



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, SEPTEMBER 11, 2023 6:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Board Appointment- Fourth of July Committee**
  - 4.1. Elizabeth Scully, Applicant for the open position on the Fourth of July Committee
- 5. Scheduled Appointments**
  - 5.1. Tracie Adams, Village Streets Study Committee update
- 6. Strategic Plan Presentations**
  - 6.1. Admin/ Finance Strategic Plan Presentation
  - 6.2. Tax and Assessing Strategic Plan Presentation
  - 6.3. Police and Communications FY25 Strategic Plan
- 7. Administration**
  - 7.1. Administrative Updates
  - 7.2. Clearview Land Purchase Board discussion and vote
  - 7.3. Action Item List as of 8/28/2023
- 8. Staff Reports**
  - 8.1. DPW Promotion
  - 8.2. Civil Engineering RFQ
  - 8.3. Environmental Engineering RFQ
  - 8.4. Recreation Program Coordinator -Promotion
  - 8.5. Treasurer Job Description & Stipend

8.6. FY23 Impact Fee Annual Report

**9. Approvals**

9.1. Assessing

9.2. Use of Town Common, Amherst Junior Women's Annual Turkey Trot

9.3. Use of Town Common Request, Girl Scout's Scarecrow Project

9.4. Use of Town Common Request, Christ's Church Family Event

9.5. AP, Payroll and Minutes

**10. Action Items**

**11. Old/New Business**

**Adjournment**

**Next Meeting: September 25, 2023**

You are invited to a Zoom webinar.

When: Sep 11, 2023 06:30 PM Eastern Time (US and Canada)

Topic: Board of Selectmen Meeting 9/11/23

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87306988632>

Or Telephone: 1 301 715 8592 US (Washington DC)

Webinar ID: 873 0698 8632



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Elizabeth Scully, Applicant for the open position on the Fourth of July Committee

**Department:** Administration

**Meeting Date:** September 11, 2023

**Staff Contact:**

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## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

At the recommendation of the Chair Deb Polatchek, I move to appoint Elizabeth Sculley as a member of the Fourth of July Committee, with a term ending in September of 2025.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

#### **ATTACHMENTS:**

1. 4th Letter of Intent, l Sculley
2. 4th Application

September 1, 2023

To Whom it May Concern,

I am writing this letter to express my interest in serving on the board for the Amherst, NH Fourth of July Committee. Having grown up in Amherst, the Fourth of July has always felt near and dear to my heart. My mother was on the committee throughout my youth, so I have many joyful memories: being in the parade, selling pizza on the 3<sup>rd</sup> from the concession stand at Souhegan, sitting next to my Mom as she and the other committee members planned endlessly, watching the parade, and so much more. I feel strongly about being a part of the team that works to create these happy memories for the citizens of Amherst as long as I am able.

In addition to my years of volunteering when my Mom was serving on the committee, I also served in this last year as a committee member. I learned a lot in the last year about the behind-the-scenes work that is needed to make these festivities happen. Of course it will be an ongoing process to learn the nuances of what it means to be on the board, but at this time I feel that my foundation of knowledge is strong enough to make a positive impact on the committee. As a master's-level social worker, I also feel that I have the skills to be able to be in a position of leadership in an objective, positive, and effective way. I have spent years honing my skills on how to work with people from all walks of life, and I feel this will be valuable experience for this position. Lastly, as someone who lives in Amherst down the street from my mother, brother, sister-in-law, and nieces and nephews, I feel personally motivated to help the July Fourth Committee reach its mission to provide a celebration that is community-focused and family-oriented.

Thank you for your consideration.

Best,

*Liz Sculley*





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

**Title:** Admin/ Finance Strategic Plan  
Presentation

**Department:** Administration

**Meeting Date:** September 11, 2023

**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Admin SP FY25



# Amherst NH Town Government



## **Administration and Finance**

**FY25 (July 2024 – June 2025)**

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**Presented September 2023**



# Vision Statement

Our vision is that our Town government:

- is fiscally sound,
- delivers services fairly and efficiently,
- communicates effectively,
- and is recognized as a model of local governance in the State of New Hampshire.





# Mission Statement

Our mission is

- to provide superior service to our residents, businesses, and visitors,
- to fairly administer the ordinances and policies within our areas of responsibility, and
- to provide the transparency in our operations that the public expects.





# Administration and Finance Overview

- General Town Government Operations
- Human Resources (including recruitment, retention and training)
- Communications, both internal and external
- Public Assistance/Social Service Agencies
- All aspects of internal and external Financial Services





# SWOT: Admin and Finance

- Strength: Financial & Organizational Resilience
- Weaknesses: Position turnovers in next 2 years; Out of date and inconsistent policies
- Opportunities: Grant funding (ARPA, PFAS)
- Threats: Recruitment and retention will impact stability





Single point of failure; Greatest threat to systemic stability

A successful ransomware attack





# Employee Retention & Recruitment

- FY 25 (July 24 to June 25)
  - Keep Finance at Full-strength
  - No additional employees
  - Recruit new employees as needed
  - Provide Increased Training Opportunities





# Administration Strategy 1: Continuous Improvement of Service Delivery

## Goals:

- Improvement in the delivery of services by providing appropriate assistance to each town department
- Provide proper administration of ARPA Grant Funds, PFAS projects and other special projects that may arise

Project: Obligate ARPA funds (Deadline December 24) and properly administer the funds





# Administration Strategy 2: Improve Communications and Engagement

## Goals:

- Continue to work with BOS on town-wide strategic plan implementation and updates
- Manage, monitor, and update as necessary the town's social media policy

Project: Implement Social Media Policy and improve communications with the public





# Administration Strategy 3: Attract and Retain Quality Employees

## Goals:

- Provide a safe and welcoming workplace culture
- Provide adequate training opportunities
- Implement and monitor updated personnel policy

**Initiative: New Hampshire Retirement System**





# Finance Strategy 1: Increased Accuracy, Efficiency and Transparency

## Goals:

- Boards and Committees, Department Heads, employees and the public are provided with timely and accurate financial reports
- Achieve audits with “no material deficiencies”
- Develop “outward facing” reports on the financial software to increase transparency





# Finance Strategy 2: Develop a Sustainable Financial System

## Goals:

- Develop clear financial policies
- Develop financial procedures, including checklists where appropriate
- Review the present financial software and determine if it is the best fit for the town

Project: Financial Software Review

Initiative: Implement Electronic Timecards





# Summary: Initiatives FY 25 (July 24 – June 25)

- Admin: New Hampshire Retirement System
  - Cost: Approximately \$280,000, if 100% of eligible employees sign up.
- Finance: Electronic Timecards
  - Cost: \$10,000 first year; \$2,500 annually after that.





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

**Title:** Tax and Assessing Strategic Plan  
Presentation

**Department:** Tax Collector

**Meeting Date:** September 11, 2023

**Staff Contact:** Gail Stout

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

N/A

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Tax and Assessing Strategic Plan Sept 2023



# Amherst NH Town Government



## Tax and Assessing Strategic Plan

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September 11, 2023



# Mission and Vision Statements

- To deliver fair and equitable taxation to all property owners in Amherst with respect, integrity, and compassion.
- To serve the taxpayers of Amherst, demonstrating the highest ethical and professional standards and quality assessment services, in response to the needs of our community.





# Tax and Assessing Overview

- Staffing
  - 2 Full Time Employees
  - Granite Hill Municipal Services – Contracted Assessing Firm
- Services
  - Public Service & Resource Provider
  - Inventory and Valuation of Real Estate
  - Property Tax Collection
  - Resident Consultation
  - Central Depository for all Town Departments





# 2023 Town Valuation Breakdown

<u>TAXABLE PROPERTY TYPE</u>	<u>VALUATION</u>	<u>INCREASE</u>
COMMERCIAL/INDUSTRIAL	\$ 247,241,125.	\$ 2,067,650.
RESIDENTIAL	\$ 2,086,604,471.	\$ 20,557,849.
UTILITIES	\$ 72,089,500.	\$ 6,099,800.
VALUATION BEFORE EXEMPTIONS	\$ 2,406,862,496.	\$ 28,725,299.
EXEMPTIONS	\$ (16,051,190.)	\$ (1,825,630).
*NET VALUATION	\$ 2,390,811,306.	\$ 27,827,069.

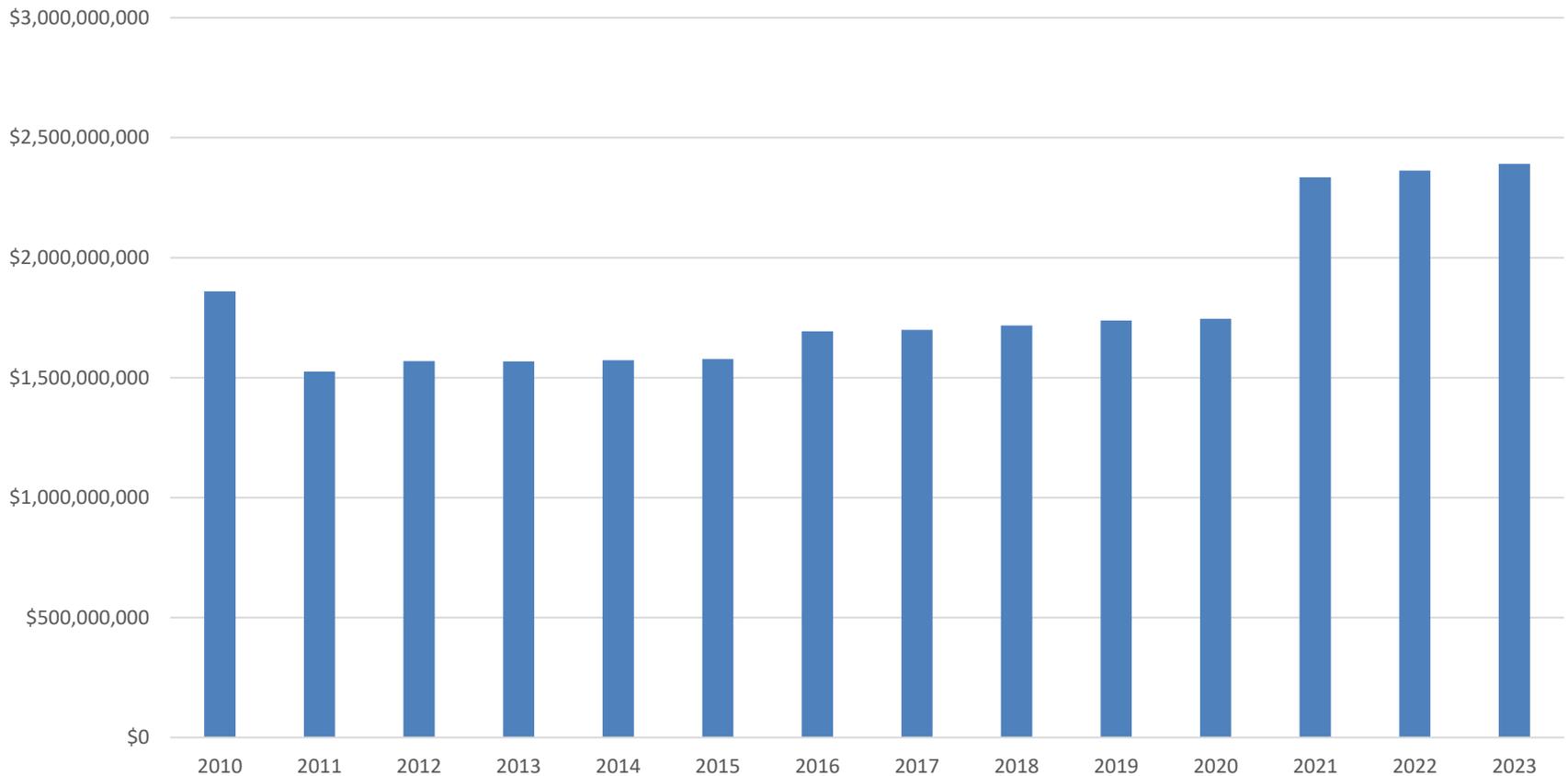
\*2023 MS-1 Valuation used to calculate the 2023 tax rate set by DRA in late October.





