

**162-N:5 Limit on Total Economic Revitalization Zone Credits.** – The aggregate of tax credits issued by the commissioner of economic and business affairs to all taxpayers claiming the credit shall not exceed \$825,000 for any calendar year, except that any amount of the credit less than \$825,000 that is not claimed in the calendar year may be issued in the next calendar year and in following years. Amounts carried forward pursuant to RSA 162-N:7 shall not be counted against this limit in any year in which they are applied. Notwithstanding RSA 162-N:6, the maximum credit which may be utilized by a taxpayer in any calendar year shall not exceed \$40,000. In the case in which the aggregate credits requested during the calendar year exceed the amount available, each taxpayer shall receive a credit for the proportional share of the maximum

aggregate credit amount.

**Source.** 2003, 301:2. 2007, 263:120. 2008, 58:1. 2010, 311:4, eff. July 13, 2010. 2014, 139:2, eff. Aug. 15, 2014. 2017, 156:14, II, eff. July 1, 2017.

### Section 162-N:6

[RSA 162-N:6 repealed by 2007, 263:123, I, effective January 1, 2028.]

#### **162-N:6 Determination of Economic Revitalization Zone Tax Credits Eligible Amount. –**

For the purpose of determining the economic revitalization zone tax credit that the taxpayer is eligible to receive, the amount of the credit to be taken shall be the sum of the following:

- I. 4 percent of the salary for each new full-time job created in the calendar year with a wage less than or equal to 1.75 times the then current state minimum wage.
- II. 5 percent of the salary for each new full-time job created in the calendar year with a wage greater than 1.75 times the then current state minimum wage and less than or equal to 2.5 times the then current state minimum wage.
- III. 6 percent of the salary for each new full-time job created in the calendar year with a wage greater than 2.5 times the then current state minimum wage.
- IV. 4 percent of the lesser of the following:
  - (a) The actual cost incurred in the calendar year of creating a new facility or renovating an existing facility, and expenditures for machinery, equipment, or other materials, except inventory.
  - (b) \$20,000 for each new full-time job created in the calendar year.

**Source.** 2003, 301:2. 2007, 263:120. 2010, 311:5, eff. July 13, 2010. 2015, 265:5, eff. July 1, 2015. 2020, 38:5, eff. July 1, 2020.

### Section 162-N:7

[RSA 162-N:7 repealed by 2007, 263:123, I, effective January 1, 2028.]

**162-N:7 Application of Economic Revitalization Zone Tax Credit. –** The economic revitalization zone tax credit shall be applied against the business profits tax under RSA 77-A, and any unused portion thereof may be applied against the business enterprise tax under RSA 77-E. Any unused portion of the credit allowed under this chapter or any eligible credit in excess of \$40,000 allowed under this chapter, may be carried forward and allowed against taxes due under RSA 77-A or RSA 77-E for 5 taxable periods from the taxable period in which the tax was paid. For the purpose of the credit allowed under RSA 77-A:5, X, the economic revitalization zone credit shall be considered taxes paid under RSA 77-E.

**Source.** 2003, 301:2. 2007, 263:120. 2008, 58:2, eff. July 1, 2008.

### Section 162-N:8

[RSA 162-N:8 repealed by 2007, 263:123, I, effective January 1, 2028.]

#### **162-N:8 Rules. –**

The commissioner of revenue administration shall adopt rules, under RSA 541-A, relative to documentation of the credits claimed under this chapter. The commissioner of business and economic affairs shall, in consultation with the executive director of the community development finance authority, adopt rules, under RSA 541-A, relative to the administration and implementation of this chapter. The rules adopted by the commissioner of business and economic affairs shall include provisions relative to:

- I. Establishment and certification of economic revitalization zones.
- II. Criteria for and approval of projects in economic revitalization zones, including jobs per dollar thresholds.
- III. Fees which the commissioner of business and economic affairs may charge to each applicant to cover the reasonable costs of the state's administration of the applicant's participation in the economic revitalization zone tax credit program.
- IV. Criteria for evaluation of the effectiveness of the tax credit program and whether existing economic revitalization zones continue to meet the criteria of RSA 162-N:2.

**Source.** 2003, 301:2. 2007, 263:120, eff. July 1, 2007. 2015, 265:6, eff. July 1, 2015. 2017, 156:14, II, eff. July 1, 2017.

## Section 162-N:9

[RSA 162-N:9 repealed by 2007, 263:123, I, effective January 1, 2028.]

**162-N:9 Reports.** – The commissioner of business and economic affairs shall file an annual report 60 days after the close of each fiscal year with the governor, the senate president, the speaker of the house of representatives, and the fiscal committee of the general court. The report shall describe the results of the economic revitalization zone tax credit program and shall include any recommendations for further legislation regarding the economic revitalization zone tax credit program.

**Source.** 2003, 301:2. 2007, 263:120. 2012, 247:19, eff. Aug. 17, 2012. 2017, 156:14, II, eff. July 1, 2017.

March 15, 2023

**APPROVED**

525 **Cynthia Dokmo stated that she would support the three-year approval, as proposed.**  
526 **In four years, the world will likely not be in a better position than three years from**  
527 **now.**

528  
529 **Tom Silvia stated that he would support the three-year approval. He struggles with**  
530 **the inconsistency of the message that the company is growing and needs the extra**  
531 **building, but it is unclear as to when it can be built.**

532  
533 **Chris Yates noted that the three-year approval is only to have a foundation in place.**  
534 **Arnie Rosenblatt stated that was a commitment to the project.**

535  
536 **Tracie Adams stated that the Board approved an application with similar reasons of**  
537 **wanting to extend the timeframe for financial reasons, but that application had not**  
538 **been granted extensions, such as in this case.**

539  
540 **Bill Stoughton stated that he would like to move forward with his motion, as**  
541 **presented. He does not believe the votes fall in a way to modify the motion.**

542  
543 **Roll Call Vote: Bill Stoughton – aye; Chris Yates – aye; Tom Quinn – aye; Tracie**  
544 **Adams – aye; Tom Silvia – aye; and Cynthia Dokmo – aye.**  
545 **Motion carried unanimously 6-0-0.**

546  
547 **OTHER BUSINESS:**

548  
549 **5. Discussion re: renewing ERZ designations**  
550

551 Arnie Rosenblatt explained that the Town previously had the opportunity to participate in  
552 identifying several areas of Town as Economic Revitalization Zones (ERZ). This provides  
553 certain tax advantages from the State, as incentives for commercial development owners in those  
554 areas. It is unclear who made the determinations for these ERZs in the past. In 2022, the State  
555 asked if the Town wanted to renew these designations. This request apparently did not get  
556 forwarded to either the Board of Selectmen or the Planning Board. Nic Strong spoke with the  
557 State, and the State has provided an unstated additional amount of time for the Town to respond.  
558 It is still unclear whether the Planning Board, the Board of Selectmen, or someone else should  
559 make these decisions. He stated that this discussion impacts people who own these properties,  
560 abutters of these properties, and it is unclear if the public is aware that this discussion is being  
561 had.

562  
563 Tracie Adams stated that the ERZ Frequently Asked Questions for Communities webpage from  
564 the New Hampshire Economic Development Department states that an application must include  
565 reference to the public record of acceptance by the governing body of the community. This  
566 speaks to her as being the Board of Selectmen.

567

TOWN OF AMHERST  
Planning Board

March 15, 2023

**APPROVED**

568 Bill Stoughton stated that, if this were a new application, the Board of Selectmen would likely be  
569 the ones to accept the designations. He asked if Nic Strong could check with the State regarding  
570 if the Board of Selectmen should make the formal request to continue the extension.

571  
572 Nic Strong stated that the law says a governing body, which means the Board of Selectmen.  
573 However, as this is a land use issue, within the Master Plan, and as it has been previously  
574 referred to the Planning Board, it is probably worthy of a joint discussion.

575  
576 Bill Stoughton stated that the Board of Selectmen would want the views of the Planning Board  
577 before taking any action. He asked if the businesses involved get an annual or one-time credit,  
578 and if these credits would end if the extension is not granted. He would like more information on  
579 these questions first. The Planning Board could then discuss if one or more of these should be  
580 recommended to be extended, with a report sent to the Board of Selectmen.

581  
582 Chris Yates stated that he sees this as a Community Development outreach from the Town to the  
583 community, as this would be a benefit to drawing businesses into the Route 101A industrial area.  
584 This would be a plus for inviting in new businesses. He stated that he does not see a downside in  
585 recommending an extension. He would like some of the additional information mentioned by  
586 Bill Stoughton.

587  
588 Cynthia Dokmo stated that she knows Route 101A is all commercially zoned. She asked for  
589 more information about the zone that is near the LaBelle Winery, along Route 101.

590  
591 Tom Silvia asked what the deadline is to apply for this extension. Nic Strong stated that she  
592 would ask the State. Tom Silvia stated that the program ends in 2028 and it appears this is an  
593 extension to the end of the program. He has similar questions regarding if the tax credits are an  
594 annual thing. He also has a question about the criteria that was used to set up the ERZs and if  
595 they still apply to businesses that are already developed, such as LaBelle Winery. He would like  
596 a clear understanding of the mechanism involved and the financial impact it ultimately has on  
597 properties.

598  
599 Mark Bender stated that ERZs can be structured differently, depending on the use that the Town  
600 is trying to attract into a specific area. These can be more than only State tax incentives. There  
601 can also be local tax incentives, and it can extend into training and recruiting of employees.

602  
603 Tracie Adams stated that she would like additional information and she would like the Planning  
604 Board to be able to send a recommendation to the Board of Selectmen.

605  
606 Tom Silvia expressed confusion over the mechanism of the ERZs. It appears that the Town is  
607 designating properties to receive State money and he would like to understand the motivation.

608  
609 Chris Yates stated that he believes the FAQs talk about the creation of jobs, thus this could  
610 potentially lead to a credit over multiple years.

611

March 15, 2023

**APPROVED**

612 Tom Quinn stated that he is unclear how some of the properties meet the criteria.

613

614 Cynthia Dokmo stated that there is a pool of money for businesses to apply to and once the  
615 money is gone there is no more. Bill Stoughton confirmed this to be \$825K per year.

616

617 Arnie Rosenblatt asked Nic Strong to gather some of the information requested and for this to be  
618 placed on a future agenda.

619

620

**6. REGIONAL IMPACT:**

621

- a. CASE #: PZ17059-030923 – Peter J. Hunter (Owner) & Justin Powers (Applicant); 6A Thornton Ferry Road I, PIN #: 016-017-001 – Subdivision Application - Final Approval.** To subdivide Map 6, Lot 17 into two building lots. *Zoned Residential/Rural.*

622

623

624

625

626

**Cynthia Dokmo moved that there is no regional impact. Seconded by Tracie Adams. Roll Call Vote: Bill Stoughton – aye; Chris Yates – aye; Tom Quinn – aye; Tracie Adams – aye; Tom Silvia – aye; and Cynthia Dokmo – aye. Motion carried unanimously 6-0-0.**

627

628

629

630

631

- b. CASE #: PZ17060-030923 – Legacy Building & Development LLC, c/o Robert Pace, (Applicant & Owner); 32 & 34 Merrimack Road, PIN #s: 003-166-001 & 003-166-002. Subdivision Application – Lot Line Adjustment.** Adjust the lot lines between Tax Map Lots 166-1 & 166-2, making Lot 166-1 conforming to current Zoning requirements. *Zoned Residential/Rural.*

632

633

634

635

636

637

**Cynthia Dokmo moved that there is no regional impact. Seconded by Chris Yates. Roll Call Vote: Bill Stoughton – aye; Chris Yates – aye; Tom Quinn – aye; Tracie Adams – aye; Tom Silvia – aye; and Cynthia Dokmo – aye. Motion carried unanimously 6-0-0.**

638

639

640

641

642

The Board addressed a finding of fact for CASE #: PZ16836-011023, for The Armand Living Trust, for a Conditional Use Permit. Arnie Rosenblatt stated that he believes the determination was made based on the conclusion that the proposal was not increasing the size of the structure in any way and, although it is a non-conforming lot, the proposal was not increasing the size. Accordingly, there was a conclusion that it was not having a negative material impact. Bill Stoughton stated that he believes the determination was made based on this being a lot of record and, therefore, grandfathered from compliance with dimensional requirements of the current zoning. Also, it meets the requirements for a CUP for an incursion into the wetland buffer by the septic system. Chris Yates stated that the proposal also improves the property by installing a compliant septic system onto the property.

652

653

**7 . Minutes: March 1, 2023**

654

May 3, 2023

**APPROVED**

350 able to use the property for the desired purpose. Reviewing the regulation, the proposed grade,  
351 and the potential likelihood for injury, led to clear answers from the Departments.  
352

353 **Bill Stoughton moved to affirm the decision of the DPW Director and Fire Chief and**  
354 **deny the driveway permit. Seconded by Tom Quinn.**  
355 **Motion carried unanimously 5-0-0.**  
356

357 **5. ERZ discussion**  
358

359 Nic Strong explained that the Board previously had questions regarding the ERZ discussion. She  
360 sent these to a representative at the Department of Business and Economic Affairs (BEA) and  
361 provided the Board with the answers received and a PowerPoint presentation from the BEA. The  
362 BEA is seeking approval from the Town whether or not to renew these zones. Bill Stoughton  
363 noted that the statute states that this will be signed by the Board of Selectmen. Arnie Rosenblatt  
364 stated that the Planning Board could make a recommendation on this item to the Board of  
365 Selectmen.  
366

367 **Cynthia Dokmo moved to recommend to the Board of Selectmen that the ERZ zones**  
368 **are renewed, as previously designated for the following areas: Route 101 ERZ,**  
369 **Route 101A ERZ, Meeting Place ERZ, and LaBelle Winery ERZ. Seconded by**  
370 **Tracie Adams.**  
371 **Motion carried unanimously 4-0-1 [B. Stoughton abstained].**  
372

373 **6. Lot Consolidation Approval -Cricket Corner Road, Map 4 Lots 122-2 & 122-3**  
374

375 Nic Strong explained that these two lots were part of the Vonderosa subdivision of Map 4 Lot  
376 122. One person bought both the lots and wishes to consolidate them which, by law, the Planning  
377 Board is required to consider. Nothing about the construction of the driveway, the need for  
378 inspections, the sight distance, etc., is changed. The only difference is that there will be one  
379 house instead of two houses at the end of the driveway.  
380

381 **Tracie Adams moved to approve the lot consolidation/voluntary lot merger**  
382 **application for Dwight Weatherhead Trust, Dwight Weatherhead Trustee, to merge**  
383 **Map 4 Lots 122-2 and 122-3 for municipal regulation and taxation purposes. No**  
384 **such merged parcels shall hereafter be separately transferred without subdivision**  
385 **approval. Payment for recording the lot consolidation/voluntary lot merger form at**  
386 **the Hillsborough County Registry of Deeds shall be made by the applicant.**  
387 **Seconded by Bill Stoughton.**  
388 **Motion carried unanimously 5-0-0.**  
389

390 **7. Minutes: April 19, 2023**  
391

392 **Tracie Adams moved to approve the meeting minutes of April 19, 2023, as**  
393 **presented. Seconded by Cynthia Dokmo.**



**Town of Amherst, NH  
BOARD OF SELECTMEN  
STAFF REPORT**

**Title:** FY24 Cruiser Bids

**Department:** Police Department

**Meeting Date:** August 14, 2023

**Staff Contact:** Mark Reams

---

**BACKGROUND INFORMATION:**

Approve attached cruiser bid to Northwest Hills CDJR

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

\$85,748.40

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

Award bid to Northwest Hills CDJR

**SUGGESTED MOTION:**

Move to award the FY24 cruiser bid to Northwest Hills CDJR in the amount of \$85,748.40.

**TOWN ADMINISTRATOR RECOMMENDATION:**

Concur

**ATTACHMENTS:**

1. 20230807074210

TOWN OF AMHERST

Town Department: Amherst Police Department

Date: August 14, 2023

Line Item: 01-4210-70-2760 New Vehicles

Budget Amount: \$90,326

Bid #: Item: FY 24 Dodge Durango AWD Cruisers Date Bid To Be Awarded: August 14, 2023

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
1. Northwest Hills CDJR 2033 E. Main Street Torrington, CT 06790	\$42,874.20	\$85,748.40	Low/Only Bid*

2. Allen Mello CDJR  
13 Marmon Drive  
Nashua, NH 03060  
No Bid

3. Contemporary CDJR  
30 Hammond Road  
Milford, NH 03055  
No Bid

4. Bob Mariano CDJR  
146 Manchester Road  
Concord, NH 03301  
No Bid

*\*Has been low bidder for last two years*

Recommend bid be awarded to: Northwest Hills CDJR

\_\_\_\_\_  
Signature of Town Administrator/ Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder. Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to the meeting of the Board of Selectmen.



Item #	MFR	Discount	Description	After Market Options	QTY	List Price	State Discount (\$)	Net Amount (\$)
1			Labor				\$ -	0.00
2			Labor				\$ -	0.00
3			Labor				\$ -	0.00
4			Labor				\$ -	0.00
5			Labor				\$ -	0.00
6			Labor				\$ -	0.00
Parts Accessories and Labor								
Connecticut Motor Vehicle Fees								
Total Standard, Optional, and Aftermarket Equipment :							each \$	\$42,874.20
Name:					Units:	1	Total:	\$42,874.20
FIN Code:					QTY		Exterior	Interior
VIN:					1			
						Signature		
						Date		
						07/24/2023		

Warren Ford  
Fleet and Municipal Manager

## Mark Reams

---

**From:** Mark Reams  
**Sent:** Monday, July 24, 2023 4:23 PM  
**To:** jkacavas@allenmello.com  
**Subject:** Request for Municipal Police Quote

Good Afternoon Jim,

Your name was given to me as the person in charge of fleet sales. I am writing to request a quote for unit pricing on two 2024 Dodge Durango PPVs as follows:

- Dodge 2024 Durango 4X4 PPV
- Color White
- Police floor console
- Skid plate group
- Deactivate rear doors/windows
- Fleet key alike Freq 1
- Black LED spotlight

Please let me know if you need any further information. I understand that the order bank for 2024 models opens the second week in August, so I wanted to get moving as soon as possible.

Thank You,

Mark Reams, Chief



*Mark O. Reams*

Chief of Police  
Amherst Police Department  
175 Amherst Street  
Amherst, NH 03031  
PH: 603-673-4900  
FX: 603-672-8477

*No Bid*

**CONFIDENTIALITY NOTICE:**

The information herein may contain confidential or proprietary information and is intended solely for the use of the person to whom it is addressed. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this transmission in error, please notify me immediately at the telephone number listed above to arrange for the return of the documents and/or attachments and/or email contents.

