



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, AUGUST 28, 2023 6:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Board Recognitions**
  - 3.1. Presentation for retiring Chief of Police, Chief Mark Reams
  - 3.2. Badge Pinning Ceremony, newly decorated Chief of Police, Chief Anthony Ciampoli
- 4. Citizens' Forum**
- 5. Board Appointments, Fourth of July Committee**
  - 5.1. Board appointment for Fourth of July Steering Committee
- 6. Scheduled Appointments**
  - 6.1. Kim Ayers and Deb Polatchek, Fourth of July Committee: Fireworks
- 7. Administration**
  - 7.1. Administrative updates
  - 7.2. Action Items Follow-up
- 8. Staff Reports**
  - 8.1. Hiring of Call Firefighters
  - 8.2. Capital Reserve Fund Withdrawal Requests
- 9. Approvals**
  - 9.1. Amherst German Christmas Market request of an additional road closure:  
Main Street between Middle Street and Courthouse

- 9.2. Baboosic Lake Community Septic Warrants
- 9.3. Application and permit for wholesale/retail sale of permissible fireworks
- 9.4. Assessing
- 9.5. AP, Payroll and Minutes

**10. Action Items**

- 10.1. Action items as of 8/14/23

**11. Old/New Business**

**Adjournment**

**Next Meeting: September 1, 2023**



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Presentation for retiring Chief of Police, Chief Mark Reams

**Department:** Administration

**Meeting Date:** August 28, 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:** Badge Pinning Ceremony, newly decorated Chief of Police, Chief Anthony Ciampoli

**Department:** Administration

**Meeting Date:** August 28, 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 Volunteer Application

Board/Committee/Commission you wish to serve on: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Best Telephone: \_\_\_\_\_  
(Cell or home)

E-mail Address: \_\_\_\_\_

Time Available – Estimated number of hours per month: \_\_\_\_\_

Other Boards/Committee/Commission you have served on (may include other cities/towns):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***To complete your application, please submit a separate Letter of Intent with this form, describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.***

\_\_\_\_\_  
*Signature*

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

**Please return this form and requested statements to:**

**Jennifer Stover  
Town of Amherst  
2 Main Street  
Amherst, NH 03031**

**or e-mail: [jstover@amherstnh.gov](mailto:jstover@amherstnh.gov)**

Greetings,

I am writing to declare my interest in returning as a board member for the Amherst Fourth of July Steering Committee. Over the last decade, I have volunteered for the committee in numerous capacities and for the last two years I have served as clerk and vice-chair. I found this work to be rewarding and have enjoyed helping to provide the community with this wonderful event. The committee that I joined two years ago was fractured due to the strains of the pandemic. Over the past two years, we worked diligently to overcome many challenges and have created a volunteer organization with many dedicated and positive members. I look forward to the opportunity to rejoin this group in a leadership role and help the committee to flourish and the community to enjoy the Fourth of July festivities as they have in the past. Many thanks for your time and consideration.

Regards,

Deb Polatchek

**From:** [Amherst 4th of July](#)  
**To:** [Jennifer Stover](#)  
**Subject:** Fwd: Amherst NH Fireworks  
**Date:** Tuesday, August 22, 2023 1:54:47 PM  
**Attachments:** [A1orK4xwJkTv5Ev49vpc5W-CaNNvWszBaJw0qabopi0P5Vh5\\_cUBBu1wEMHVaoUKARQCLXG15rPDXa.png](#)  
[A1orK4xwJkTv5Ev49vpc5W-CaNNvWszBaJw0qabopi0P5Vh5\\_cUBBu1wEMHVaoUKARQCLXG15rPDXg.png](#)

---

[External Sender]:

Below is the email with the price details.

Sent from my iPhone

Begin forwarded message:

**From:** Matt Shea <[mshea@pyrotecnico.com](mailto:mshea@pyrotecnico.com)>  
**Date:** July 25, 2023 at 11:34:17 AM EDT  
**To:** Amherst Treasurer <[amherstnh4thtreasurer@gmail.com](mailto:amherstnh4thtreasurer@gmail.com)>  
**Cc:** Amherst 4th of July <[Amherstnh4th@gmail.com](mailto:Amherstnh4th@gmail.com)>, Sarah Bergeron <[sbergeron@pyrotecnico.com](mailto:sbergeron@pyrotecnico.com)>, Hannah Gaspar <[hgaspar@pyrotecnico.com](mailto:hgaspar@pyrotecnico.com)>  
**Subject:** Re: Amherst NH Fireworks

Hi Tom,

I will refer to Sarah, copied on here for this years show. I believe the September amount is correct.

Going forward and based on previous emails, my wording was a bit confusing -  
Based on the minimum and understanding the town has historically had a smaller municipal budget...

6/30/24 - \$10,000.00  
6/29/25 - \$10,500.00  
6/28/26 - \$11,000.00  
6/27/27 - \$11,500.00

This would be a multi-year contract which allows for the date to be reserved and the cost to be set which will help with your budgeting.

We are trying to establish these minimums and also allow for communities to be secure in knowing that they will have a display in 2026.

Coming off the past two years with communities being disappointed that we were not able to produce their shows, we feel this will be the best way to accommodate their needs as well as our planning for technicians and consumables.

Thank you for your questions.

**Matt**

Matt Shea  
REGIONAL MANAGER - NORTHEAST

(m) +1 603.235.4656  
(0) +1 603.532.6953



On Jul 25, 2023, at 11:01 AM, Amherst Treasurer <[amherstnh4thtreasurer@gmail.com](mailto:amherstnh4thtreasurer@gmail.com)> wrote:

Hi Matt,

Thank you for all the information you've provided.

I only have a couple questions...

For our upcoming "rain" date in September. Deb was told we might be able to get a reduced rate of \$6,000 for this show, but hasn't received any subsequent confirmation. Is this rate available?

Going forward, if we select a non-peak evenings for fireworks, the lowest rates we can get going forward are as follows:

2024 - \$10,000

2025 - \$15,000 (if we do a 3 year contract)

2026 - \$15,500 (if we do a 3 year contract)

2027 - \$16,000 (if we do a 3 year contract)

It does not appear we can do a three year contract where \$10,000 is the base for 2024 and \$10,500 is the base for 2025, correct?

Thanks,

Tom

On Tue, Jul 25, 2023 at 9:55 AM Amherst 4th of July <[amherstnh4th@gmail.com](mailto:amherstnh4th@gmail.com)> wrote:  
Hi Matt,

I am copying our treasurer on these emails as he is responsible for our finances and may have additional questions.

Thanks so much,  
Deb

On Tue, Jul 25, 2023 at 9:18 AM Matt Shea <[mshea@pyrotecnico.com](mailto:mshea@pyrotecnico.com)> wrote:  
No

You would be off the 4th and it's \$10K plus \$500.00 for the last weekend in June.

**Matt**

Matt Shea  
REGIONAL MANAGER - NORTHEAST

(m) +1 603.235.4656  
(o) +1 603.532.6953



On Jul 25, 2023, at 8:40 AM, Amherst 4th of July  
<[amherstnh4th@gmail.com](mailto:amherstnh4th@gmail.com)> wrote:

Thank you so much! So the weekend prior to the fourth in 2026 would be the \$20-25000?

On Tue, Jul 25, 2023 at 8:31 AM Matt Shea <[mshea@pyrotecnico.com](mailto:mshea@pyrotecnico.com)> wrote:

Please read below !!

# Matt

Matt Shea  
REGIONAL MANAGER - NORTHEAST

(m) +1 603.235.4656  
(0) +1 603.532.6953

<AIorK4xwJkTv5Ev49vpc5W-CqNnEvWszBaJw0qqbopi0P5Vh5\_cUBBu1wEMHVaoukARQCLXG15rPDXg.png>

On Jul 25, 2023, at 8:15 AM, Amherst 4th of July  
<[amherstnh4th@gmail.com](mailto:amherstnh4th@gmail.com)> wrote:

Hi Matt,

Thank you for this information. If we went with the suggestion of the weekend before July 4, I have a few questions:

- 1) What happens if we are rained out of our date? *You would go the next day (Monday).* We would not want to do the fireworks a month later to be in the less expensive time frame as much of our committee leaves town after the fourth. *Very common and the reason why so many go pre-4th*
- 2) Could we do the Sunday prior to July 4 as our date for \$10,000? *Yes, though you would rain date on Monday, that's not as bad as it sounds for that time of year. If we do that, what would you suggest as a rain date? (Monday)*
- 3) What would the cost of fireworks in 2026 be if we selected the Sunday before July 4? Would we still be at the \$10,000 +500 per year or would it be higher for the anniversary? *(To get the 7/4/26 Raindate you would need to commit to 2024-2027 25k per year contract.)*

Thanks so much,  
Deb

On Tue, Jul 25, 2023 at 7:31 AM Matt Shea  
<[mshea@pyrotecnico.com](mailto:mshea@pyrotecnico.com)> wrote:

Good Morning Kim,

I will allow Sarah to respond on the reduced price. However, this year we are doing our best to continue to help communities like Amherst who have been there for our old parent company Atlas. Going forward the key is to not spend 15 to 25k on a fireworks display but to manage your date so that it aligns with your community and their size. As we move forward the weekend before and after will continue to be almost as prime if not more than the the actual 4th of July Holiday. The minimum community spending level for 2024 and beyond will be \$10k for any weekend in June and July which is not on the 3rd or 4th. We will be establishing minimums of \$15k to \$25k for this dates beginning in year 2025 with multi year commitments. This is because the anticipated demand of 2026 is already at a feverish pace and we are only 3 years out. The multi-year contracts and spending levels will allow us to properly plan out purchasing of all related fireworks

items. It will also create a sold out situation well in advance of 2025 through 2027.

My suggestion would be to pick either the last week in June or the 2nd weekend in July as your date for the community fireworks. An example would be June 29th 2024 with a budget of \$10k and each additional year in the contract would have a \$500.00 increase.

If the \$10k amount is too high, we could accommodate a minimum budget of \$8,500.00 on the first two weekends of June or August.

I hope this answers your questions, at least enough to plan for the future.

Thank you and have a wonderful summer.

# Matt

Matt Shea  
REGIONAL MANAGER - NORTHEAST

(m) +1 603.235.4656  
(o) +1 603.532.6953

<AIorK4xwJkTv5Ev49vpc5W-CqNnEvWszBaJw0qqbopi0P5Vh5\_cUBBu1wEMHVaoukARQCLXG15rPDXg.png>

On Jul 24, 2023, at 9:21 PM, Kim Ayers  
<[kimberlyayers@comcast.net](mailto:kimberlyayers@comcast.net)> wrote:

Sarah,

Following up on Deb's request, we have a committee meeting this Thursday and need to discuss whether to hold the fireworks in September or not. Any chance you could send us an email outlining the reduced price for this year as well as the price increases for 2024 and 2025? We need to start planning for this as well.

Many thanks,  
Kim  
Amherst NH 4th of July Committee

On Jul 21, 2023, at 8:28 AM,  
Amherst 4th of July  
<[amherstnh4th@gmail.com](mailto:amherstnh4th@gmail.com)>  
wrote:

Good morning Sarah,

I hope you are well! I wanted to follow up as we have not yet received an updated invoice for the fireworks show on September 9, 2023. Would you mind sending over an updated invoice for the

reduced fireworks show of  
\$6000?

I also wanted to be sure that I  
understand the pricing structure for  
fireworks going forward. For  
2024, the fireworks will be a  
\$12,500 minimum and by 2026 a  
\$25,000 minimum?

Thank you in advance for your  
help.

Best,  
Deb

On Tue, Jul 18, 2023 at 9:10 AM  
Amherst 4th of July  
<[amherstnh4th@gmail.com](mailto:amherstnh4th@gmail.com)>

wrote:

Hi Sarah,

It was nice speaking with you  
yesterday. I was wondering if  
you could send me an updated  
invoice for a show on September  
9, 2023. I also wanted to  
confirm what the price would be  
for fireworks on July 3, 2024. If  
you could provide that  
information I would greatly  
appreciate it.

Be well,  
Deb



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Administrative updates

**Department:** Administration

**Meeting Date:** August 28, 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:** Action Items Follow-up  
**Meeting Date:** August 28, 2023

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

---

## BACKGROUND INFORMATION:

### AMHERST BOS ACTION ITEMS

DATE	DUE DATE	PERSONS RESPONSIBLE	CREATION NOTES
------	----------	---------------------	-------------------

- Check with NRPC re studies on truck traffic ban from village 5/8/23 8/28/23 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
- Additional research re 3D painted crossings in village 5/8/23 8/28/23 Eric Be prepared to advise Village Streets Committee
- Update Speed Limit signs in Village 7/10/23 8/28/23 Eric

## 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:** Hiring of Call Firefighters  
**Meeting Date:** August 28, 2023

**Department:** Fire Rescue  
**Staff Contact:** Matt Conley

---

## **BACKGROUND INFORMATION:**

In order to continue our call firefighter system of providing Fire Rescue services to the community, we periodically need to add to the roster.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Variable due to the number of calls and responders per call, typically we have budgeted well for this with zero impact.

## **POLICY IMPLICATIONS:**

None

## **DEPARTMENT HEAD RECOMMENDATION:**

To continue with consistency of our operation, I recommend adding these applicants to our roster.

## **SUGGESTED MOTION:**

For the BOS to approve the hiring of probationary firefighter Tyler Bartels at the hourly rate of \$12.24 at the recommendation of Chief Matthew Conley.

For the BOS to approve the hiring of probationary firefighter Jonathan Graham at the hourly rate of \$12.24 at the recommendation of Chief Matthew Conley.

For the BOS to approve the hiring of probationary firefighter Stephen Elwin at the hourly rate of \$12.24 at the recommendation of Chief Matthew Conley.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Bartel BOS Hiring 8.23.2023
2. Elwin BOS Hiring 8.23.2023
3. Graham BOS Hiring 8.23.2023



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

**Title:** Capital Reserve Fund Withdrawal Requests

**Department:** Finance Department

**Meeting Date:** August 28, 2023

**Staff Contact:** Debbie Bender

---

### **BACKGROUND INFORMATION:**

After reviewing the Capital Reserve Fund expenditures in FY23, I created withdrawal requests for items to be reimbursed from the Capital Reserve Funds. Attached are memos to the Trustees of the Trust Funds from the Board of Selectmen requesting that the funds be released to the Town, from various Capital Reserve Funds.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

I move that we accept these withdrawal requests for amounts to be reimbursed from the Capital Reserve Funds for expenses paid by the Town in FY23.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

1. CRF Withdrawal request DPW Vehicle & Equipment Fund - \$84,233.20 packet
2. CRF Withdrawal request Fire Rescue Vehicle Fund - \$357,057.18 packet
3. CRF Withdrawal request Multimodal Fund - \$1,500 packet
4. CRF Withdrawal request Recreation Fields Fund - \$6,500.00 packet



## TOWN OF AMHERST

---

*Town Hall  
2 Main Street  
Amherst, NH 03031*

*Tel: 603/673-6041  
Fax: 603/673-6794  
www.amherstnh.gov*

TO: Trustees of the Trust Funds  
FROM: Amherst Board of Selectmen  
DATE: August 28, 2023  
SUBJECT: Capital Reserve Fund Withdrawal Request

At our regular meeting held on Monday, August 28, 2023, we, the Board of Selectmen, approved a request that the Trustees of the Trust Fund authorize Cambridge Trust Bank to withdraw a total of \$84,233.20 first using the total amount in the Highway Equipment Fund which should then be closed and the balance to come from the DPW Vehicles & Equipment Capital Reserve Fund. As the authorized agents to expend from these capital reserve funds, we ask that you approve this request at your next regular meeting.