# History of Net Valuations

Amherst Net Valuations 2010-2023



# History/Status of Property Tax Liens

TAX YEAR	# OF PROPERTIES (Originally)	DUE AT LIEN	# OF PROPERTIES (Currently)	8/31/2023
2022	43	210,797	24	137,458
2021	58	191,902	14	45,738
2020	50	188,454	4	5,387
2019	47	268,257	3	2,695
2018	58	264,771	2	1,184
2017	52	235,672	1	1,093
2016	72	284,673	1	1,059
2015	72	269,762	1	1,188
2014	76	312,138	1	1,194
2013	79	318,922	1	1,183
Total:	456	1,954,195	52	198,178





# Municipal Comparison Studies

- Coefficient of Dispersion Ratings (COD)
- Sales Ratios
- Property Tax Exemptions
- Assessing Staff





# Coefficient of Dispersion (COD)

- NH Department of Revenue Administration conducts an annual ratio study of each municipalities property sales versus property assessments which results in a Coefficient of Dispersion (COD) rating
- COD is reactive to changes in the real estate market. Sales included from October 1 thru September 30 each year. It is the most common tool used to measure uniformity of values within each community
- COD rating of 20 or less is considered an acceptable range by DRA's standards.
- 2021 post-revaluation COD was 9.5
- 2022 Is the most recently confirmed rating of 12.0
- 2023 COD is expected to increase due to recent market trends in residential real estate



# 2022 COD Comparison

MUNICIPALITY	EQUALIZATION RATIO	2022 COD
MERRIMACK	83.5	8.7
HUDSON	94.2	8.9
BEDFORD	81.2	9.5
GOFFSTOWN	63.1	9.6
AMHERST	80	12
MILFORD	77	12.4
WILTON	88.3	13.5
HOLLIS	63.1	13.6
HANOVER	77.7	14.4
MONT VERNON	63.3	14.4
EXETER	67.2	14.6
HANCOCK	72.6	15.1
LYNDEBOROUGH	73.7	15.6

# Municipal Assessing Staff

MUNICIPALITY	TOTAL
AMHERST	CONTRACTED (GRANITE HILL) + 1 SHARED ASSISTANT
BEDFORD	CNHA + 2
EXETER	CNHA + ? + CONTRACTED
GOFFSTOWN	CNHA + 1
HOLLIS	CONTRACTED (MRI) + 1
HOOKSETT	CNHA + 1
HUDSON	CNHA + 2
LONDONDERRY	CNHA + 3 + CONTRACTED
MERRIMACK	CNHA + 2 + CONTRACTED
MILFORD	CNHA + ? + CONTRACTED
PELHAM	CNHA + 1 + CONTRACTED
WINDHAM	CONTRACTED (MRI) + 1

# 2022 Veterans' Tax Credit Comparison

Municipality	Standard and Optional Veterans' Tax Credit	All Veterans' Tax Credit	Optional Credit for Combat Service	Surviving Spouse Tax Credit	Tax Credit for Service-Connected Total Disability	Certain Disabled Veterans' Exemption
Amherst	500	500	500	700	4,000	Value of Property
Bedford	500	500	0	2,000	2,000	
Brookline	750	750	0	700	4,000	
Goffstown	500	500	0	2,000	2,000	
Greenville	500	500	0	700	4,000	
Hollis	750	750	0	700	2,000	
Hudson	600	600	0	2,000	3,000	
Lyndeborough	500	0	0	700	1,400	
Manchester	500	500	0	2,000	2,000	
Merrimack	500	500	0	2,000	4,000	
Milford	400	400	0	800	1,500	
Mont Vernon	500	0	0	700	2,000	
Nashua	500	500	0	2,000	2,000	
New Ipswich	750	750	500	700	4,000	
Pelham	500	500	0	700	2,000	
Peterborough	750	750	0	700	4,000	
Wilton	750	750	0	700	4,000	

# 2022 Elderly Exemption Comparison

Municipality	Elderly Exemption 65-74	Elderly Exemption 75-79	Elderly Exemption 80+	Single Income Limit	Married Income Limit	Single Asset Limit	Married Asset Limit
Amherst	104,120	156,180	206,870	49,960	67,640	165,000	165,000
Bedford	90,100	96,000	141,600	51,520	69,680	150,000	150,000
Brookline	80,000	120,000	160,000	40,000	70,000	750,000	750,000
Goffstown	50,000	67,500	90,000	37,500	55,000	150,000	150,000
Greenville	20,000	30,000	40,000	20,000	27,000	50,000	50,000
Hollis	159,000	190,000	222,000	53,000	60,500	165,000	165,000
Hudson	121,000	144,000	173,000	45,000	55,000	160,000	160,000
Lyndeborough	45,000	65,000	90,000	30,000	40,000	70,000	70,000
Manchester	156,000	210,000	280,000	41,000	55,000	100,000	130,000
Merrimack	85,000	115,000	150,000	45,000	60,000	200,000	200,000
Milford	83,000	124,000	165,000	38,600	46,000	100,000	100,000
Mont Vernon	60,000	70,000	80,000	40,000	40,000	75,000	75,000
Nashua	194,000	224,000	280,000	50,000	50,000	150,000	150,000
New Ipswich	50,000	75,000	100,000	27,000	37,000	61,000	61,000
Pelham	106,000	152,000	196,000	44,000	54,000	250,000	250,000
Peterborough	80,000	120,000	160,000	34,000	52,000	100,000	100,000
Wilton	40,000	55,000	75,000	35,000	45,000	70,000	70,000

# 2022 Blind & Disabled Exemption

	Disabled Exemption							Blind
	RSA 72:37-b							RSA 72:37
Municipality	Disabled Exemption Adopted?	Disabled Exemption	Single Income Limit	Married Income Limit	Single Asset Limit	Married Asset Limit		Blind Exemption
Amherst	Yes	89,050	49,960	67,640	165,000	165,000		50,690
Bedford	Yes	52,000	51,520	69,680	150,000	150,000		35,000
Brookline	Yes	80,000	40,000	70,000	200,000	200,000		20,000
Goffstown	No	0	0	0	0	0		15,000
Greenville	No	0	0	0	0	0		15,000
Hollis	No	0	0	0	0	0		30,000
Hudson	Yes	121,000	45,000	55,000	160,000	160,000		121,000
Lyndeborough	Yes	40,000	30,000	40,000	70,000	70,000		15,000
Manchester	Yes	156,000	41,000	55,000	100,000	130,000		156,000
Merrimack	Yes	75,000	50,000	67,500	200,000	200,000		15,000
Milford	No	0	0	0	0	0		30,000
Mont Vernon	No	0	0	0	0	0		15,000
Nashua	Yes	194,000	50,000	50,000	150,000	150,000		94,000
New Ipswich	Yes	50,000	27,000	37,000	61,000	61,000		15,000
Pelham	No	0	0	0	0	0		15,000
Peterborough	No	0	0	0	0	0		15,000
Temple	Yes	25,000	15,000	25,000	50,000	50,000		15,000
Wilton	Yes	30,000	35,000	45,000	70,000	70,000		15,000



# Strengths

- Customer Service
- Online Services
- Knowledgeable Staff
- Collections
- Banking Services
- Inter-Departmental Support
- Software – AR and Assessing

# Weaknesses

- Office Space
- File Storage
- Management Restrictions
- Department Structure





# Opportunities

- Expanded Public Service
- Employee Retention/New Hires
- Review Space Needs
- Public Input
- Self Correcting Real Estate Market

# Threats

- Expense/Cost
- Lack of NH Retirement
- Increasing COD
- Untimely Revaluation
- Assessing Resource Co.'s





# Strategic Goals/Inputs Needed

- Space Needs Review
- Resident/Business Surveys
- Monitor COD Rating
- Added Assistance to Elderly/Disabled Population
- Restructuring Management of Assessing Department
- Consider Staffing Certified NH Assessor



# Budget Impact Summary

	FY25	FY26	FY27	FY28	FY29
Initiatives/Goals					
Electronic Tax Billing		2,000			
Elderly/Disabled Assistance					
Staffing/Restructure		85,000			
*Town-Wide Revaluation			60,000	60,000	
Warrant Articles					
*Revaluation Capital Reserve Funding	25,000	25,000	25,000	25,000	25,000





# Mission and Vision Statements

- To deliver fair and equitable taxation to all property owners in Amherst with respect, integrity, and compassion.
- To serve the taxpayers of Amherst, demonstrating the highest ethical and professional standards and quality assessment services, in response to the needs of our community.





# Questions





# Amherst NH Town Government



***Amherst Police Department  
and  
Communications Center***  
*Strategic Plan Review  
September 11, 2023*



## MISSION

Protect the lawful rights, freedoms, and safety of all in our community  
with compassion, fairness, and respect

## VISION

Further enhance accountability, transparency, and effectiveness  
in the delivery of services





## Strategic Agency Goals \*

- Initiatives tied to goals aimed at improving public safety and maintaining overall level of service to the community:
  - *Maintain professional policing standards*
  - *Increase traffic safety along town roads and through residential areas*
  - *Reduce neighborhood property crime*

*\* The Department initiated random, biennial community surveys in 2013 to obtain feedback on issues concerning the community to help develop goals and initiatives to better apply police services. Five surveys have been conducted over the course of the last ten years. Survey feedback has remained very consistent to the extent that the agency will be looking at alternate survey methods in the coming year to enhance that information and feedback gathering process.*





## S.W.O.T Analysis: *Strengths/Weaknesses/Opportunities/Threats*

- Strengths
  - Employee screening/hiring process, neighborhood safety, services to schools, infrastructure longevity, community survey practices, accident and criminal investigations
- Weaknesses
  - District Court prosecutor role succession and recruitment/retention
- Opportunities
  - Enhancing transparency and accountability
- Threats
  - Budget funding challenges, staying abreast of the technology curve





## Goal #1: *Maintain professional policing standards*

- Agency standing and perception tied in large part to maintaining recognized professional policing practices
- Current police station renovation plan was central to maintaining and building upon professional policing level of service
- Phase I of building renovation finished January 2021
- Phase II was completed following our last strategic plan update last fall
- Finishing touches were completed this past spring 2023
- Renovated facility anticipated to meet the needs of the police department and community for the next 30 years.
- Facility now meets current and anticipated demands for space and community services





## Goal #1: continued...

- Alongside infrastructure improvements, the Department has pursued and obtained grant funding and Selectmen support for Body Worn Camera implementation
- Supply chain issues have recently improved and the camera system shipped several months earlier than anticipated and is due to be integrated into the Department's IT system in the coming weeks
- The Town's grant application for the maximum allowable state grant of \$50,000 was approved and accepted
- The five-year, all-inclusive BWC contract cost is \$124,871 which reflects a roughly \$40,000 savings from the figures presented during the Department's strategic plan review one year ago
  - \$33,815 payable in year one
  - Remaining payments of \$22,764 in for the remaining four years
  - Followed by multi-year contract renewal, or continuation on yearly basis
- BWC implementation is integral to the Department's vision statement commitment to *further enhance transparency and accountability*





## Goal #1: continued...

- Department vision also focused upon maintaining *effectiveness* in delivery of police services
- Staffing shortage brought on by retirements (5 vacancies as of Nov. 1) will require considerable effort to acquire qualified employees in a diminutive applicant pool
- Interviews are underway and 3 conditional offers will be in place soon
- Primary focus is continued and future effectiveness of district court case prosecution
- New Hampshire statute allows for police officers to act as prosecutors in district court, not requiring that they be NH BAR certified attorneys
- Amherst has always utilized police-prosecutors since the agency's inception
- In recent years, departments across the state have increasingly shifted away from police-prosecutors and toward attorney-prosecutors
- 80% of departments in Hillsborough County and other comparable towns statewide employ either full or part-time attorney-prosecutors