## Mark Reams

---

**From:** Mark Reams  
**Sent:** Monday, July 24, 2023 4:32 PM  
**To:** bguthrie@bobmariano.com  
**Subject:** Request for Municipal Police Vehicle Quote

Good Afternoon Ben,

Your name was given to me as the appropriate contact person. I am writing to request a quote for unit pricing on two 2024 Dodge Durango PPVs as follows:

- Dodge 2024 Durango 4X4 PPV
- Color White
- Police floor console
- Skid plate group
- Deactivate rear doors/windows
- Fleet key alike Freq 1
- Black LED spotlight

Please let me know if you need any further information. I understand that the order bank for 2024 models opens the second week in August, so I wanted to get moving as soon as possible.

Thank You,  
Mark Reams, Chief



*Mark O. Reams*

Chief of Police  
Amherst Police Department  
175 Amherst Street  
Amherst, NH 03031  
PH: 603-673-4900  
FX: 603-672-8477

No B.D

**CONFIDENTIALITY NOTICE:**

The information herein may contain confidential or proprietary information and is intended solely for the use of the person to whom it is addressed. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this transmission in error, please notify me immediately at the telephone number listed above to arrange for the return of the documents and/or attachments and/or email contents.

## Mark Reams

---

**From:** Mark Reams  
**Sent:** Tuesday, August 1, 2023 9:33 AM  
**To:** 'Chad Blanchette' *Contemporary Chrysler*  
**Subject:** RE: Amherst Police Department - Durangos

Good Morning Chad,

I am writing to request a quote for unit pricing on two 2024 Dodge Durango PPVs as follows:

- Dodge 2024 Durango 4X4 PPV
- Color White
- Police floor console
- Skid plate group
- Deactivate rear doors/windows
- Fleet key alike Freq 1
- Black LED spotlight

Please let me know if you need any further information. I understand that the order bank for 2024 models opens the second week in August, so I wanted to get moving as soon as possible.

Thank You,  
Mark Reams, Chief



*Mark O. Reams*

Chief of Police  
Amherst Police Department  
175 Amherst Street  
Amherst, NH 03031  
PH: 603-673-4900  
FX: 603-672-8477

*No Bid*

### CONFIDENTIALITY NOTICE:

*The information herein may contain confidential or proprietary information and is intended solely for the use of the person to whom it is addressed. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this transmission in error, please notify me immediately at the telephone number listed above to arrange for the return of the documents and/or attachments and/or email contents.*

---

**From:** Mark Reams  
**Sent:** Tuesday, September 6, 2022 9:54 AM



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Cruiser Upfit Bid Approval  
**Meeting Date:** August 14, 2023

**Department:** Police Department  
**Staff Contact:** Mark Reams

---

## **BACKGROUND INFORMATION:**

Bid for upfitting a new police cruiser. The recommended bidder, Global Public Safety, was actually \$14.60 higher than the lowest bidder. However, the proximity of Global's shops in Hudson (and coming soon in Bedford) puts them ahead of the low bidder located in Moultonboro, NH.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

\$9,744

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Award bid to Global Public Safety

## **SUGGESTED MOTION:**

Move to award cruiser upfit bid to Global Public Safety in the amount of \$9,744

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. 20230809104624

TOWN OF AMHERST

Town Department: Amherst Police Department

Date: August 14, 2023

Line Item: 01-4210-40-2425 Vehicle Repair/Upfit

Budget Amount: \$20,000

Bid #: Item: Cruiser Build Upfit

Date Bid To Be Awarded: August 14, 2023

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
1. Global Public Safety 5 Executive Drive Hudson, NH 03053	\$9,744.00	\$9,744.00	Recommended bidder due to proximity of current location in Hudson, and new shop currently being opened on Route 101 in Bedford
2. Ossipee Mountain Electronics 832 Whittier Highway Moultonboro, NH 03254	\$9,729.40	\$9,729.40	(\$14.60)
3. Adamson Industries 45 Research Drive Haverhill, MA 01832	No Bid		

Recommend bid be awarded to: Global Public Safety

\_\_\_\_\_  
Signature of Town Administrator/ Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder. Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to the meeting of the Board of Selectmen.



5 Executive Drive  
Hudson NH 03051  
603.617.7178

# Quote

<b>To:</b>	<b>From:</b>
Amherst Police Department	Shirley Breen
175 Amherst St	5 Executive Drive
Amherst, NH 03031-2951	Hudson, NH 03051
	Phone: 603.617.7178

## Summary

Total Amount:	<b>\$9,744.00</b>	Quote ID:	QUO-11062-N5G3M1
Shipping Method:		Date:	8/3/2023
Payment Terms:		Expiration Date:	9/2/2023
Contract:			

## Shipping Information

<b>Ship To:</b>	<b>Bill To:</b>
175 Amherst St	175 Amherst St
Amherst, NH 03031-2951	Amherst, NH 03031-2951

## Vehicles

Vehicle ID	VIN	Tag	Year	Stock/Unit Number	Make/Model
2023 Durango- Amherst PD			2023		Dodge Durango

## Details

Product ID	Description	Quantity	Price	Sub Total
CUSTOMER ITEM	Agency supplied Lightbar, siren system & speaker; vehicle equipped w/ Havis console	1.00	\$0.00	\$0.00
I2E	DUO LINEAR ION BLUE/WHITE BLK	2.00	\$135.00	\$270.00
IONB	ION LIGHT BLUE	2.00	\$118.00	\$236.00
IONK1B	SWIVEL MOUNT KIT FOR ION BLK	2.00	\$29.50	\$59.00
CEM16	WeCanX 16 OUTPUT EXPANSION MOD	1.00	\$195.00	\$195.00
TM-5502-SMP	Tablet/Modular Mount for Display/Monitor and Keyboard including Dual G.R.I.P. Tilt/Swivel and Telescopic Posts with Side Mounting Plate	1.00	\$575.00	\$575.00
QK0635DUR11	Full REPLACEMENT Transport Seat TPO Plastic With Center Pull Seat Belts *INCLUDES REQUIRED: -#12VS Stationary Window Vinyl Coated Expanded Metal Cargo Partition *Seat Belt Retractors Pre-Installed to Save 30 Minutes of Install Time	1.00	\$1,550.00	\$1,550.00

PK1130DUR11	#10XL Horizontal Sliding Window Coated Polycarbonate XL Panel Partition	1.00	\$975.00	\$975.00
BK0534DUR21	PB400 VS Bumper Full Bumper Aluminum	1.00	\$600.00	\$600.00
EIC-7712-20-SETINA	Equipment Install Case	1.00	\$550.00	\$550.00
SC-920-5	UNIVERSAL RAIL GUN RACK WITH SC-6 XL LOCK	1.00	\$365.00	\$365.00
SC-929-5	UNIVERSAL RAIL OVERHEAD GUN RACK WITH SC-6 XL LOCK	1.00	\$365.00	\$365.00
MMSU-1	Magnetic Mic Single Unit..1 Single Unit Conversion Kit	1.00	\$45.00	\$45.00
CUSTOMER ITEM	Agency supplied radio & repeater	1.00	\$250.00	\$250.00
ROOF-FT-NITI-M	Flexi-whip mast only, field or factory tuned from 136 MHz-1 G1z	1.00	\$60.00	\$60.00
NMOKHFUD25	Larsen Mobile Antenna 0-6000 MHz 3 4 Mount Antenna	1.00	\$35.00	\$35.00
CUSTOMER ITEM	Agency supplied perimeter lighting	1.00	\$0.00	\$0.00
C-PS-2	2" Switch Plate, Internal Mount, 2 Switch Cutouts	1.00	\$26.00	\$26.00
C-SW-B	Switch Blank	1.00	\$7.00	\$7.00
C-FP-4	4" Filler Plate	1.00	\$12.00	\$12.00
C-FP-35	3-1/2" Filler Plate	1.00	\$12.00	\$12.00
C-FP-3	3" Filler Plate	1.00	\$12.00	\$12.00
SHOP SUPPLY	Shop Supply	1.00	\$295.00	\$295.00
LABOR-INSTALLATION	Installation	1.00	\$3,250.00	\$3,250.00
LABOR-DECOMMISSION	Remove emergency equipment form 2019 PIS	1.00	\$0.00	\$0.00

Total Tax	\$0.00
<b>Total</b>	<b>\$9,744.00</b>



**Ossipee Mountain Electronics, Inc.**

**Quote**            **QTE014752**  
**Date**             **7/13/2023**  
**Page**              **1 of 1**

Bill To
Amherst Police Dept 175 Amherst St Amherst, NH 03031

Ship To
Amherst Police Dept 175 Amherst St Amherst, NH 03031

Customer No.	Salesperson	Shipping Method	Payment Terms
AMH260	Brian Vastine	Northfield Install	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	2.00	I2E	LED, ION DUO, Univ Mnt, Blk Hsing, BLUE/WHT	136.50	273.00
2	2.00	IONBB	ION Super LED, BLUE/BLUE Black Housing	117.60	235.20
3	2.00	IONK1B	Mounting Bracket, Swivel, ION - BLACK	29.40	58.80
4	1.00	CEM16	Module, Expansion, 16 Outputs, CORE	193.90	193.90
5	1.00	TM-5502-SMP	Mount, Computer, Side Console, Tablet & Keyboard(	655.25	655.25
6	1.00	QK0635DUR11	Prisoner SeatRepl,w/12VS,MeshCag,CtrOutBlt,11+ DI	1,350.65	1,350.65
7	1.00	PK1130DUR11	Partition, 10VS XL, Coated, Horiz Sldr, RP, 21 DUR	874.65	874.65
8	1.00	BK0534DUR21	Push Bumper, PB400VS, Aluminum, 21+Durango	458.15	458.15
9	1.00	EIC-7712-20-SETINA	Equipment Installation Case, FPIU 20+ (800-0101)	479.60	479.60
10	1.00	SC-920-5-XLH	Gun Rack, Univ Rail Mtg, SC-6 XL, Hinge, HC Key	312.00	312.00
11	1.00	SC-929-5-XL#H	Gun Rack, Adj OH, Roll Bar Brkts, 6XL, HC Key	328.00	328.00
12	1.00	MMSU-1	Clip, Magnetic Mic Hangup System, Single	39.95	39.95
13	1.00	BB132R	Antenna, HD 132-512MHz, 1/4Wave, Black, Flex Spr	65.25	65.25
14	1.00	MB8U	Mount, Antenna, 3/4" Hole, RG58U Cable, No Conn	21.10	21.10
15	1.00	RQA5000-C	Connector, QMA Male, Crimp, RG58	14.70	14.70
16	1.00	R1	Solenoid ,12V, 85 A Continuous.S.P.S.T (24059-BP)	59.00	59.00
17	1.00	5025	Fuse Block,Blue Sea Sys 6 Gang w/Cover,Neg.Buss	58.25	58.25
18	1.00	MRCB-100	Circuit Breaker, 100 Amp Manual Reset	47.50	47.50
19	1.00	C-PS-2	Swltch Plate, 2" w/Two Vertical Switch Cutouts	28.05	28.05
20	1.00	20001001	Switch,Carling,VSeries,20A,12V w/20001018 Paddle	16.00	16.00
21	1.00	C-SW-B	Switch, Blank Cover	7.65	7.65
22	1.00	EB25-XTL-1P	Bracket Equipment Mtg t, 2.5", APX/ XTL2500/5000	28.05	28.05
23	1.00	EB40-CCS-1P	Bracket, Equipment 4"Whelen, Carbide, Cantrol, Cenc	31.45	31.45
24	1.00	FP-4	Filler Plate, 4"	12.75	12.75
25	1.00	FP-35	Filler Plate, 3.5"	12.75	12.75
26	1.00	FP-3	Filler Plate, 3"	12.75	12.75
27	1.00	MISC-	Wire, wire ties, fuses, fuse holders, loom, etc.	195.00	195.00
28	1.00	LABOR	LABOR Strip a 2018 Dodge Charger and install new and existing equipment into a new 2024 Durango, Car 6.	3,360.00	3,360.00

Quoted By: _____	Accepted By: _____	Date: _____	Subtotal	9,229.40
PRICE QUOTE GOOD FOR 30 DAYS DELIVERY: 60 - 90 DAYS ARO TERMS: NET 30 DAYS FOB			Additional Discount	0.00
			Freight	500.00
			Total	9,729.40

**Ossipee Mountain Electronics, Inc.** PO Box 950 832 Whittier Highway Moultonboro, NH 03254  
 TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587  
 www.omesbs.com

# AMHERST POLICE DEPARTMENT

175 Amherst Street, Amherst, New Hampshire 03031  
 (603) 673-4900 FAX (603) 672-8477



**MARK O. REAMS**  
 CHIEF OF POLICE

July 31, 2023

Adamson Industries  
 Attn: Craig Necco/Adam Thompson  
 45 Research Drive  
 Haverhill, MA 01832

*No Bid*

RE: Cruiser Up-Fit RFQ

Dear Craig/Adam,

I am reaching out to you for a quote on a 2023 Durango police cruiser up-fit which involves stripping a 2019 Ford PIS Sedan and reinstallation of equipment on the 2023 Durango. I already have a new light bar, siren, and control head which I will be supplying to you. We will also be reusing the radio from the Ford PIS sedan as well as the in-car repeater and Patrol PC computer tablet and monitor (though we need a new Patrol PC mount as indicated below). Below is a list of the other equipment that we will need for the new build. Please let me know if you have observations regarding anything that I may have missed.

QTY	ITEM NUMBER	DESCRIPTION
2	I2E	LED, ION DUO, Univ. Mnt, Blk housing, Blue/White
2	IONBB	ION Super LED, Blue/Blue Black housing
2	IONK1B	Mounting bracket, swivel, ION - Black
1	CEM16	Module, expansion, 16 outputs, CORE
1	TM-5502-SMP	Mount, computer, side console
1	QK0635DYR11	Prisoner SeatRepl, w/12vs, mesh cage, CtrOutBlt
1	PK1130DU21	Partition, 10VS XL, coated, Horiz Sldr, RP, 21+ Durango
1	BK0534DU21	Push bumper, PB400VS, aluminum, 21+ Durango
1	EIC-7712-20-SETINA	Equipment installation, case, FPIU 20+ (800-0101)
1	SC-920-5-XLH	Gun Rack, Univ Rail Mtg, SC-6 XL, Hinge, HC key
1	SC-929-5-XL#H	Gun Rack, Adj OH, roll bar brkts, 6 XL, HC Key
1	MMSU-1	Clip, magnetic mic hangup system, single
1	BB132R	Antenna, HD 132-512MHz, 1/4 wave, black, flex spr
1	MB8U	Mount, antenna, 1/4" hole, RG58U Cable, no conn
1	RQA5000-C	Connector, QMA male, crimp RG58
1	R1	Solenoid, 12V, 85A continuous SPST (24059-BP)
1	5025	Fuse block, blue sea sys 6 gang w/cover, Neg Buss
1	MCRB-100	Circuit breaker, 100amp manual reset

1	C-PS-2	Switch plate, 2" w/two vertical switch cutouts
1	20001001	Switch, Carling, Vseries, 20A, 12v 2/20001018 paddle
1	C-SW-B	Switch, Blank cover
1	FP-4	Filler plate, 4"
1	FP-35	Filler Plate, 3.5"
1	FP-3	Filler Plate, 3"

I look forward to hearing from you.

Best Regards,



Mark O. Reams



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** IRS resolution of back taxes due.  
**Meeting Date:** August 14, 2023

**Department:** Finance Department  
**Staff Contact:** Debbie Bender

---

## **BACKGROUND INFORMATION:**

The IRS has completed its investigation into our payroll tax issues dating back to the 2nd quarter of 2021. We had underpayments, overpayments, duplicate payments and late payments. On August 1, 2023, we received our payoff calculation from the IRS for \$170,647.99. This included all taxes owed, late charges and interest. I sent a letter requesting an abatement of the failure to file penalties, which totaled \$24,569.08. An abatement of \$18,885 was approved and they will be sending us a check for that amount. We have not had any issues regarding payment or reporting of payroll taxes in the past year. There is now a process in place to better double check that all payments are made and reported at the right time.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

N/A

## **POLICY IMPLICATIONS:**

N/A

## **DEPARTMENT HEAD RECOMMENDATION:**

N/A

## **SUGGESTED MOTION:**

N/A

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Bike/Ped Update to Baboosic  
Greenway 02 project

**Department:** Public Works

**Meeting Date:** August 14, 2023

**Staff Contact:** Eric Slosek

---

## **BACKGROUND INFORMATION:**

The Bicycle/Pedestrian Committee will give an update to the BOS on the Baboosic Greenway North 02 project. Recent developments will be discussed.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

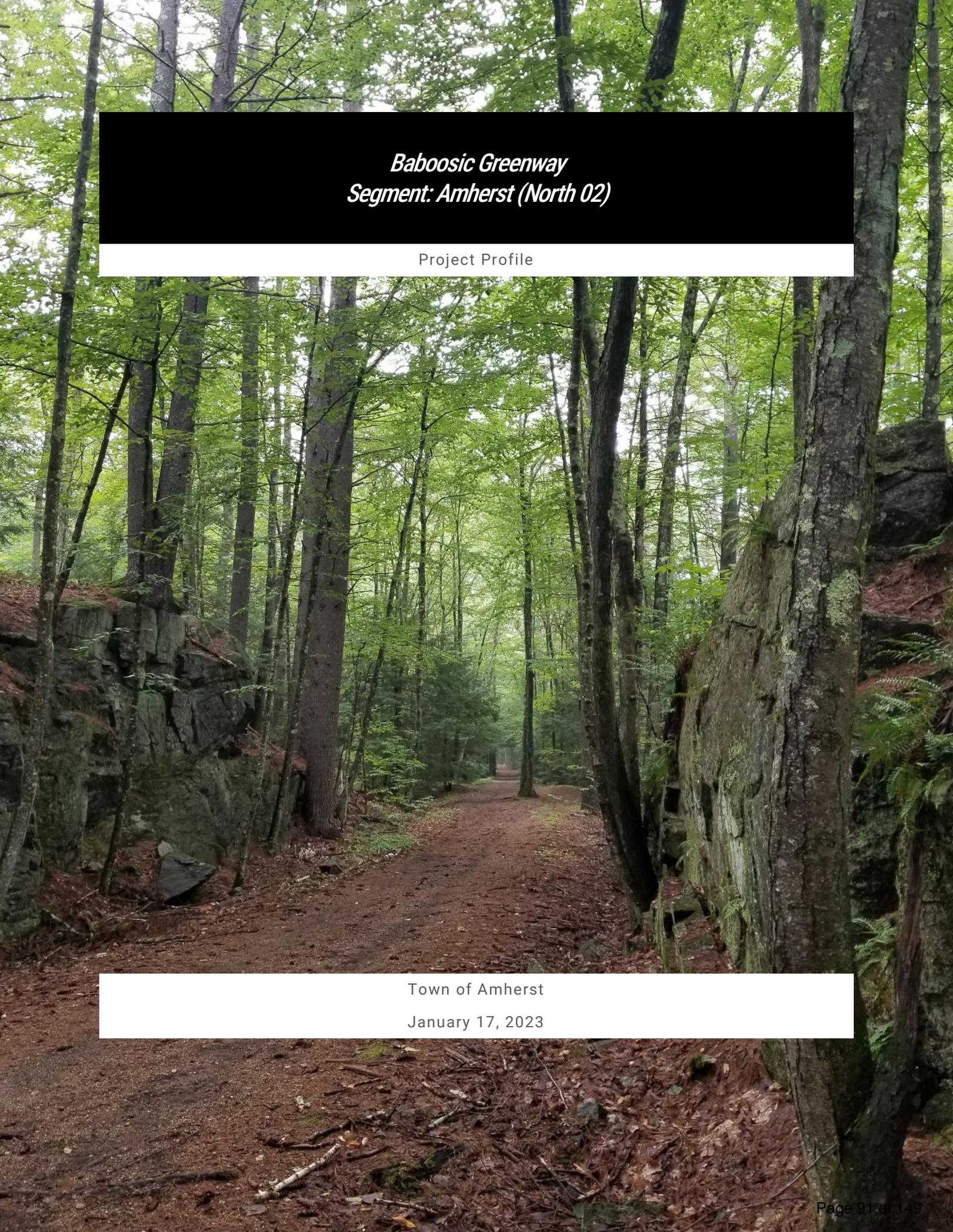
## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

Discussion.