In an effort to expedite receipt of these funds, please accept this document as a confirmation of our action on August 28, 2023. The requested check, in the amount of \$84,233.20 made payable to the Town of Amherst, can be sent to the attention of Finance Director, Town of Amherst, 2 Main Street, Amherst, NH 03031.

\_\_\_\_\_  
Peter Lyon, Chairman

8/28/23  
Date

\_\_\_\_\_  
Tom Grella, Vice Chairman

8/28/23  
Date

\_\_\_\_\_  
John D'Angelo

8/28/23  
Date

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

8/28/23  
Date

\_\_\_\_\_  
William Stoughton

8/28/23  
Date

  
Finance Director

8/28/23  
Date

Original to Finance Office

# General Ledger

## Detailed Trial Balance

User: dbender  
 Printed: 08/23/2023 - 12:38PM  
 Period: 01 to 12, 2023



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
10	Capital Reserve Fund					
EXPENSE						
10-4995	Operating Transfers In-CRF					
10-4995-90-3915	CRF - DPW Veh & Equip Acq/Rep	0.00				
8/16/2022 GL	2 117 R/C CRF Truck Purchase - 2022 International HV50			11,059.00	0.00	
8/29/2022 AP	2 160 0207 - CHAPPELL TRACTOR SALES, INC. Ck# 68858			127,855.00	0.00	
8/29/2022 GL	2 229 R/C EXP - CRF to Budget - porrtion Chappell Tractr			0.00	106,419.80	
1/27/2023 AP	7 97 0207 - CHAPPELL TRACTOR SALES, INC. Ck# 69924			24,360.00	0.00	
6/30/2023 AP	12 210 0207 - CHAPPELL TRACTOR SALES, INC. Ck# 71130			27,379.00	0.00	
	10-4995-90-3915 Totals:	0.00	0.00	190,653.00	106,419.80	84,233.20
	10-4995 EXPENSE Totals:	0.00	0.00	190,653.00	106,419.80	84,233.20
	EXPENSE Totals:	0.00	0.00	190,653.00	106,419.80	84,233.20
	10 Totals:	0.00	0.00	190,653.00	106,419.80	84,233.20
	Report Totals:	0.00	0.00	190,653.00	106,419.80	84,233.20

# **ALLEGIANCE** TRUCKS

AT NEW HAMPSHIRE, LLC  
**ALLEGIANCE TRUCKS MANCHESTER**  
 1400 S. WILLOW ST  
 MANCHESTER NH 03103  
 (800) 562-3814

## **Invoice**

Contract Date: **08/16/2022**

Invoice #: **02268**

Sale Type: **Cash**

Salesperson: **Jim Ramsay**

Bill To:  
**44690**  
 AMHERST, TOWN OF  
 22 DODGE RD  
 AMHERST NH 03031  
 P:(603) 673-2317 | F:(603) 249-8857

Ship To:  
**AMHERST, TOWN OF**  
 22 DODGE RD  
 AMHERST, NH 03031

Stock#: **217716** New 2022 INTERNATIONAL HV507 Price: **\$165,920.00**  
 Body Type: **Dump** Color: **ORANGE** Odometer: **905**  
 VIN: **1HTEDTAR5NH120932**

Trade-In: 2012 FREIGHTLINER 114SD VIN: **1FVHG3DV7CHBP0701** **-\$47,500.00**  
 Trade-In Amount: **\$47,500.00**

**Net Total** **\$118,420.00**

Price Includes Dump Body and plow equipment by Tenco/HP Fairfield AT \$82,870.00

Vendor # 0624  
 Batch # DPW 8.16.22 PD  
 Account # 014312909800 #107,361.00  
 Entered By PD \$11,059.00  
 Date 8/16/22 014915908210  
 10-4995-90-3915

This agreement and any documents which are part of this transaction or incorporated herein comprise the entire agreement affecting this Retail Purchase Agreement and no other agreement or understanding of any nature concerning the same has been made or entered into or will be recognized. I have read and accept all of the terms and conditions of this Agreement, and agree to them as if they were printed above my signature. I further acknowledge receipt of a copy of this Agreement. This Agreement shall not become binding until signed and accepted by an Authorized Dealership Representative.

Purchaser's Signature	08/16/2022	Jim Ramsay
	Date	Sales Representative
Co-Purchaser's Signature	08/16/2022	
	Date	Manager's Signature
		08/16/2022
		Date



454 Route 13 South  
Milford, NH 03055  
(603) 673-2640  
www.chappell.com

Ship To: IN STORE PICKUP

Invoice To: TOWN OF AMHERST NH HIGHWAY DEPT  
22 DODGE RD  
AMHERST NH 03031

Branch 01 - MILFORD		
Date 08/24/2022	Time 15:35:27 (O)	Page 1
Account No AMHER008	Phone No 6036732317	Inv No 05 E04837
Ship Via	Purchase Order HL940ATM	
Tax ID No		
JOBE MILES		Salesperson JO / JO

### EQUIPMENT INVOICE

Description

Amount

Stock #: E008247      Serial #: HHKHWL41CL0000086      159855.00  
New 2022 HY HL940ATM  
New HYUNDAI HL940ATM WHEEL LOADER  
30,645 lbs., 156 HP Cummins B6.7,102" x, 3.0yd3  
Heaped Bucket, Rear view Camera with 2nd Monitor,  
Hi-Mate 5 years, Joystick Control, Air Suspension  
Seat with Heater, License Plate Light, Quick  
Coupler  
\*\*\*\*INCLUDING THE FOLLOWING OPTIONS\*\*\*\*  
HL940ATM WHEEL LOADER  
CW12 HEAVIER CWT - 1100LBS  
EB01 ADDITIONAL HALOGEN CABIN LIGHTS  
EF10 BEACON LAMP - LED  
EW01 2ND MONITOR FOR REAR CAMERA  
FR01 LICENSE PLATE-10W LED LAMP  
HB11 EXTRA PIPING W/ 3RD SPOOL  
HE01 1.5LB FIRE EXTINGUISHER IN CAB  
LB91 3YD3 BKT X 102", HYUNDAI Q/C, C/E  
LF01 RIDE CONTROL SYSTEM  
LM01 REAR FENDERS (MUD GUARDS)  
LQ01 HYUNDAI COUPLER, PIPING INC  
LT28 20.5R25 L3 TRAINGLE TIRES  
LV02 3RD SPOOL VALVE MCV  
XFR6 FRONT DIFF LOCK/REAR CONV AXLE

Vendor # 0207  
Batch # 10W8.24.22 FY23  
Account # 10.4995.90.395  
Entered By Ag.25  
Date 8.25

*(Signature)*

Trade Ins

=====

Serial #: LF0810048      32000.00-  
2008 HYUNDAI HL740TM-7A WHEEL LOADER

Subtotal: 127855.00  
IN HOUSE CHARGE: 127855.00

3 YEAR / 3000 HOUR WHEEL LOADER WARRANTY

x *Eric M. De*  
Received By

CUSTOMER CERTIFIES THAT THEIR TRADE IN IS FREE FROM ANY AND ALL LIENS OR ENCUMBRANCES  
USED EQUIPMENT SOLD AS INSPECTED - ANY WARRANTIES ON THE PRODUCTS SOLD HEREBY ARE THOSE  
MADE BY THE MANUFACTURER  
\*THIS CERTIFIES THE EQUIPMENT WAS PICKED UP IN NH BY CUSTOMER WHO ASSUMES RESPONSIBILITY FOR  
SALES AND/OR TAX, IF REQUIRED

Thank You For Your Business!  
Page 20 of 74





**CHAPPELL  
TRACTOR**

You'll Notice the Difference!

454 Route 13 South  
Milford, NH 03055  
(603) 673-2640  
www.chappell.com

Ship To: IN STORE PICKUP

Invoice To: TOWN OF AMHERST NH HIGHWAY DEPT  
22 DODGE RD  
AMHERST NH 03031

Branch 01 - MILFORD		
Date 12/28/2022	Time 12:26:43 (O)	Page 1
Account No AMHER008	Phone No 6036732317	Inv No 01 E06340
Ship Via	Purchase Order GRAPPLE	
Tax ID No		
JOBE MILES		Salesperson JO / JO

### EQUIPMENT INVOICE

Description

Amount

Stock #: E020388	Serial #: T221113490	24360.00
New 2022 CR HL940 458227		
New 2022 CRAIG HL940 458227 DOUBLE WIDE GRAPPLE		

Subtotal: 24360.00

IN HOUSE CHARGE: 24360.00

JO  
THANK YOU FOR YOUR BUSINESS, IT IS GREATLY APPRECIATED.

*Goes with the Hyundai Wheel Loader*

Vendor # 0207  
Batch # 1001.20.23  
Account # 104995903915  
Entered By [Signature]  
Date 1.20

*[Signature]*

X

Received By

CUSTOMER CERTIFIES THAT THEIR TRADE IN IS FREE FROM ANY AND ALL LIENS OR ENCUMBRANCES.  
USED EQUIPMENT SOLD AS INSPECTED - ANY WARRANTIES ON THE PRODUCTS SOLD HEREBY ARE THOSE  
MADE BY THE MANUFACTURER.  
\*THIS CERTIFIES THE EQUIPMENT WAS PICKED UP IN NH BY CUSTOMER WHO ASSUMES RESPONSIBILITY FOR  
SALES AND/OR TAX, IF REQUIRED.

**Thank You For Your Business!**



Fixed Asset

454 Route 13 South  
Milford, NH 03055  
(603) 673-2640  
www.chappell.com

Paid  
CK# 71130  
7/5/23

Ship To: IN STORE PICKUP

**COPY**

Invoice To: TOWN OF AMHERST NH HIGHWAY DEPT  
22 DODGE RD  
AMHERST NH 03031

Branch 01 - MILFORD		
Date 06/28/2023	Time 14:52:14 (O)	Page 1
Account No AMHER008	Phone No 6036732317	Inv No 00 E08565
Ship Via	Purchase Order BID # 12-23	
Tax ID No		
JOBE MILES		Salesperson JO / JO

**EQUIPMENT INVOICE**

Description

Amount

Stock #: E019321      Serial #: KBUB6BHRCN1F82000      31979.00  
New KU B2601HSD-1  
New KUBOTA B2601HSD-1 TRACTOR

\*\*\*\*INCLUDING THE FOLLOWING ATTACHMENTS\*\*\*\*

=====

New KUBOTA B2373 54" Bolt on Edge E014123 N/A  
New KUBOTA ABR8764 R4 TIRES W/ABR8763 E019702 W/ABR8763  
New KUBOTA B3410 QUICK HITCH E021007 22223191  
New KUBOTA B3411 DRIVELINE E021017 N/A  
New KUBOTA LA435 LOADER E023648 C8424  
New KUBOTA B1673 QUICK COUPLER E023669 C9180  
New KUBOTA B2371 54" BUCKET E023693 C8047  
New KUBOTA BX2820A ELEC DEFLECTION E025275 N/A  
New KUBOTA B7311 HIGH CAP ALT E028561  
New KUBOTA BX2831 HARD PLASTIC SHOES/E E028894 N/A  
New KUBOTA BX5447 DRIFT CUTTER FOR LX2 E028895 N/A  
New KUBOTA BX2830 SNOWBLOWER K35493 21916586

Stock #: E028694      Serial #: NA  
New 2023 CU 1KB01PR2

Trade Ins

=====

Serial #: TBD      2500.00-  
2007 KUBOTA WITH BUCKET

Subtotal: 37379.00  
Total (IN HOUSE CHARGE): 37379.00

PRICE OF UNIT REFLECTS \$1590 REBATE

2 YEAR / 1500 HOUR KUBOTA TRACTOR WARRANTY - DOES NOT  
EXTEND TO IMPLEMENTS  
\* 2 YEAR IMPLEMENT WARRANTY

X

Received By

CUSTOMER CERTIFIES THAT THEIR TRADE IN IS FREE FROM ANY AND ALL LIENS OR ENCUMBRANCES  
USED EQUIPMENT SOLD AS INSPECTED - ANY WARRANTIES ON THE PRODUCTS SOLD HEREBY ARE THOSE  
MADE BY THE MANUFACTURER  
\*THIS CERTIFIES THE EQUIPMENT WAS PICKED UP IN NH BY CUSTOMER WHO ASSUMES RESPONSIBILITY FOR  
SALES AND/OR TAX, IF REQUIRED

**Thank You For Your Business!**

TOWN OF AMHERST, NH  
REPORT OF THE TRUSTEES OF TRUST FUNDS  
CAPITAL RESERVE FUND (ACCOUNT NUMBER XXX0225)  
FOR YEAR ENDING: 06/30/2023  
AS OF: 06/30/2023