Towns <i>with</i> Attorney-Prosecutors (32)			Towns <i>without</i> Attorney-Prosecutors (8)
Antrim	Hillsborough	New Ipswich	Amherst
Bedford	Hooksett	Pelham	Exeter
Bennington	Hollis	Peterborough	Gilford
Brookline	Hudson	Plaistow	Greenfield
Bow	Lebanon	Raymond	Lyndeborough
Deering	Litchfield	Sharon	Mason
Fracestown	Manchester	Temple	New Boston
Goffstown	Merrimack	Wilton	Weare
Greenville	Milford	Windsor	
Hancock	Mont Vernon	Windham	
Hanover	Nashua		





## Goal #1: continued...

- Attorney-Prosecutor is a part time, independent contractor position with anticipated workload of 25-30 hours weekly and a salary of \$65K-\$80K commensurate with training and experience (see appendix A for sample municipal prosecutor agreement)
- Prosecution duties are currently performed by Support Division Captain
- With addition of the Attorney-Prosecutor, the agency's Captain of Support will remain in charge of Detectives, School Resource Officers, and Juvenile Court Prosecution, with Attorney-Prosecutor assuming all other District Court obligations and reporting directly to Support Captain
- Support Captain to then assume alternate, added responsibilities of complete Body Worn Camera system and records management, along with Department's new, multi-year initiative to achieve formal State or CALEA professional accreditation by 2026
- CALEA (Commission on Accreditation for Law Enforcement Agencies) is the national accreditation program for law enforcement
- The State of New Hampshire is currently in the process of establishing its own *State Accreditation* program for New Hampshire law enforcement agencies





## Goal #1: continued...

- In either scenario, policy development, implementation, and agency operations are guided by strict accreditation (and yearly re-accreditation) standards to insure compliance with statewide and nationwide law enforcement best practices
- State or CALEA accreditation represents the next step in the professional development of the Department, and stands as evidence of the Department's commitment to excellence
- Agency certification (and continuing compliance) requires significant new duties which the Department was previously not staffed to manage
- Professional accreditation for all NH agencies was recommended in New Hampshire Governor's Council for Law Enforcement Accountability, Community and Transparency (LEACT) in 2021 state LEACT report [Commission on Law Enforcement Accountability, Community and Transparency | Governor Christopher T. Sununu \(nh.gov\)](#)
- As in the case of the agency's Body Worn Camera program, accreditation represents another important initiative tied to our Vision Statement to *further enhance accountability, transparency, and effectiveness in the delivery of services*





## Towns with CALEA Accredited Police Departments:

Claremont  
 Dover  
 Durham  
 Goffstown  
 Hollis  
 Hudson  
 Keene  
 Laconia  
 Lebanon  
 Londonderry  
 Manchester  
 Nashua  
 Newington  
 Portsmouth  
 Stratham  
 Strafford County Sheriff's Office  
 Univ. of New Hampshire PD

Bedford\*  
 Hanover\*  
 Newton\*  
 Salem\*

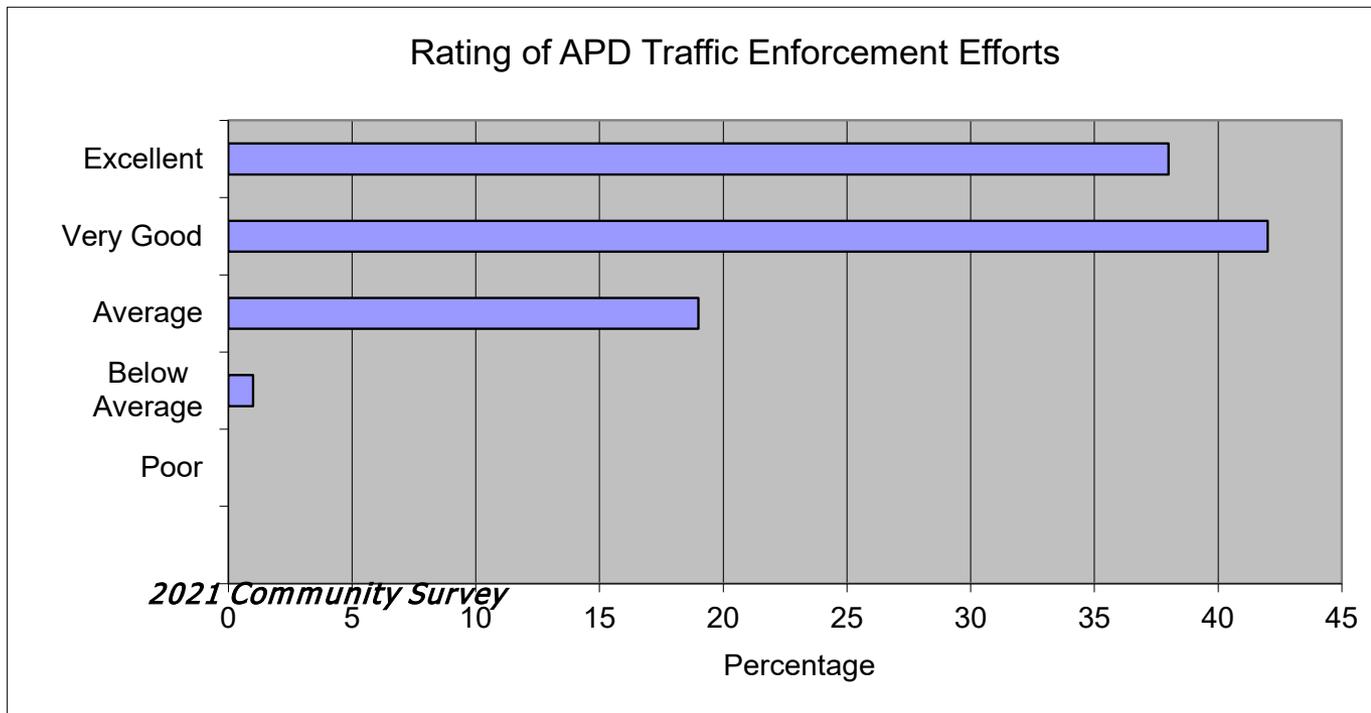
*\*currently in process of becoming accredited*