## **ATTACHMENTS:**

1. 2022 TYP - Baboosic Greenway - Amherst North-02 - BoS
2. Baboosic Greenway - Amherst (North-02) Treatments
3. Baboosic Greenway - Amherst (North-02) Route



*Baboosic Greenway  
Segment: Amherst (North 02)*

Project Profile

Town of Amherst  
January 17, 2023

## Contents

About the Baboosic Greenway.....	1
The Route .....	1
Building a Rail Trail .....	2
Baboosic Greenway Segment: Amherst North-02.....	4
Location.....	4
Purpose .....	4
Need.....	5
Scope.....	6
Treatments .....	7
Support .....	9
Maps.....	9
Baboosic Greenway – Segment: Amherst North-02, Route .....	10
Baboosic Greenway – Segment: Amherst North-02, Route (Aerial) .....	11
Baboosic Greenway – Segment: Amherst North-02, with Direct Connections to Other Segments.....	12
Baboosic Greenway – Segment: Amherst North-02, by Treatment.....	13
Baboosic Greenway – Segment: Amherst North-02, Parcels.....	14
Baboosic Greenway – Segment: Amherst North-02, Status of Public Access .....	15
Conceptual design of ramp access from Amherst North-03 (Baboosic Lake Rd) to Amherst North-02 .	16
References .....	17

## About the Baboosic Greenway

The Baboosic Greenway represents a significant regional endeavor aimed at interlinking five rural towns in New Hampshire through a robust, multimodal infrastructure. This initiative is an instrumental step in bolstering safety, enhancing accessibility, and boosting mobility throughout the Souhegan River Valley.

Stretching across 21 miles (33 kilometers), the Baboosic Greenway seamlessly connects five municipalities within Hillsborough County, New Hampshire. The greenway largely follows the former routes of two abandoned railway lines, namely the Manchester and Milford Branch spanning Bedford, Merrimack, and Amherst, and the Brookline-Milford Branch traversing Milford and Brookline.

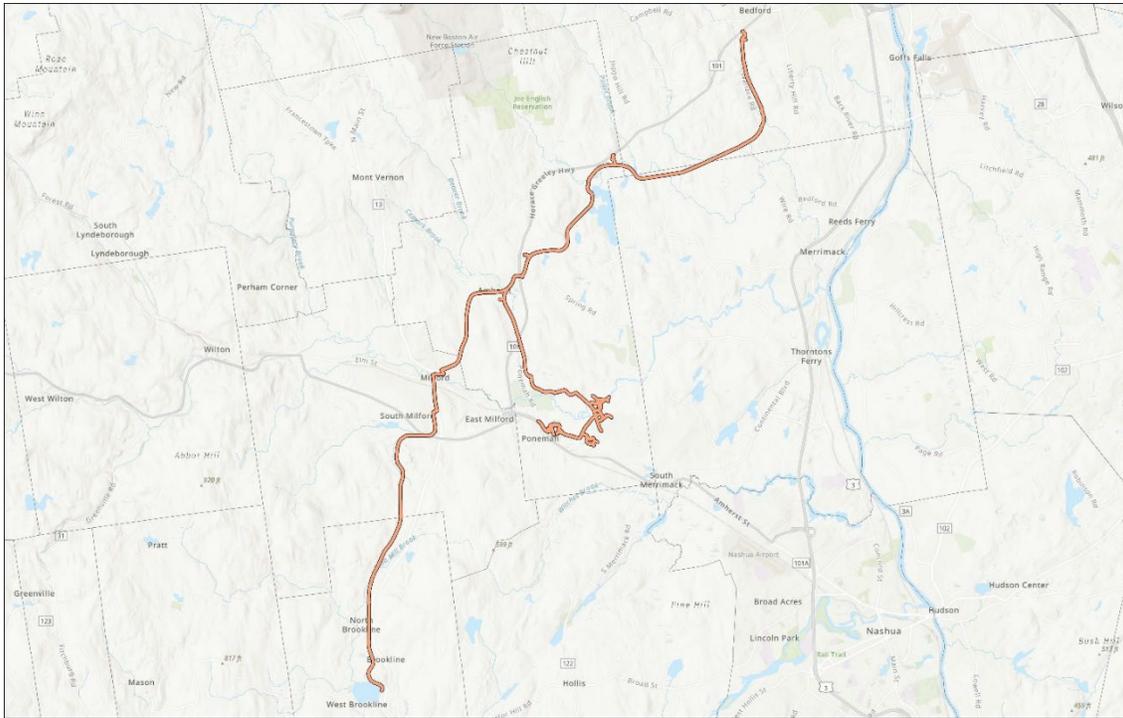


Figure 1  
The Baboosic Greenway

### The Route

The *Manchester and Milford Branch* was opened in 1900 with a partnership between the Concord and Montréal Railroad and the Boston & Maine Railroad in an effort to compete with other railroad companies' access to the region, including to bodies of water in which to harvest ice for delivery to Boston.



Figure 2  
Amherst Station, previously situated along Section 5, 1900-1909 (Nashua City Station n.d.)

The branch moved little freight along its line, but primarily consisted of transporting local school children, most heading south to attend Milford High School. In the morning, trains would be readied in New Boston, run into Manchester, and then run down to Milford via the *Manchester & Milford Branch*. The train would then trace that route back to New Boston. The usual schedule along the line was a mere two round trips a day to accommodate the school children, and these trains were usually "mixed trains", combining freight and passengers in the same train.

The primary purpose of the rail line became moot when competing railroads in the region were consolidated, eliminating the competition altogether. As a result, Boston & Maine decided to close the Manchester and Milford Branch in the 1920s and the rails were removed in 1930 (Nashua City Station n.d.). After the closure of the rail line, the corridor was broken into approximately 35 private parcels and merged with adjacent land, now resulting in a fragmented route with many independent landowners.

### **Building a Rail Trail**

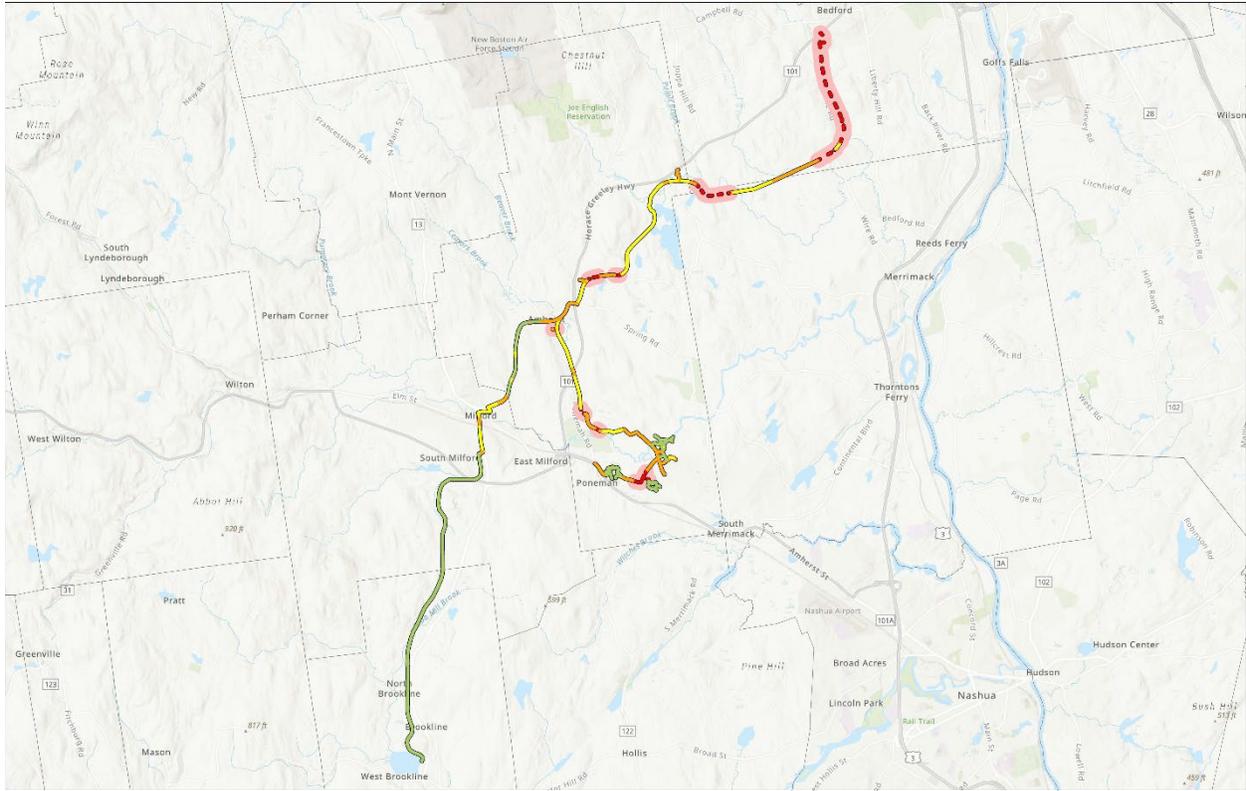
Since 1983, the Town of Amherst has had various, grassroots attempts to convert the abandoned rail bed into a functional rail trail for the community, resulting in significant progress in particular segments of the route. The creation of a major route like the Baboosic Greenway is a lengthy and complicated process which requires dedicated volunteers to coordinate a long-term effort with creative problem-solving. The area's current network of roads was created over hundreds of years and required the efforts of generations of our residents. The planning and development of a major off-road trail is no different in this regard.

Each segment of the proposed route offers unique challenges, from geographical obstacles to reluctant land-owners and more. Some of these obstacles may be plainly obvious (e.g., a river with no bridge), while others may be completely hidden until well into the development process. It is paramount that volunteers working on trail planning understand that their efforts to further the development of the route are invaluable, despite the fact that the process may be very challenging or require a persistent effort that spans many years.

In 2017, the Amherst Bicycle and Pedestrian Advisory Committee was formed and significant progress has developed since.

Through the efforts of various organizations over decades, a gradual consolidation of public access and improvements have occurred along the route of the Baboosic Greenway. The most notable of this progress includes:

- The Granite Town Rail Trail, which forms a significant and contiguous route, easily the largest intact segment of the project;
- the Amherst St Sidepath, a 1.9-mile separated facility constructed by the Town of Amherst in 2021, connecting the Amherst Village to the Town of Milford;
- the inclusion of 10,812 linear feet of the route in the NH Department of Transportation's 10-Year Plan as project number 42593; and
- the award of CMAQ funding for the construction of Amherst North-03, a 3,611 linear feet multimodal sidepath along the north side of Amherst St (NH 122).



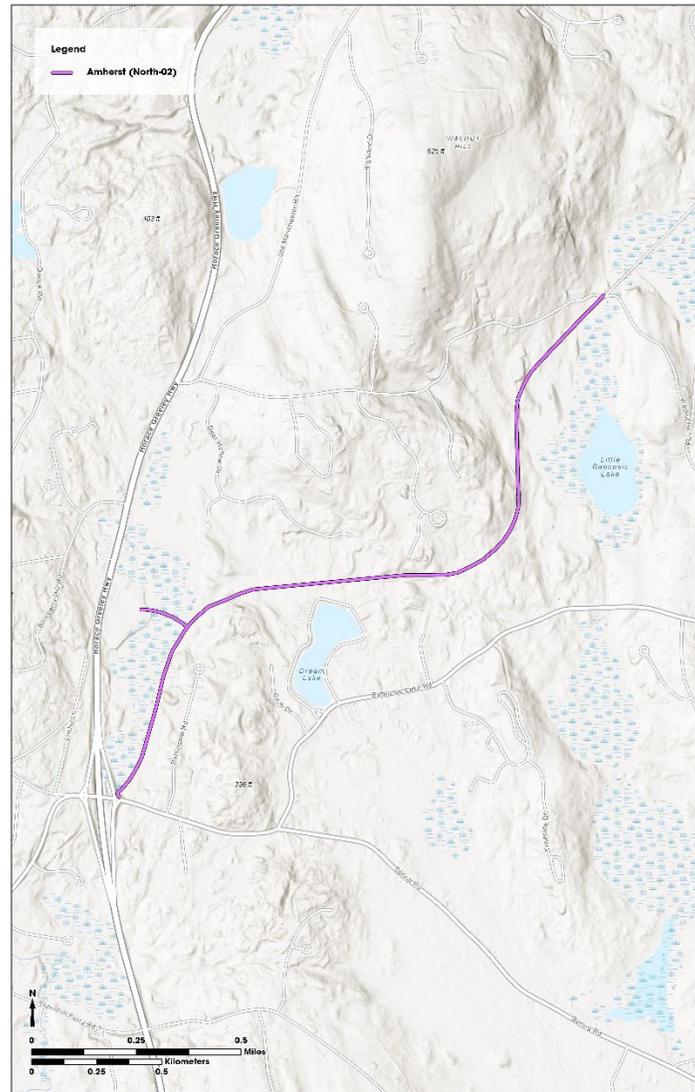
*Figure 3  
The Baboosic Greenway, by Status in 2021*

As we venture into the next phase of the project, the Baboosic Greenway continues to evolve and grow, promising to bring invaluable benefits to our communities in the years to come.

## Baboosic Greenway Segment: Amherst North-02

### Location

This segment of the Baboosic Greenway is found in central Amherst. The route spans a total of 10,812 linear feet mostly along the abandoned Milford and Manchester Branch rail bed, with a spur connecting the route to the Meeting Place Mall. The route begins at the southern terminus of Amherst North-01 at the intersection of Embankment Rd and Walnut Hill where it runs southwesterly to the eastern terminus of Amherst North-03 at the intersection of Baboosic Lake Rd and the onramp of NH 101 East.



### Purpose

The primary purpose of the Baboosic Greenway stands to create a regional spine for a broader off-road trail network for the purposes of enhancing safety, increase regional mobility, and expand accessibility for persons who are unable to transport themselves by motor vehicle.

Connectivity-focused trails such as these provide area residents with a unique opportunity to move throughout their town and the region off-road, offering a peaceful journey with little or no interaction with motor vehicles. This can provide exceptionally safe and convenient mobility for multimodal users,

especially if they are a member of a vulnerable population or if their route would otherwise take them along a busy roadway.

By design, off-road trails offer network connectivity opportunities beyond that of any roadway network. They provide nonmotorized transportation access to natural and recreational areas and in particularly scenic environments. These routes support outdoor activities through convenient access to natural areas or as an enjoyable recreational opportunity itself.

Often these off-road trails can become a cultural backbone of outdoor activity, providing residents and visitors opportunities to see and interact with other members of their community, something that over-reliance on motorized transportation has largely removed from our daily lives. For these and many other reasons, the safety and cultural value of off-road trails as a part of greater multimodal network cannot be overstated.

Today, the region has a robust network of off-road trails which offer a wide variety of mobility options to residents. Some trails may connect points of interest, while others may offer solely recreational opportunities. Many of these trails form an existing network that is robust in some areas and limited in others. Given the area's largely forested and rural geography, a multimodal network limited to roadside options would fail to meet the region's full potential. Thus, a driven and organized effort to pursue the development and enhancement of a network of trails would offer vastly expanded opportunities for our multimodal residents.

#### **Need**

As the route of the Baboosic Greenway is well defined along the Manchester & Milford Branch rail bed, the completion of each segment becomes essential in the effort to build the larger project. It will not be possible to construct this major regional project without each segment and this segment is no exception.

The completion of this particular segment would form a vital connection along this route which will immediately benefit several neighborhoods in the Walnut Hill Area by providing contiguous access the Amherst Village and the Town of Milford, as well as future connectivity to the Town of Bedford.

Portions of this segment already see heavy use by the public along the northeastern, town owned parcel 006-121-000. This segment is frequently used by local residents for walking, biking, and equestrian activities from the adjacent Walnut Hill Equestrian Facility.

This particular segment of the Baboosic Greenway does offer several specific additions to the larger route, including:

- The connection of neighborhoods around Baboosic Lake to the larger Baboosic Greenway route, providing them direct access to this regional facility
- Direct access to the Walnut Hill Equestrian Facility
- Direct access to Amherst Conservation Commission land, including Pond Parish trail area
- Direct access to Amherst Recreation Department's Birch Park

**Scope**

GIS-based calculations of the Amherst North-02 will be provided below in linear feet. These figures offer an understanding of the spatial extent and scale of this segment within the overarching trail network.

*Segment total length:*

Baboosic Greenway Segment Amherst North-02	10,812 LF
--	-----------

*By portion:*

Main Shared-Use Path along Abandoned Rail Bed (Crushed Stone, 10' typical section with 2' shoulders)	10,176 LF
Spur to Meeting Place Mall (Mostly boardwalk through wetlands)	636 LF
Total	10,812 LF

*By treatment:*

Shared-Use Path (Crushed Stone, 10' typical section with 2' shoulders)	10,165 LF
Boardwalk (Timber or similar material, 12' typical section)	636 LF
Midblock Crossing (from northern terminus of shared-use path to Amherst North-01 across Walnut Hill Rd.)	1

## Treatments

Multi-use trails, also known as shared-use paths, are multimodal infrastructure facilities that are physically separated from motorized vehicular traffic by an open space or barrier and either within the highway right-of-way or within an independent right-of-way. Shared use paths should be thought of as a system of off-road transportation routes for bicyclists and other users that extends and complements the roadway network. Shared use paths should not be used to preclude on-road bicycle facilities, but rather to supplement a network of on-road bike lanes, shared roadways, bicycle boulevards, and paved shoulders. Shared use path design is similar to roadway design, but on a smaller scale and with typically lower design speeds (American Association of State Highway and Transportation Officials 2012, 5-1, 5-2).