FUND NAME	PURPOSE	DATE OF CREATION	PRINCIPAL							
			PRINCIPAL BEGIN COST BALANCE	PRINCIPAL NEW FUNDS	PRINCIPAL REALIZED GAINS	CAPITAL GAINS DIVIDENDS	PRINCIPAL FEES	PRINCIPAL WITHDRAWALS	PRINCIPAL ENDING COST BALANCE	PRINCIPAL ENDING FAIR VALUE
AMBULANCE FUND	POLICE/FIRE	3/1/2011	96,936.99	0.00	0.00	0.00	0.00	0.00	97,050.88	97,011.19
AMHERST MULTIMODAL FACILITIES	CAPITAL RESERVE (OTHER)	6/8/2021	141,063.01	0.00	0.00	0.00	0.00	0.00	141,228.74	141,170.98
AMHERST SCHOOL DISTRICT CAPITAL FACILITIES FD	MAINTENANCE AND REPAIR	3/1/2003	1,455,673.92	0.00	0.00	0.00	0.00	0.00	1,457,384.18	1,456,788.18
AMHERST SCHOOL DISTRICT EDU STUDENTS W DISABILITIES FD	EDUCATIONAL PURPOSES	3/1/2003	317,683.25	0.00	0.00	0.00	0.00	0.00	318,056.50	317,926.43
ASSESSING REVALUATION FUND	CAPITAL RESERVE (OTHER)	3/9/2004	96,073.15	0.00	0.00	0.00	0.00	0.00	96,186.03	96,146.69
BRIDGE REPAIR AND REPLACEMENT FD	MAINTENANCE AND REPAIR	3/9/2010	794,243.30	0.00	0.00	0.00	0.00	0.00	795,176.46	794,851.27
COMMUNICATION FUND	CAPITAL RESERVE (OTHER)	3/14/2006	125,307.02	0.00	0.00	0.00	0.00	0.00	125,454.24	125,402.93
COMPUTER SYSTEM	CAPITAL RESERVE (OTHER)	3/13/2007	50,463.53	0.00	0.00	0.00	0.00	0.00	50,522.82	50,502.16
DPW VEHICLES & EQUIPMENT ACQUISITION & REPLACEMENT	MAINTENANCE AND REPAIR	6/8/2021	364,199.56	0.00	0.00	0.00	0.00	0.00	364,627.46	364,478.34
FIRE RESCUE VEHICLE & EQUIPMENT PURCHASE & REPAIR	POLICE/FIRE	3/1/1999	1,074,266.26	0.00	0.00	0.00	0.00	0.00	1,075,528.42	1,075,088.59
HIGHWAY EQUIPMENT FUND	CAPITAL RESERVE (OTHER)	3/8/1977	17,906.33	0.00	0.00	0.00	0.00	0.00	17,927.37	17,920.04
POLICE STATION RENOVATION FD	POLICE/FIRE	3/18/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RECREATION FIELD ACQ/CONSTR FD	PARKS/RECREATION	3/13/2007	134,176.73	0.00	0.00	0.00	0.00	0.00	134,334.37	134,279.43
SOUHEGAN COOP SCHOOL DISTRICT MAINTENANCE	MAINTENANCE AND REPAIR	3/1/2004	522,134.49	0.00	0.00	0.00	0.00	0.00	522,747.95	522,534.17
SOUHEGAN COOP SCHOOL DISTRICT UNFUNDED LIABILITIES	EDUCATIONAL PURPOSES	3/1/2004	55,077.59	0.00	0.00	0.00	0.00	0.00	55,142.30	55,119.75
TOTALS			5,245,205.13	0.00	0.00	0.00	0.00	0.00	5,251,367.72	5,249,220.15



## TOWN OF AMHERST

---

*Town Hall  
2 Main Street  
Amherst, NH 03031*

*Tel: 603/673-6041  
Fax: 603/673-6794  
www.amherstnh.gov*

TO: Trustees of the Trust Funds  
FROM: Amherst Board of Selectmen  
DATE: August 28, 2023  
SUBJECT: Capital Reserve Fund Withdrawal Request

At our regular meeting held on Monday, August 28, 2023, we, the Board of Selectmen, approved a request that the Trustees of the Trust Fund authorize Cambridge Trust Bank to withdraw a total of \$357,057.18 first using the total amount in the Ambulance Fund, which should then be closed and the balance to come from the Fire Rescue Vehicle Capital Reserve Fund. As the authorized agents to expend from these capital reserve funds, we ask that you approve this request at your next regular meeting.

In an effort to expedite receipt of these funds, please accept this document as a confirmation of our action on August 28, 2023. The requested check, in the amount of \$372,308.28 made payable to the Town of Amherst, can be sent to the attention of Finance Director, Town of Amherst, 2 Main Street, Amherst, NH 03031.

\_\_\_\_\_  
Peter Lyon, Chairman

8/28/23  
Date

\_\_\_\_\_  
Tom Grella, Vice Chairman

8/28/23  
Date

\_\_\_\_\_  
John D'Angelo


8/28/23  
Date

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

8/28/23  
Date

\_\_\_\_\_  
William Stoughton

8/28/23  
Date

  
Finance Director

8/28/23  
Date

Original to Finance Office

# General Ledger

## Detailed Trial Balance

User: dbender  
 Printed: 08/24/2023 - 10:05AM  
 Period: 01 to 12, 2023



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
10	Capital Reserve Fund					
EXPENSE						
10-4220						
10-4220-70-2740	Fire/Rescue CRF Expenses	0.00				
11/21/2022 AP	5 89 2308 - TOYNE INC. Ck# 69497			706,796.08	0.00	
12/6/2022 AP	6 17 1429 - STRYKER SALES CORP Ck# 69580			41,209.33	0.00	
12/6/2022 GL	6 218 R/C Stryker - LifePak covered by Locality Equip Gr			0.00	24,375.00	
5/8/2023 AP	11 20 3284 - SUGARLOAF AMBULANCE/RESCUE VI Ck# 70747			322,117.95	0.00	
6/30/2023 AP	12 207 2305 - GLOBAL PUBLIC SAFETY Ck# 71157			8,981.00	0.00	
6/30/2023 GL	12 298 R/C Beltronics to FireRescue CRF			9,123.90	0.00	
	10-4220-70-2740 Totals:	0.00		1,088,228.26	24,375.00	1,063,853.26
	10-4220 EXPENSE Totals:	0.00		1,088,228.26	24,375.00	1,063,853.26
	EXPENSE Totals:	0.00		1,088,228.26	24,375.00	1,063,853.26
	10 Totals:	0.00		1,088,228.26	24,375.00	1,063,853.26
	Report Totals:	0.00		1,088,228.26	24,375.00	1,063,853.26

(706,796.08)

\$ 357,057.18

# INVOICE

**stryker**

<b>SHIP TO:</b> 1286104	<b>MAKE PAYMENT TO:</b>
AMHERST FIRE RESCUE 177 AMHERST ST AMHERST New Hampshire 03031-2951	STRYKER SALES CORPORATION P.O. BOX 93308 CHICAGO, IL 60673-3308
<b>BILL TO:</b> 1286104	The price shown on this invoice is net of discounts provided at the time of purchase. Some of the products listed on this invoice may be subject to rebates or additional discounts, for which documentation is provided by Stryker. You must properly report and appropriately reflect discounts and rebates in Medicare/Medicaid cost reports and all claims for payment filed with third party payors as required by law or contract, and provide agents of the United States or a state agency with access to all information from Stryker concerning discounts and rebates upon request.
AMHERST FIRE RESCUE 177 AMHERST ST AMHERST New Hampshire 03031-2951	

<b>CONTACT</b>
STRYKER MEDICAL 1901 Romance Rd Parkway Portage, MI 49002 Phone Number: 800) 327-0770 Fax Number: (866) 551-2618 www.stryker.com

INVOICE NUMBER	DATE	CUSTOMER P.O.	SALES REP		ORDER NUMBER	PAGE
11058436 DM	08/08/22	Hevey LP15 08082022	Shane Donnelly		11058436 SO	1 of 2
TERMS			SHIPPING METHOD			
NET 30						
SHIPPING INSTRUCTIONS						
Deposit Towards an Order						
LINE NO.	DESCRIPTION	ITEM NUMBER	SERIAL NUMBER	QUANTITY SHIPPED	UNIT PRICE	EXTENDED PRICE
22.000	LP15,EN,SPO2CO,3L/12L,EX,NIBP,	99577-001957		1	30,858.7100	30,858.71
23.000	LP15 ACCRY SHIPKIT,AHA,S	41577-000288	00023	1	0.000	
24.000	ELECTRODE-EDGE,ADULT,QC STD,IN	11996-000091	00023	2	0.000	
25.000	ASSY - TEST LOAD, ROHS,ENGLISH	21330-001365	00023	1	0.000	
26.000	ASSY, CD-ROM, SERVICE MANUAL,	26500-003612	00023	1	0.000	
27.000	KIT - CARRY BAG, SHOULDER STRA	11577-000001	00023	1	0.000	
28.000	ADAPTER, POWER, AC TO DC,ENHAN	11140-000098	00023	1	1,380.0000	1,380.00
29.000	POWER CORD-MLD,DOM, STR RCPT	11140-000015	00023	1	66.7500	66.75
30.000	CABLE-EXTERNAL POWER, EXTENSIO	11140-000080	00023	1	256.5000	256.50
31.000	BATTERY PACK-LI-ION	21330-001176	00023	3	396.7500	1,190.25
32.000	RC-4, EMS, RAINBOW, PATIENT	11171-000082	00023	1	187.6000	187.60
33.000	RAINBOW DCI ADT REUSABLESENSOR	11171-000049	00023	1	479.5000	479.50
34.000	RAINBOW DCIP PED REUSABLE SENS	11171-000050	00023	1	527.8000	527.80
35.000	NIBP - TUBING, 6FT, BAYONET,	21300-008159	00023	1	58.5000	58.50
36.000	NIBP CUFF-REUSEABLE,INFANT, BA	11160-000011		1	18.7500	18.75
37.000	NIBP CUFF-REUSEABLE,CHILD, BAY	11160-000013		1	21.0000	21.00
38.000	NIBP CUFF-REUSEABLE,LARGE ADUL	11160-000017		1	29.2500	29.25
CLAIMS FOR SHORT SHIPMENT MUST BE MADE WITH IN 30 DAYS OF RECEIPT. NO MERCHANDISE MAY BE RETURNED TO STRYKER FOR CREDIT WITHOUT OUR EXPRESS PERMISSION IN ADVANCE.		CURRENCY	SUBTOTAL		SALES TAX	TOTAL
		USD	Continued		Continued	Continued
		Subject to applicable shipping and handling charges.				

FINANCE CHARGE OF 1 1/2% (ANNUAL PERCENTAGE RATE IS 18%) IS ADDED TO ALL PAST DUE ACCOUNTS.

\* Lease payment plans are available. If interested, please contact A/R immediately to start the application process.

# INVOICE

**stryker**

<b>SHIP TO:</b> 1286104	<b>MAKE PAYMENT TO:</b>
AMHERST FIRE RESCUE 177 AMHERST ST AMHERST New Hampshire 03031-2951	STRYKER SALES CORPORATION P.O. BOX 93308 CHICAGO, IL 60673-3308
<b>BILL TO:</b> 1286104	The price shown on this invoice is net of discounts provided at the time of purchase. Some of the products listed on this invoice may be subject to rebates or additional discounts, for which documentation is provided by Stryker. You must properly report and appropriately reflect discounts and rebates in Medicare/Medicaid cost reports and all claims for payment filed with third party payors as required by law or contract, and provide agents of the United States or a state agency with access to all information from Stryker concerning discounts and rebates upon request.
AMHERST FIRE RESCUE 177 AMHERST ST AMHERST New Hampshire 03031-2951	

<b>CONTACT</b>
STRYKER MEDICAL 1901 Romence Rd Parkway Portage, MI 49002 Phone Number: (800) 327-0770 Fax Number: (866) 551-2618 www.stryker.com

INVOICE NUMBER	DATE	CUSTOMER P.O.	SALES REP		ORDER NUMBER	PAGE
11058436 DM	08/08/22	Hevey LP15 08082022	Shane Donnelly		11058436 SO	2 of 2
TERMS			SHIPPING METHOD			
NET 30						
SHIPPING INSTRUCTIONS						
Deposit Towards an Order						
LINE NO.	DESCRIPTION	ITEM NUMBER	SERIAL NUMBER	QUANTITY SHIPPED	UNIT PRICE	EXTENDED PRICE
39.000	NIBP CUFF- REUSEABLE,X-LARGE A	11160-000019		1	41.2500	41.25
40.000	KIT - CARRY BAG, MAIN BAG	11577-000002		1	270.7600	270.75
41.000	TOP POUCH	11220-000028		1	48.7500	48.75
42.000	KIT - CARRY BAG, REAR POUCH, 3	11260-000039		1	69.7500	69.75
43.000	ASSEMBLY,GATEWAY,4G,WIFI,VOICE	11996-000480		1	1,842.0000	1,842.00
44.000	TR-ZL E-SERIES TO LP15	TR-ZE-LP15		1	-2,500.0000	-2,500.00
45.000	GENERAL FREIGHT	5555522000		1	13.8200	13.82
46.000	ProCare LIFEPAK 15 Prevent Service: Annual onsite	78000008		1	6,548.4000	6,548.40
CLAIMS FOR SHORT SHIPMENT MUST BE MADE WITH IN 30 DAYS OF RECEIPT. NO MERCHANDISE MAY BE RETURNED TO STRYKER FOR CREDIT WITHOUT OUR EXPRESS PERMISSION IN ADVANCE.		CURRENCY	SUBTOTAL		SALES TAX	TOTAL
		USD	41,209.33			41,209.33
		Subject to applicable shipping and handling charges.				

FINANCE CHARGE OF 1 1/2% (ANNUAL PERCENTAGE RATE IS 18%) IS ADDED TO ALL PAST DUE ACCOUNTS.

\* Lease payment plans are available. If interested, please contact A/R immediately to start the application process.

Locality Grant  
Equipt  
(24,375)  
16,834.33



## Deborah Bender

---

**From:** Dean Shankle  
**Sent:** Monday, November 28, 2022 8:54 AM  
**To:** Governor's Office for Emergency Relief and Recovery (GOFERR)  
**Cc:** Deborah Bender  
**Subject:** Amherst Local Equipment Matching Program  
**Attachments:** Amherst\_LEPP\_Purchase\_documentation.pdf

You will find attached a PDF that includes:

1. The Award Notice from the state;
- \* 2. The invoice for Stryker Corporation for the Fire Department LifePak equipment for \$41,209.33; and
- \* 3. The invoice for the DPW container for \$43,000.

Although the exact amount remaining of our \$50,000 award is not clear, we are hereby requesting the balance. We understand it is less than \$50,000 and we appreciate the support this grant provided toward these much needed items.

Please let me know if you have any questions.