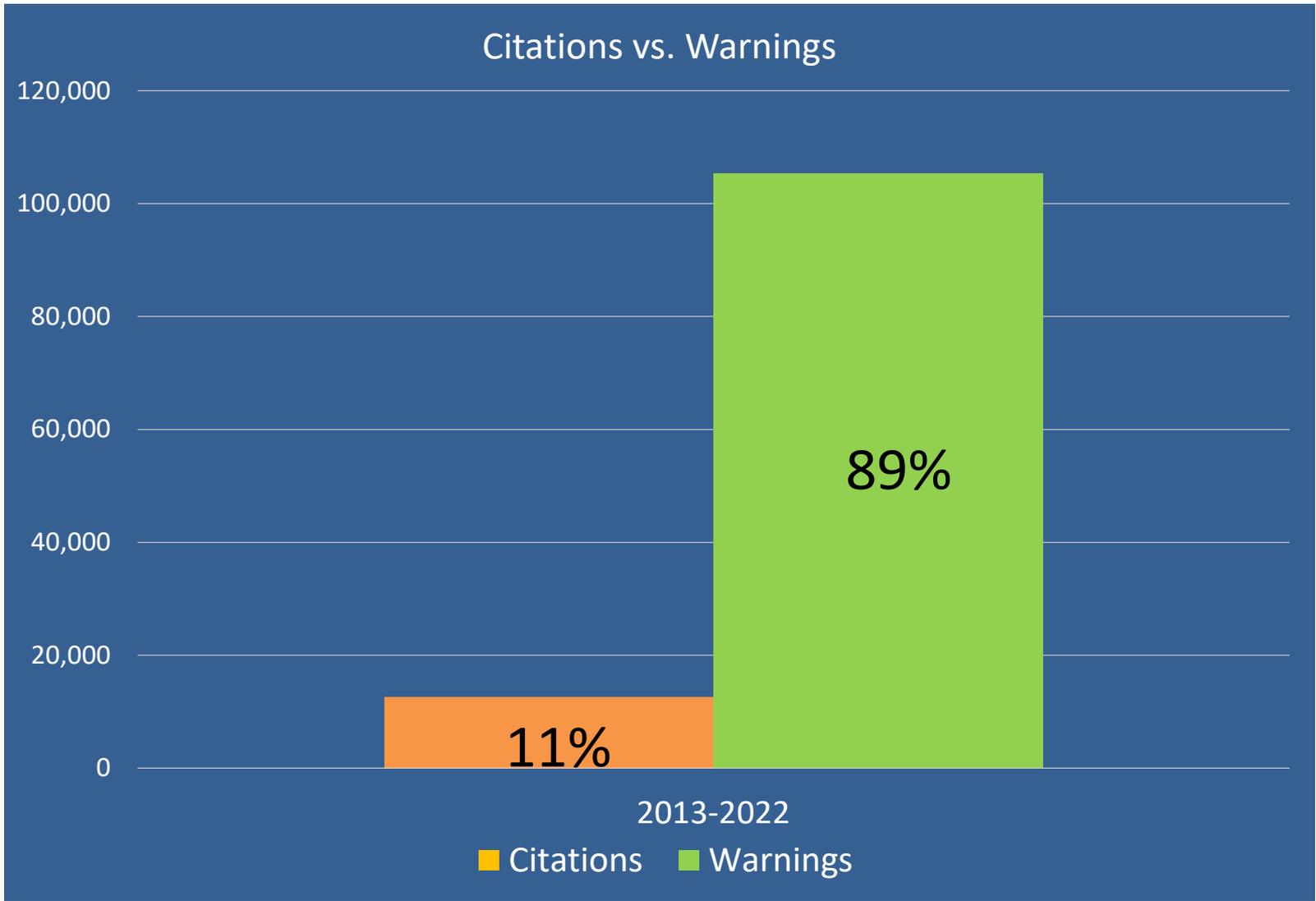




## Goal #2: *Increase traffic safety along town road and through residential areas*

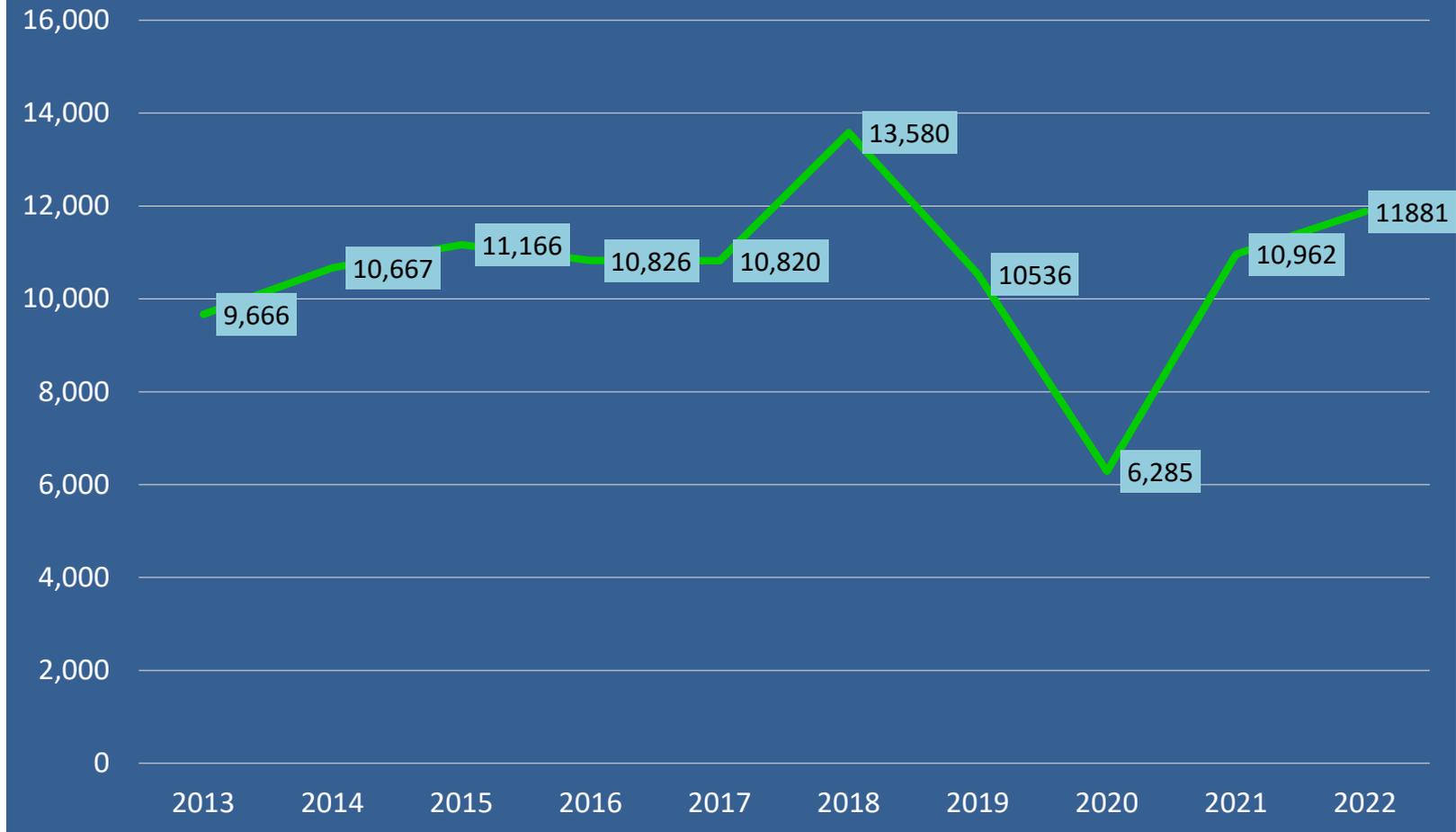
- Community surveys have consistently shown over the years that Traffic Enforcement remains one of the top two primary concerns of residents alongside residential property crime







## Total Annual Motor Vehicle Stops





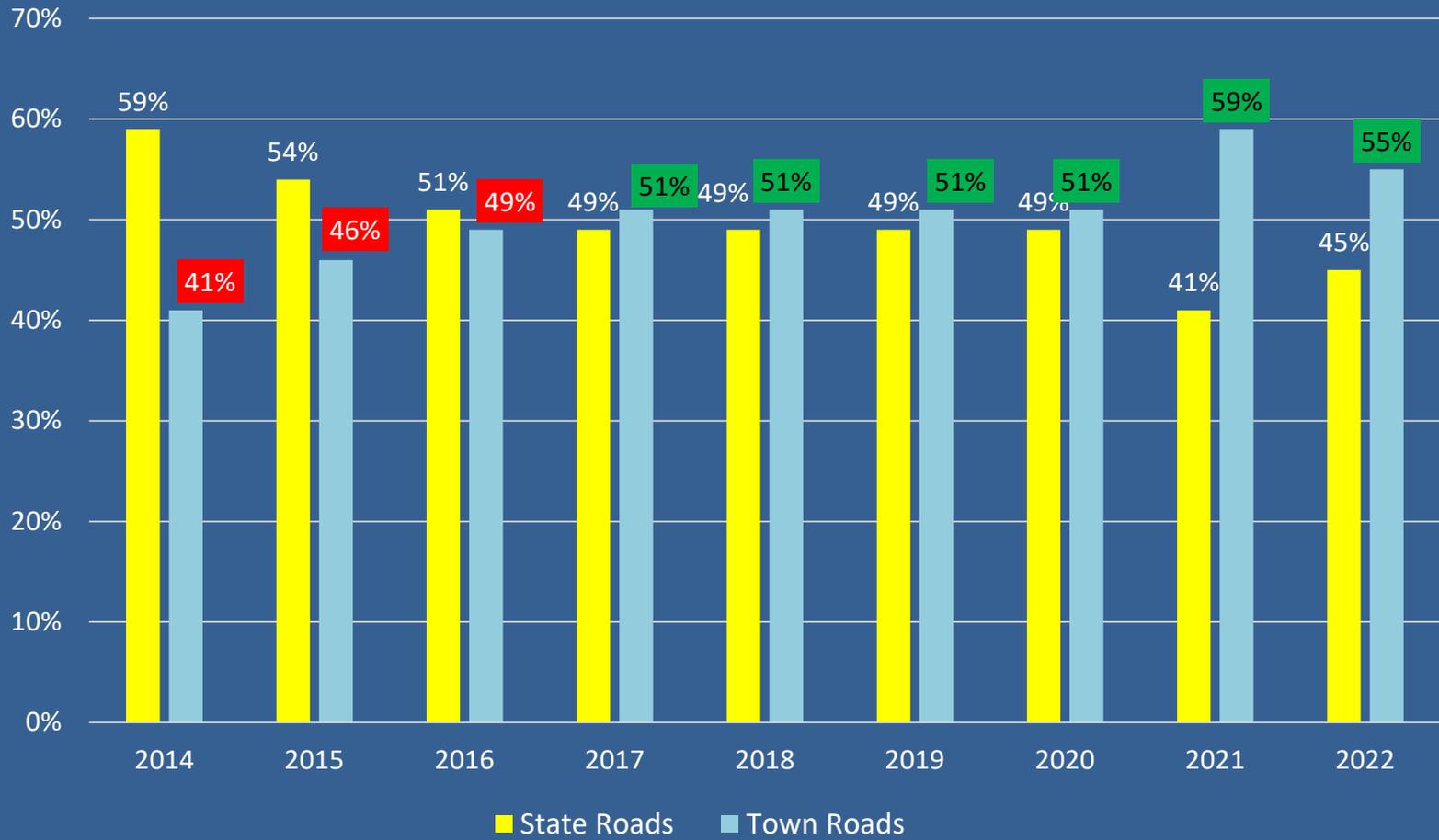
## Goal #2: *continued...*

- Steady officer presence will always be required along our two major state roads due to enormous traffic volume and proportionally higher accident and incident rates
  - Routes 101 and 101A alone account for roughly 66% of total yearly motor vehicle accidents
  - Routes 101 and 101A also account for approximately 60% of total DWI and drug-related arrests
- Agency efforts have been specifically aimed at increasing presence along *town roads* to help improve visibility and impact driver safety awareness
- For the last six consecutive years, the Department has increased officer visibility along town roads when compared with state roads





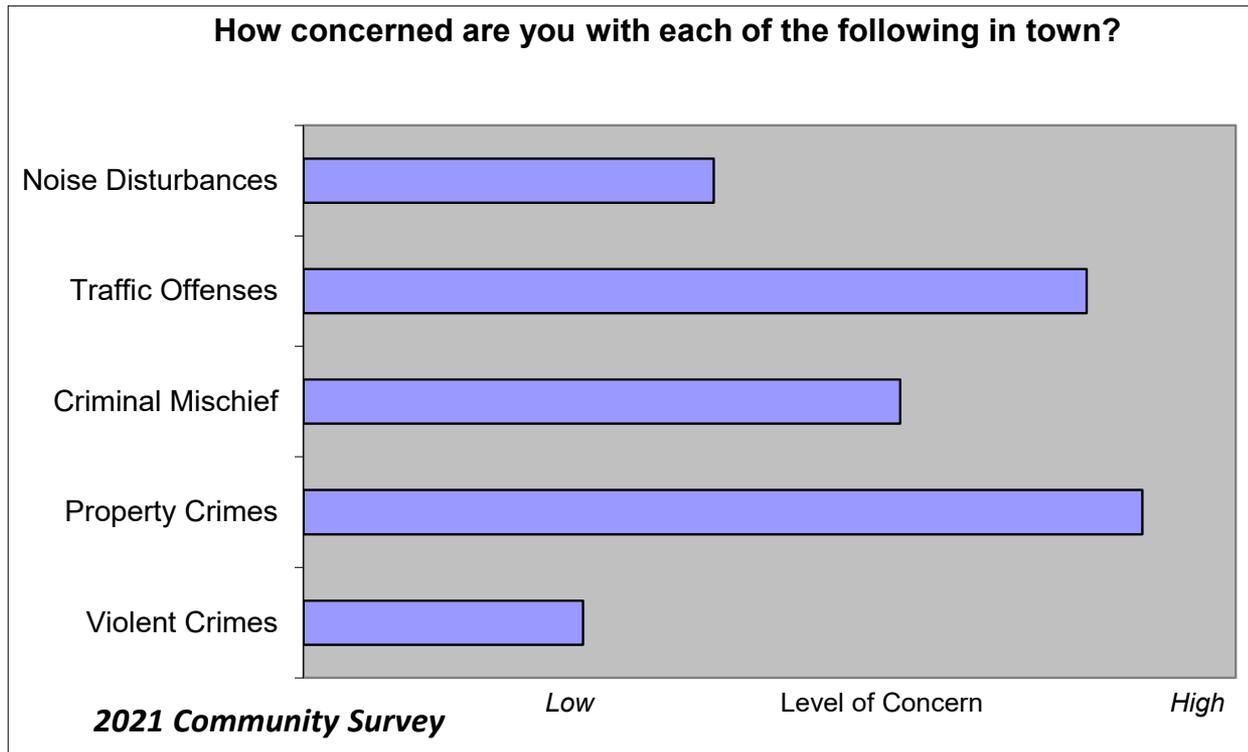
## Percentage of Warnings/Citations Issued on Town vs. State Roads





### Goal #3: *Maintain reduction in neighborhood property crime*

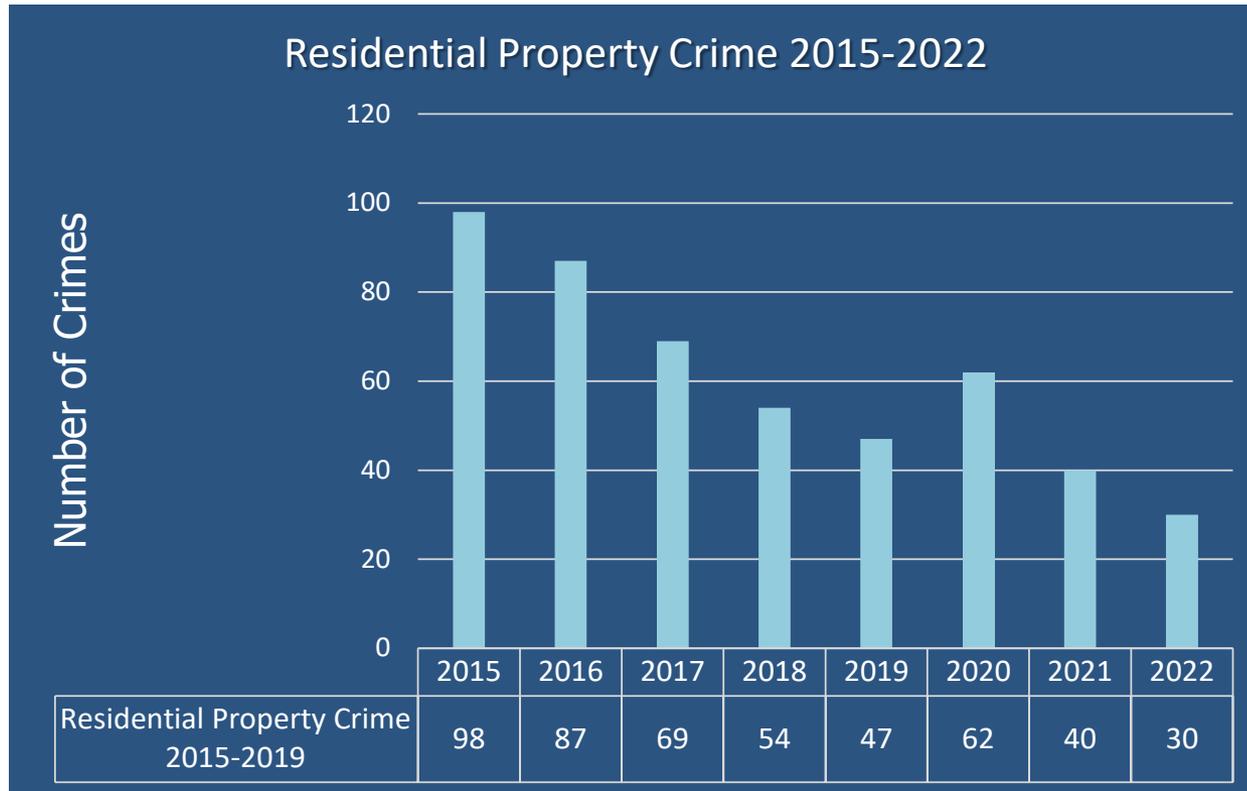
- Five community surveys since 2013 consistently list property crime as one of the top two citizen public safety concerns alongside traffic offenses