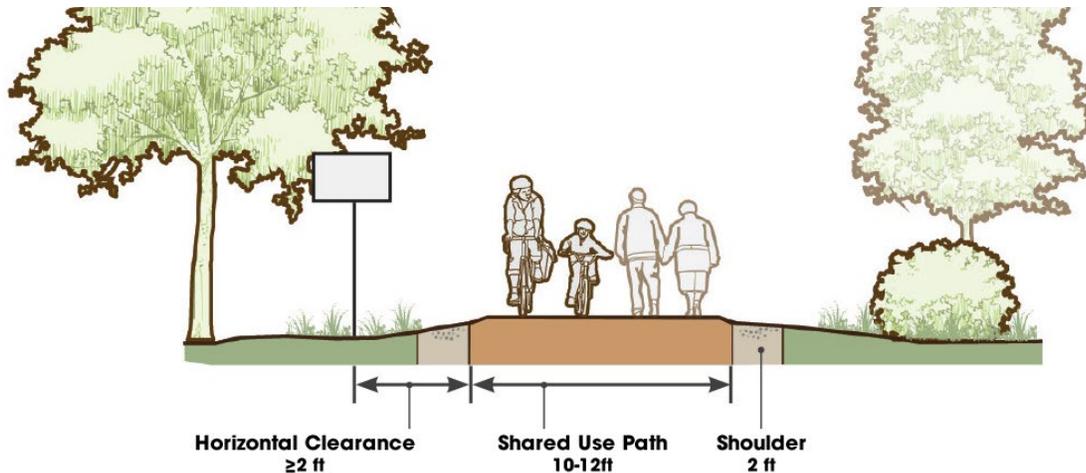


Figure 4  
Typical section of a Shared Use Path (Federal Highway Administration 2016, 4-5)

The geometric design of shared use paths should support the speed and volume of expected user types. In the case of the Baboosic Greenway, the typical section of this design would most likely be a 10- or 12-foot-wide facility, with a 2-foot-wide shoulder on either side of the shared use path. The proposed surface material is crushed stone.

## At-Grade Crossings

For multi-use trails that are generally separated from roadways, it is often intersections with roads that form the biggest risk of injury and fatality for path users. The incorporation of appropriate crossing treatments is imperative to the safety, comfort, and usership of a shared use path. Even if a contiguous path is built along the entire corridor, if crossings treatments give users a sense of danger, it would undermine the central purpose of forming such a route and would likely result in reduced use. Pedestrians amount to a substantial share of users on most paths and experience the greatest amount of exposure at intersections. Pathway crossings should be designed to accommodate pedestrians, while also taking into consideration measures tailored to the operational characteristics of bicyclists and other path users.

The design approach for the intersection of a shared use path with a roadway is similar to the design approach used for the intersection of two roadways in the following ways:

- The intersection should be conspicuous to both road users and path users.
- Sight lines should be maintained to meet the needs of the traffic control provided.
- Intersections and approaches should be on relatively flat grades.

- Intersections should be as close to a right angle as practical, given the existing conditions.
- The least traffic control that is effective should be selected.
- Intersections should be sufficiently spaced to be outside the functional area of adjacent intersections.

The marked crossing is the foundational countermeasure for uncontrolled crossing locations and is utilized in combination with the other proven safety countermeasures. Marked midblock crosswalks serve to legally establish pedestrian crossings outside of intersection locations, according to the Manual on Uniform Traffic Control Devices (MUTCD). There are four primary considerations for determining the location of a marked crosswalk. These considerations are intended to assist agencies and practitioners at placing crosswalks at optimal locations for pedestrian activity, safety, operations, and visibility (Federal Highway Administration 2020, 23).

Use “elephant’s feet” markings to indicate the multimodal nature of the crossing (as opposed to standard “continental style” markings for pedestrian facilities) across the roadway. Use “shark’s teeth” yield line markings in advance of the crossing to discourage encroachment into the crossing area (Massachusetts Department of Transportation 2015, 81).

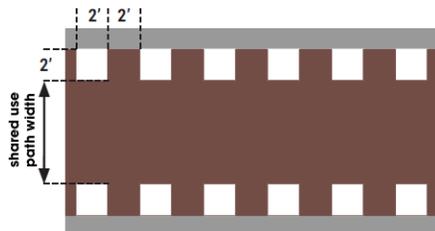


Figure 5  
“Elephant’s feet” crosswalk for shared use path crossings



Figure 6  
“Shark’s teeth” yield line markings for motor vehicles

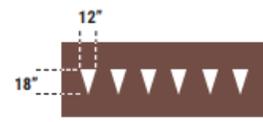


Figure 7  
“Shark’s teeth” yield line markings on a shared use path

The MUTCD offers an array of signage that is relevant for shared use paths, this signage should not be confused with those for sidewalks or bike lanes. Some signs provided by the MUTCD require modification in order to accommodate non-pedestrian users.



Figure 8  
MUTCD W11-15 for shared use paths



Figure 9  
MUTCD W11-1 for bike paths



Figure 10  
MUTCD W11-2 for pedestrian crosswalks



Figure 11  
MUTCD R1-6 modified to incorporate cyclists

It is preferable for mid-block path crossings to intersect the roadway at an angle as close to perpendicular as practical, so as to minimize the exposure of crossing path users and maximize sight lines. A crossing skewed at 30° is twice as long as a perpendicular crossing, doubling the exposure of path users to approaching motor vehicles, and increasing delays for motorists who must wait for path users to cross. Retrofitting skewed path crossings can reduce the roadway exposure for path users. A minimum 60° crossing angle may be acceptable to minimize right-of-way needs (American Association of State Highway and Transportation Officials 2012, 5-32).

To provide recommendations for appropriate crossings along the route, the Federal Highway Administration's 2020 STEP guide can be used. This guide helps to simplify the vast volumes of research, criteria, and common treatments available for crossings. The results of the STEP guide's data-based recommendations are provided for each crossing.

### **Support**

The establishment of multimodal infrastructure has been a popular initiative in the Town of Amherst for several years, as evidenced by several developments occurring since 2017. After the establishment of the Amherst Bicycle & Pedestrian Advisory Committee, a series of public meetings was held over the course of a year. These events were so well attended by the public that they needed to be moved to Souhegan High School and Amherst Middle School for capacity reasons. In these public meetings, as well as in a town-wide survey that was concluded in 2018, 496 Amherst residents submitted input requesting the improvement of local and regional infrastructure for walking, biking, etc.

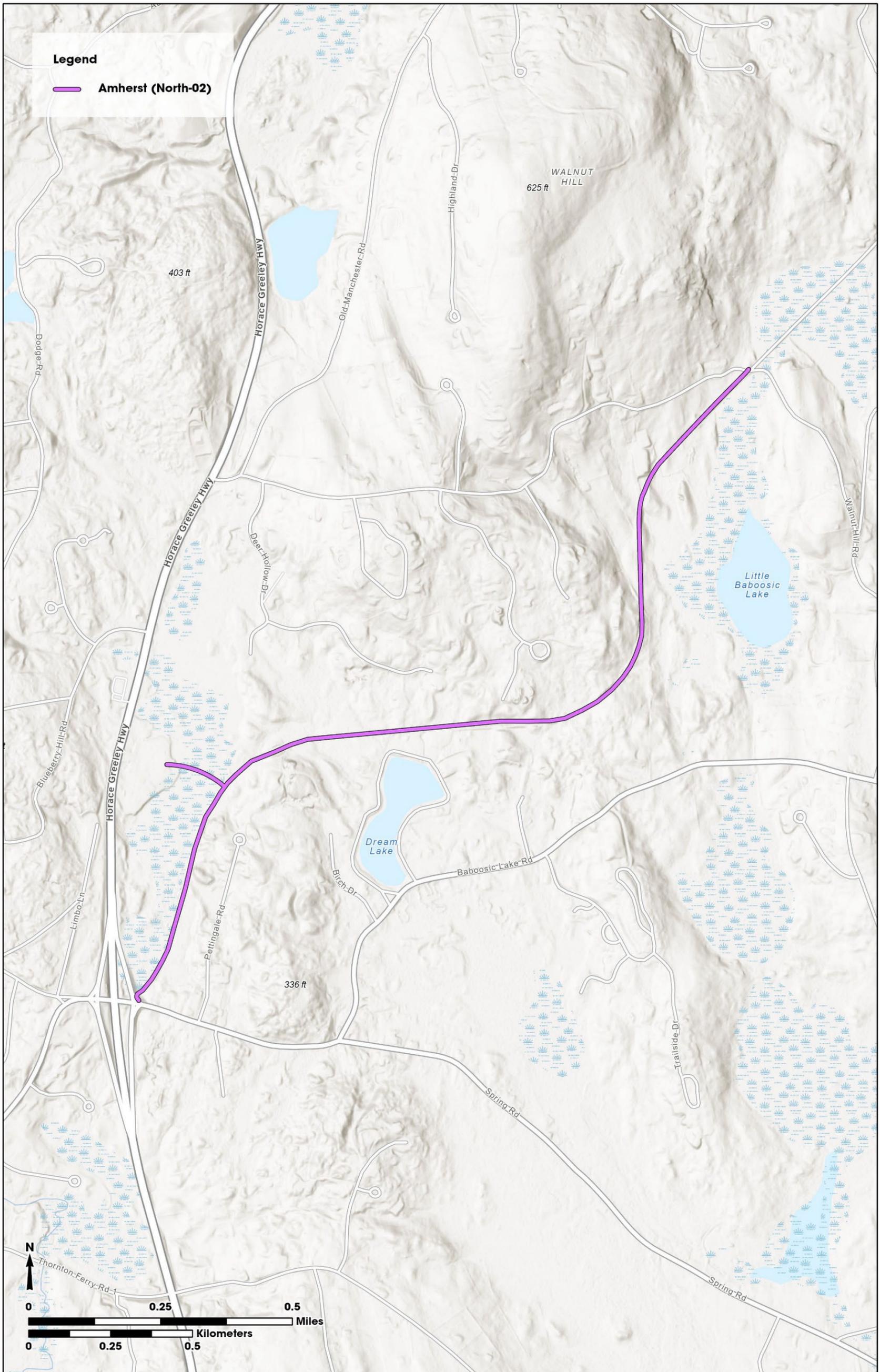
In 2018, the Town submitted several portions of the Baboosic Greenway to the NRPC for inclusion into the Ten Year Plan and Metropolitan Transportation Plan, resulting in the inclusion of Ten Year Plan Project Amherst 42593.

In 2019, the Town developed a *Multimodal Master Plan*, which laid out a vision for how to improve local infrastructure, according to sustainable safety practices, and in a cost-effective manner. This Multimodal Master Plan was reviewed by the Planning Board and adopted by the Board of Selectmen.

The town has since executed infrastructure improvements suggested by the Multimodal Master Plan by efforts that have been at the explicit direction of voters through municipal warrant article in town elections. Having raised funds to construct facilities, the Town has already constructed 1.9 miles of multimodal sidepath and applied for 5 grants to help fund similar projects.

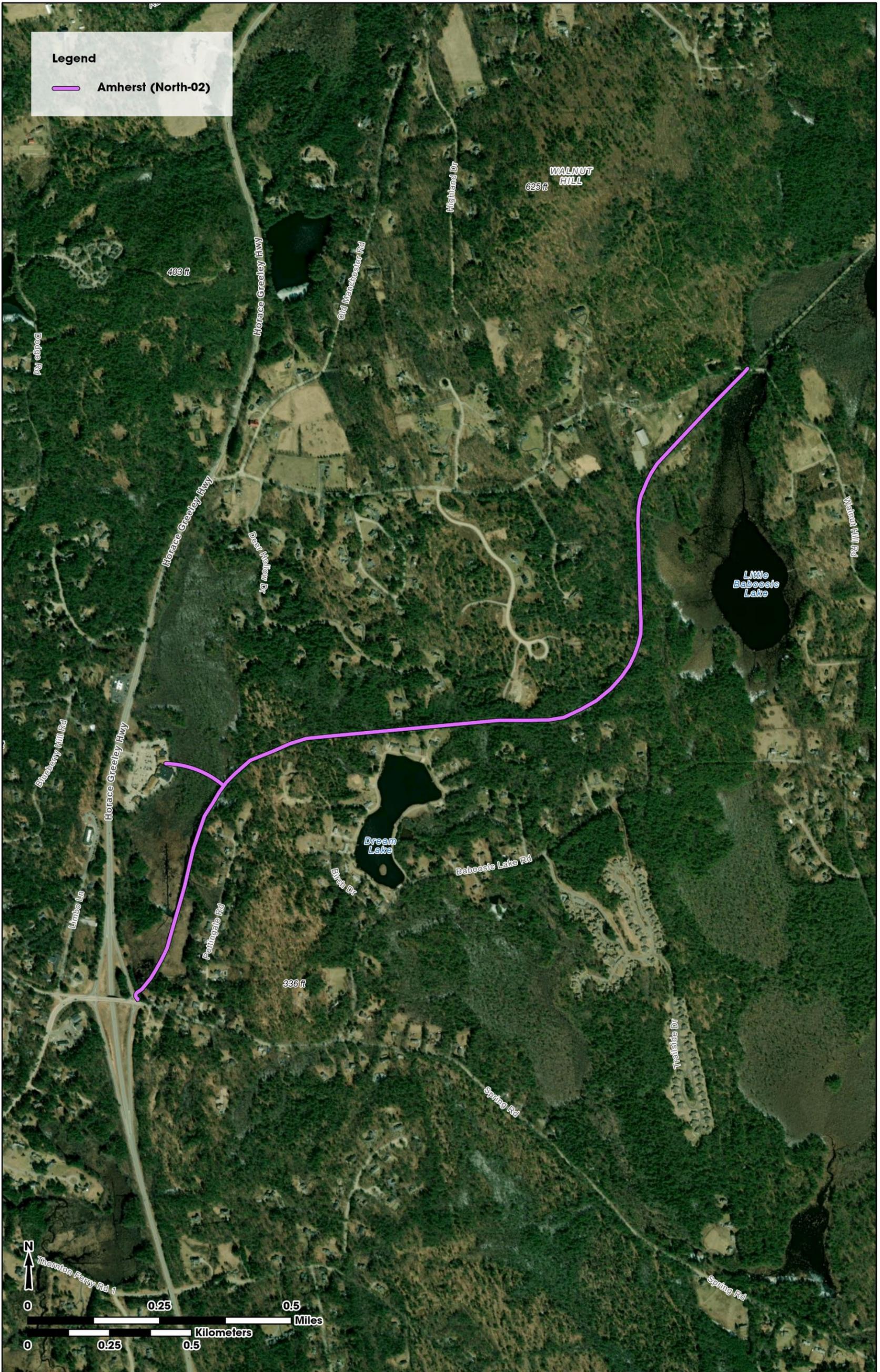
This project is the result of many years of work by town staff, committee volunteers, and members of the public. This project's contribution as an integral part of a town-wide multimodal network is consistent with the vision laid out by the town, which has been broadly supported by the public and Board of Selectmen.

# Baboosic Greenway - Segment Amherst North-02, Route



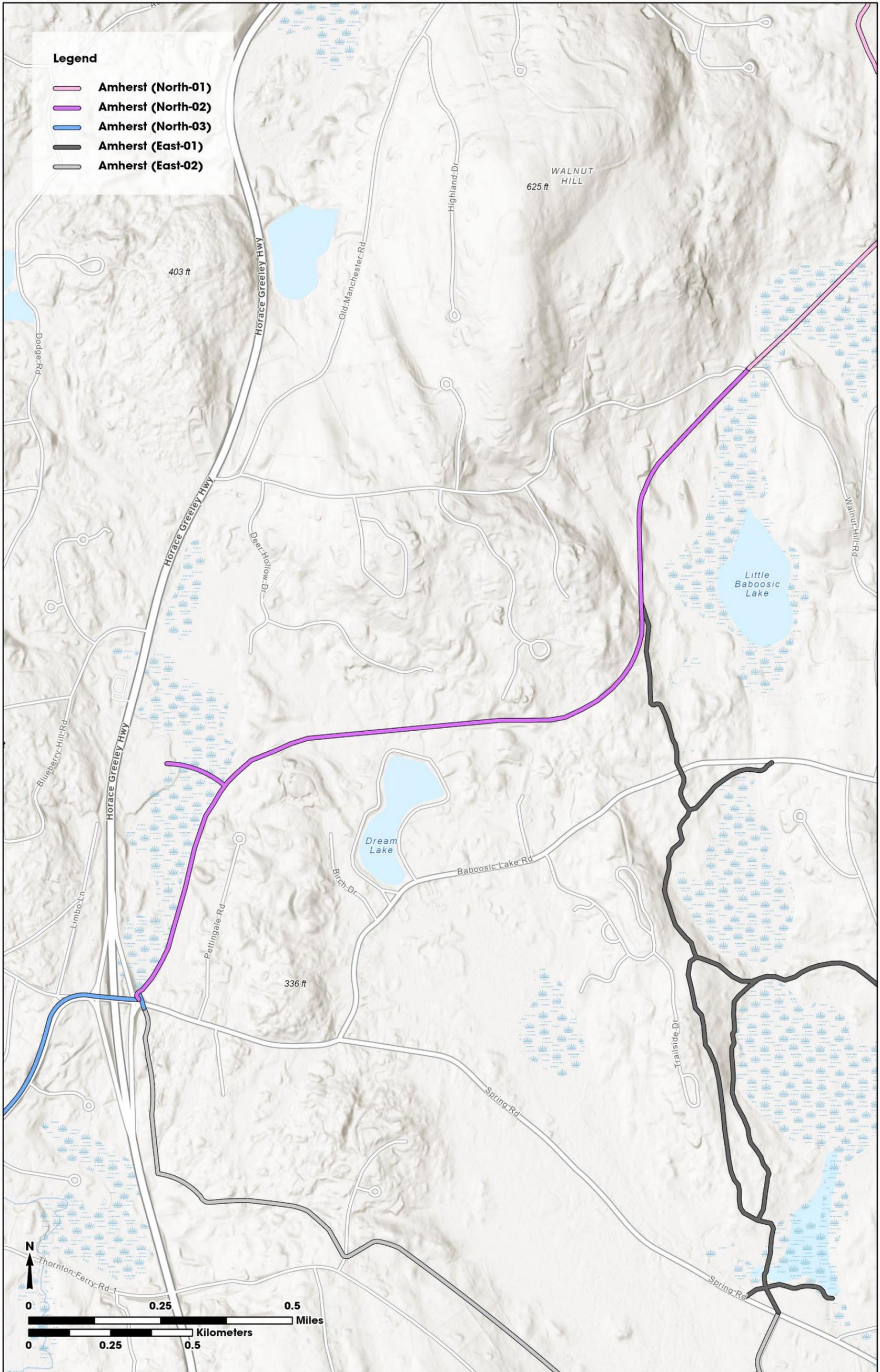
This map depicts the route of this project.