*Dean*

Dean E. Shankle, Jr., Ph.D.  
Amherst Town Administrator

*Please be aware that just about any email to or from me is subject to being released under a Right to Know (NH RSA 91) request.*

\* 48,750 grant  
award  
split between  
the 2 assets  
\$ 24,375 each



**Sugarloaf Ambulance Rescue Vehicles, LLC**

411 U S Route 2 East

Wilton, ME 04294 US

+1 2072519990

kgstuart@twc.com

**INVOICE****BILL TO**Town of Amherst-Amherst Fire  
Rescue177 Amherst St  
Amherst, NH 03031Vendor # 3284  
Batch # 06-05-2023  
Account # 10-4220-70-2740  
Entered By mc  
Date 5/5/2023

INVOICE # 1830

DATE 05/05/2023

DUE DATE 06/04/2023

TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
03/15/2023	<b>Medix Ambulance</b>	2022 Medix Ford F-450 Type I Ambulance	1	248,500.00	248,500.00
03/15/2023	<b>GRAPHICS</b>	Quote for graphics to be done at Northeastern Emergency Vehicles to match existing Amherst Fire Department Ambulance fleet	1	5,682.00	5,682.00
03/15/2023	<b>Stryker Power load Assembly</b>	639005550001 Complete System INSTALLED  -- Will be installed at customers station unless specified. This price includes mounting hardware, wiring connections, backing plates and spacers needed for job.	1	34,711.04	34,711.04
03/15/2023	<b>Power-PRO XT</b>	Model number: 6506  Our industry-leading powered ambulance cot assists in lifting and lowering the cot.  Innovative battery-powered hydraulic system raises and lowers the cot at the touch of a button Easy-to-use manual back-up system Retractable head section enables navigation in tight spaces in any height position Automatic high-speed retract feature	1	28,787.00	28,787.00

PLEASE MAKE PAYMENT TO  
SUGARLOAF AMBULANCE RESCUE VEHICLES, LLC  
26 MORRIS STREET  
SANFORD MAINE 04073

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		XPS Siderails Steer-Lock SMRT Battery Kit			
04/12/2023	Stryker Stair-PRO Model 6252	Stryker Quote # 10673804	1	4,437.91	4,437.91

SUBTOTAL 322,117.95  
 TAX 0.00  
 TOTAL 322,117.95  
 BALANCE DUE **\$322,117.95**

Pd ck # 70747

dated 5/9/23

PLEASE MAKE PAYMENT TO  
 SUGARLOAF AMBULANCE RESCUE VEHICLES, LLC  
 26 MORRIS STREET  
 SANFORD MAINE 04073



INVOICE

INV-07479-J6Q620

06/27/2023

## REMIT TO:

PO Box 69276  
Baltimore, MD  
21264-9276

## Sold To:

Amherst Fire Rescue  
177 Amherst St  
Amherst, NH 03031-2951

## Ship-to Address:

Amherst Fire Rescue  
177 Amherst St  
Amherst, NH 03031-2951

## 2022 Amherst Fire

Product Name	Description	Quantity	Unit	Unit Price	Line Amount
BW54UFX	WCX DUO IE 12-LT 2021 TAHOE	1	EA	1,475.00	1,475.00
BSS48	Inner Edge RST Series-Lightbar Solo	1	EA	1,100.00	1,100.00
I2D	DUO LINEAR ION RED/WHITE BLK	2	EA	255.00	510.00
TLIR	ION T-SERIES LINEAR LT RED	4	EA	209.00	836.00
TLIR	ION T-SERIES LINEAR LT RED	4	EA	209.00	836.00
I2D	DUO LINEAR ION RED/WHITE BLK	2	EA	255.00	510.00
ETFBSSN-P	Flashback Alternating Taillight Flasher, Solid State - 2.4 f.p.s.	1	EA	135.00	135.00
C399	CENCOM CORE WCX CONTROL CENTER	1	EA	1,450.00	1,450.00
SA315P	SA315P SPEAKER, BLACK PLASTIC	1	EA	320.00	320.00
SAK1	SA-315 MOUNT KIT UNIVERSAL	1	EA	20.00	20.00
C-VS-1012-TAH-1	Standard 9" Wide Medium Angled 22" Vehicle-Specific Console for 2021 Chevrolet	1	EA	720.00	720.00
CUP2-1001	Internal cup holders	1	EA	39.00	39.00
C-ARM-103	Armrest for top mount, console, large pad	1	EA	115.00	115.00
MDASHCPE	Preemption traffic signal, dash mount, 12VDC	1	EA	200.00	200.00
3SRCCDCR	3" ROUND SPLIT RED/WHT COMPART	2	EA	60.00	120.00
SHOP SUPPLY	Shop Supply	1	EA	295.00	295.00
CUSTOMER ITEM	Portable Radio's	3	EA	100.00	300.00
CTL6	WeCanX KNOB/SLIDE CONTROL HEAD	1	EA	0.00	0.00
Subtotal					8,981.00
Total Tax					0.00
Total \$					8,981.00
Total					
Payments/Credit					
Memos					0.00
Total Remaining					
Balance					8,981.00

## ACH INFO:

NAME: Global Public Safety  
Routing #: 022000046  
Acct#: 9871912292

Home Page:  
GlobalPublicSafety.us

Phone No.  
(443)345-5294 X400

Email

Vendor # 2305  
Batch # 22.06.2023  
Account # 01-4215-70-2240  
Entered By MC  
Date 6/29/2023

Use 10-4220-70-2740 - Fire CRF  
Exp.  
Pd ck # 71157



240 MAIN DUNSTABLE ROAD  
NASHUA, NH 03062

# INVOICE

Invoice/Sales # 23514  
Invoice Date: Mar 20, 2023  
Page: 2

Voice: 603-402-4144  
Fax: 603-386-6344

<b>To:</b> Amherst Fire Dept. PO Box 1199 177 Amherst St Amherst, NH 03031
--

**Ship To:**

Amherst Fire Dept.  
PO Box 1199  
177 Amherst St  
Amherst, NH 03031

Customer ID	PO Number	Sales Rep Name
Amherst Fire		
Customer Contact	Shipping Method	Payment Terms
Matt Conley	N/A	Net 30 Days

Quantity	Description	Unit Price	Amount
	etc.		
<div>Vendor # <u>0122</u> Batch # <u>27.06.2023</u> Account # <u>01-4215-70-2748</u> Entered By <u>MC</u> Date <u>6/29/2023</u></div>			

Subtotal	9,123.90
Sales Tax	
Freight	0.00
<b>TOTAL ORDER AMOUNT</b>	<b>9,123.90</b>

Pd ck # 71119  
7/5/23

TOWN OF AMHERST, NH  
REPORT OF THE TRUSTEES OF TRUST FUNDS  
CAPITAL RESERVE FUND (ACCOUNT NUMBER XXX0225)  
FOR YEAR ENDING: 06/30/2023  
AS OF: 06/30/2023

PRINCIPAL		PRINCIPAL							PRINCIPAL	
FUND NAME	PURPOSE	DATE OF CREATION	PRINCIPAL BEGIN COST BALANCE	PRINCIPAL NEW FUNDS	PRINCIPAL REALIZED GAINS	CAPITAL GAINS DIVIDENDS	PRINCIPAL FEES	PRINCIPAL WITHDRAWALS	PRINCIPAL ENDING COST BALANCE	PRINCIPAL ENDING FAIR VALUE
AMBULANCE FUND - <i>close</i>	POLICE/FIRE	3/1/2011	96,936.99	0.00	0.00	0.00	0.00	0.00	97,050.88	97,011.19
AMHERST MULTIMODAL FACILITIES	CAPITAL RESERVE (OTHER)	6/8/2021	141,063.01	0.00	0.00	0.00	0.00	0.00	141,228.74	141,170.98
AMHERST SCHOOL DISTRICT CAPITAL FACILITIES FD	MAINTENANCE AND REPAIR	3/1/2003	1,455,673.92	0.00	0.00	0.00	0.00	0.00	1,457,384.18	1,456,788.18
AMHERST SCHOOL DISTRICT EDU STUDENTS W DISABILITIES FD	EDUCATIONAL PURPOSES	3/1/2003	317,683.25	0.00	0.00	0.00	0.00	0.00	318,056.50	317,926.43
ASSESSING REVALUATION FUND	CAPITAL RESERVE (OTHER)	3/9/2004	96,073.15	0.00	0.00	0.00	0.00	0.00	96,186.03	96,146.69
BRIDGE REPAIR AND REPLACEMENT FD	MAINTENANCE AND REPAIR	3/9/2010	794,243.30	0.00	0.00	0.00	0.00	0.00	795,176.46	794,851.27
COMMUNICATION FUND	CAPITAL RESERVE (OTHER)	3/14/2006	125,307.02	0.00	0.00	0.00	0.00	0.00	125,454.24	125,402.93
COMPUTER SYSTEM	CAPITAL RESERVE (OTHER)	3/13/2007	50,463.53	0.00	0.00	0.00	0.00	0.00	50,522.82	50,502.16
DPW VEHICLES & EQUIPMENT ACQUISITION & REPLACEMENT	MAINTENANCE AND REPAIR	6/8/2021	364,199.56	0.00	0.00	0.00	0.00	0.00	364,627.46	364,478.34
FIRE RESCUE VEHICLE & EQUIPMENT PURCHASE & REPAIR	POLICE/FIRE	3/1/1999	1,074,266.26	0.00	0.00	0.00	0.00	0.00	1,075,528.42	1,075,088.59
HIGHWAY EQUIPMENT FUND	CAPITAL RESERVE (OTHER)	3/8/1977	17,906.33	0.00	0.00	0.00	0.00	0.00	17,927.37	17,920.04
POLICE STATION RENOVATION FD	POLICE/FIRE	3/18/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RECREATION FIELD ACQ/CONSTR FD	PARKS/RECREATION	3/13/2007	134,176.73	0.00	0.00	0.00	0.00	0.00	134,334.37	134,279.43
SOUHEGAN COOP SCHOOL DISTRICT MAINTENANCE	MAINTENANCE AND REPAIR	3/1/2004	522,134.49	0.00	0.00	0.00	0.00	0.00	522,747.95	522,534.17
SOUHEGAN COOP SCHOOL DISTRICT UNFUNDED LIABILITIES	EDUCATIONAL PURPOSES	3/1/2004	55,077.59	0.00	0.00	0.00	0.00	0.00	55,142.30	55,119.75
TOTALS			5,245,205.13	0.00	0.00	0.00	0.00	0.00	5,251,367.72	5,249,220.15



## TOWN OF AMHERST

---


*Town Hall  
2 Main Street  
Amherst, NH 03031*

*Tel: 603/673-6041  
Fax: 603/673-6794  
www.amherstnh.gov*

TO: Trustees of the Trust Funds  
FROM: Amherst Board of Selectmen  
DATE: August 28, 2023  
SUBJECT: Capital Reserve Fund Withdrawal Request

At our regular meeting held on Monday, August 28, 2023, we, the Board of Selectmen, approved a request that the Trustees of the Trust Fund authorize Cambridge Trust Bank to withdraw \$1,500.00 from the Town of Amherst Multimodal Facilities Capital Reserve Fund. As the authorized agents to expend from this capital reserve fund, we ask that you approve this request at your next regular meeting.

In an effort to expedite receipt of these funds, please accept this document as a confirmation of our action on August 28, 2023. The requested check, in the amount of \$1,500.00 made payable to the Town of Amherst, can be sent to the attention of Finance Director, Town of Amherst, 2 Main Street, Amherst, NH 03031.

<u>Peter Lyon, Chairman</u>	<u>8/28/23</u> Date
<u>Tom Grella, Vice Chairman</u>	<u>8/28/23</u> Date
<u>John D'Angelo</u>	<u>8/28/23</u> Date
<u>Danielle Pray</u>	<u>8/28/23</u> Date
<u>William Stoughton</u>	<u>8/28/23</u> Date
<u></u> Finance Director	<u>8/28/23</u> Date

Original to Finance Office

# General Ledger

## Detailed Trial Balance

User: dbender  
 Printed: 08/23/2023 - 12:42PM  
 Period: 01 to 12, 2023



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
10	Capital Reserve Fund					
EXPENSE						
10-4995	Operating Transfers In-CRF					
10-4995-90-3916	CRF - Multimodal Facilities	0.00				
6/30/2023 GL	12 297 R/C Vanasse Hangen - Multimodal Exp to 10-4995-90-3916			1,500.00	0.00	
	10-4995-90-3916 Totals:	0.00	0.00	1,500.00	0.00	1,500.00
	10-4995 EXPENSE Totals:	0.00	0.00	1,500.00	0.00	1,500.00
	EXPENSE Totals:	0.00	0.00	1,500.00	0.00	1,500.00
	10 Totals:	0.00	0.00	1,500.00	0.00	1,500.00
	Report Totals:	0.00	0.00	1,500.00	0.00	1,500.00



**Vanasse Hangen Brustlin, Inc.**  
101 Walnut Street, PO Box 9151  
Watertown, MA 02471-9151  
617.924.1770 F 617.924.2286

Please remit checks to:  
**Vanasse Hangen Brustlin, Inc.**  
PO Box 845179 | Boston, MA 02284-5179

## Invoice

**ACH Payment Instructions**  
Bank Name: Citizens Bank  
Account No: 1130161371  
ABA Routing No: 211070175

Mr. Christopher Buchanan  
Amherst Bicycle & Pedestrian Committee  
Town of Amherst, NH  
2 Main Street  
Amherst, NH 03031

Invoice No: **0405508**  
April 21, 2023  
VHB Project No: 52992.00

**Invoice Total \$1,500.00**

VHB will update previous concept plans, estimate and narrative for the Baboosic Greenway – Amherst South-04 section  
e-mail invoice to: Cbuchanan603@gmail.com

### Professional Services from March 19, 2023 to April 15, 2023

#### Fee

Total Fee	1,500.00		
Percent Complete	100.00	Total Earned	1,500.00
		Previous Fee Billing	0.00
		Current Fee Billing	1,500.00
		<b>Total Fee</b>	<b>1,500.00</b>

**Total this Invoice \$1,500.00**

#### Billings to Date

	Current	Prior	Total
Fee	1,500.00	0.00	1,500.00
<b>Totals</b>	<b>1,500.00</b>	<b>0.00</b>	<b>1,500.00</b>

Pd ck #70853  
Dated 5/23/23

Vendor # 2653  
Batch # DPW 5.18.23  
Account # 10-4911 003916  
Entered By PS  
Date 5/18/23



TOWN OF AMHERST, NH  
REPORT OF THE TRUSTEES OF TRUST FUNDS  
CAPITAL RESERVE FUND (ACCOUNT NUMBER XXX0225)  
FOR YEAR ENDING: 06/30/2023  
AS OF: 06/30/2023

FUND NAME	PURPOSE	DATE OF CREATION	PRINCIPAL						
			PRINCIPAL BEGIN COST BALANCE	PRINCIPAL NEW FUNDS	PRINCIPAL REALIZED GAINS	CAPITAL GAINS DIVIDENDS	PRINCIPAL FEES	PRINCIPAL WITHDRAWALS	PRINCIPAL ENDING COST BALANCE
AMBULANCE FUND	POLICE/FIRE	3/1/2011	96,936.99	0.00	0.00	0.00	0.00	0.00	97,050.88
AMHERST MULTIMODAL FACILITIES	CAPITAL RESERVE (OTHER)	6/8/2021	141,063.01	0.00	0.00	0.00	0.00	0.00	141,228.74
AMHERST SCHOOL DISTRICT CAPITAL FACILITIES FD	MAINTENANCE AND REPAIR	3/1/2003	1,455,673.92	0.00	0.00	0.00	0.00	0.00	1,457,384.18
AMHERST SCHOOL DISTRICT EDU STUDENTS W DISABILITIES FD	EDUCATIONAL PURPOSES	3/1/2003	317,683.25	0.00	0.00	0.00	0.00	0.00	318,056.50
ASSESSING REVALUATION FUND	CAPITAL RESERVE (OTHER)	3/9/2004	96,073.15	0.00	0.00	0.00	0.00	0.00	96,186.03
BRIDGE REPAIR AND REPLACEMENT FD	MAINTENANCE AND REPAIR	3/9/2010	794,243.30	0.00	0.00	0.00	0.00	0.00	795,176.46
COMMUNICATION FUND	CAPITAL RESERVE (OTHER)	3/14/2006	125,307.02	0.00	0.00	0.00	0.00	0.00	125,454.24
COMPUTER SYSTEM	CAPITAL RESERVE (OTHER)	3/13/2007	50,463.53	0.00	0.00	0.00	0.00	0.00	50,522.82
DPW VEHICLES & EQUIPMENT ACQUISITION & REPLACEMENT	MAINTENANCE AND REPAIR	6/8/2021	364,199.56	0.00	0.00	0.00	0.00	0.00	364,627.46
FIRE RESCUE VEHICLE & EQUIPMENT PURCHASE & REPAIR	POLICE/FIRE	3/1/1999	1,074,266.26	0.00	0.00	0.00	0.00	0.00	1,075,528.42
HIGHWAY EQUIPMENT FUND	CAPITAL RESERVE (OTHER)	3/8/1977	17,906.33	0.00	0.00	0.00	0.00	0.00	17,927.37
POLICE STATION RENOVATION FD	POLICE/FIRE	3/18/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RECREATION FIELD ACQ/CONSTR FD	PARKS/RECREATION	3/13/2007	134,176.73	0.00	0.00	0.00	0.00	0.00	134,334.37
SOUHEGAN COOP SCHOOL DISTRICT MAINTENANCE	MAINTENANCE AND REPAIR	3/1/2004	522,134.49	0.00	0.00	0.00	0.00	0.00	522,747.95
SOUHEGAN COOP SCHOOL DISTRICT UNFUNDED LIABILITIES	EDUCATIONAL PURPOSES	3/1/2004	55,077.59	0.00	0.00	0.00	0.00	0.00	55,142.30
TOTALS			5,245,205.13	0.00	0.00	0.00	0.00	0.00	5,251,367.72
									5,249,220.15