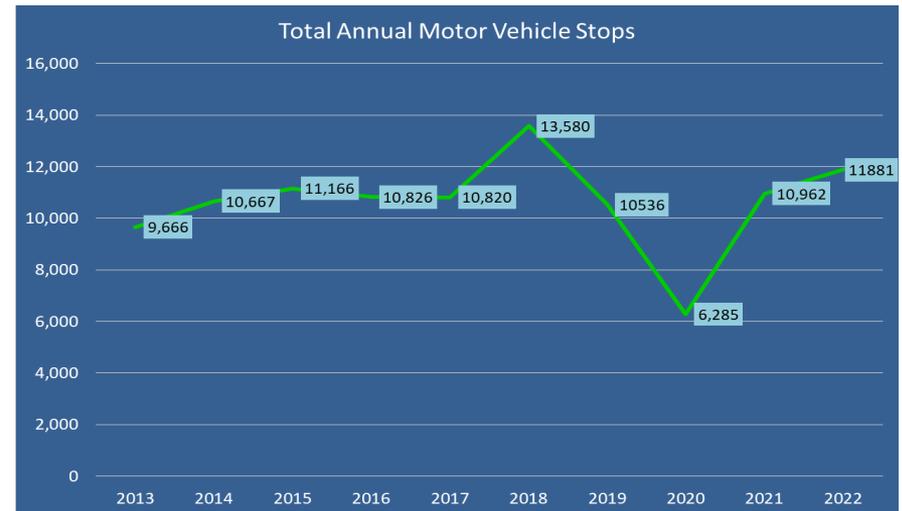
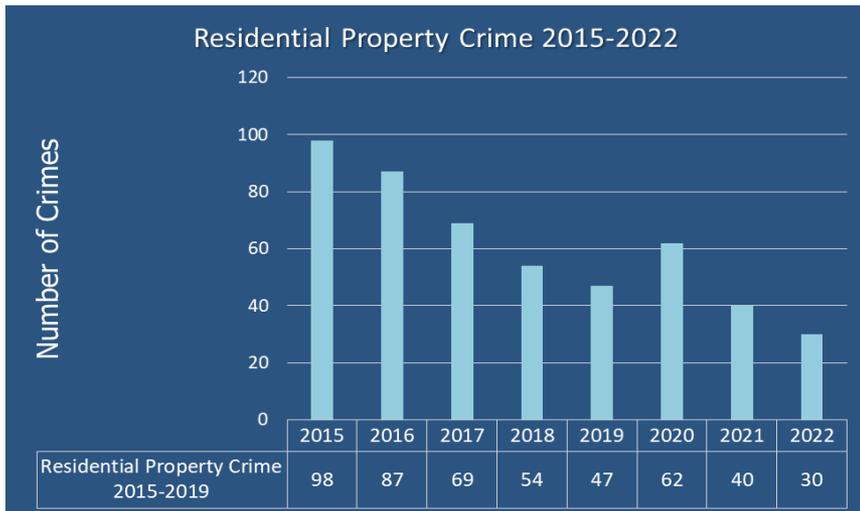
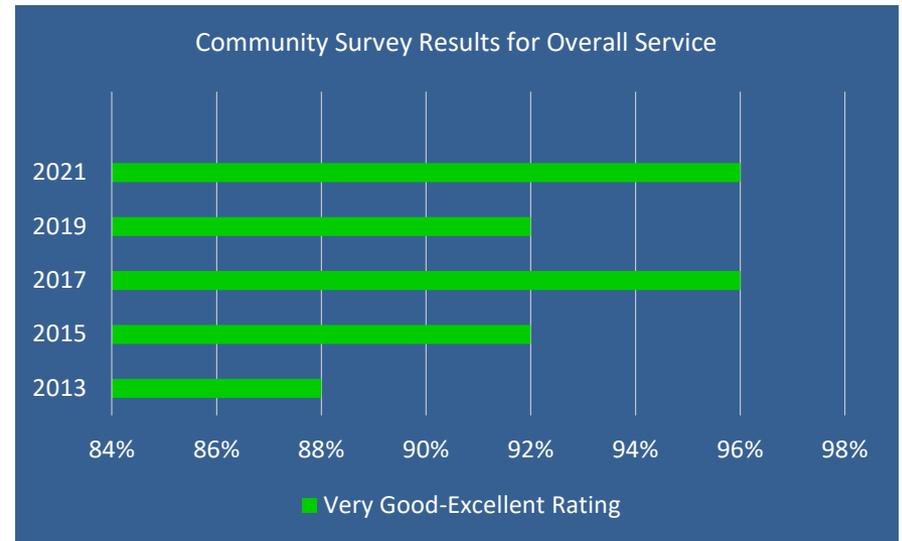
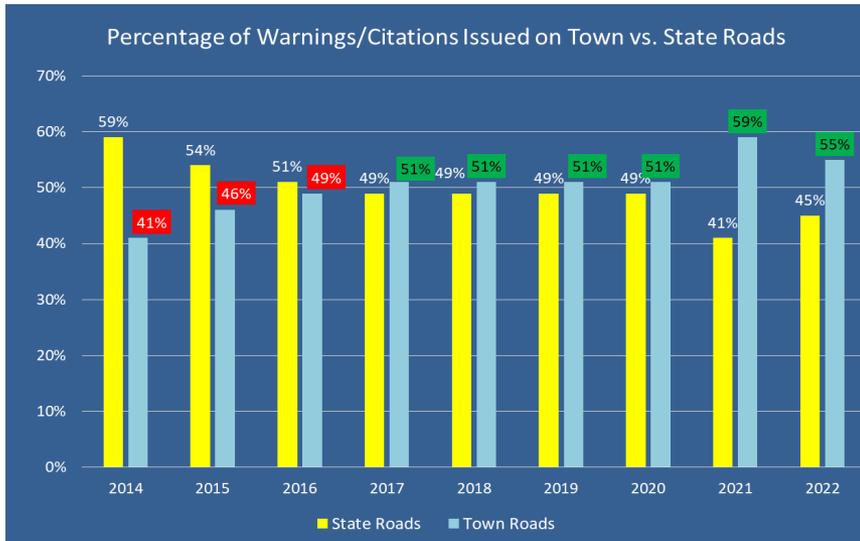


### Goal #3: continued...

- With the exception of 2020 which saw increased residential property due to political sign vandalism, residential property crime has been steadily declining since 2015 as noted with a continued reduction for 2022



# Vision Dashboard





# Amherst Public Safety Communications Center





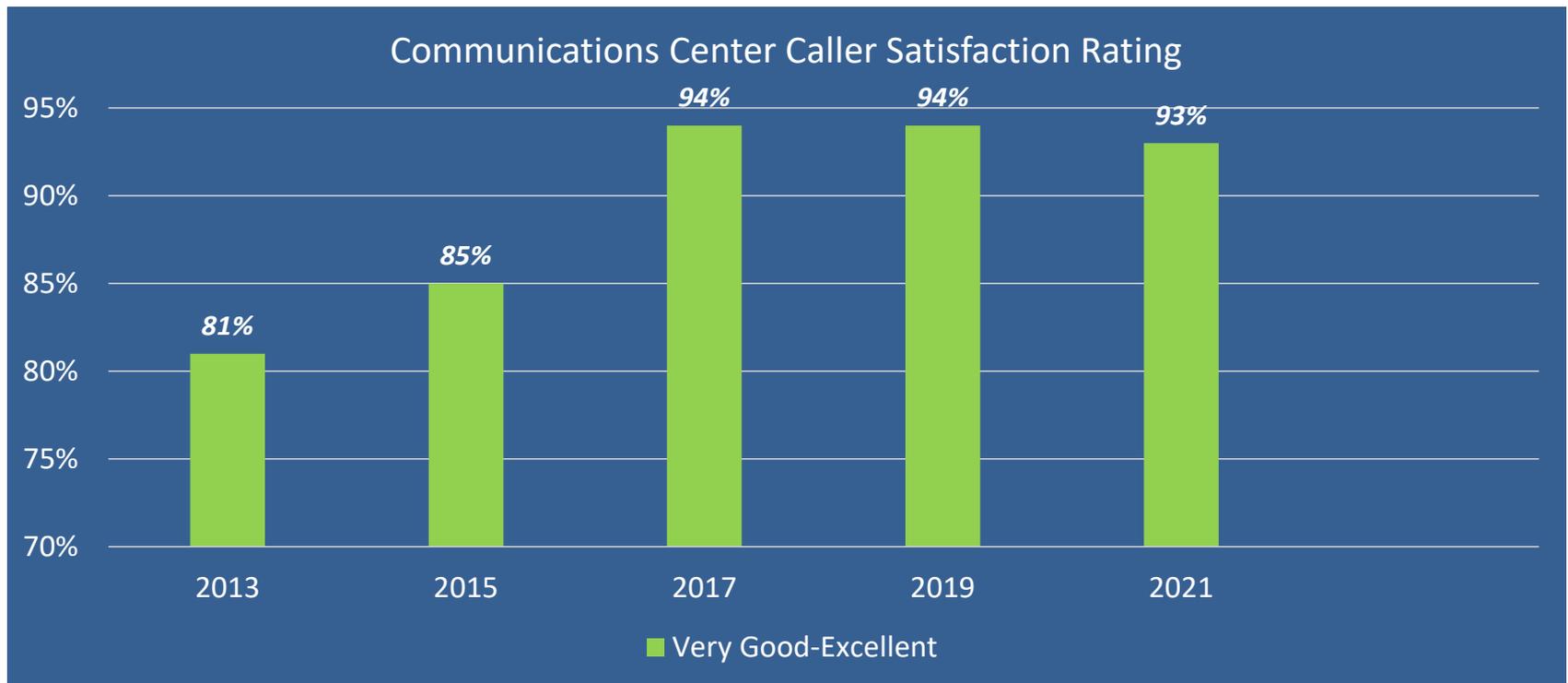
## Strategic Agency Goals

- Goal #1: Maintain caller satisfaction rating of 90% or better
  - *In-service training and professional development, management and supervision, employee recruitment and retention*
- Goal #2: Maintain communications infrastructure to provide continued quality public safety services to the community
  - *Continued voter support for yearly Communications Center Capital Reserve Fund warrant articles, prioritized schedule for equipment replacement/upgrade, and regular systems maintenance*