Babcock Greenway - Segment Amherst North 02, Route (Aerial)



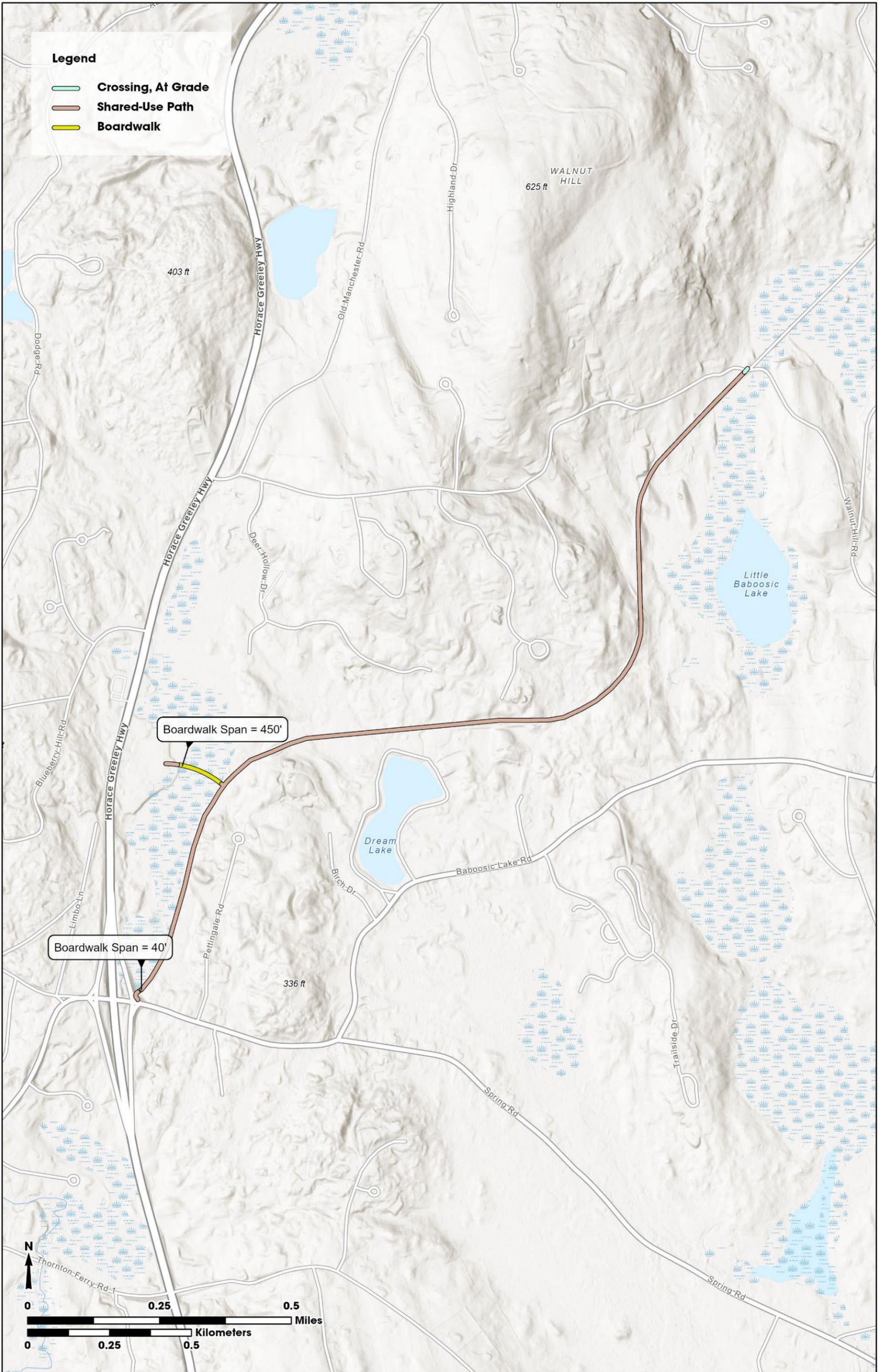
This map depicts the route of this project with aerial imagery.

**Baboosic Greenway—Segment: Amherst North-02, with Direct Connections to Other Segments**



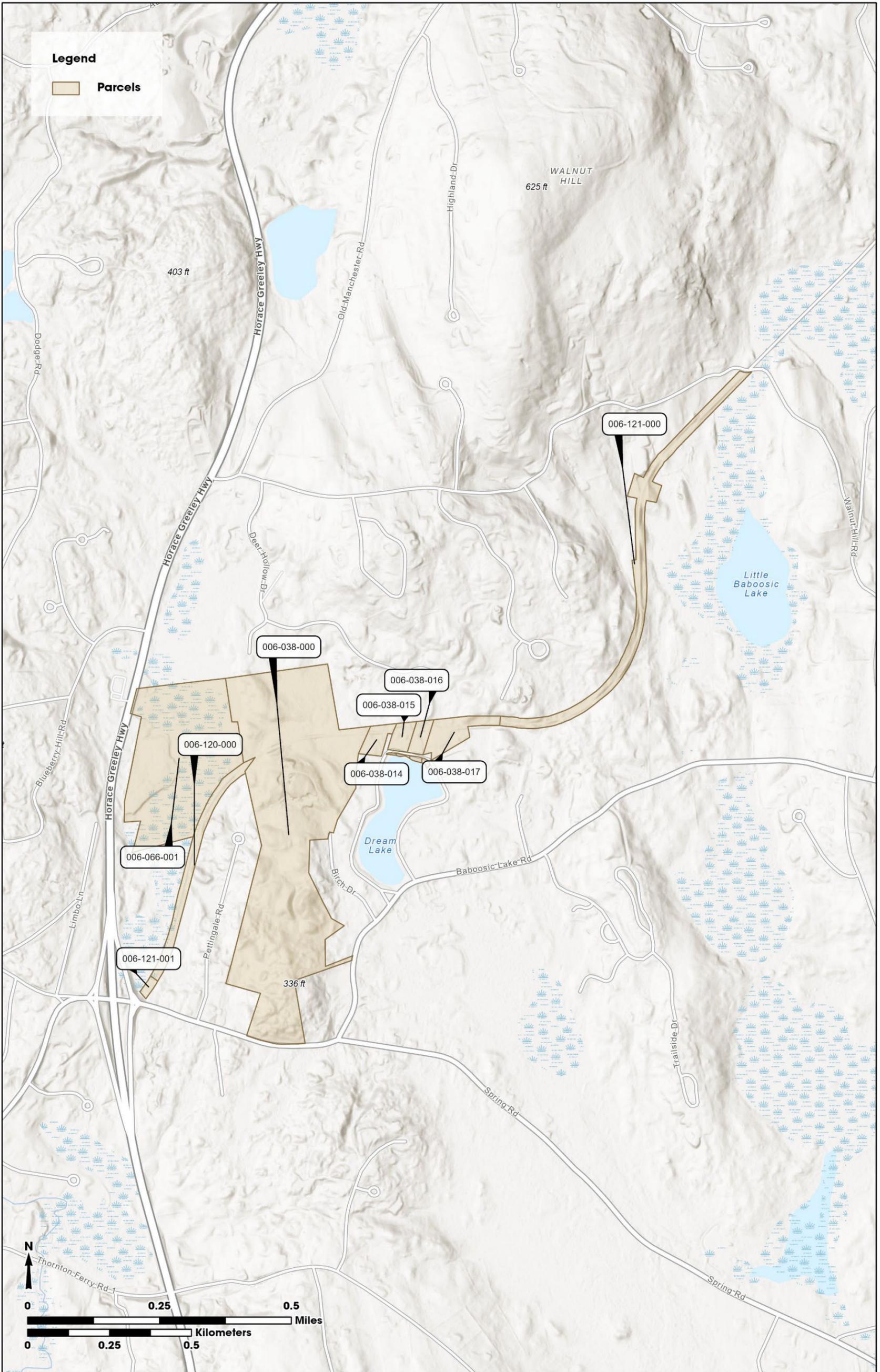
This map depicts the route of this project illustrating its direct connection to Ten Year Plan project 42593 in the south at Walnut Hill Rd. Not depicted here is the route's extension into Bedford, situated in a different RPC. Bedford is actively extending the project to the east.

# Baboosic Greenway - Segment: Amherst North-02, by Treatment



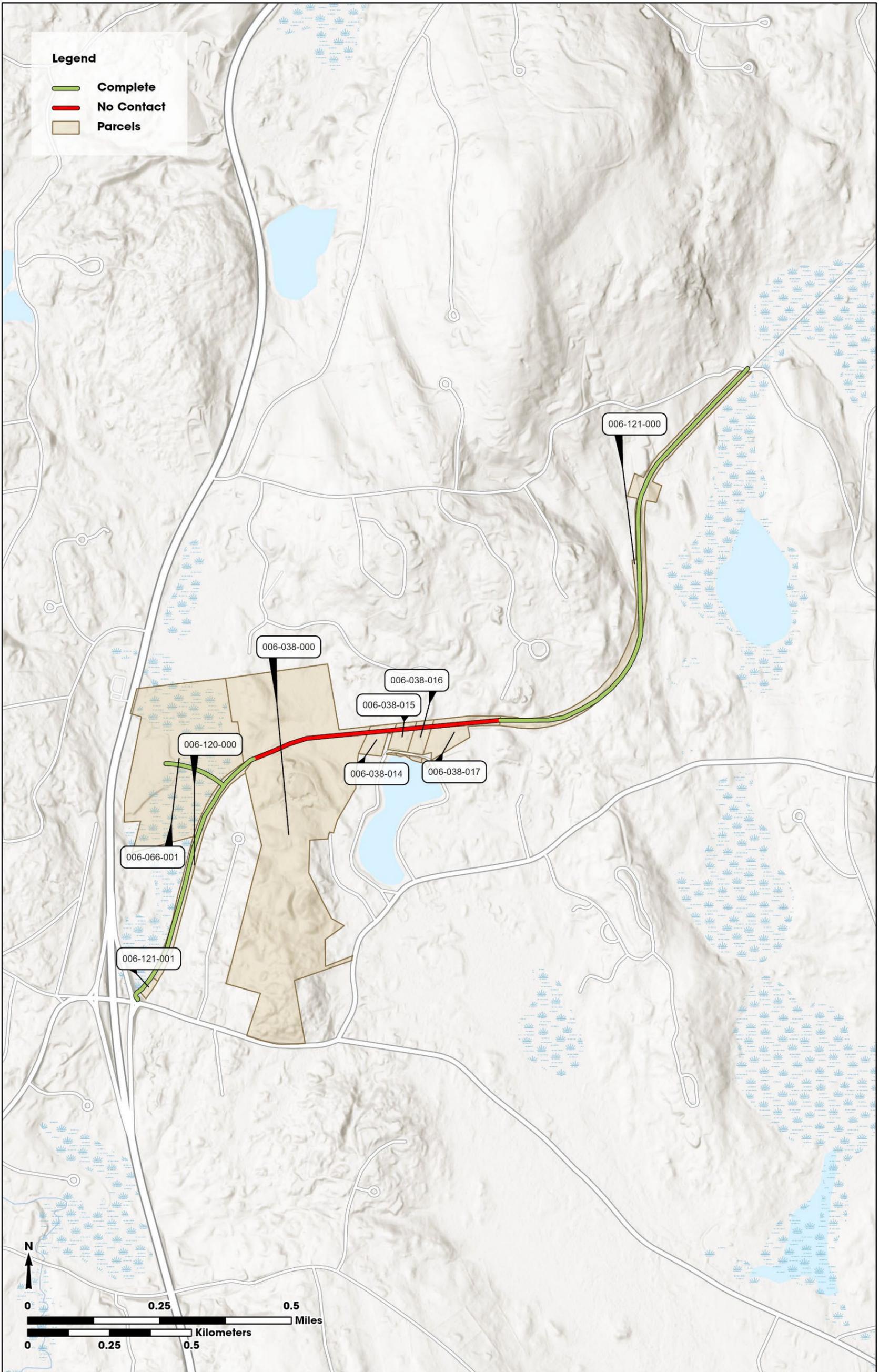
This map depicts the proposed treatments for the project.

Baboosic Greenway - Segment Arhast North 02, Parcels



This map depicts every parcel that Arhast North 02 must cross.

Babcock Greenway - Segment: Amherst North-02, Status of Public Access



Important for trail projects which span across multiple private parcels, this map depicts the status of public access easements for the route as of July 2022.

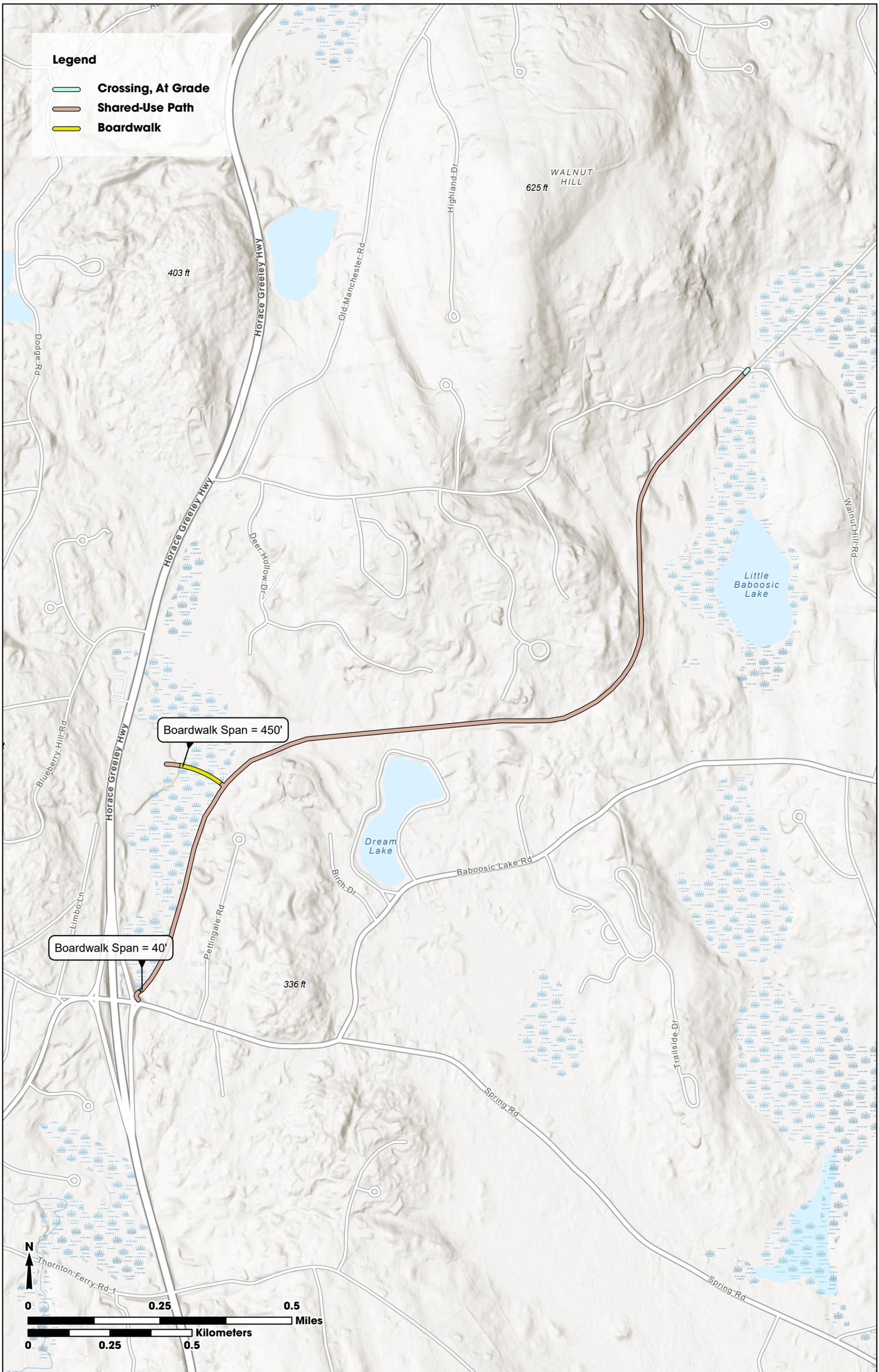


## References

- American Association of State Highway and Transportation Officials. 2012. *Guide for the Development of Bicycle Facilities, Fourth Edition*. Washington, D.C.
- Federal Highway Administration. 2016. *Small Town and Rural Multimodal Networks*. Washington, D.C.: Alta Planning + Design.
- Federal Highway Administration. 2020. "Step Studio: Tools for selecting and implementing countermeasures for improving pedestrian crossing safety." Washington, D.C.
- Massachusetts Department of Transportation. 2015. "Separated Bike Lane Planning & Design Guide." Boston.
- Nashua City Station. n.d. *Manchester and Milford Branch*. Accessed February 27, 2021.  
<http://www.nashuacitystation.org/history/boston-and-maine-corporation/route/manchester-and-milford-branch/>.