## TOWN OF AMHERST

---


*Town Hall  
2 Main Street  
Amherst, NH 03031*

*Tel: 603/673-6041  
Fax: 603/673-6794  
www.amherstnh.gov*

TO: Trustees of the Trust Funds  
FROM: Amherst Board of Selectmen  
DATE: August 28, 2023  
SUBJECT: Capital Reserve Fund Withdrawal Request

At our regular meeting held on Monday, August 28, 2023, we, the Board of Selectmen, approved a request that the Trustees of the Trust Fund authorize Cambridge Trust Bank to withdraw \$6,500.00 from the Town of Amherst Recreation Field Acqui/Construction Capital Reserve Fund. As the authorized agents to expend from this capital reserve fund, we ask that you approve this request at your next regular meeting.

In an effort to expedite receipt of these funds, please accept this document as a confirmation of our action on August 28, 2023. The requested check, in the amount of \$6,500.00 made payable to the Town of Amherst, can be sent to the attention of Finance Director, Town of Amherst, 2 Main Street, Amherst, NH 03031.

<u>Peter Lyon, Chairman</u>	<u>8/28/23</u> Date
<u>Tom Grella, Vice Chairman</u>	<u>8/28/23</u> Date
<u>John D'Angelo</u>	<u>8/28/23</u> Date
<u>Danielle Pray</u>	<u>8/28/23</u> Date
<u>William Stoughton</u>	<u>8/28/23</u> Date
 <u>Finance Director</u>	<u>8/28/23</u> Date

Original to Finance Office

# General Ledger

## Detailed Trial Balance

User: dbender  
 Printed: 08/23/2023 - 12:32PM  
 Period: 01 to 12, 2023



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
10	Capital Reserve Fund					
EXPENSE						
10-4520						
10-4520-10-1113	Recreation Fields	0.00				
8/2/2022 AP	2 7 3087 - TIGHE & BOND, INC			650.00	0.00	
10/25/2022 AP	4 62 3087 - TIGHE & BOND, INC			975.00	0.00	
12/6/2022 AP	6 15 3087 - TIGHE & BOND, INC			1,625.00	0.00	
12/20/2022 AP	6 48 3087 - TIGHE & BOND, INC			3,250.00	0.00	
	10-4520-10-1113 Totals:	0.00	0.00	6,500.00	0.00	6,500.00
	Var: -6,500.00					
	10-4520 EXPENSE Totals:	0.00	0.00	6,500.00	0.00	6,500.00
	EXPENSE Totals:	0.00	0.00	6,500.00	0.00	6,500.00
	10 Totals:	0.00	0.00	6,500.00	0.00	6,500.00
	Report Totals:	0.00	0.00	6,500.00	0.00	6,500.00

# Tighe & Bond

## Invoice:

Town of Amherst, NH  
Attn: Craig Fraley  
Amherst Recreation Department  
4 Cross Road  
Amherst, NH 03031

INV. DATE : 7/18/2022  
INVOICE # : \*\* 072292110  
PROJECT # : 105091002

AMHER\*~~NH~~-Buck Meadow Fields Master Plan

Email Invoice to:  
cfraley@amherstnh.gov

**FOR PROFESSIONAL SERVICES RENDERED THROUGH 7/2/2022 AS FOLLOWS:**

Services rendered this period were performed in accordance with Agreement dated March 23, 2022.

TOTAL FEE AUTHORIZED	\$6,500.00
PERCENT COMPLETE AS OF 7/2/2022	10.00 %
FEE EARNED TO DATE	650.00
LESS PREVIOUS BILLINGS	0.00
AMOUNT DUE THIS INVOICE	<b>\$650.00</b>

Vendor # 3087  
Batch # 33-07-2022  
Account # 10-4520-10-1113  
Entered By LMK  
Date 7/25  
CP

*Invoices are due and payable within 30 days of receipt unless otherwise stated in our Agreement.*

**ACH / Wire Transfers:** TD Bank  
Routing #: 211370545  
Account #: 49919061  
E-mail: AR@TigheBond.com

	Days				
Previous Outstanding Invoices	1-30	31-60	61-90	>90	
Total					

Please Remit Payment to: Tighe & Bond, Inc. • 53 Southampton Road • Westfield, MA 01085-5308 • Tel 413.562.1600

# Tighe & Bond

## Invoice:

Town of Amherst, NH  
Attn: Craig Fraley  
Amherst Recreation Department  
4 Cross Road  
Amherst, NH 03031

INV. DATE : 10/18/2022  
INVOICE # : \*\* 102296082  
PROJECT # : 105091002

AMHER\*NH-Buck Meadow Fields Master Plan

Email Invoice to:  
cfraley@amherstnh.gov

**FOR PROFESSIONAL SERVICES RENDERED THROUGH 10/1/2022 AS FOLLOWS:**

Services rendered this period were performed in accordance with Agreement dated March 23, 2022.

TOTAL FEE AUTHORIZED	\$6,500.00
PERCENT COMPLETE AS OF 10/1/2022	75.00 %
FEE EARNED TO DATE	4,875.00
LESS PREVIOUS BILLINGS	3,900.00
AMOUNT DUE THIS INVOICE	<b>\$975.00</b>

Vendor # 3087  
Batch # 09.18.2022  
Account # 10-4520-10-1113  
Entered By LMK  
Date 10/18  
CK

*Invoices are due and payable within 30 days of receipt unless otherwise stated in our Agreement.*

**ACH / Wire Transfers:** TD Bank  
Routing #: 211370545  
Account #: 49919061  
E-mail: AR@TigheBond.com

Total	Days			
	1-30	31-60	61-90	>90
\$3,250.00	\$0.00	\$0.00	\$3,250.00	\$0.00

Please Remit Payment to: Tighe & Bond, Inc. • 53 Southampton Road • Westfield, MA 01085-5308 • Tel 413.562.1600

# Tighe & Bond

## Invoice:

Town of Amherst, NH  
Attn: Craig Fraley  
Amherst Recreation Department  
4 Cross Road  
Amherst, NH 03031

INV. DATE : 11/25/2022  
INVOICE # : \*\* 112295001  
PROJECT # : 105091002

AMHER\*NH-Buck Meadow Fields Master Plan

Email Invoice to:  
cfraley@amherstnh.gov

**FOR PROFESSIONAL SERVICES RENDERED THROUGH 10/29/2022 AS FOLLOWS:**

Services rendered this period were performed in accordance with Agreement dated March 23, 2022.

TOTAL FEE AUTHORIZED	\$6,500.00
PERCENT COMPLETE AS OF 10/29/2022	100.00 %
FEE EARNED TO DATE	6,500.00
LESS PREVIOUS BILLINGS	4,875.00
<b>AMOUNT DUE THIS INVOICE</b>	<b>\$1,625.00</b>

Vendor # 3087  
Batch # 13.11.2022  
Account # 10-4520-10-1113  
Entered By LMK  
Date 11/29

CT

*Invoices are due and payable within 30 days of receipt unless otherwise stated in our Agreement.*

**ACH / Wire Transfers:** TD Bank  
Routing #: 211370545  
Account #: 49919061  
E-mail: AR@TigheBond.com

Previous Outstanding Invoices	Days
<u>Total</u>	<u>1-30</u> <u>31-60</u> <u>61-90</u> <u>&gt;90</u>
\$3,250.00	\$0.00   \$0.00   \$0.00   \$3,250.00

Please Remit Payment to: Tighe & Bond, Inc. • 53 Southampton Road • Westfield, MA 01085-5308 • Tel 413.562.1600

# Tighe&Bond

## Invoice:

Town of Amherst, NH  
Attn: Craig Fraley  
Amherst Recreation Department  
4 Cross Road  
Amherst, NH 03031

INV. DATE : 8/17/2022  
INVOICE # : \*\* 082292041  
PROJECT # : 105091002

AMHER\*NH-Buck Meadow Fields Master Plan

Email Invoice to:  
cfraley@amherstnh.gov

**FOR PROFESSIONAL SERVICES RENDERED THROUGH 7/30/2022 AS FOLLOWS:**

Services rendered this period were performed in accordance with Agreement dated March 23, 2022.

TOTAL FEE AUTHORIZED	\$6,500.00
PERCENT COMPLETE AS OF 7/30/2022	60.00 %
FEE EARNED TO DATE	3,900.00
LESS PREVIOUS BILLINGS	650.00
AMOUNT DUE THIS INVOICE	<b>\$3,250.00</b>

Vendor # 3087  
Batch # 8-12-2022  
Account # 10-4520-10-1113  
Entered By cmk  
Date 12/14 CV

*Invoices are due and payable within 30 days of receipt unless otherwise stated in our Agreement.*

**ACH / Wire Transfers:** TD Bank  
Routing#: 211370545  
Account #: 49919061  
E-mail: AR@TigheBond.com

Total	Previous Outstanding Invoices				Days
	1-30	31-60	61-90	>90	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Please Remit Payment to: Tighe & Bond, Inc. • 53 Southampton Road • Westfield, MA 01085-5308 • Tel 413.562.1600

TOWN OF AMHERST, NH  
REPORT OF THE TRUSTEES OF TRUST FUNDS  
CAPITAL RESERVE FUND (ACCOUNT NUMBER XXX0225)  
FOR YEAR ENDING: 06/30/2023  
AS OF: 06/30/2023

FUND NAME	PURPOSE	DATE OF CREATION	PRINCIPAL						
			PRINCIPAL BEGIN COST BALANCE	PRINCIPAL NEW FUNDS	PRINCIPAL REALIZED GAINS	CAPITAL GAINS DIVIDENDS	PRINCIPAL FEES	PRINCIPAL WITHDRAWALS	PRINCIPAL ENDING COST BALANCE
AMBULANCE FUND	POLICE/FIRE	3/1/2011	96,936.99	0.00	0.00	0.00	0.00	0.00	97,050.88
AMHERST MULTIMODAL FACILITIES	CAPITAL RESERVE (OTHER)	6/8/2021	141,063.01	0.00	0.00	0.00	0.00	0.00	141,228.74
AMHERST SCHOOL DISTRICT CAPITAL FACILITIES FD	MAINTENANCE AND REPAIR	3/1/2003	1,455,673.92	0.00	0.00	0.00	0.00	0.00	1,457,384.18
AMHERST SCHOOL DISTRICT EDU STUDENTS W DISABILITIES FD	EDUCATIONAL PURPOSES	3/1/2003	317,683.25	0.00	0.00	0.00	0.00	0.00	318,056.50
ASSESSING REVALUATION FUND	CAPITAL RESERVE (OTHER)	3/9/2004	96,073.15	0.00	0.00	0.00	0.00	0.00	96,186.03
BRIDGE REPAIR AND REPLACEMENT FD	MAINTENANCE AND REPAIR	3/9/2010	794,243.30	0.00	0.00	0.00	0.00	0.00	795,176.46
COMMUNICATION FUND	CAPITAL RESERVE (OTHER)	3/14/2006	125,307.02	0.00	0.00	0.00	0.00	0.00	125,454.24
COMPUTER SYSTEM	CAPITAL RESERVE (OTHER)	3/13/2007	50,463.53	0.00	0.00	0.00	0.00	0.00	50,522.82
DPW VEHICLES & EQUIPMENT ACQUISITION & REPLACEMENT	MAINTENANCE AND REPAIR	6/8/2021	364,199.56	0.00	0.00	0.00	0.00	0.00	364,627.46
FIRE RESCUE VEHICLE & EQUIPMENT PURCHASE & REPAIR	POLICE/FIRE	3/1/1999	1,074,266.26	0.00	0.00	0.00	0.00	0.00	1,075,528.42
HIGHWAY EQUIPMENT FUND	CAPITAL RESERVE (OTHER)	3/8/1977	17,906.33	0.00	0.00	0.00	0.00	0.00	17,927.37
POLICE STATION RENOVATION FD	POLICE/FIRE	3/18/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RECREATION FIELD ACQ/CONSTR FD	PARKS/RECREATION	3/13/2007	134,176.73	0.00	0.00	0.00	0.00	0.00	134,334.37
SOUHEGAN COOP SCHOOL DISTRICT MAINTENANCE	MAINTENANCE AND REPAIR	3/1/2004	522,134.49	0.00	0.00	0.00	0.00	0.00	522,747.95
SOUHEGAN COOP SCHOOL DISTRICT UNFUNDED LIABILITIES	EDUCATIONAL PURPOSES	3/1/2004	55,077.59	0.00	0.00	0.00	0.00	0.00	55,142.30
TOTALS			5,245,205.13	0.00	0.00	0.00	0.00	0.00	5,251,367.72
									5,249,220.15





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

**Title:** Amherst German Christmas Market request of an additional road closure: Main Street between Middle Street and Courthouse

**Department:** Administration

**Meeting Date:** August 28, 2023

**Staff Contact:**

---

## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Street Closure Request Amendment
2. Amended Map\_Road Closures Request\_Christmas Market

**From:** [Lindsay Buchanan](#)  
**To:** [Jennifer Stover](#)  
**Subject:** Street Closure Request Amendment  
**Date:** Thursday, August 17, 2023 8:00:16 AM  
**Attachments:** [Amended Map Road Closures Request Christmas Market.png](#)

---

[External Sender]:

Hi Jennifer,

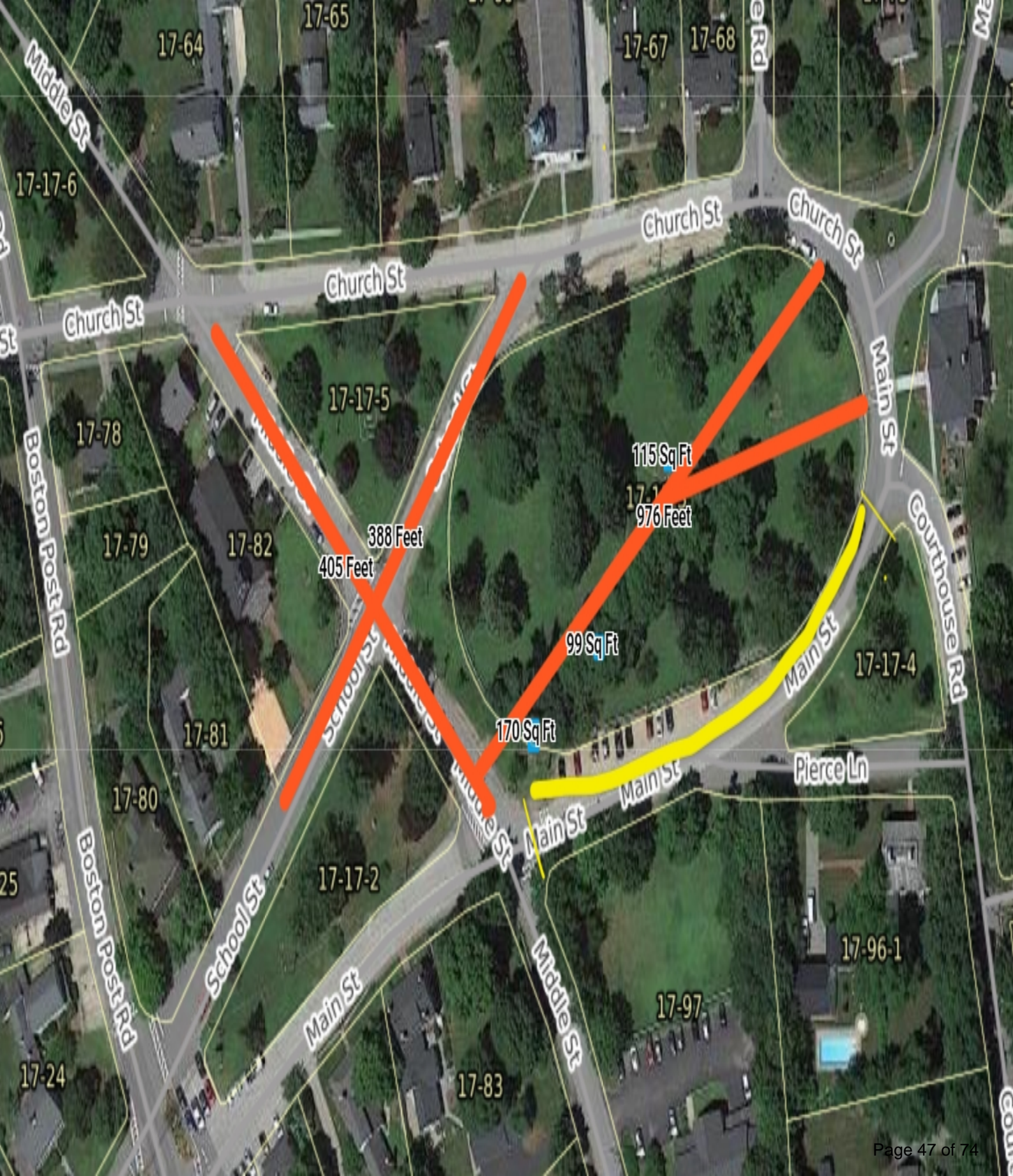
I am reaching out as the Amherst German Christmas Market committee has expressed interest in amending our previously-approved application for use of the town common. This is due to an anticipated increase in the number of vendors, as well as seeking to improve safety of pedestrians crossing from the common to the Carriage House lawn.

We are seeking approval of an amendment to road closures to include the additional closure between Middle Street and Courthouse Rd. (I've attached an image showing our request in yellow).

Middle Street, Main St west of Middle St, Courthouse Rd, and Church St would all remain open. East-west through traffic would, instead of using Main St, would have to use Church St.

Could you direct this request to the appropriate recipients?

Thanks,  
Lindsay Buchanan







# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Baboosic Lake Community Septic Warrants

**Department:** Tax Collector

**Meeting Date:** August 28, 2023

**Staff Contact:** Gail Stout

---

## **BACKGROUND INFORMATION:**

Baboosic Lake Community Septic Warrants due for October 2, 2023 are being submitted for the Boards approval and signature as follows:

Phase I	\$ 2,081.04
Phase II	\$ 2,435.20
Phase III	\$ 6,692.91
Phase IV	\$ 4,751.75

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

To approve and sign.

## **SUGGESTED MOTION:**

I move to approve and sign the Baboosic Lake Community Septic Warrants due for October 2, 2023 as follows:

Phase I	\$ 2,081.04
Phase II	\$ 2,435.20
Phase III	\$ 6,692.91
Phase IV	\$ 4,751.75

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. BLCS Warrants BOS Confidential Packet Aug 28 2023



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

**Title:** Application and permit for  
wholesale/retail sale of permissible  
fireworks

**Department:** Administration

**Meeting Date:** August 28, 2023

**Staff Contact:**

---

**BACKGROUND INFORMATION:**

The annual fee of \$500.00 was received on August 18, 2023.

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Elite Fireworks Amherst permit



## APPLICATION & PERMIT FOR WHOLESALE/RETAIL SALES OF PERMISSIBLE FIREWORKS

The Board of Selectmen hereby grants/denies a permit for the wholesale/retail sales, possession and display of Permissible Fireworks to:

Applicant: Valmir Nazifi

Date of Application: 08 / 16 / 2023

Signature: 

Telephone: 832-212-6325

Mailing Address 500 N. Commercial St.

Location of Sales 68 NH-101A

Suite 501 Manchester, NH 03101

Amherst, NH 03031

Said activities to be conducted in accordance with pertinent laws of the State of New Hampshire RSA 160-B (RSA 160-A as amended) and as listed in the town policy below adopted March 26, 2001.

### POLICY STATEMENT

#### AUTHORITY

In accordance with RSA Chapter 160-A (as amended), the Board of Selectmen as the governing body of the Town of Amherst hereby adopts this policy intended to regulate the sale of Class C "Permissible" Fireworks as described in RSA 160-A:1,5 within the limits of the Town of Amherst.

Persons wishing to conduct the aforementioned retail/wholesale sales of Class C "Permissible Fireworks" shall obtain a permit from the Board of Selectmen prior to any such activities.

#### APPLICATION

Persons wishing to apply for a sales permit under this policy shall do so in writing to the Board of Selectmen on forms that may be prescribed by the Board. Completed applications shall be submitted to the Board of Selectmen no less than thirty (30) days prior to the desired date of proposed activity.

#### ELIGIBILITY REQUIREMENTS

All persons wishing to obtain a permit for the sale of Class C Permissible Fireworks shall in addition to applicable State and Federal regulations, conform to the following guidelines:

Under no circumstances shall the Board issue a permit for the retail/wholesale sales of these products by any individual under the age of twenty-one (21).

Persons wishing to obtain a permit for the retail/wholesale sale of Class C Permissible Fireworks must hold a Federal sales permit issued under USC Title 18. The permit shall not become valid until the applicant successfully obtains a sales license from the State of New Hampshire's Department of Safety.

## **SITE LOCATION**

Retail sales shall only be conducted at such locations as listed upon the applicant's Federal license.

At no time shall the product be sold from temporary structures which are not those permanently affixed to the property (i.e. motor vehicles, trailers, campers, roadside stands, etc.)

Wholesale/retail sales locations must have successfully completed Site Plan Review with the Amherst Planning Board prior to approval of the requested permit. Sales will only be permitted from those sites which meet all applicable land use regulations.

All sales locations within the Town of Amherst must undergo physical inspection of the property by the Fire Chief or his/her designee prior to issuance of the actual permit and be in compliance with all applicable building, life and fire safety codes. The Fire Chief of the town of Amherst retains the right to disapprove any site at any time due to the existence of safety/fire hazards.

The holder of this permit shall assume all responsibility for liabilities arising from the storage, sale and display of Class C Permissible Fireworks.

## **CONDITIONS OF SALES**

Persons permitted to sell Class C Permissible Fireworks (or their agents) must, prior to the sale, require the purchaser of these products to furnish photographic identification (State issued I.E. or Driver's license) indicating that they are at least twenty-one (21) years of age. Persons engaged in the retail sales of Class C Permissible Fireworks shall not allow sales by persons (or their agents) who are under the age of eighteen (18).

No permits shall be issued under this policy for the retail/wholesale sales of Class C Permissible Fireworks when sales are to take place before 7:00 a.m. or after 9:00 p.m.

All permits referenced herein shall be kept at the site permitted for sales and readily available for inspection by local authorities.

Applicants are expected to comply with all provisions of applicable Federal and State Regulations (Chapter 160-B).

## **DURATION**

Permits issued by the Board of Selectmen for this purpose will be issued on an annual basis and expire at the end of the calendar year.

## FEES

An annual fee shall be assessed by the Board of Selectmen for said permit. The permit fee shall be \$500.00 until such time as amended by the Board.

## REVOCATION

The Board of Selectmen or their designee shall have the authority to revoke any permits pertaining to Class C Permissible Fireworks. Any violation of the above terms shall be deemed sufficient reason for revocation without a refund of the required fees paid.

Any appeal of a permit revocation must be made to the Board of Selectmen in writing, indicating the reason to reconsider the action of the Board. The submission must be made to their office within five (5) calendar days of revocation. The Board will convene to consider the appeal within ten (10) calendar days of the receipt of an appeal.

The sale of Class C Permissible Fireworks without or after the revocation of a permit from the Town of Amherst is subject to criminal prosecution and penalty under State Statute.

### OFFICE USE ONLY

#### DOCUMENTATION PROVIDED



Federal Sales Permit issued under USC Title 18



Sales License issued by State of New Hampshire (To Be Submitted to Town Within One Year of Obtaining Town Permit.)

I hereby certify that to the best of my knowledge, the sales location IS IS NOT in compliance with all applicable building, life and safety codes.

8/17/23

Date

[Signature]  
Signature: Building Inspector

I hereby certify that to the best of my knowledge, the sales location IS IS NOT in compliance with all applicable building, life and safety codes.

8/17/2023

Date

[Signature]  
Signature: Fire Chief or Designee

I hereby certify that to the best of my knowledge, the sales location IS IS NOT in compliance with all applicable building, life and safety codes.

8/17/23

Date

[Signature]  
Signature: Planning/Zoning Administrator

Only permissible fireworks will be sold or stored at the location the permit covers.

8-17-23

Date

[Signature]  
Signature: Police Chief



<b>APPROVED / DISAPPROVED</b>
-------------------------------

Date\_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Issue Date\_\_\_\_\_

Expiration Date\_\_\_\_\_

**AMHERST BOARD OF SELECTMEN**



In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF  
Correspondence To  
ATF - Chief, FELC  
244 Needy Road  
Martinsburg, WV 25405-9431

License/Permit  
Number

6-NH-011-53-6A-00339

Chief, Federal Explosives Licensing Center (FELC)

Expiration  
Date

January 1, 2026

Name

APEX FIREWORKS LLC

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

68 NH ROUTE 101A  
AMHERST, NH 03031-

Type of License or Permit

53-DEALER OF EXPLOSIVES

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

APEX FIREWORKS LLC  
500 N COMMERCIAL STREET SUITE 502  
MANCHESTER, NH 03101-

Licensee/Permittee Responsible Person Signature

Valmir Nazifi

Printed Name

Managing Member

Position/Title

01/01/2023

Date

Previous Edition is Obsolete

APEX FIREWORKS LLC: 68 NH ROUTE 101A: 03031-6-NH-011-53-6A-00339: January 1, 2026: 53-DEALER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part I  
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)  
244 Needy Road  
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352  
Fax Number: (304) 616-4401  
E-mail: FELC@atf.gov

ATF Homepage: [www.atf.gov](http://www.atf.gov)

**Change of Address** (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

**Right of Succession** (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

Cut Here ✂

(Continued on reverse side)

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: APEX FIREWORKS LLC

Business Name:

License/Permit Number: 6-NH-011-53-6A-00339

License/Permit Type: 53-DEALER OF EXPLOSIVES

Expiration: January 1, 2026

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



## WARNINGS

1. As provided in Title XI of the Organized Crime Control Act of 1970 (U.S.C. § 842(i)), it is unlawful for any person who (1) is under indictment for, or has been convicted in any court of, a crime punishable by imprisonment for a term exceeding 1 year, (2) is a fugitive from justice, (3) is an unlawful user of, or addicted to any controlled substance (*as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)*), (4) has been adjudicated as a mental defective or has been committed to a mental institution, to ship, transport, or receive any explosive materials in interstate or foreign commerce, (5) is an alien, other than an alien who is lawfully admitted for permanent residence (*as that term is defined in section 101(a)(20) of the Immigration and Naturalization Act*), or meets any other exception under section 842(i)(5), (6) has been discharged from the armed forces under dishonorable conditions, or (7) having been a citizen of the United States, has renounced the citizenship of that person.
2. **Federal Regulation 27 CFR 555.53 - Licensees and permits issued under this part are not transferable to another person. In the event of the lease, sale, or other transfer of the business or operations covered by the license or permit, the successor must obtain the license or permit required by this part before commencing business or operations.**
3. **Alteration or Changes to the License or Permit. Alterations or changes in the original license or permit or in duplications thereof violates 18 U.S.C. 1001, an offense punishable by imprisonment for not more than 5 years and/or a fine of not more than \$250,000.**

## NOTICES

1. Any change in trade name or control of this business or operations **MUST** be reported within 30 days of the change to the Chief, Federal Explosives Licensing Center (FELC), 244 Needy Road, Martinsburg, WV 25405-9431. (27 CFR 555.56-555.57). A licensee or permittee who reports a Change of Control must, upon expiration of the license or permit, file an ATF Form 5400.13/5400.16.
2. Under § 555.46, Renewal of License/Permit, if a licensee or permittee intends to continue the business or operations described on a license or permit issued under this part during any portion of the ensuing year, the licensee or permittee shall, unless otherwise notified in writing by the Chief, FELC, execute and file with ATF prior to the expiration of the license or permit an application for a license or permit renewal, ATF Form 5400.14/5400.15 Part III, in accordance with the instructions on the form, and the required fee. In the event the licensee or permittee does not timely file an ATF Form 5400.14/5400.15 Part III, the licensee or permittee must file an ATF Form 5400.13/5400.16 as required by § 555.45, and obtain the required license or permit before continuing business or operations. A renewal application will automatically be mailed by ATF to the "mailing address" on the license or permit approximately 60 days prior to the expiration date of the license or permit. If the application is not received 30 days prior to the expiration date, the licensee or permittee should contact the FELC.  
**Note:** The user-limited permits are not renewable.