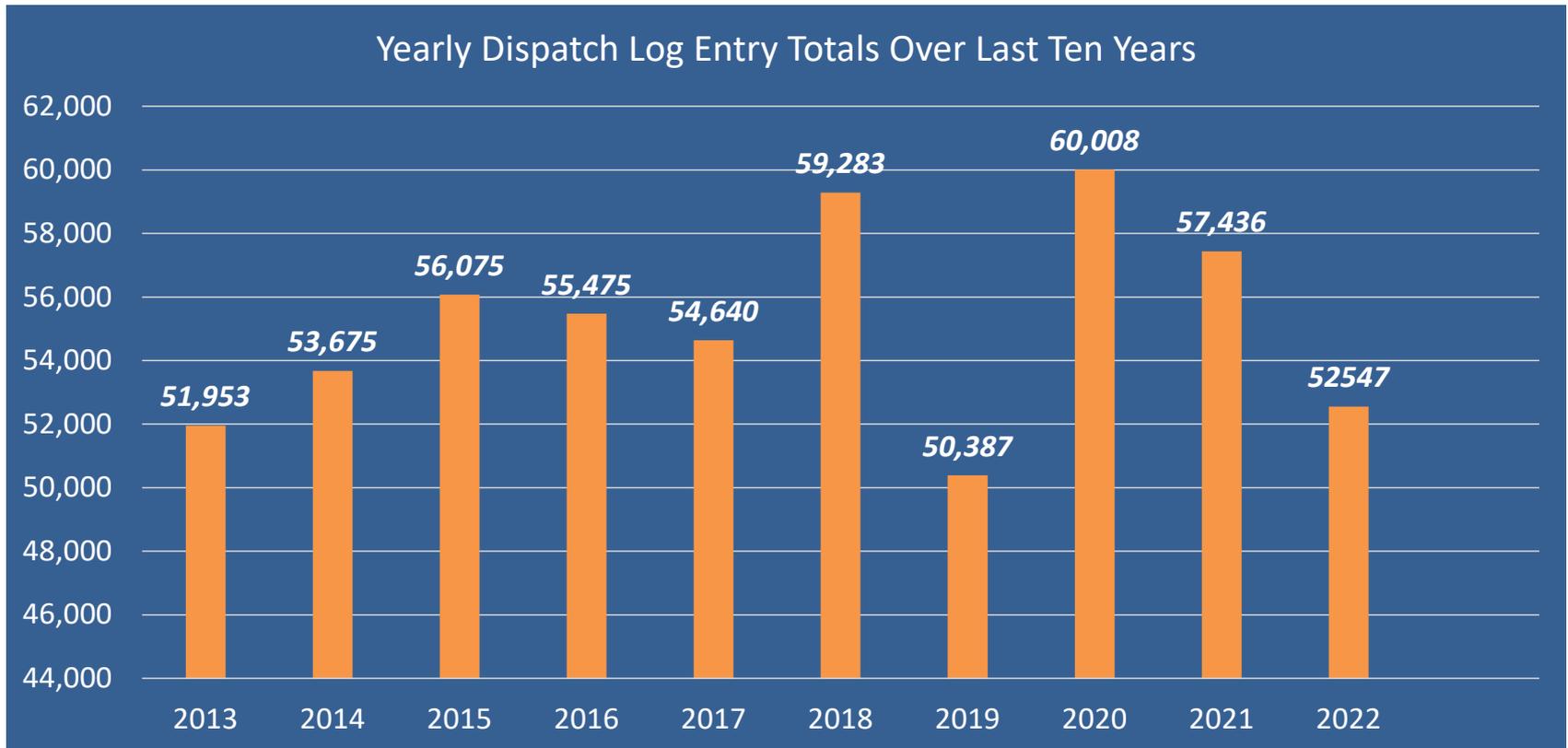
## Goal #1: Maintain Caller Satisfaction Rating $\geq$ 90%

- Continued performance evaluation via community survey feedback and public input aimed at maintaining a satisfaction rating of no less than 90%
- Steady increase and maintenance of caller satisfaction rating reflected in four biennial surveys beginning in 2013 (81%) through most recent 2021 survey (93%)
- As mentioned earlier, varied survey methods are being considered moving forward





## Goal #1: *continued*





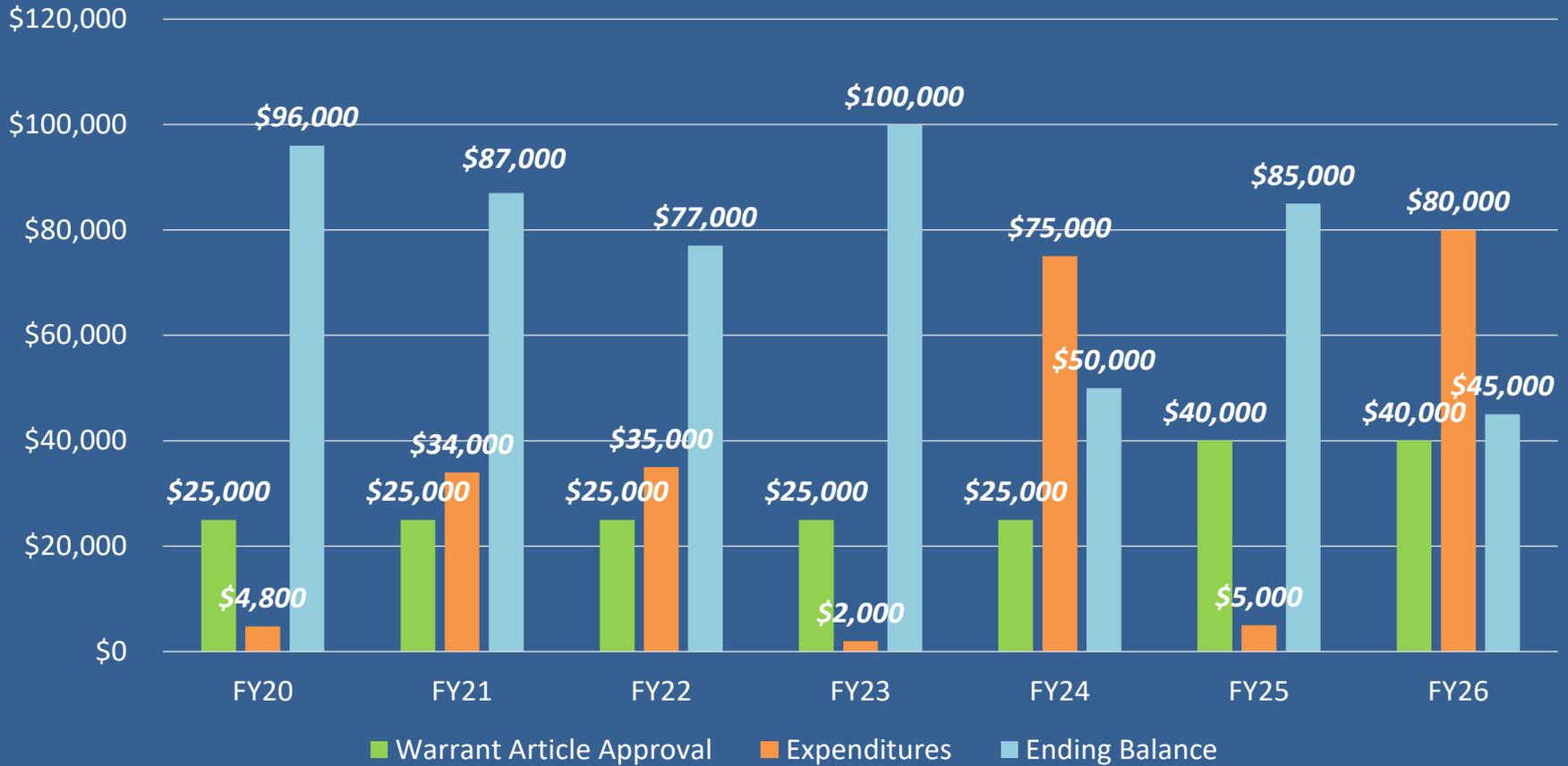
## Goal #2: *Maintain communications infrastructure to provide continued quality public safety services to the community*

- Communications Capital Reserve Fund (CRF) established to address major repairs and long term equipment replacement
- Approximately \$125,000 expended on major repairs over the last five years, which included the unanticipated early replacement of three microwave radio dishes at roughly \$30,000 each which had fallen years short of their projected lifespan
- Annual Communications CRF contributions maintained for emergency repairs and anticipated major equipment upgrades and replacement
  - Radio Console replacement has been bumped up in priority over the last several months as our vendor has encountered unanticipated shortages in spare parts for the system
    - Replacement costs for the consoles are estimated at roughly \$150,000, though we are still waiting for a more exact estimate in the coming weeks
    - APD and AFR/Emergency Management are currently working through the grant process toward match funding, while exploring possible cost savings through our radio vendor
  - Replacement of the primary radio tower at the police station remains a priority
    - The previous estimate from one year ago for a total cost of \$90,000 (grant match of \$45,000) has now increased to a project estimate of \$160,000 as the vendor reports a doubling in the cost of steel for the tower





### Communications Center Capital Reserve Fund



## MUNICIPAL PROSECUTOR AGREEMENT

### Appendix

The Town of Amherst Police Department desires to appoint a municipal prosecutor to represent the Town and the State of New Hampshire in cases involving, without limitation, civil causes, violations, misdemeanors, and felonies within the jurisdiction of the 9<sup>th</sup> Circuit Court – Milford. In some cases, prosecutorial jurisdiction may be preempted by the Hillsborough County Attorney or the New Hampshire Attorney General. Minor traffic violations, grand jury presentations, and juvenile prosecution will continue to be handled by the Bureau Support Captain, the direct supervisor of the prosecutor's office.

#### **Duties**

Legal Services: Attorney shall perform the services required of him by the Town as a police prosecutor. Attorney shall perform the full range of prosecutorial tasks with the assistance of the Town, including, but without limitation:

Providing consultation and legal advice to Amherst Police Officers and personnel related to criminal law and proper procedures for enforcing the law;

Evaluating information and reports, reviewing search warrants, questioning witnesses, considering evidence, and giving opinions on merits of cases;

Drafting and filing complaints at the Milford District Court;

Appearing at court proceedings, including: arraignments, pre-trial hearings, administrative license suspension hearings and motion hearings;

Drafting motions, memorandums of law, and pleadings;

Attending to discovery and disclosure matters with defense counsel;

Participating in settlements discussions and plea negotiations;





Working with victims of crimes and ensuring proper adherence to the victim's bill of rights;

Preparation and submission of all felony cases to the Hillsborough County Superior Court "Felonies First" program;

Handlings all phases of trial, including, but without limitation: compelling attendance of witnesses and production of evidence at trial, arguing cases before the Milford District Court, examining and cross-examining witnesses, preparing for defense arguments and all other tasks necessary for the fair prosecution of cases;

Appearing at sentencing and review hearings; and

Arrangement for conflict counsel as needed.

Working Hours and Availability:

The position is a part time and is expected to be between 25-30 hours weekly, although there may be instances that the Attorney and the Town agree that additional hours are necessary to complete the tasks described herein.

Other Employment Allowed:

Attorney shall not be prevented from other employment, provided that such other employment(s) do not create any conflicts of interests, ethical considerations, or otherwise compromise the ability of the Attorney to continue and carry out his duties as the police prosecutor for the Town of Amherst and the State of New Hampshire.

Records:

Attorney is required to keep and maintain records relating to all professional services rendered in the form and manner as required by the Town. All records generated by Attorney, Town, and related materials shall be the exclusive property of the Town, and shall continue to remain the exclusive property of the Town upon termination of this agreement, with or without cause.





Licensing:

The position is subject to and conditional upon Attorney at all times being NH Bar certified and licensed to practice law in the State of New Hampshire.