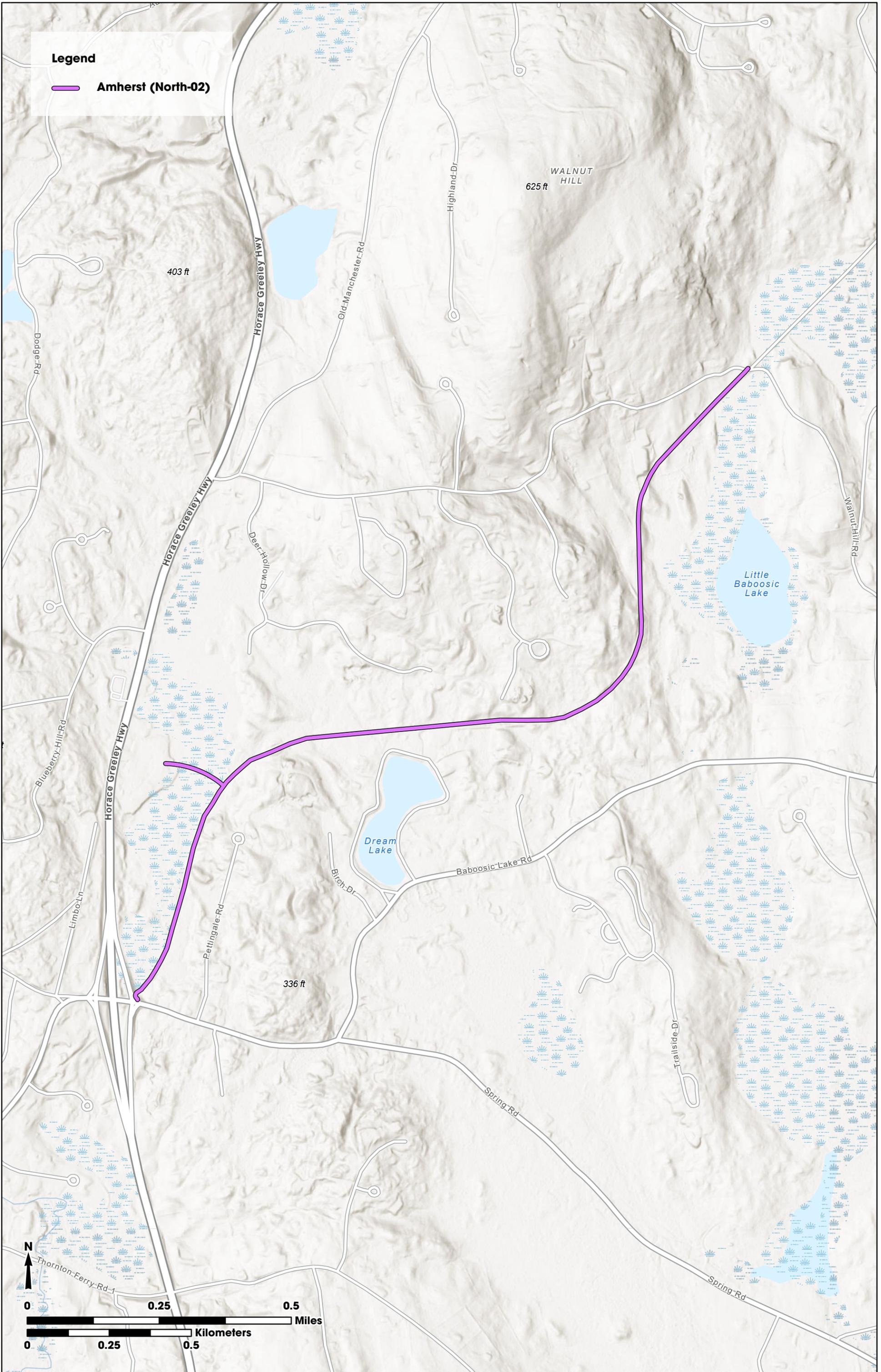
**Legend**

-  **Crossing, At Grade**
-  **Shared-Use Path**
-  **Boardwalk**



**Legend**

 **Amherst (North-02)**





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** DPW Magnesium Contract &  
Equipment

**Department:** Public Works

**Meeting Date:** August 14, 2023

**Staff Contact:** Eric Slosek

---

## **BACKGROUND INFORMATION:**

The DPW recently presented to the BOS a contract from Innovative Surface Solutions to purchase Magnesium chloride materials for winter and summer road use. Also presented was a contract for purchasing magnesium storage and dispensing equipment through a rent to own agreement for the same chemicals referenced above. The BOS raised some concerns related to the equipment agreement, primarily the language concerning transfer of ownership of the equipment. Attached you will find an updated copy of the agreement that we believe will satisfy the concerns previously raised.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

\$27,300 from 01-4312-60-2666 (Calcium Chloride).

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Recommend to award the contract for the equipment and materials purchase to Innovative Surface Solutions.

## **SUGGESTED MOTION:**

I move to award the contract for the purchase of magnesium chloride equipment and materials to Innovative Surface Solutions. I further authorize the DPW Director or his designee to sign the related paperwork.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Town of Amherst - Price Quote - PM Mag & Equip - 6.20.23
2. Agreement 1331 Amherst NH Opt 5



**innovative**  
SURFACE SOLUTIONS 

Innovative Municipal Products (US),  
Inc dba Innovative Surface Solutions

**July 19, 2023**

**Town of Amherst, NH**

Attention: Jeff Caswell

Reference: **Price Quotation Valid from July 19, 2023 to September 30, 2023**

Thank you for the opportunity to supply your product requirements. We are pleased to offer you the following pricing for your consideration:

Product	Delivery Quantity	Delivery location	Total cost per unit delivered*
ProGuard Mag	4300 gallons	Amherst, NH	\$1.82/gallon** FSC excluded

**\*\*Pricing is based on the Town entering into a 3-year equipment agreement with Innovative. Innovative will provide 2x6100-gallon Storage Tanks, 1x925-gallon Spray System, 1xPump House, 20ft of 1" Hose and 20ft of 2" hose in this program.**

Innovative Surface Solutions, with US operations in Glenmont, NY, is one of the leading manufacturers, distributors, and marketers of surface maintenance products in North America. We provide a high-performance cold mix as well as a complete line of dust control and winter ice control products including PNS approved Magnesium Chloride.

We look forward to working together in order to assist you in fulfilling your surface maintenance requirements. Please be assured of our current and continued commitment to provide you with quality products and service.



**innovative**  
SURFACE SOLUTIONS 

Innovative Municipal Products (US),  
Inc dba Innovative Surface Solutions

Our terms are as follows:

1. All applicable taxes are extra.
2. Payment net 30 days of shipping or pick up date on approved credit.  
**\*All other sales Cash, Visa, MasterCard, American Express or Interac\***  
**\*All credit card payments are subject to a 3% service charge**
3. All orders are to be placed through central customer service at  
[orders@innovativecompany.com](mailto:orders@innovativecompany.com) or by calling 1-800-257-5808
4. Please allow appropriate lead order time for all deliveries.
5. Pricing FOB Ajax, ON or Glenmont, NY Warehouse location. All outbound freight costs are extra unless otherwise specified. Special requirements will be extra.
6. Quotes are valid for 15 days only as of the date of the quote letter. Quotes will be considered accepted when signed and returned to Innovative Surface Solutions.
7. A standard restocking charge of 25% will apply to all product returns plus inbound and return freight costs.
8. Any claim for defective material must be made in writing and received by Innovative no later than ten (10) days from receipt of delivery. Damages will be limited to the purchase price of the product alleged to be defective. Innovative shall not be liable for any indirect or consequential damages or for late claims

Again, thank you for the opportunity to supply your product needs. If you have any questions regarding this proposal, please do not hesitate to contact me.

Best Regards,

*Michelle O'Dell*

Inside Sales Support

**By signing below, you are confirming you have authority to contract on behalf of your firm or agency, accept the quoted prices which you have clearly initialed on the first page and are in agreement with the above terms and conditions.**

PLEASE RETURN BOTH SHEETS TO 518-729-5181

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Annual Volume Commitment: \_\_\_\_\_

Contract Expiry Date: \_\_\_\_\_ September 30, 2022 \_\_\_\_\_

## STORAGE TANK AND EQUIPMENT RENTAL AGREEMENT

This Agreement is entered into by and between Innovative Municipal Products (U.S.) Inc., d/b/a Innovative Surface Solutions, a Delaware corporation, maintaining an office for the transaction of business at 454 River Road, Glenmont, NY (referred to hereinafter as “ISS”) and the Town of Amherst, maintaining an office for the transaction of business at 22 Dodge Road, Amherst, NH 03031 (referred to hereinafter as “Town”) to be considered effective as of July 21, 2023.

WHEREAS ISS is engaged in the business of marketing liquid products for road de-icing and dust control (“Liquid Products”); and WHEREAS Town desires to acquire, without major capital outlay, the ability to effectively utilize ISS Liquid Products and, to do so, requires the acquisition of storage tanks and related equipment; and WHEREAS ISS, to further the marketing of its products, is willing to assist the Town in the acquisition of storage and related equipment.

The Parties hereby agree as follows: In consideration of Town’s agreement to purchase minimum quantities of Liquid Products as hereinafter set forth, ISS hereby leases to Town, under the terms and conditions of this Agreement, the following storage tanks, and equipment (referred to hereinafter as “Storage Tanks & Equipment”):

<b>Storage Tank-</b>	2x 6100-gallon Poly Storage Tanks, Item #1157, value of \$23,406
<b>Equipment-</b>	1x Pump House, Item #1165, value of \$2,288
	1x 925-gallon Spray System, Item #1153, value of \$7,455
	20’ of 1” Hose, Item #1159, value of \$85
	20’ of 2” Hose, Item #1160, value of \$131
	Important EQPT Docs & Signage, Item# 1096
<b>Freight-</b>	Freight charges of \$1,653
<b>Total-</b>	Freight, Equipment, and Storage Tanks value of \$35,017
<b>Commitment-</b>	Minimum annual purchase of 15,000 gallons ISS Liquid Products

### Terms and Conditions of the Agreement:

1. **Term of Contract:** This Agreement shall be in effect from July 21, 2023, for a period of three (3) years (“Initial Term”). Three (3) years after the Effective Date of this Agreement, if the Town is not in default, Town shall have the option to continue to rent tanks and equipment for an additional 3 years under the same terms of liquid usage. At the end of the 3-year extension, if the Town has purchased a minimum of 90,000 gallons of ISS liquid, title to the storage tanks and equipment shall be transferred to Town in “as is” condition and ISS will provide documentation to the Town transferring said title.
2. **Volume Commitment:** In consideration for the rental of Storage Tanks and Equipment, Town covenants and agrees to purchase from ISS not less than 15,000 gallons of ISS Liquid Products per year for the term of the contract at fair market pricing.
3. **First Order:** Town agrees to place their first order prior to the storage tanks and equipment delivery so that the storage tanks can go into immediate service.
4. **Storage Tanks:** ISS is the sole owner of storage tanks. During the term of this Agreement, Town shall use the Storage Tanks exclusively for ISS liquid products. Any decision by the Town to terminate this agreement will result in ISS having the right to repossess the storage tanks.
5. **Equipment** ISS is the sole owner of the equipment. Town shall use the equipment exclusively for ISS liquid products.

454 RIVER ROAD • GLENMONT, NY • 12077  
PHONE 518.729.4319 • FAX 518.729.5181

INNOVATIVECOMPANY.COM

Initial by Town Official Signing Agreement

6. **Modifications:** These are basic systems; any additional parts needed are not included and their purchase is the responsibility of the Town. Town shall refrain from modifying the equipment without the expressed written consent of ISS. Application for consent shall be addressed to ISS and sent via email to [equipment@innovativecompany.com](mailto:equipment@innovativecompany.com) or fax at 518-729-5181. Any decision by Town to terminate this agreement or any unauthorized modification of the equipment will result in ISS having the right to repossess the equipment that is currently under Agreement.
7. **Manufacturer Warranty Equipment & Storage Tanks:** ISS shall be responsible for any manufacturer defects to the Equipment and Storage Tanks during the time title vests in ISS provided the Equipment and Storage Tanks are not modified without the written consent of ISS and used in the normal course of business and as intended by the manufacturer and ISS.
8. So long as title to the Storage Tanks and Equipment shall remain in ISS and possession of the Storage Tanks and Equipment shall remain in the Town, the Town shall be responsible for the repair or replacement of the Storage Tanks and Equipment should either of them be damaged or destroyed.
9. **Successor and Assigns:** This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives.
10. In the event that ISS, in its sole opinion, determines that the quantity of ISS Liquid Product being purchased by Town is insufficient to warrant ISS' investment in the Storage Tanks and Equipment, then ISS may so notify Town and thirty (30) business days thereafter ISS shall have the right to repossess the Storage Tanks, Equipment and this Agreement shall terminate. Town may terminate this agreement with 30 days written notice with no liability for termination or pickup of equipment.

INNOVATIVE MUNICIPAL PRODUCTS (U.S.) INC.

By:	<u><i>J Hicks</i></u> <u>Jeffrey Hicks</u> <u>Director of Operations</u> <u>July 13, 2023</u>	<u><i>Joseph Cashin</i></u> <u>Joe Cashin</u> <u>Director of Sales</u> <u>July 13, 2023</u>	Authorized Signature Print Name Position/Title Date
-----	--	--	--

I certify that I am the (title) \_\_\_\_\_ for the Town of Amherst, NH (“Town”) and as an authorized officer of the Town, I certify that I am authorized to sign contracts and other legally binding documents related to Agreements with ISS and by signing below I am confirming that I am in agreement with above terms and conditions.

TOWN OF AMHERST, NEW HAMPSHIRE

By:	_____	Authorized Signature
	_____	Print Name
	_____	Position/Title
	_____	Date



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** ARPA - Spending

**Department:** Finance Department

**Meeting Date:** August 14, 2023

**Staff Contact:** Debbie Bender

---

## **BACKGROUND INFORMATION:**

This report is to aggregate information on our ARPA spending into one sheet, showing past, current and future expected amounts. This will be updated as needed. The attached spreadsheet shows amounts already spent on ARPA funds along with estimated amounts to be spent in FY24. As you can see, there is a negative balance on this sheet. Some of the estimated amounts will change or will come from other sources. The information on this sheet was put together after talking to Eric and reviewing current invoices. Now that we have started spending from the ARPA fund, I have set up a g/l code specifically for ARPA expenses which will be used to track these amounts more easily going forward.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

N/A

## **POLICY IMPLICATIONS:**

N/A

## **DEPARTMENT HEAD RECOMMENDATION:**

N/A

## **SUGGESTED MOTION:**

N/A

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. ARPA report of spending 08.09.23 TO BOS

ARPA Funds - SPENDING - Includes estimates	Date	Notes/Description	Revenue Amount	Expense Amount
1st LFRF Payment	8/20/2021		596,364.58	
SLFRF Compliance Report 2022	4/28/2022	nothing spent yet		0.00
2nd LFRF Payment	8/2/2022		596,364.58	
SLFRF Compliance Report 2023	4/24/2023	PFAs mitigation expenses		78,191.39
Donahue Tucker	FY24	Possible charges for PFAs mitigation		1,000.00
Monadnock Water	8/9/2023	PFAs mitigation expenses - water May-August		739.00
Pennichuck Req #3	8/1/2023	PFAs - properties not covered by Grant		10,938.05
Pennichuck Estimate for final	FY24	PFAs mitigation expenses		10,000.00
Sanborn Head	5/24/2023	PFAs mitigation expenses		6,540.20
Affinity, LED Lighting	4/19/2023	Street Light LED		19,698.57
Affinity, LED Lighting	6/21/2023	Street Light LED		9,323.43
Affinity, LED Lighting		St Light LED - not billed yet		10,375.13
Police Station Roof	FY24	Confirmed with Eric still planned for FY24		70,000.00
Voting Machine Replacement	FY24 - April 2025	Waiting for final certification from State		21,000.00
DPW Excavator Budget/Add'l Block Grant		might NOT need ARPA funds for this		68,000.00
DPW Transfer Station & Fuel Depot	FY24	Engineering for both projects		60,000.00
FIN Accounting Software	FY24	Waiting for next Finance Director - maybe		130,000.00
Pennichuck to 17 TF1 - PFAs	FY24	TBD		230,000.00
Pennichuck to 28 TF1 - PFAs	FY24	TBD		625,000.00
			1,192,729.16	1,350,805.77
		Balance Left in ARPA	-158,076.61	



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Treasurer - Job Description  
**Meeting Date:** August 14, 2023

**Department:** Finance Department  
**Staff Contact:** Debbie Bender

---

## **BACKGROUND INFORMATION:**

Attached is a draft of our job description for the appointed position of Town Treasurer. This is the result of a collaboration between staff, BOS & Liz. After looking at many other towns and getting ideas from various sources, this is being presented for your consideration. Feel free to add or change this version, or discuss some of the duties and responsibilities. Many of the RSA requirements can be delegated or not. In practice, there is a wide range of responsibilities actually carried out by the treasurer and also a wide range of compensation.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

N/A

## **POLICY IMPLICATIONS:**

N/A

## **DEPARTMENT HEAD RECOMMENDATION:**

N/A

## **SUGGESTED MOTION:**

N/A

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Amherst Town Treasurer Job Description - Draft 08-09-23 DB2

## TOWN OF AMHERST, NEW HAMPSHIRE

**JOB TITLE:** Treasurer

**DEPARTMENT:** Finance

**STATUS:** Appointed Town Official, Part Time, Stipend

**APPOINTMENT:** The Board of Selectmen shall appoint, based on merit and fitness, a Treasurer who shall have the powers and duties prescribed by RSA 41:29 (Addendum A) and state law, provided however that in making investments of Town funds, they shall follow the written Investment Policy as adopted or modified by the Board of Selectmen. (Addendum B) and the Amherst Deposit Policy (Addendum C). The Treasurer shall have custody of all monies belonging to the Town and shall pay out the same only upon orders of the body designated by the Town to expend such funds. The Treasurer shall: keep suitable records, reconcile all Funds monthly and perform all other related functions per state statute. Duties may be delegated in writing in accordance with RSA 41:20 VI.

**SUPERVISION RECEIVED:** Reports to the Board of Selectmen but works closely with the Finance Director and the Tax Collector.

**SUPERVISION EXERCISED:** Treasurer can appoint a Deputy Treasurer.

**DUTIES AND RESPONSIBILITIES:** Duties are listed in RSA 41:29.

Weekly:

1. Monitor cash balances and investment funds.
2. Sign both payroll and accounts payable checks for the Town.
3. Make daily, or as required by law, cash/check deposits.
4. Transfer monies between Town accounts, as necessary, with approval by the Board of Selectmen, per the Investment Policy.

Monthly:

1. Reconcile all bank accounts for the Town.
2. Prepare monthly Treasurer's Report.

Annually:

1. Assist in Town's Audit when asked.
2. Prepare Treasurer Report for the Annual Town Report and present to Board of Selectmen.

**DESIRED QUALIFICATIONS:**

- Have a background in accounting practices and reporting; degree or certificate preferred.
- Working knowledge of banking procedures.
- Able to work with other departments in a timely manner.
- Computer skills: must be familiar with Excel, Word, and other financial software.
- Basic knowledge of investing principles is required.
- Demonstrate attention to detail.
- Experience in Municipal government would be a plus.

**TOWN OF AMHERST, NEW HAMPSHIRE**

**PHYSICAL ACTIVITY REQUIREMENTS**

Lift up to 10 lb.	F
Lift 1-25 lb.	F
Lift 25-50 lb.	R
Lift over 50 lb.	N

Twist	F
Bend	F
Squat	R
Crawl	N
Kneel	R
Crouch	R
Climb	N
Balance	N

Carry up to 10 lb.	F
Carry 1-25 lb.	F
Carry 25-50 lb.	R
Carry over 50 lb.	N

Reach:	
below shoulder	O
at shoulder	F
above shoulder	O
Push/Pull	R

Avg. 8-hour day:	
Sit	7
Stand	< 1
Walk	< 1

Hand Manipulation:	
Grasping	O
Handling	C
Torquing	R
Fingering	C

KEY:	
Not required	N
Rarely	R
Occasionally	O
Frequently	F
Constantly	C

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking: Necessary for communicating with others, Hearing: Necessary for taking instruction and information; Sight: Necessary for doing job effectively; Tasting & Smelling: Not required.



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** 2023 Tax Exempt Property List  
**Meeting Date:** August 14, 2023

**Department:** Assessing  
**Staff Contact:** Michele Boudreau

---

## **BACKGROUND INFORMATION:**

The annual list of tax-exempt properties is enclosed for the Board's review and approval. Seven applicants have submitted applications beyond the statutory deadline of April 15, 2023. These seven applicants were given the opportunity to provide written evidence of accident, mistake, or misfortune for the late filing as outlined in RSA 72:23-c. Those responses are included in the Board Packet. It is the Assessor's opinion that these seven properties should be taxed for the 2023 tax year due to the late filing. However, these seven properties have submitted letters stating they were prevented from timely filing by accident, mistake, or misfortune. The Board has the authority to accept the evidence of accident, mistake, or misfortune in accordance with RSA 72:23-c and approve the applications if they are so inclined for the 2023 tax year.