3. This license or permit is conditional upon compliance by you with the Clean Water Act (33 U.S.C. § 1341(a)).
4. **THIS LICENSE OR PERMIT MUST BE POSTED AND KEPT AVAILABLE FOR INSPECTION (27 CFR 555.101).**

ATF Form 5400.14/5400.15 Part I  
Revised October 2011

### Federal Explosives License (FEL) Customer Service Information

(Continued from front)

**Discontinuance of Business** (27 CFR 555.61)(27 CFR 555.128). Where an explosives materials business or operations is succeeded by a new licensee or permittee, the records prescribed by this subpart shall appropriately reflect such facts and shall be delivered to the successor, or may be, within 30 days following business discontinuance, delivered to the ATF Out-of-Business Records Center, 244 Needy Road, Martinsburg, WV 25405, or to any ATF office in the division in which the business was located. Where discontinuance of the business is absolute, the records shall be delivered within 30 days following the business discontinuance to the ATF Out-of-Business Records Center, 244 Needy Road, Martinsburg, WV 25405, or to any ATF office in the division in which the business was located.

Explosive materials must be stored in conformance with requirements set forth in 27 CFR, Part 55. It is unlawful for any person to store any explosive materials in a manner not in conformity with these regulations.

**TO REPORT LOST OR STOLEN EXPLOSIVES, YOU MUST IMMEDIATELY NOTIFY ATF:  
CALL TOLL FREE - (888) ATF-BOMB**

✂ Cut Here

Federal Explosives Licensing Center (FELC) 244 Needy Road Martinsburg, WV 25405-9431	Toll-free number: (877) 283-3352 Fax number: (304) 616-4401 E-mail: FELC@atf.gov
--	--

#### ATF Hotline Numbers

Arson Hotline: 1-888-ATF-FIRE (1-888-283-3473)
Bomb Hotline: 1-888-ATF-BOMB (1-888-283-2662)
Report Illegal Firearms Activity: 1-800-ATF-GUNS (1-800-283-4867)
Firearms Theft Hotline: 1-888-930-9275
Report Stolen, Hijacked or Seized Cigarettes: 1-800-659-6242
Other Criminal Activity: 1-888-ATF-TIPS (1-888-283-8477)



State of New Hampshire  
DEPARTMENT OF SAFETY  
OFFICE OF THE STATE FIRE MARSHAL

**LICENSE TO SELL PERMISSIBLE FIREWORKS**


License Number: 544

This certifies that **Elite Fireworks** located in the City, or Town of **AMHERST** in the State of **New Hampshire** is hereby licensed to sell or market permissible fireworks doing business at **68 ROUTE 101-A** in accordance with the New Hampshire RSA 160-C:3.

**THIS LICENSE WILL EXPIRE ONE YEAR FROM DATE OF ISSUE.**

Dated at Concord NH, on this 16<sup>TH</sup> day of June, year of 2023.

  
\_\_\_\_\_  
State Fire Marshal

  
\_\_\_\_\_  
Signature of Licensee

**Original**

*This license is property of the State of New Hampshire, and shall be returned upon request.*





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

**Title:** Assessing

**Meeting Date:** August 28, 2023

**Department:** Assessing

**Staff Contact:** Michele Boudreau

---

## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **MS-1 Summary of Valuation**

The 2023 MS-1 form is attached for the Board to review and sign. I have reviewed the MS-1 which was prepared by Michele Boudreau and is ready to submit to the Department of Revenue.

#### **Suggested Motion:**

The assessor has reviewed and approved MS-1 and recommends the Board of Selectmen sign and submit it to the Department of Revenue. Therefore, I move to approve and sign the Department of Revenue MS-1 Summary of Valuation Report for 2023.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

1. Item A. Confidential



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** AP, Payroll and Minutes  
**Meeting Date:** August 28, 2023

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

---

## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Accounts Payable**

**AP1** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$46,782.11 dated August 16, 2023, subject to review and audit. (NH DMV)

**AP2** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$343,311.22 dated August 15, 2023, subject to review and audit. (Vendors)

**AP3** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$160,477.83 dated August 16, 2023, subject to review and audit. (Vendors)

#### **Minutes**

~ I move to approve the Board of Selectmen meeting minutes of August 14, 2023.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

1. 2023.08.14 BOS\_DRAFT



# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room  
2 Main Street  
Monday, August 14, 2023, 5:00PM

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

### 1. Call to Order

Chairman Peter Lyon called the meeting to order at 5:00 p.m.

### 2. Non-Public Session, pursuant to RSA 91-A:3 II (b) The hiring of any person as a public employee.

#### 2.1. Interview

Other persons present: Town Administrator Shankle, Finance Director Debbie Bender, and a candidate for the Finance Director position.

*A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to enter into Non-Public Session, pursuant to RSA 91-A:3 II (b).*

*Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella - aye. Voting: 5-0-0; motion carried unanimously.*

The Board interviewed a candidate for Finance Director and discussed the same after the departure of the candidate. No votes were taken, and no final decisions were made.

*A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to exit Non-Public Session.*

*Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella - aye. Voting: 5-0-0; motion carried unanimously.*

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to recess the meeting at 5:35pm.*

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

The Board called the public meeting back to order at 6:30pm.

### 3. Pledge of Allegiance – led by Joe Jordan, Assistant DPW Director.

### 4. Citizen's Forum

37 Brendan Farrell, 84 Boston Post Road, asked what is being done in the interim to protect  
38 pedestrian citizens in the Village from ongoing speeding issues, while studies are being  
39 conducted.

40  
41 Chairman Lyon stated that the Board has had many conversations about this topic during  
42 various public meetings. Chief Reams has assured the Board that the Police Department is  
43 going to great lengths to enforce speeding in the Village and throughout Town. The Board has  
44 formed a Village Streets Committee in order to study these issues and report back. Short-term  
45 adjustments will also be entertained.

46  
47 Mr. Farrell stated that Chief Reams is understaffed and under-resourced. The Town pays less  
48 for patrolmen than other towns in the area. He asked how the speed limit can be enforced with  
49 only two radio cars.

50  
51 Chairman Lyon stated that the Police Department is doing the best it can with the resources it  
52 has. Chief Reams has worked hard to fully staff the Department. Mr. Farrell stated that this is  
53 not good enough to protect the Town's streets.

54  
55 Mr. Farrell stated that he has emailed individuals on the Board but has only received  
56 responses from Selectman Pray and Selectman Grella. He asked what the Board's policy is for  
57 responding to inquiries. Chairman Lyon stated that the Board meets publicly twice a month,  
58 and any citizen is welcome to attend those meetings to speak to the Board. Citizens are also  
59 welcome to send emails to the Board. He is aware of the emails sent by Mr. Farrell and noted  
60 that responses were sent by Selectman Pray, Town Administrator Shankle, Chief Reams, and  
61 that Mr. Farrell was visited by Selectman Grella. He stated that Mr. Farrell will likely not  
62 receive individual responses from each person he emails.

63  
64 Mr. Farrell stated that this is a Town of 11,000 people. He asked why Board members cannot  
65 respond to an email from a concerned citizen in a Town of this size. The incoming Police  
66 Chief sat with him today for an hour and that is what he expects from leadership in this Town.

67  
68 Mike Dineen, 83 Boston Post Road, stated that he has seen traffic and speed increase in his  
69 time living in his home. He believes that some of the volume of traffic consists of non-  
70 commercial traffic from those who live north of the Village and use it as a cut-through. He  
71 believes that someone is going to get hurt in the Village due to speeding traffic. The Town can  
72 do something about this. The Police Department needs to step up its game in terms of  
73 speeding enforcement in Town. The cut-through traffic also needs to be addressed. Chairman  
74 Lyon stated that ideas are being explored by the Village Streets Committee and will be  
75 addressed by the Board.

76  
77 Selectman Stoughton stated that one particular individual was placed on the Village Streets  
78 Committee because he has young children and walks them through the Village. The  
79 Committee and the Board share the citizens' concerns made this evening. The Committee has  
80 a lot of work ahead of it and it is unclear when recommendations will be made. The Board and  
81 the Committee have the same goals as the citizens this evening.



83 Selectman Pray stated that there are long-term solutions being discussed by the Committee  
84 and there are short-term actions being considered. The DPW Director is considering 3D  
85 crosswalks and the Police Department has been considering no-thru trucking for the Village.  
86 Regarding speed bumps, the DPW Director has spoken to other towns that have pulled them  
87 up due to noise. There is more Police enforcement that is ongoing, an electronic speed sign  
88 installed, along with reduced speed in areas of the Village.

89  
90 Mr. Dineen explained that he has a very clear view of the electronic speed sign and does not  
91 often see anyone slow down for it. Selectman Pray stated that studies show it is effective. Stop  
92 signs have been shown not to be effective.

93  
94 Chairman Lyon stated that three members of the Village Streets Committee were in the  
95 audience to hear these concerns.

96  
97 Doug Chabinsky, 89 Boston Post Road, stated that by 9:30am this morning, he counted 50 20-  
98 ton dump trucks passing through the Village. He would like for no-thru trucking to be  
99 seriously considered. Most cars are not the ones speeding; it is the larger trucks. Eliminating  
100 thru-trucking would reduce much of the concern. Chairman Lyon asked Mr. Chabinsky what  
101 his experience was during the weeks when the bridge was closed on Mont Vernon Road. Mr.  
102 Chabinsky stated that he experienced quiet and less traffic. As soon as the work was done,  
103 truck traffic resumed.

104  
105 Selectman Stoughton explained that the idea of prohibiting trucks in the Village is actively  
106 being considered by the Board. The Nashua Regional Planning Commission (NRPC) is  
107 currently conducting a study for two reasons; one, because the Board wants to make sure that  
108 a potential ban would be enforceable, and two because traffic would have to go somewhere  
109 else, and it is important to fully understand this. NRPC explained that the bridge needed to be  
110 reopened to be able to complete the study. This is an active item that the Board is tracking.

111  
112 Chief Reams stated that reports from the Police Department or through the Highway Safety  
113 Committee are a matter of record and almost all of the data has been reported on. He  
114 explained that he has some new information regarding the short-term effect of trying to make  
115 an impact on speeding by reducing the speed limit along the section of road in the Village. In  
116 the first three days, this allowed officers to stop approximately a dozen cars in both directions  
117 that would not otherwise have been within a threshold for enforcement action. The speed limit  
118 change is having its intended effect. He stated that he cannot comment on how many tickets  
119 were written. Approximately 9% of the cars that officers stop in Town receive tickets. The  
120 thrust is to change driver behavior in a positive manner. The intent is to balance the needs of  
121 people feeling safe in their homes while also making sure that all of the townspeople who use  
122 the rest of the roads in Town are safe.

123  
124 **5. Board of Selectmen, Appointments of the Capital Improvement Committee**  
125 **Committee Members**  
126 **5.1. CIP Members for appointment**  
127

128 Chairman Lyon explained that the Capital Improvement Committee meets annually ahead of  
129 the budgeting process. There are two vacancies on the Committee, one from the Ways &

Means Committee, and one from a citizen position. The first meeting of the Committee is on Thursday at 4:00pm. It is hoped that the vacancies can be filled shortly.

The current Committee makeup is as follows:

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)

John D'Angelo, BOS Ex-Officio (William Stoughton, Alt.) (Voting)

Vacant, Town Ways & Means Committee Rep. (Term Expires 2024)

Vacancy, Citizen Member (Term Expires 2024)

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to appoint the Capital Improvement slate as recommended.*

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

## **6. Administration**

### **6.1 Administrative Updates**

Town Administrator Shankle stated that he recently received an email from NRPC with an overview of the proposed analysis study and recommendations that will follow for the trucking item. He also noted that Comcast has changed the channel listings and the Town station is now Channel 6. He explained that the School Campus sidepath project was not selected to receive federal funding. The AV Upgrade Committee for Town Hall has put together an RFP with more details for the project and agreed to move forward with the RFP at this time. Residences on Thornton Ferry I have been contacted by Sanborn Head for additional well testing. He spoke to a district representative from T-Mobile who agreed to review the Town's cell towers to see if there is an issue. Regarding the Mont Vernon ambulance contract, he has not yet received the contract but plans to review it before calling the Mont Vernon Town Administrator to discuss it.

### **6.2. FY25 Budget Timeline DRAFT**

The Board reviewed the FY25 budget timeline. The Board will begin listening to strategic plans starting on September 11<sup>th</sup>.

### **6.3. Approval of Updated Impact Fee Schedule**

Chairman Lyon explained that approximately three years ago the Board adopted an impact fee schedule. This has been recently updated by Bruce Mayberry. The proposed update was reviewed by the Planning Board. Selectman Stoughton stated that the Planning Board is recommending adopting the updated impact fee schedule.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to adopt the updated impact fee schedule contained in the May 18, 2023 report by BCM*

*Planning, LLC.*

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

177  
178 **6.4. Hiring, Police Chief**  
179

180 Chairman Lyon explained that Chief Reams announced his intent to retire on August 30<sup>th</sup>. He  
181 is recommending that his second in command, Captain Ciampoli, be promoted to Chief. The  
182 Board has had an opportunity to discuss this recommendation and to interview Captain  
183 Ciampoli.  
184

185 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*  
186 *approve the promotion of Anthony Ciampoli to Chief of Police, Grade 19 Step 10 with the*  
187 *intent to move him to Step 11 in six months, effective August 31<sup>st</sup>.*

188 *Voting: 5-0-0; motion carried unanimously.*  
189

190 **7. Staff Reports**

191 **7.1 Economic Revitalization Zone (ERZ) Renewal**  
192

193 Selectman Stoughton explained that there are four Economic Revitalization Zones (ERZs)  
194 designated in Town. The effect of this is that businesses in these Zones which improve their  
195 facilities and add jobs receive State tax credits. There is no cost to the Town in doing this.  
196 Every five years the Town has to renew the designation or change it. The Planning Board  
197 reviewed this and discussed it with the State in order to understand the effect. At this time, the  
198 Planning Board is recommending that the Board take action and redesignate the same Zones.  
199 There are currently two companies taking advantage of the tax credits in the ERZs.  
200

201 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to renew*  
202 *the previously granted ERZ designations of the Route 101 ERZ, the Route 101A ERZ, the*  
203 *Meeting Place ERZ, and the LaBelle Winery ERZ, and certify the same to the State.*

204 *Voting: 5-0-0; motion carried unanimously.*  
205

206 **7.2. FY24 Cruiser Bids**  
207

208 Chief Reams stated that only one bid was obtained for the Department's FY24 cruiser bid  
209 request. Three bidders were solicited but two of them were not heard back from. The  
210 recommendation is to approve the bid to Northwest Hills Chrysler Dodge Jeep Ram. This  
211 company was the lowest bidder for the last couple of years as well.  
212

213 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to award the*  
214 *FY24 cruiser bid to Northwest Hills CDJR in the amount of \$85,748.40.*

215 *Voting: 5-0-0; motion carried unanimously.*  
216

217 **7.3. Cruiser Upfit Bid Approval**  
218

219 Chief Reams explained that this bid is to outfit the stock cruisers that the Department receives.  
220 Two FY23 cruisers were received last year, and this is a build for one of them. There is only a  
221 difference of approximately \$15 between the two bids, and the proximity of the new bidder in  
222 Bedford, NH leads to it being the recommended bid. The Department only received two bids  
223 for this item.