Continuing Education:

Attorney shall devote a reasonable amount of time and at least the minimum required Continuing Legal Education credits hours, attending professional conventions and otherwise participating in continuing education in order to improve and maintain his professional skills. Attorney shall be responsible for paying the cost of tuition and registration for such activities.

**Attorney Reports to Chief of Police or His/Her Designee**

Attorney shall be under the direct supervision and shall report to the Chief of Police, or his/her designee. Attorney shall keep the Chief of Police, or his/her designee advised of the status of all legal proceedings in which Attorney is involved on behalf of the Town and the State of New Hampshire. Subject to applicable law and the professional and ethical rules governing the practice of law, Attorney understands and acknowledges that the final decision to file a criminal complaint or enter into a plea bargain agreement is subject to review and approval by the Chief of Police, or his/her designee.

**Compensation and Benefits**

Compensation and Benefits: Attorney is a professional person and the relationship created by this agreement is that of an **independent contractor**. Attorney is not an employee of the Town, and is not entitled to benefits provided by the Town to its employees, including, without limitation: sick leave, holidays, paid vacations, nor participation in insurance or retirement plans. This part time position will have a yearly salary range of \$65,000-\$80,000 commensurate with training and experience





or enter into a plea bargain agreement is subject to review and approval by the Chief of Police, or his/her designee.

### **Compensation and Benefits**

Compensation and Benefits: Attorney is a professional person and the relationship created by this agreement is that of an **independent contractor**. Attorney is not an employee of the Town, and is not entitled to benefits provided by the Town to its employees, including, without limitation: sick leave, holidays, paid vacations, nor participation in insurance or retirement plans. This part time position will have a yearly salary range of \$65,000-\$80,000 commensurate with training and experience





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

**Title:** Administrative Updates

**Department:** Administration

**Meeting Date:** September 11, 2023

**Staff Contact:**

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**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:** Clearview Land Purchase Board  
discussion and vote

**Department:** Administration

**Meeting Date:** September 11, 2023

**Staff Contact:**

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## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

I move to approve the purchase of the land designated as Map 5, Lot 159-1 in two phases, closing in October 2023 and August 2024, and all for conservation purposes, on the terms and as more particularly set forth in the Purchase and Sale agreement executed on August 2, 2023, by Town Administrator Dr. Dean Shankle, on behalf of the Town of Amherst; Further, to ratify that Agreement, to confirm the authority of Dr. Shankle to have bound the Town of Amherst to that agreement, to confirm that the Town has successfully completed the processes described by RSA 41:14-A and 36-A:5, with respect to Map 5, Lot 159-1, and to confirm that the Town of Amherst is authorized to undertake all its obligations set forth in that Agreement.

I move to authorize the Town Administrator Dean Shankle, in the event that ALT fails to certify by Sept. 14, 2023 that it has the necessary funds in-hand to close Phase I, to provide the written notice to the other parties on Sept. 15<sup>th</sup> of ALT's failure to satisfy a condition precedent to the Phase I closing

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

None



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

**Title:** Action Item List as of 8/28/2023  
**Meeting Date:** September 11, 2023

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

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**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 8-28-23

**AMHERST BOS ACTION ITEMS**

<b>ITEM</b>	<b>CREATION DATE</b>	<b>DUE DATE</b>	<b>PERSONS RESPONSIBLE</b>	<b>NOTES</b>
<b>Impact Fee Annual Report Issued</b>	7/10/23	9/1/23	Debbie	
<b>Check with NRPC re studies on truck traffic ban from village</b>	5/8/23	9/11/23	Dean	NRPC to perform additional traffic studies at no cost to Town. Dean to check with NRPC on improving estimated completion date.
<b>Report on PILOT agreement status</b>	6/26/23	9/11/23	Dean	
<b>Revise Treasurer Job description, discuss stipend, post interim treasurer job availability</b>	7/24/23	9/11/23	BOS, Debbie	
<b>BOS discuss Retirement System</b>	5/22/23	9/11/23	BOS, Dean	Dean/staff present information and recommendations
<b>Prepare for police union negotiations; BOS review current contract</b>	6/12/23	9/11/23	BOS/Dean	
<b>Discussions re revision to Mont Vernon Ambulance Contract</b>	6/26/23	9/11/23	Danielle, Dean	Dean to contact MV Town Administrator and open discussions on update
<b>Report status of A/V upgrade project</b>	8/28/23	9/11/23	Dean	Bid opening is 9/8/23 at 1 pm
<b>BOS Review Health Benefit options</b>	5/22/23	9/11/23	BOS, Dean, Jennifer	
<b>Set up Meetings to allow Town comments on NRPC 20, 10, and 5 year plans</b>	5/22/23	9/11/23	Will Ludt, Danielle	
<b>Report to BOS on VSSC committee feedback re speed control structures</b>	8/28/23	9/25/23	Eric	
<b>Make inquiries re improving cell service in village</b>	7/24/23	9/25/23	Peter, Danielle, Dean	Peter and Dean to check with Chief re ownership of tower
<b>Review -02 Fund Expenditure Policy</b>	6/12/23	9/25/23	Bill	
<b>BOS discuss Investment Policy</b>	5/22/23	11/6/23	BOS	Due date after NHMA training sessions complete
<b>BOS discuss use of ARPA Funds</b>	5/22/23	11/6/23	BOS	
<b>Advise BOS of Ambulance Usage and Cost information, separately for each of the three ambulances</b>	5/8/23	5/1/24	Chief Conley	
<b>Additional information re houses on TF I to assist BOS in decisions on potential connection to public water</b>	5/8/23	ongoing	Dean	



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** DPW Promotion

**Department:** Public Works

**Meeting Date:** September 11, 2023

**Staff Contact:** Eric Slosek

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## **BACKGROUND INFORMATION:**

On behalf of the DPW, I am pleased to recommend the promotion of Richard Rae, a Light Equipment Operator (LEO), to the position of Heavy Equipment Operator (HEO). Richard has been working for our department for nearly eighteen years. He has demonstrated the necessary skills and knowledge required to fulfill the duties of an HEO. Richard is a true asset to the DPW.

Richard is currently an LEO paid at Grade 7, Step 11, or \$28.86/hour. Our request is to move Richard to HEO, Grade 11, Step 10, or \$30.29/hour (\$63,003.20 annually). This would represent an increase of \$1.43/hour, or \$2,974.40 annually. Anticipating this promotion, we budgeted for this increase for FY24.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

\$2,974.40 annual increase to 01-4312-10-1110 (Crew Wages).

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Recommend to approve promotion.

## **SUGGESTED MOTION:**

I move to promote Richard Rae to the position of Heavy Equipment Operator. This promotion will be paid commensurate with Grade 11, Step 10, \$30.29 per hour or \$63,003.20 annually.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Heavy Equipment Operator 9-5-23 Approved
2. PAR

Town of Amherst, NH  
Department of Public Works  
Job Description

**POSITION:** HEAVY EQUIPMENT OPERATOR  
**SALARY:** GRADE 11

*The Department of Public Works is responsible for maintaining and operating public roads, commons, transfer station, cemeteries, buildings, and the community septic system.*

### **JOB SUMMARY**

Responsible for the skilled, safe operation, and routine preventative maintenance of assigned heavy and light-duty trucks, heavy and light construction equipment, and hand and power tools used in the construction and maintenance of roads and other public works projects. Performs manual labor tasks incidental to the operation and maintenance of assigned equipment such as the loading and unloading of materials and the performance of unskilled and semi-skilled work on construction and maintenance projects. Responsible to lead assigned crew to complete various projects and to report work progress and issues to the foreman. Depending on staffing needs, this position may be assigned to complete various Buildings & Grounds and Transfer Station division tasks, including but not limited to buildings and community septic maintenance, cemetery burials, and staff support for the transfer station. This position is required to respond for winter operations. This position may be called for support for other emergency operations as needed.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Road Foreman unless directed otherwise by the Director of Public Works.

### **SUPERVISION EXERCISED**

May be assigned to oversee, direct, and/or provide training to other employees as assigned by their supervisor.

### **EXAMPLES OF ESSENTIAL DUTIES**

[Not intended to be a complete list].

- Regularly operates one or more of the following pieces of heavy or light equipment: grader, excavator, backhoe, loader, tractor, heavy dump truck with trailer, trackless, mowers, or any other equipment that is critical to public works operations.
- When not engaged in equipment operation, performs various skilled and semi-skilled tasks essential to public works operations including but not limited to minor routine maintenance on heavy and light duty trucks, light equipment, and portable power equipment and hand tools.
- Operates trucks during road maintenance and construction jobs, hauling aggregate material such as cold patch, gravel, sand, hot top, and stone.
- Responds to emergency calls for the Highway division and other emergencies as needed.
- Regularly assigned to operate as a “crew leader”, directing assigned crew to complete various tasks assigned by the foreman. Responsible to report work progress to the foreman upon request.
- Provides on-the-job instruction and training to employees of lower job classifications.
- Assists the Road Foreman in determining future projects necessary for the maintenance of roads.

- Works during winter storm emergencies at all hours of the day or night operating plow and sander-equipped trucks/equipment. Shovels snow, and loads and spreads sand and salt on sidewalks, bridges, and steps.
- Loads and unloads heavy materials from trucks and vans, stocks materials in storage areas or at work sites.
- Places hot bituminous asphalt and other pavement treatments such as cold patch, and tack coats and rakes to grade using wheelbarrow and hand tools.
- Digs trenches, ditches and holes with pick and shovel; moves material by hand with buckets and wheelbarrows; uses air and hydraulic equipment for breaking asphalt and concrete, sandblasting and drilling.
- Assists in the maintenance and repairs of bridges to include painting, chipping, and scraping, removing old paint, concrete/mortar, and coatings; installs and cleans culverts, catch basins, swales, ditches, and other drainage systems.
- Performs cemetery maintenance, including burials.
- Performs daily vehicle/equipment safety inspections and records information in the corresponding vehicle/equipment log when using vehicles or equipment.
- Uses electronic devices daily including town provided cell phones, computers, and tablets to receive and complete electronic assignments, receive/reply to emails, complete training, and communicate with other employees and supervisors.
- Participates in continuing education training to maintain certifications and update knowledge.
- Performs other essential duties as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Experience with the functions, operating methods, and care required in the operation and maintenance of heavy and light construction equipment used in public works projects.
- Ability to operate motor vehicles safely, including heavy and light duty trucks, with manual and automatic transmissions, both with and without trailers.
- Ability to perform routine maintenance on light and heavy-duty trucks.
- Experience with the use of, and the ability to perform, minor servicing and maintenance of light power equipment, such as mowers, chain saws, portable pumps, generators, etc.
- The ability to perform minor building maintenance work, including the use of hand and power tools used in carpentry, masonry, plumbing and painting.
- The ability to read and understand written instructions, technical plans, and manuals generally used in the execution of duties assigned; ability to read and interpret written instructions in the form of work orders, policies, site plans, rules, and regulations.
- The ability to write legibly and clearly in the completion of log sheets, forms, and other records.
- The ability to establish and maintain effective working relationships with other employees to include **always treating other employees with respect**; ability to understand and follow oral instructions; ability to communicate with the public effectively and professionally.

#### **LICENSURE AND CERTIFICATION REQUIREMENTS**

- ***The following licensure and certification requirements must be obtained within one (1) year from date of hire.***
  - NH Commercial Motor Vehicle Class B Driver's License
  - NH DES Green Sno-Pro Certification
  - UNH T2 or Primex Traffic Flagging certification
  - UNH T2 or Primex Chainsaw Safety Certification
  - NH DES SWOT certification
- ***The following licensure and certification requirements must be obtained within eighteen (18) months from date of hire.***
  - NH Commercial Motor Vehicle Class A Driver's License

### **MINIMUM QUALIFICATIONS REQUIRED**

High School diploma or equivalent; plus, five (5) years' experience in the operation and routine servicing of commercial trucks and heavy construction equipment, and in road and site work construction. Valid CDL-B driver's license required.