A proactive notification process and increased enforcement of the statutory deadline is the goal of the Assessing Department for the 2024 tax year.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

I move to approve the 2023 list of tax exempt properties as submitted (or with the following adjustments/exceptions).

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Confidential BOS Packet 8 14 2023 Tax Exempt List



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title: ASSESSING**

**Meeting Date:** August 14, 2023

**Department:** Assessing

**Staff Contact:** Michele Boudreau

---

## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Timber Tax Levy**

**Item A.** The attached is a Timber Tax Levy and Certification of Yield Tax to be collected by the Tax Collector for the cutting of timber. The Department of Revenue provides the stumpage values that are used to calculate the tax.

#### **Suggested Motion:**

Therefore, I move to approve and sign the Timber Tax Levy and Certification of Yield Tax in the amount of \$166.85 for Map 004, Lot 122-000.

#### **Land Use Change Tax**

**Item B.** The attached is form A-5 Land Use Change Tax release. This is a Land Use Tax Release for Map 005, Lot 051-000 no longer qualifies for Current Use due to lack of the 10 acre minimum to qualify for current use assessment. Please be advised RSA 79-a:7 allows the municipalities to use the equalized assessed value as a basis for the land use change tax. In this case, the assessed value is  $\$168,500 / .8 = \$210,600$  (rounded).

**Suggested Motion:** Our Assessor has recommended approving the Land Use Change Tax in the amount of \$21,060.00. Therefore, I move to accept the recommendation of the Assessor and release the acreage of Map 5, Lot 051-000 from current use and issue the land use change tax in the amount of \$21,060.00.

#### **Solar Exemption**

**Item C.** The Assessor has reviewed the attached Solar Exemption Application provided and the applicant qualifies for the Tax Exemption under RSA 72:62 for the 2024 tax year.

**Suggested Motion:**

Our Assessor has reviewed the application for the solar exemption under RSA 72:62 and recommends approval. Therefore, I move to approve the solar exemption in the amount of \$17,500 for Map 002, Lot 121-003 commencing in tax year 2024.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

- 1. Item A Confidential
- 2. Item B Confidential
- 3. Item C Confidential



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Use of Town Common, Halloween 2023 Boy Scout Troop 613 Annual Hot dog and chili sale

**Department:** Administration

**Meeting Date:** August 14, 2023

**Staff Contact:**

---

## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

I move to approve the Town Common Use Request of Boy Scout Troop 613 's Annual Hot Dog and Chili Sale on the Green on October 31, 2023 from 3-9pm, noting that a safety inspection by Fire Rescue that evening is required.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Town Common request, BSA troop 613, Halloween 2023 - signed
2. Town of Amherst COI - Troop 613

**TOWN OF AMHERST, NH  
USE OF TOWN COMMONS REQUEST**

Completed form must be submitted to the Administration Department four (4) weeks before the event in order to obtain Board of Selectmen approval. This request is for use of any Town Common land.

Organization Name: Boy Scout Troop 613 Contact Name: Gretchen Pyles  
Contact Phone Number: (603) 801-0660 Contact e-mail: nhpyles1@gmail.com  
Date of Event: 10/31/23 Hours (from/ to): 3:00 - 9:00 Number of est. participants: 15  
Will you need Electricity? yes If so, for what? cook stoves, lights  
Wish to bring anything onto the Commons ? IF so, what? tents, tables, chairs  
Wish to drive anything onto the Commons? no  
Wish to place Port-a-potties along on the far-right gravel parking lot to the right of Town Hall? no  
Request road closures? (Please identify intersections) no  
Will you sell or serve food or drinks? (Certificates of Insurance naming the Town of Amherst will be required) yes

Brief Description of event.:  
Boy Scout Troop 613 would like to hold its Annual Hot Dog and Chili Sale on the green across from Moulton's on Halloween night during townwide trick-or-treating.

**Requirements:** By signing this document, I agree to abide by all applicable requirements.

1. NO ALCOHOL SALES OR CONSUMPTION are allowed.
2. The Common must be left in the same or better condition than prior to event. Trash removal is the responsibility of the Event Organizer.
3. If damage occurs to any town property, please notify DPW (603) 673-2317.
4. Groups who are granted permission must abide by all Town of Amherst ordinances pertaining to public property and all related NH RSAs as well as all state fire and safety rules and regulations at all times during use of the property.
5. The Town of Amherst or any of its designees are not responsible for any injuries occurring to participants during the course of activities during use of the property.

Applicant Signature: Gretchen Pyles for Troop 613 Date: 8/2/23

**This application must be signed off by all Department Heads below before going before the Board of Selectmen for consideration and approval. Events held for the first time require attendance of a representative at the Board meeting.**

**Chief of Police Approval:** Signature Mark O. Reams Date: Aug 7, 2023  
Mark O. Reams (Aug 7, 2023 10:08 EDT)

**Fire/ Rescue Chief Approval:** Signature Matthew Conley Date: Aug 7, 2023  
Matthew Conley (Aug 7, 2023 10:16 EDT)

**Public Works Director Approval:** Signature Eric Slosek Date: Aug 8, 2023

**BOS Approval:** Chair's Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Town Common request, BSA troop 613, Halloween 2023

Final Audit Report

2023-08-08

Created:	2023-08-07
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdQ4_dVrdtE8JotVOadnll7Z617TyGqVR

## "Town Common request, BSA troop 613, Halloween 2023" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)  
2023-08-07 - 1:35:42 PM GMT
-  Document emailed to mreams@amherstnh.gov for signature  
2023-08-07 - 1:36:11 PM GMT
-  Email viewed by mreams@amherstnh.gov  
2023-08-07 - 2:06:59 PM GMT
-  Signer mreams@amherstnh.gov entered name at signing as Mark O. Reams  
2023-08-07 - 2:08:28 PM GMT
-  Document e-signed by Mark O. Reams (mreams@amherstnh.gov)  
Signature Date: 2023-08-07 - 2:08:30 PM GMT - Time Source: server
-  Document emailed to Matthew Conley (mconley@amherstnh.gov) for signature  
2023-08-07 - 2:08:31 PM GMT
-  Email viewed by Matthew Conley (mconley@amherstnh.gov)  
2023-08-07 - 2:16:24 PM GMT
-  Document e-signed by Matthew Conley (mconley@amherstnh.gov)  
Signature Date: 2023-08-07 - 2:16:50 PM GMT - Time Source: server
-  Document emailed to Eric Slosek (eslosek@amherstnh.gov) for signature  
2023-08-07 - 2:16:51 PM GMT
-  Email viewed by Eric Slosek (eslosek@amherstnh.gov)  
2023-08-08 - 10:54:04 AM GMT

 Document e-signed by Eric Slosek (eslosek@amherstnh.gov)

Signature Date: 2023-08-08 - 10:55:39 AM GMT - Time Source: server

 Agreement completed.

2023-08-08 - 10:55:39 AM GMT





**Town of Amherst, NH  
BOARD OF SELECTMEN  
STAFF REPORT**

**Title:** Hawkers and Peddlers Permit,  
Lyndsey Buchanan, Amherst German  
Christmas Market

**Department:** Administration

**Meeting Date:** August 14, 2023

**Staff Contact:**

---

**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Hawkers and Peddlers Permit, Lyndsey Buchanan, Amherst German Christmas Market



DATE RECEIVED: 7-24-2023

**TOWN OF AMHERST**  
APPLICATION FOR HAWKERS, PEDDLERS & VENDORS PERMIT

NAME OF APPLICANT: Lindsay Buchanan DOB: 2/22/82

RESIDENCE ADDRESS: 20 Storybrook Lane

TOWN: Amherst STATE: NH ZIPCODE: 03031

LENGTH OF TIME AT THIS ADDRESS: 40 yrs

PREVIOUS ADDRESS IF ABOVE IS LESS THAN THREE YEARS: \_\_\_\_\_

PHONE NO: ( ) 603-320-4959

**PHYSICAL DESCRIPTION:**

HEIGHT: 5'9" WEIGHT: 135 lbs. HAIR: Red EYES: Blue

**NAME, ADDRESS OF PERSON, FIRM, OR CORPORATION OR ASSOCIATION WHOM APPLICANT IS EMPLOYED BY OR REPRESENTS:**

NAME: Amherst German Christmas Market

ADDRESS: P.O. Box 1073. Amherst, NH 03031

PHONE NO: ( ) 603-320-4959 LENGTH OF EMPLOYMENT/REPRESENTATION: 1.5 years

**NAME, ADDRESS OF EMPLOYER DURING PAST THREE YEARS, IF OTHER THAN PRESENT EMPLOYER:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HAWKERS & PEDDLERS STATE LICENSE NO: N/A EXP. DATE: \_\_\_\_\_  
(REQUIRED)

DESCRIPTION OF PRODUCT & METHOD/LOCATION OF SALE: \_\_\_\_\_

Outdoor Christmas craft fair: multiple food, drink, craft vendors. Located on and streets next to the Amherst Village Green. Also, 12 Middle St. Amherst, NH 03031.

**NOTE: IF YOU ARE AT A LOCATION, OTHER THAN YOUR OWN, YOU NEED WRITTEN PERMISSION FROM THE PROPERTY OWENR GIVING YOU AUTHORIZATION TO BE ON HIS/HER PROPERTY.**

PERIOD OF TIME FOR WHICH PERMIT IS APPLIED: Dec. 9, 2023 and rain date Dec. 16, 2023

DATE OR APPROXIMATE DATE OF LATEST PREVIOUS APPLICATION FOR PERMIT UNDER THIS ORDINANCE, IF ANY:

N/A

HAS A PERMIT ISSUED TO THE APPLICANT UNDER THIS ORDINANCE EVERY BEEN REVOKED?

YES \_\_\_\_\_ NO X \_\_\_\_\_

HAS THE APPLICANT EVER BEEN CONVICTED OF A MISDEMEANOR OR A FELONY UNDER THE LAWS OF THIS STATE OR ANY STATE OR FEDERAL LAWS OF THE UNITED STATES?

YES \_\_\_\_\_ NO X \_\_\_\_\_

IN THE EVENT THAT THE PRODUCT WHICH IS THE SUBJECT OF THE APPLICATION IS A PERISHABLE OR A FOOD COMMODITY, THE APPLICANT IS DIRECTED TO THE STATE OF NEW HAMPSHIRE PUBLIC HEALTH DEPARTMENT FOR APPROVAL OF THE PROPOSED OPERATION AND CERTIFICATION FROM SAID PUBLIC HEALTH DEPARTMENT THAT THE PROPOSAL MEETS STATE HEALTH REGULATIONS.

THE APPLICANT WILL BE REQUIRED TO PRESENT DETAILS OF THE OPERATION SUCH AS THE LOCATION FROM WHICH THE SALES WILL BE CONDUCTED, HOURS OF OPERATION, DATES OF OPERATION, AS WELL AS A CERTIFICATION THAT THE PROPOSAL HAS BEEN REVIEWED BY THE CHIEF OF POLICE AND THAT THE APPLICANT HAS COMPLIED WITH ANY REQUESTS BY THE CHIEF OF POLICE WITH RESPECT TO THE ACCOMMODATION OF PARKING AND/OR TRAFFIC CONSIDERATIONS.

Lindsay Buchanan  
SIGNATURE OF APPLICANT

July 24 2023  
DATE



**REGISTRATION OF HAWKERS AND VENDORS**

LINDSAY BUCHANAN \_\_\_\_\_ whose name is affixed hereto has  
been granted a permit to sell German Christmas Market food & crafts  
in the town of Amherst for the following period: December 9, 2023  
subject to the following restrictions: \_\_\_\_\_

Rain Date: December 16, 2023

\_\_\_\_\_  
Selectmen by the Chairman

*Lindsay Buchanan*  
\_\_\_\_\_  
Applicant

*[Signature]*  
\_\_\_\_\_  
Chief of Police



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Payroll, AP and Minutes  
**Meeting Date:** August 14, 2023

**Department:** Administration  
**Staff Contact:**

---

## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Approvals:**

#### **Payroll**

**PR1~** I move to approve one (1) FY23 Payroll Manifest in the amount of \$3,410.67 dated June 15, 2023, subject to review and audit.

**PR2~** I move to approve one (1) FY23 Payroll Manifest in the amount of \$298,405.88 dated July 13, 2023, subject to review and audit

**PR3~** I move to approve one (1) FY23 Payroll Manifest in the amount of \$288,629.52 dated July 27, 2023, subject to review and audit.

**PR4~** I move to approve one (1) FY23 Payroll Manifest in the amount of \$2,499.63 dated July 27, 2023, subject to review and audit

**PR5~** I move to approve one (1) FY23 Payroll Manifest in the amount of \$170,647.99 dated August 2, 2023, subject to review and audit.

**PR6~** I move to approve one (1) FY23 Payroll Manifest in the amount of \$290,530.47 dated August 10, 2023, subject to review and audit.

#### **Accounts Payable**

**AP1 ~** I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$37,104.17 dated July 5, 2023, subject to review and audit. (NH DMV)

**AP2** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$605,604.17 dated July 5, 2023, subject to review and audit. (Vendors)

**AP3** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$77,634.34 dated July 6, 2023, subject to review and audit. (Vendors)

**AP4** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$883,584.54 dated July 19, 2023, subject to review and audit. (Vendors)

**AP5** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$388,941.61 dated July 20, 2023, subject to review and audit. (Vendors)

**AP6** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$431,530.28 dated July 20, 2023, subject to review and audit. (Vendors)

**AP7** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$3,445,738.00 dated August 1, 2023, subject to review and audit. (Schools)

**AP8** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$34,257.19 dated August 1, 2023, subject to review and audit. (NH DMV)

**AP9** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$25,000.00 dated August 1, 2023, subject to review and audit. (Vendors)

**AP10** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$33,231.35 dated July 27, 2023, subject to review and audit. (NH DMV)

**AP11** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$306,996.14 dated August 1, 2023, subject to review and audit. (Vendors)

**AP12** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$22,028.09 dated August 2, 2023, subject to review and audit. (Vendors)

**AP13** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$6,900.07 dated July 6, 2023, subject to review and audit. (Vendors)

**Minutes**

~ I move to approve the Board of Selectmen meeting minutes of July 20, 2023.  
~ I move to approve the Board of Selectmen meeting minutes of July 24, 2023.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. 2023.07.20 BOS Meeting DRAFT WS
2. 2023.07.24 BOS\_DRAFT





**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Thursday, July 20, 2023, 2:30PM**

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,  
2 Selectman Danielle Pray, and Selectman Tom Grella

3

4 Also present: Jennifer Stover, Executive Assistant and Jared Hardner, Conservation  
5 Commission Chair

6

7

**1. Call to Order**

8

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

9

10 Chairman Lyon stated that Jared Hardner was going to present information regarding the  
11 purchase of a portion of the Clearview Development, and that while the Board was aware of  
12 these intentions, this is the first time this has been discussed in public. The purchase will  
13 follow the NH RSA 41:14-a and 36-A:5 processes.

14

15

**2. ACC Presentation re: Land Acquisition MLB #5-159-1**

16

17

Jared Hardner stated that The Town, ACC, and ALT propose to acquire Lot 159-1 for  
18 conservation of open space and public access. This acquisition will conserve 60 acres of forest  
19 and wetland habitat and avoid proposed development of 25 residential lots.

20

21

To make the purchase, the Town and ACC will execute a P&S with Clearview Development  
22 to acquire the referenced property in two phases; the first to include half of the currently  
23 approved "west village" development; the second to include the remainder of the "west  
24 village" development minus an approximate four-acre parcel retained by the developer. The  
25 Amherst Land Trust will acquire a conservation easement on the entire open space area from  
26 Clearview Development.

27

28

He stated that ACC will fund the first Phase of the acquisition with \$470K from its  
29 Conservation Fund. The Town will fund the second Phase with \$600K of Open Space bond  
30 funds. The ACC will also return \$110K of LUCT funds rec'd from sales of units in the  
31 developer's "East Village." Finally, the ALT will fund the conservation easement with  
32 privately raised funds (~\$635K).

33

34

Mr. Hardner said that the P&S is scheduled to be executed on 7/21 and Phase I is to close by  
35 early October following a complete 36-A and 41:14-a review process. Phase 2 is scheduled to  
36 close by late July 2024. The ALT will complete its purchase of the conservation easement by  
37 the time of the first Phase closing.

38

39 Chairman Lyon asked the Selectmen for comments and questions.  
40  
41 Selectman Stoughton said that he applauds the use of public and private funds to purchase this  
42 land.  
43  
44 Selectmen Grella questioned the owner's desire for access to the Town road. Mr. Hardner  
45 replied that the access would not run through conservation land.  
46  
47 Selectman D'Angelo questioned if this is the best use of Conservation funds. Mr. Hardner  
48 shared that this land is contiguous to the North to Mont Vernon and East to Ceasar's Brook,  
49 which will create a large mosaic of conservation property.  
50  
51 Selectman Pray also applauded the cooperation between public and private funding. She said  
52 that the deal should be contingent upon the raising of promised funds.  
53  
54 Chairman Lyon stated that the Amherst Land Trust feels very comfortable that they will raise  
55 the funds but recognized that time is tight.  
56  
57 Chairman Lyon then reviewed the timeline of the process.  
58  
59 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to recess*  
60 *at 2:45pm.*  
61 *Voting: 5-0-0; motion carried unanimously.*  
62  
63 *The Board reconvened its public session at 3:55 pm.*  
64  
65 **2. Non-Public Session: NH RSA 91-A:3 II (a)**  
66 *A motion to enter Nonpublic Session was made by Selectman Pray, seconded by Selectman*  
67 *D'Angelo, pursuant to RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any*  
68 *public employee or the disciplining of such employee, or the investigation of any charges*  
69 *against him or her, unless the employee affected (1) has a right to a public meeting, and (2)*  
70 *requests that the meeting be open, in which case the request shall be granted.*  
71 *Roll Call vote to enter nonpublic session: Lyon YES, Pray YES, Grella YES, D'Angelo YES,*  
72 *Stoughton YES.*  
73 Entered nonpublic session at 3:58 p.m.  
74  
75 Other persons present during nonpublic session: A candidate for promotion.  
76 The Board interviewed a candidate for promotion and discussed the same after the departure  
77 of the candidate. No votes were taken, and no final decisions were made.  
78  
79 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to leave*  
80 *non-public session and enter into a public session at 5:12pm.*  
81 *Voting: 5-0-0; motion carried unanimously.*  
82

83 **12. Adjournment**

84

85 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*  
86 *adjourn the meeting at 5:12pm.*

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

88

89 **NEXT MEETING: July 24, 2023**

90

91

92

\_\_\_\_\_

*Selectman Bill Stoughton*

\_\_\_\_\_

*Date*

DRAFT



# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room  
2 Main Street  
Monday, July 24, 2023, 6:30PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,  
2 Selectman Pray, and Selectman Grella

3

### 4 **1. Call to Order**

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

6

7 **2. Pledge of Allegiance** – led by Jennifer Stover, Executive Assistant.