A *MOTION* was made by Selectman Stoughton and *SECONDED* by Selectman Grella to award the cruiser upfit bid to Global Public Safety in the amount of \$9,744. Voting: 5-0-0; motion carried unanimously.

#### **7.4. IRS resolution of back taxes due.**

Debbie Bender, Finance Director, explained that the Town had an issue with some payroll tax payments to the IRS. This was likely due to a lapse in knowledge between Staff changeovers. Someone from the IRS came to help Staff with this item, and it has since been resolved. This involved some penalties and interest. She requested an abatement of the penalties, totaling approximately \$42,000, from the IRS. The Town should be receiving a check from the IRS for \$18,885 which represents the amount the IRS agreed to abate.

The Board thanked Debbie Bender for resolving this item.

#### **7.8. Treasurer - Job Description – *The Board took up this item at this time.***

The Board discussed the Treasurer's job description. There has been input from Debbie Bender, Liz Overholt (current Treasurer), Jennifer Stover (Executive Assistant), Selectmen Pray, and Gail Stout (Tax Collector).

Selectman Pray explained that, per the RSA, there are separate duties for the Treasurer to report to the Town and then to report to the Selectmen. These duties were combined in this job description, and she would like to see them remain separate. Also, per the RSA, there should be a report made by the Treasurer to the Department of Revenue Administration. Debbie Bender noted that the RSA will be attached to the job description.

The Board agreed to review a finalized job description and discuss the stipend for this position at its next meeting.

#### **7.7. ARPA – Spending – *The Board took up this item at this time.***

The Board reviewed the ARPA spending document. Debbie Bender explained that most of the ARPA fund expenses already approved have been paid. This left the Town with \$992,998.39 to spend. The Board discussed the numbers for the Pennichuck water main extension. Much of this is unknown until the second Sanborn Head study is complete.

Selectman Stoughton asked about the streetlight LED expenses. Debbie Bender explained that the contract price was approximately \$52,000 but Eversource offered a rebate of \$13,300 which was applied to the invoice directly.

Selectman Stoughton asked about a potential \$68,000 to be allocated for a DPW excavator. Debbie Bender explained that she believes the DPW Director is going to be able to handle this through the budget. Selectman Stoughton asked for this to be double checked.

Selectman Stoughton explained that there is a potential that the Town may be asked to remove soil and/or cap an area at the Fire Department due to the PFAS issues. There will likely also be additional legal expenses for the PFAS lawyers. As these numbers are yet unknown, he suggested continuing this discussion on further ARPA spending for approximately three months.

#### **7.5. Bike/Ped Update to Baboosic Greenway 02 project**

Chris Buchanan, Chair of the Bicycle & Pedestrian Advisory Committee, explained that the Committee continues to try to build a backbone for a bicycle/pedestrian network to allow people to get around Town in a safe manner. The philosophy in the Committee's Master Plan is to do this in a cost-effective way. One way to do this is to improve road treatments while road work is being done and the other is to try to obtain grant funding. Improvements during road work are estimated at approximately 60% cost savings and almost all grant programs offer approximately 80% cost savings. He explained that in 2017 the Town applied for grant funding for the rehabilitation of a rail trail between Baboosic Lake Road and Walnut Hill Road. The Town was fortunate to have this project accepted into the schedule for the State's 10 Year Plan, with a projected start date of between 2026-2029. A few weeks ago, the Department of Transportation (DOT) offered an opportunity to move the project forward to the current time. The DOT is waiting to find out if there is a desire by the Town to move this forward. If so, the DOT will draft an agreement for the Town's legal counsel to review. The project contains two miles along Baboosic Lake Road at the Route 101 onramp over to Walnut Hill Road. The project would likely take at least three years to complete. The Town would be required to have an on-call engineer to oversee the project. The Town would report on a monthly basis to the State regarding how much is expended on this particular project and the State would then reimburse \$0.80 on each dollar. Over the course of a 3-4-year project the 20% match would be paid on a monthly basis, with an 80% reimbursement by the State. This would be a Town-managed project, required to be done by a civil engineer, with help from the State, if needed. The State is currently offering 80% on the dollar for whatever the project costs. Much of the areas for this project are already Town-owned and usable. This proposal from the State is extremely unusual. He stated that he has never heard of a project moving from the State's 10 Year Plan to the present.

In response to a question from Chairman Lyon, Chris Buchanan stated that the project has a \$730,000 budget, with an 80% match of \$584,000 being covered by the State, resulting in a \$146,000 or 20% local match to be spread over the period of the program. This project budget is backloaded, with the first two years being fairly inexpensive and the construction phase usually bearing most of the weight.

Chairman Lyon stated that the Board needs to determine how to appropriate the \$146,000 whether it be through a warrant article, budget, or ARPA funding. Chris Buchanan stated that the State would likely not find a warrant article to be acceptable funding. The State would like a commitment from the Town. In 2022, the Department of Treasury issued a statement that this type of project is explicitly an allowable expense for ARPA funding. If the Board is interested in pursuing this opportunity, the DPW would communicate with the DOT stating the interest and the DOT would then draft an agreement for the Town to entertain. There is no



specific deadline, other than that the DOT is enthusiastic about starting this project as soon as the Town wants.

Selectman D'Angelo stated that he is supportive of the concept. While Amherst owns a lot of the land involved, there are also sections that the Town does not currently have easements on or own. Part of the work in the first two years would be to obtain the remaining easements. He asked if this will likely be a problem. Chris Buchanan stated that there are rumors that some people may not be interested in participating but he has not personally had a single conversation with any owner along the route. The Committee usually tries to have conversations with landowners to see if they are willing to donate an easement. If they are not interested, the project can go around the property, the landowner can be offered compensation for an easement, or the project cannot go through that area. If a person is not interested in participating, unfortunately this has often led to those project segments being abandoned and opportunities with enthusiastic landowners being lost.

Selectman D'Angelo suggested a structured approach to make sure all the necessary easements are available to allow this to happen. Chris Buchanan stated that it will be the responsibility of the on-call engineer to facilitate that process. Selectman D'Angelo stated that he sees nothing wrong with pursuing the contract for review.

Selectman Pray asked when the Town would become fully committed to the project. Chris Buchanan stated that this would happen when the agreement is signed with the DOT. This could likely occur by the fall.

Selectman Stoughton asked how recent the \$730,000 estimate is. Chris Buchanan stated that this estimate is from 2017. He does not know what today's estimate would be. This would be the first step for the State to determine. Selectman Stoughton asked if the revised estimate would occur before the Town signs onto this agreement. Chris Buchanan stated that it likely would not. This information can be requested from the State. Selectman Stoughton stated that he is supportive of the concept but first wants to have a reliable estimate.

Selectman Stoughton asked if eminent domain is being considered if voluntary easements are not granted. Chris Buchanan noted that this is a power available to the State, if requested by the Town, as this is a Town-managed project.

Selectman Stoughton asked for an update on the proposed multimodal path from the traffic light on Amherst Street up to the start of this project. Chris Buchanan explained that the project gained preliminary approval and met the threshold for the CMAQ grant program. The DOT reviewed it and also said that it can be placed in the 10 Year Plan as a CMAQ-funded project. Results of this grant will not be received until likely next July. The Town has not yet committed to that project.

Selectman Stoughton stated that he would like to know the spend plan versus time for these projects. He would like to see a reliable budget and phasing for how the money would be spent over the course of the project. Chris Buchanan stated that he would get this information from the State.

Selectman Grella asked if the work will be done by a private contractor. Chris Buchanan stated that this is generally correct, and the Town will oversee the work.

Chairman Lyon stated that his concerns are the timeline, the funding, when a current estimate will be received, and the acquiring of rights of way. He requested Chris Buchanan to come back on the 28<sup>th</sup> with additional information.

Town Administrator Shankle asked if the Town will be required to finish this project at any cost, including the use of eminent domain. Chris Buchanan stated that he would ask this of the State. A significant portion of the proposed project budget is for right of way adjustments and purchases or deviations from the route. He stated that he believes the Town could stipulate its terms as part of the agreement with the State.

Selectman Stoughton asked if the Town-owned land along the route is restricted in any way. Rob Clemens, Amherst Conservation Commission, stated that the Town holds titles and deeds to much of this path and does not believe there is anything to prevent this project from going ahead. The Conservation Commission stated in a letter to the State two years ago that it was supportive of this project.

Joe Jordan, Assistant DPW Director, stated that the DPW is willing to help in the short term for staffing needs regarding this project.

#### **7.6. DPW Magnesium Contract & Equipment**

Joe Jordan reviewed the magnesium contract with the Board. At the end of the second third-year extension, if the Town purchased the minimum 90,000 gallons, the equipment shall be transferred to the Town. The fuel surcharge does not apply, if this is purchased through the State contract. The freight charge for the equipment includes a one-time fee of \$1,653.

Selectman Grella asked if this could be sold to other local towns. Joe Jordan stated that this could likely be okay, but he is not sure the Town would want to do so.

*A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to award the contract for the purchase of magnesium chloride equipment and materials to Innovative Surface Solutions. Further, to authorize the DPW Director or his designee to sign the related paperwork.*

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

### **8. Approvals**

#### **8.1 2023 Tax Exempt Property List**

Selectman Stoughton explained that the annual list of tax-exempt properties is enclosed for the Board's review and approval. Seven applicants 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.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the 2023 list of tax-exempt properties as submitted, with the adjustment of adding the seven entities that provided evidence of accident, evidence, or misfortune onto the list. Voting: 5-0-0; motion carried unanimously.*

## **8.2. ASSESSING**

### **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.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella 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.*

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

### **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 which no longer qualifies for Current Use due to lack of the 10-acre minimum to qualify for current use assessment. The Assessor has recommended approving the Land Use Change Tax in the amount of \$21,060.00.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella 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.*

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

### **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.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the solar exemption in the amount of \$17,500 for Map 002, Lot 121-003 commencing in tax year 2024.*

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

## **8.3. Use of Town Common, Halloween 2023 Boy Scout Troop 613 Annual Hot dog and chili sale**



A MOTION was made by Chairman Lyon and SECONDED by Selectman Stoughton 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.  
Voting: 5-0-0; motion carried unanimously.

#### **8.4. Hawkers and Peddlers Permit, Lyndsey Buchanan, Amherst German Christmas Market**

A MOTION was made by Chairman Lyon and SECONDED by Selectman Pray to approve a Hawkers and Peddlers Permit for Lyndsey Buchanan and the Amherst German Christmas Market for December 9, 2023, with a rain date of December 16, 2023.  
Voting: 5-0-0; motion carried unanimously.

Town Administrator Shankle noted that he received an email from the Secretary of State's Office that, effective September 1, 2023, a State license requirement for Hawkers and Peddlers Permits will be repealed. Towns may still require permits as they wish. Chairman Lyon noted that there is a local Town ordinance that requires a permit, separate from the State statute.

#### **8.5. Payroll, AP, and Minutes**

##### **Payroll**

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Payroll Manifest in the amount of \$3,410.67 dated June 15, 2023, subject to review and audit.  
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Payroll Manifest in the amount of \$298,405.88 dated July 13, 2023, subject to review and audit.  
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Payroll Manifest in the amount of \$288,629.52 dated July 27, 2023, subject to review and audit.  
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Payroll Manifest in the amount of \$2,499.63 dated July 27, 2023, subject to review and audit.  
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Payroll Manifest in the amount of \$170,647.99 dated August 2, 2023, subject to review and audit.  
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Payroll Manifest in the amount of \$290,530.47 dated August 10, 2023, subject to review and audit.

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

#### **Accounts Payable**

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray 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)

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray 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)

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray 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)

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray 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)

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray 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)

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray 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)

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray 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)

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray 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)

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray 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)  
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray 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)  
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray 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)  
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray 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)  
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray 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)  
Voting: 5-0-0; motion carried unanimously.

## **Minutes**

A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to approve the Board of Selectmen meeting minutes of July 20, 2023.  
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to approve the Board of Selectmen meeting minutes of July 24, 2023, as amended.  
Voting: 5-0-0; motion carried unanimously.

## **9. Action Items**

### **9.1 Action Item List**

The Board reviewed its action item list and added new items to it, as discussed during the meeting.

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

Selectman Stoughton stated that the Energy Committee met and elected a Chair. The Committee has meetings scheduled with two energy aggregators at future meetings. Also, August 24<sup>th</sup> is Amherst Night at the Fisher Cats game. Selectman Grella will be throwing out the opening pitch. He encouraged all to attend.

Selectman Grella noted that the Village Streets Study Committee will meet next week.

## 11. Adjournment

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to adjourn the meeting at 8:34pm.*

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

**NEXT MEETING: August 22, 2023**

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

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



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Action items as of 8/14/23  
**Meeting Date:** August 28, 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. BOS Action Items 2023 as of 8-14-2023

**AMHERST BOS ACTION ITEMS**

ITEM	CREATION DATE	DUE DATE	PERSONS RESPONSIBLE	NOTES
Check with NRPC re studies on truck traffic ban from village	5/8/23	8/28/23	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
Additional outreach for CIP members: Ways & Means and Public members	8/14/23	8/28/23	Peter, Danielle, Dean	
Report on PILOT agreement status	6/26/23	8/28/23	Dean	
Revise Treasurer Job description, discuss stipend, post interim treasurer job availability	7/24/23	8/28/23	BOS, Debbie	
BOS discuss Retirement System	5/22/23	8/28/23	BOS, Dean	Dean/staff present information and recommendations
Prepare for police union negotiations; BOS review current contract	6/12/23	8/28/23	BOS/Dean	
Discussions re revision to Mont Vernon Ambulance Contract	6/26/23	8/28/23	Danielle, Dean	Danielle forward current agreement to Dean, Dean to contact MV Town Administrator and open discussions on update
Additional research re 3D painted crossings in village	5/8/23	8/28/23	Eric	Be prepared to advise Village Streets Committee
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 Review Health Benefit options	5/22/23	9/11/23	BOS, Dean, Jennifer	
Set up Meetings to allow Town comments on NRPC 20, 10, and 5 year plans	5/22/23	9/11/23	Will Ludt, Danielle	
BOS discuss Investment Policy	5/22/23	11/1/23	BOS	Due date after NHMA training sessions complete
BOS discuss use of ARPA Funds	5/22/23	11/6/23	BOS	
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	