8

### 9 **3. Citizen's Forum**

10

11 George Coddington expressed concern regarding cell phone service in the Village and in  
12 Town. He stated that he has been unable to text or call anyone while in the Village area.  
13 While this has been inconvenient and frustrating, it is also a possible safety concern. He asked  
14 the Board to consider what could be done as a solution. Chairman Lyon stated that the Board  
15 does not have the ability to install a tower or to get carriers to place service on a tower. The  
16 Board could potentially pressure contracted companies. Selectman Pray suggested that the  
17 Board could ask what other towns have done to solve similar problems. Chairman Lyon stated  
18 that he would look into this item and address it at a future time.

19

20 Doug Chabinsky, 89 Boston Post Road, asked about a previously agreed on traffic study along  
21 Boston Post Road. Chairman Lyon stated that he would ask Town Administrator Shankle to  
22 contact NRPC on this item.

23

### 24 **4. Board Interviews and Appointments, Energy Committee**

#### 25 **4.1. Interviews and appointments for the Energy Committee**

26

27 Chairman Lyon explained that the Board is looking to appoint five voting members to the  
28 newly formed Energy Committee. There are nine applicants from which the Board will hear  
29 from this evening.

30

31 The Board interviewed Tony Castro, Tyler Davis, Susan Deschesnes, William Howard,  
32 William Maddocks, Mercedes Olster, Zach Olster, Martin Rowley, and Matt Siska.

33

34 Each Board member discussed his/her top candidates for appointments to the Energy  
35 Committee. There was consensus from the Board regarding Martin Rowley, Mercedes Olster,  
36 William Maddocks, Susan Deschesnes, and Zach Olster.

37

38 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
39 *approve the slate of candidates for the Energy Committee.*  
40 *Voting: 5-0-0; motion carried unanimously.*

41  
42 The Board thanked all who took the time to interview for the Energy Committee and asked  
43 that they stay involved, if possible.

## 44 **5. Scheduled Appointments**

### 45 **5.1. Liz Overholt, Treasurer's Investment Report**

46  
47  
48 The Board heard from Liz Overholt, Town Treasurer, regarding the Treasurer's investment  
49 report. Chairman Lyon noted that the Board was in receipt of a letter of resignation for Liz  
50 Overholt. Ms. Overholt explained that she is not providing an end date for her resignation, in  
51 order to ensure flexibility for a newly hired Town Treasurer. Selectman Pray noted that she is  
52 working on a job description for the position at this time.

53  
54 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*  
55 *accept, with regret, the resignation of long-time Town Treasurer, Liz Overholt.*  
56 *Voting: 5-0-0; motion carried unanimously.*

## 57 **6. Administration**

### 58 **6.1 Administrative Updates**

59  
60  
61 Town Administrator Shankle stated that, regarding the Thornton Ferry Road I project, the  
62 Town needs to contact the residents associated with this PFAS project. This is being worked  
63 through Sanborn Head, and the letter to residents is being reviewed by the Town's attorneys at  
64 this time. He is awaiting some information in order to continue his discussions with  
65 Pennichuck Water regarding this project.

66  
67 Town Administrator Shankle explained that the Town is coming to the end of a PILOT  
68 agreement with the Southern New Hampshire Medical Center in Town. He was able to speak  
69 with the person who negotiated the original PILOT agreement, and she will be coming back to  
70 him with a recommendation on whether she believes that it would be in the best interest of the  
71 Town to move forward with renewing that agreement.

72  
73 In response to a question from Selectman Stoughton, Selectman D'Angelo explained that the  
74 urgent care facility at the Medical Center shut down after the original PILOT agreement was  
75 negotiated. Selectman Stoughton stated that it may be important to point out that the urgent  
76 care facility is no longer providing service in Town during the review of the PILOT  
77 agreement.

### 78 **6.2. Retirement System Update**

79  
80  
81 Town Administrator Shankle explained that the Board reviewed the Town's retirement system  
82 last year. Senator Chandley mentioned in her recent appearance before the Board that the  
83 State is also reviewing the retirement system regarding items such as retirement benefits and  
84 attracting new employees. The State's review committee should report back on this by

85 December 1<sup>st</sup>. Town Administrator Shankle is attempting to incorporate these inputs into staff  
86 recommendations on any benefit revisions.

87

### 88 **6.3. Meeting room audio/ visual DRAFT RFP**

89

90 Town Administrator Shankle stated that staff has been working on the meeting room  
91 audio/visual draft RFP and is ready to move forward with it with the Board's approval.  
92 Selectman Stoughton expressed his disappointment in the RFP, as he believed staff was much  
93 further along in this process. He noted that he believed the RFP was going to include a list of  
94 the actual equipment needed, in order to seek bids to get the equipment that had been  
95 recommended. He asked if this is the most effective way to get the equipment needed in a  
96 timely manner. Town Administrator Shankle explained that he believes the RFP was drafted  
97 in order to find a company that sells the equipment and installs it as well. He agreed to work  
98 on getting the RFP amended to include more detail.

99

### 100 **6.4. Revision of Fund Balance Policy**

101

102 The Board reviewed the revised Fund Balance Policy.

103

104 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*  
105 *approve the draft Fund Balance Policy, as submitted.*

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

107

### 108 **6.5. Draft V3 BOS Meeting Calendar 2024**

109

110 It was noted that a revised final 2024 meeting calendar would be sent to the Board.

111

### 112 **6.6. Bertha Rogers Trust Fund**

113

114 Chairman Lyon explained that Bertha Rogers Trust Fund operates under a separate Board of  
115 Directors. The Directors may recommend every three years to the Board of Selectmen, as the  
116 agents to expend, to award grants to not more than two organizations serving the citizens of  
117 Amherst. It is the intent that the interests with this Trust Fund accumulate for a minimum of  
118 three years between the grants, so that any grant can have a major impact on the recipient. It is  
119 further the intent that only 75% of the income generated by this be used in the first 20 years.  
120 There is approximately \$26,500 in the Fund that could be awarded this year.

121

122 The Board agreed to wait to expend these funds and allow the money to grow at this time.  
123 Chairman Lyon stated that he would inform the Board of Directors.

124

125 Selectman Stoughton explained that the Planning Board reviewed the draft impact fee  
126 modifications and has recommended approval by the Board of Selectmen. Selectman  
127 D'Angelo suggested delaying a vote on this to a future meeting, as it was not listed as an  
128 agenda item for this evening.

129

## 130 **7. Staff Reports**

131

### **7.1 FY24 Highway Safety Grant Acceptance**

132 Police Chief Mark Reams explained that this is a request to approve the New Hampshire  
133 Office of Highway Safety grant acceptance to reimburse overtime costs related to specific  
134 DUI, speeding, and related traffic enforcement efforts in the coming year.

135

136 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to accept*  
137 *the FY24 Office of Highway Safety Grant Agreement #24-005 in the maximum allowable*  
138 *reimbursement amount of \$11,600.*

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

140

## 141 **7.2. Propane and Heating Oil Bid**

142

143 DPW Director, Eric Slosek, explained that the Department advertised for the annual heating  
144 oil and propane contract for Town Buildings. Four bids were received. Two companies  
145 offered prices for both heating oil and propane, and two companies only submitted pricing for  
146 propane. Bot-L-Gas, the Town's existing propane vendor, had the low bid for propane at  
147 \$1.375 per gallon. Haffner's Energy North Group submitted the low bid for heating oil at  
148 \$2.89 per gallon.

149

150 In response to a question from Selectman D'Angelo regarding coordinating these contracts  
151 with the schools, Eric Slosek explained that the schools went out to bid for these items before  
152 the Town and the Town was not contacting regarding coordination.

153

154 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to award the*  
155 *FY24 propane contract to Bot-L-Gas, for a fixed price of \$1.375 per gallon. Further, move to*  
156 *award the FY24 heating oil contract to Haffner's Energy North Group, for a fixed price of*  
157 *\$2.89 per gallon.*

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

159

## 160 **7.3. Tree Work Bid**

161

162 Eric Slosek explained that the Department solicited bids for tree work in Town. Five local  
163 companies were invited to bid, including Souhegan Valley Tree, Pioneer Tree Service, Gate  
164 City Tree, Healy Tree, and Marquis Tree Service. Unfortunately, none of the companies  
165 invited submitted a bid. However, one bid was received from John Brown & Sons, Inc. John  
166 Brown has done extensive work in Amherst, working as a subconsultant for Continental  
167 Paving on road projects and also for Eversource. Despite not owning a crane themselves, the  
168 company does own large bucket trucks with working heights of 105' high. The bid price of  
169 \$1,970 per day for scheduled bucket truck work is a very competitive price.

170

171 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*  
172 *award the FY24 Town tree maintenance contract to John Brown & Sons, Inc.*

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

174

## 175 **7.4. DPW New Hire - Road Foreman**

176

177 Eric Slosek explained that the Road Foreman position at DPW is a critical role in the  
178 department. This position has been vacant since May. After updating the job description, the

179 position was advertised. Applications were received from five applicants who had experience  
180 and education relevant to the position. The selection for recommendation is Bruce Bowler.

181  
182 In response to a question from Selectman Stoughton regarding the fact that both Eric Slosek  
183 and Bruce Bowler sit on the SRLD Board, Eric Slosek stated that he does not believe this  
184 would cause a conflict. These are two separate organizations, and he does not give oversight  
185 regarding SRLD matters during work at the Department.

186  
187 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to hire*  
188 *Bruce Bowler for the position of Road Foreman at the DPW, for a starting wage equivalent to*  
189 *Grade 14, Step 6, or \$32.74 per hour.*

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

191

## 192 **7.5. Toyne Fire Engine Update**

193

194 Fire Chief Conley explained that he received a letter from Eastern Fire Apparatus, the sales  
195 dealership that supplies the Toyne fire apparatus, regarding the fact that the L9 Engine may no  
196 longer be sold. In the event that that the Town cannot get an L9 Engine, he would like to have  
197 a plan to instead get an X12 Engine instead. This will be at an increase of \$55,594.

198

199 In response to a question from Selectman D'Angelo, Fire Chief Conley stated that he will not  
200 know if the alternative Engine is needed until the end of the year.

201

202 Selectman Stoughton noted that an X12 Engine will likely require more expensive engines for  
203 the Department into the future. This will need to be updated on the Department's equipment  
204 forecast spreadsheet. Fire Chief Conley agreed. He noted that he would like authorization to  
205 make this potential change now so that there will not be a future delay in purchasing the  
206 apparatus, if the L9 Engine is no longer available at that time.

207

208 *A MOTION was made by Selectman Pray and SECONDED by Selectman Stoughton to*  
209 *authorize Chief Matthew Conley to accept the change and go to the X12 Engine for the Toyne*  
210 *Pumper that is currently on order, if deemed necessary due to a shortage of the L9 Engine.*

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

212

## 213 **8. Approvals**

214

### 214 **8.1 Request for use of the Town Common, Goldens on the Green**

215

216 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*  
217 *approve the request for the use of the Town Common on Sunday October 15, 2023 from 8am -*  
218 *5pm for the Annual Goldens on the Green.*

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

220

221

222

### 223 **Solar Exemption**

224

225

**Item A.** The Assessor has reviewed the attached Solar Exemption Application provided and the applicant qualifies for the Tax Exemption under RSA 72:62 for the 2024 tax year.

226  
227 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
228 approve the solar exemption in the amount of \$10,000 for Map 004, Lot 052-003 commencing  
229 in tax year 2024.

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

231

232 **Item A-1. The Assessor has reviewed the attached Solar Exemption Application**  
233 **provided and the applicant qualifies for the Tax Exemption under RSA 72:62 for the**  
234 **2024 tax year.**

235

236 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
237 approve the solar exemption in the amount of \$15,000 for Map 002, Lot 164-026 commencing  
238 in tax year 2024.

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

240

241 **Item A-2. The Assessor has reviewed the attached Solar Exemption Application**  
242 **provided and the applicant qualifies for the Tax Exemption under RSA 72:62 for the**  
243 **2024 tax year.**

244

245 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
246 approve the solar exemption in the amount of \$30,000 for Map 008, Lot 045-000 commencing  
247 in tax year 2024.

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

249

250 **Item A-3. The Assessor has reviewed the attached Solar Exemption Application**  
251 **provided and the applicant qualifies for the Tax Exemption under RSA 72:62 for the**  
252 **2024 tax year.**

253

254 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
255 approve the solar exemption in the amount of \$17,500 for Map 010, Lot 059-000 commencing  
256 in tax year 2024.

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

258

259 **Item A-4. The Assessor has reviewed the attached Solar Exemption Application**  
260 **provided and the applicant qualifies for the Tax Exemption under RSA 72:62 for the**  
261 **2024 tax year.**

262

263 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
264 approve the solar exemption in the amount of \$15,000 for Map 002, Lot 005-001 commencing  
265 in tax year 2024.

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

267

268 **Item A-5. The Assessor has reviewed the attached Solar Exemption Application**  
269 **provided and the applicant qualifies for the Tax Exemption under RSA 72:62 for the**  
270 **2024 tax year.**

271

272 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
273 approve the solar exemption in the amount of \$12,500 for Map 010, Lot 067-039 commencing  
274 in tax year 2024.  
275 Voting: 5-0-0; motion carried unanimously.

276

### 277 Land Use Change Tax

278 **Item B.** The attached is form A-5 Land Use Change Tax release. This is a Land Use Tax  
279 Release for Map 004, Lot 122-001 no longer qualifies for Current Use due to lack of the 10-  
280 acre minimum to qualify for current use assessment. Please be advised RSA 79-a:7 allows the  
281 municipalities to use the equalized assessed value as a basis for the land use change tax. In  
282 this case the assessed value is  $\$142,800/.8 = \$178,500$  (rounded).

283

284 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
285 accept the recommendation of the assessor and release the acreage of Map 4, Lot 122-001  
286 from current use and issue the land use change tax in the amount of \$17,850.00.

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

288

### 289 PA-16 Reimbursement to Towns and Cities State Forest Land

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

293

294 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
295 approve and sign the PA-16 Application for Reimbursement to Towns and Cities in which  
296 Federal and State Forest Land is Situated for Map 004, Lot 068-000, Merrimack Road.

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

298

### 299 8.3. Minutes

300

301 A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to  
302 approve the Board of Selectmen meeting minutes of July 10, 2023, as amended.

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

304

## 305 9. Action Items

306

### 306 9.1 Clerk's List

307 The Board reviewed its list of ongoing action items and each item's status. The Board also  
308 reviewed additional action items raised this evening for inclusion.

309

310 DPW Director Eric Slosek explained that he spoke with NRPC regarding potential speed  
311 tables in the Village. It was noted that this could be a concern regarding noise for neighbors.  
312 He suggested that the Board wait to hear recommendations from the newly formed Village  
313 Streets Study Committee. The Board agreed.

314

315 In response to a question from Selectman D'Angelo, Eric Slosek stated that he would research  
316 3D crosswalks and come back to the Board with more information.

317

## 318 10. Old/New Business

319  
320  
321  
322  
323  
324  
325  
326  
327  
328  
329  
330  
331  
332  
333  
334  
335  
336  
337  
338  
339  
340  
341  
342  
343

Selectman Grella noted that the Village Streets Study Committee met for the first time before the Board meeting. Traci Adams was nominated as Chair. The Committee will meet the first and fourth Tuesdays of each month at 5:30PM.

Selectman D’Angelo explained that the Amherst School Board interviewed candidates for the open School Board set and selected Tim Theberge as the interim Board member.

There was discussion regarding the CIP process for this year. It was noted that the Board should check with Nic Strong on this item.

Selectman Pray explained that she had a conversation with Chief Conley regarding updating the ambulance contract between the towns. She suggested that Town Administrator Shankle contact the Mont Vernon Town Administrator to begin this process.

**11. Adjournment**

*A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Stoughton to adjourn the meeting at 8:50pm.*

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

**NEXT MEETING: August 14, 2023**

\_\_\_\_\_  
*Selectman Bill Stoughton*

\_\_\_\_\_  
*Date*



**Town of Amherst, NH  
BOARD OF SELECTMEN  
STAFF REPORT**

**Title:** Action Item List

**Department:** Administration

**Meeting Date:** August 14, 2023

**Staff Contact:**

---

**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. BOS Action Items 2023 as of 7-24-23

**AMHERST BOS ACTION ITEMS**

ITEM	CREATION	DUE	PERSONS	NOTES
Meeting Room A/V Upgrade RFP revised with suggested equipment list, issued	7/10/23	8/14/23	Dean	
Contact Energy Committee members to set up initial meeting	7/24/23	8/14/23	Jennifer, Bill	
Advise counsel that urgent care closed, report on PILOT agreement	6/26/23	8/14/23	Dean	
Prepare Treasurer Job description, post interim treasurer job availability	7/24/23	8/14/23	Danielle, Dean, Debbie, Jennifer	
Final Vote on Updated Impact Fee Schedule	7/10/23	8/14/23	BOS	
Check with NRPC re where truck traffic diverted from village would go	5/8/23	8/14/23	Dean	NRPC to perform additional traffic studies at no cost to Town. Dean to advise NRPC MV bridge has reopened and obtain anticipated completion date
Notify Trustee of Trust Funds re BRT decision	7/24/23	8/14/23	Peter	
Contact residences included in supplemental PFAS study	7/10/23	8/14/23	Dean	Report on S-H efforts
Set up Meetings to allow Town comments on NRPC 20, 10, and 5 year plans	5/22/23	8/14/23	Will Ludt, Danielle	
BOS discuss use of ARPA Funds	5/22/23	8/14/23	BOS	
BOS discuss Retirement System/Benefits Review	5/22/23	8/14/23	BOS, Dean	Dean/staff present information and recommendations
Prepare for police union negotiations; BOS review current contract	6/12/23	8/14/23	BOS/Dean	
Discussions re revision to Mont Vernon Ambulance Contract	6/26/23	8/14/23	Danielle, Dean	Dean to contact MV Town Administrator and open discussions on update
CIP Committee start-up	7/24/23	8/14/23	John, Jennifer	Report status of efforts
Additional research re 3D painted crossings in village	5/8/23	8/28/23	Eric	Be prepared to advise Village Streets Committee
Magnesium Chloride Contract Discussion	7/10/23	8/28/23	Eric	
Update Speed Limit signs in Village	7/10/23	8/28/23	Eric	
Make inquiries re improving cell service in village	7/24/23	8/28/23	Peter, Danielle, Dean	
Review -02 Fund Expenditure Policy	6/12/23	8/28/23	Bill	
Impact Fee Annual Report Issued	7/10/23	9/1/23	Debbie	
BOS discuss Investment Policy	5/22/23	11/1/23	BOS	Due date after NHMA training sessions complete
Advise BOS of Ambulance Usage and Cost information, separately for each of the three ambulances	5/8/23	5/1/24	Chief Conley	
Additional information re houses on TF I to assist BOS in decisions on potential connection to public water	5/8/23	ongoing	Dean	