### **OR**

Any combination of skills and experience that can demonstrate the ability to do the job.

### **PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS**

Must be able and willing to perform strenuous physical work under all climatic conditions such as extreme heat and cold, high winds, rain, and snow. Duties may require, heavy lifting, twisting, bending, squatting, kneeling, and may require crawling and climbing; working from heights through use of ladders, lifts, and staging; working in cramped positions, with exposure to noise and other hazards from operating engines and equipment; work in trenches and excavations in wet and muddy conditions; working with power tools and other dangerous equipment requiring the operator's focus and attention; may be required to work with and or in the presence of hazardous materials and conditions.

**PHYSICAL ACTIVITY REQUIREMENTS**

Lift up to 10 lb.	F	Twist	F
Lift 1-25 lb.	F	Bend	F
Lift 25-50 lb.	F	Squat	F
Lift over 50 lb.	O	Crawl	O
		Kneel	F
Carry up to 10 lb.	C	Crouch	F
Carry 1-25 lb.	F	Climb	F
Carry 25-50 lb.	O	Balance	O
Carry over 50 lb.	O		

Reach:		Avg. 8-hour day:	
below shoulder	F	Sit	4
at shoulder	F	Stand	< 2
above shoulder	F	Walk	< 2
Push/Pull	F		

Hand Manipulation:		KEY:	
Grasping	F	Not required	N
Handling	F	Rarely	R
Torquing	O	Occasionally	O
Fingering	F	Frequently	F
		Constantly	C

**COGNITIVE AND SENSORY REQUIREMENTS:**

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

*The above descriptions are illustrative. They are intended as guides for personnel actions and are not complete itemizations of all facets of any job.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

*Revised and approved by Town Administrator on: 9-5-2023.*



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Civil Engineering RFQ

**Department:** Public Works

**Meeting Date:** September 11, 2023

**Staff Contact:** Eric Slosek

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## **BACKGROUND INFORMATION:**

We recently advertised an RFQ for on-call civil engineering services. We received qualification submissions from ten firms. Our review committee consisted of Joe Jordan, Nic Strong, and myself, Eric Slosek. Upon evaluation of the ten submissions, we selected our four top candidates to interview. These four firms include GM2, VHB, Hoyle Tanner, and CMA. Upon completion of the interview process, we recommend awarding contracts for on-call engineering services to two firms. We recommend awarding on-call civil engineering contracts to VHB and Hoyle Tanner & Associates. We are recommending contract terms of three years.

We believe selecting two firms will be most advantageous to the town. Most importantly, having two on-call firms secures vital services for the town in the event of a disaster. We occasionally see regional storm events where bridges and roads are washed out. During these critical times, towns with on-call agreements, especially multiple agreements, are in a much better position to respond to the situation than communities that have no such agreement. Also, having a relationship with more than one firm, especially in an area as broad as civil engineering, affords the town more flexibility in who we use for various projects. Every firm has its strengths. Selecting two firms with different specialties ensures that we are able to respond to almost any need of the town.

To view the qualifications submission for VHB use this link: [pdf vhb\\_001.pdf](#)

To view the qualifications submission for Hoyle Tanner use this link: [pdf Hoyle Tanner\\_001.pdf](#)

To view the RFQ document use this link: [pdf DPW18-23 Engineering.pdf](#)

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Variable. On-Call.

## **POLICY IMPLICATIONS:**

Enables the town to utilize these contracts to efficiently complete work in a more timely manner; reduces the need for bidding.

## **DEPARTMENT HEAD RECOMMENDATION:**

Recommend awarding agreements with VHB and Hoyle Tanner.

**SUGGESTED MOTION:**

I move to approve selection of both VHB and Hoyle Tanner as the town on-call civil engineering firms for a period of three years. I further authorize the DPW Director to sign the related contract documents.

**TOWN ADMINISTRATOR RECOMMENDATION:**

Concur

**ATTACHMENTS:**

1. Award DPW 18-23

**TOWN OF AMHERST**

Town Department: DPW

Date: August 31, 2023

Line Item: 01-4311-30-2310

Budget Amount: \$20,000

#: DPW 18-23

Item: On-Call Engineering Service

Date Bid To Be Awarded: Sept. 11, 2023

<u>Vendor</u>	<u>Price</u>	<u>Total</u>	<u>Other Considerations</u>
1. CMA Engineers, Manchester, NH			
2. Vhb, Bedford NH			
3. GM2, Concord, NH			
4. Hoyle Tanner and Associates, Inc., Manchester, NH			
5			
6			

Recommend RFQ be awarded to: vhb and Hoyle Tanner

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

Other RFQ's submitted were from Stantec, Doucet Survey, Keach-Nordstrom, GPI, Northpoint Engineering, LLC. and Meridian Land Services.

This bid was post on the Town of Amherst website, Construction Summary of NH, ME, and VT, and Dodge Data & Analytics.



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Environmental Engineering RFQ

**Department:** Public Works

**Meeting Date:** September 11, 2023

**Staff Contact:** Eric Slosek

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## **BACKGROUND INFORMATION:**

We recently advertised an RFQ for on-call environmental engineering services. We received qualification submissions from two firms, Weston & Sampson and Barton & Loguidice. Our review committee consisted of Joe Jordan, Nic Strong, and myself, Eric Slosek. Upon evaluation of the two submissions, we ranked Weston & Sampson as our top choice. With an office in Manchester, and extensive experience assisting communities with various needs, including MSGP compliance, MS4 permitting and compliance, and development of various funding mechanisms for stormwater, we believe selecting Weston & Sampson is most advantageous to the town.

We recommend awarding Weston & Sampson a three-year contract for on-call environmental engineering services.

To view the RFQ document use this link: [pdf Environmental Engineering - MS4, NPDES RFQ 02-24.pdf](#)

To view the qualifications submission by Weston & Sampson use this link: [pdf Weston & Sampson\\_001.pdf](#)

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Variable. On-Call.

## **POLICY IMPLICATIONS:**

Enables the town to utilize this contract to efficiently complete work in a more timely manner; reduces the need for bidding.

## **DEPARTMENT HEAD RECOMMENDATION:**

Recommend awarding agreement with Weston & Sampson.

## **SUGGESTED MOTION:**

I move to approve the selection of Weston & Sampson as the town's on-call environmental engineering firm for a period of three years. I further authorize the DPW Director to sign the related contract documents.

**TOWN ADMINISTRATOR RECOMMENDATION:**

Concur.

**ATTACHMENTS:**

1. 02-24 award Forms

**TOWN OF AMHERST**

Town Department: DPW

Date: 9/1/23

Line Item On-Call Environmental Engineering 01-4311-30-2310

Budget Amount: \$20,000

Bid #: 02-24      Item: RFQ

Date Bid To Be Awarded: 9/11/23

Vendor

Price

Total

Other Considerations

1. Barton & Laguidice

2. Weston & Sampson

3.

4.

5.

6

Recommend bid be awarded to: Weston & Sampson

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

This bid was post on the Town of Amherst website, Construction Summary of NH, ME, and VT, and Dodge Data & Analytics.



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Recreation Program Coordinator - Promotion

**Department:** Parks & Recreation Department

**Meeting Date:** September 11, 2023

**Staff Contact:** Craig Fraley

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## **BACKGROUND INFORMATION:**

The Recreation Department recommends promoting current Administrative Assistant Laura Kimball to Program Coordinator. Kimball has been a strong asset to the Recreation Department since her hiring in the fall of 2020. Kimball has led the youth lacrosse program and is more than willing to step in and help out in any way to the department. Kimball's experience with coaching and coordinating both lacrosse and ski racing makes her a great fit for this position. Kimball already has relationships with members of the community as well as with Souhegan High School Athletics. Her knowledge of our systems also makes her transition easy.

The Program Coordinator Position was posted internally and held open for 7 days. Laura Kimball was the only applicant. We didn't feel it was necessary to have a formal interview with Kimball given her past experience with the department and her being the only applicant.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Increase in wage as Kimball has more experience coming into this position than past applicants.

## **POLICY IMPLICATIONS:**

N/A

## **DEPARTMENT HEAD RECOMMENDATION:**

I recommend promoting Laura Kimball for the Program Coordinator Position at Grade 11 Step 10 at \$30.29 per hour

## **SUGGESTED MOTION:**

I move we hire iring Laura Kimball for the Program Coordinator Position at Grade 11 Step 10 at \$30.29 per hour .

## **TOWN ADMINISTRATOR RECOMMENDATION:**

Concur.

ATTACHMENTS:

1. 20230906100719



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Treasurer Job Description & Stipend    **Department:** Finance Department  
**Meeting Date:** September 11, 2023            **Staff Contact:** Debbie Bender

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## **BACKGROUND INFORMATION:**

This is for the approval of the final Treasurer Job Description and a discussion about the stipend to be paid.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

N/A

## **POLICY IMPLICATIONS:**

N/A

## **DEPARTMENT HEAD RECOMMENDATION:**

Approve

## **SUGGESTED MOTION:**

I move to approve the Treasurer Job Description as presented.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Treasurer\_Stipend\_Survey 09.2023
2. Amherst Town Treasurer Job Description - Draft 08-15-23 DB4

## Survey of Town Treasurer Stipends

Brookline:	\$ 5,200.00/annual	
Hollis:	\$ 1,500.00	
Milford:	\$ 2,000.00	
New Boston:	\$ 3,172.00	
Wolfeboro:	\$ 5,000.00	Budget: \$31 mil
Stratham:	\$ 6,500.00	Budget: \$8 mil
Hudson:	\$7,500.00	Budget: \$40 mil
Derry:	\$ 10,200.00	Budget: \$57 mil

## TOWN OF AMHERST, NEW HAMPSHIRE

**JOB TITLE:** Town Treasurer

**DEPARTMENT:** Finance

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

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

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

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

1. Monitor cash balances and investment funds.
2. Review both payroll and accounts payable checks for the Town.
3. Make cash/check deposits as required by law.
4. Transfer monies between Town accounts, as necessary.
5. Reconcile Town bank accounts.
6. Prepare monthly Deposit report for each department.
7. Keep Treasurer's records updated.
8. Assist in Town's Audit when asked.
9. Prepare Treasurer Report for the Annual Town Report and DRA.
10. Report to the Board of Selectmen whenever so requested.

**DESIRED QUALIFICATIONS:**

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

**TOWN OF AMHERST, NEW HAMPSHIRE**

**PHYSICAL ACTIVITY REQUIREMENTS**

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

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

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

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

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

Hand Manipulation:	
Grasping	O
Handling	C
Torquing	R
Fingering	C

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

**COGNITIVE AND SENSORY REQUIREMENTS:**

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

Approved by the Board of Selectmen: \_\_\_\_\_



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** FY23 Impact Fee Annual Report

**Department:** Finance Department

**Meeting Date:** September 11, 2023

**Staff Contact:** Debbie Bender

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## **BACKGROUND INFORMATION:**

This is a report of all Impact Fees received as of June 2023. In total and by category of Fire, Police, Recreation, Roads and Schools. It shows the dates received and also the end dates for expenditure or return to the property owner. The School has requested permission to use Impact Fees for architecture and engineering fees up to \$135,000 for Clark Wilkins and Amherst Middle School proposed projects. The BOS agreed that this was an acceptable use of Impact Fee funds. The school has not requested withdrawal of these funds as of yet. There has not been any expenditure from the Impact Fee Funds to date.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

N/A

## **POLICY IMPLICATIONS:**

N/A

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Impact Fee - BOS Reporting - AS OF JUNE 2023

<b>Town of Amherst</b>	
<b>Impact Fee Summary</b>	
<b><u>FIRE IMPACT FEE</u></b>	
Revenue Collected	\$ 71,902.41
Interest Earned	65.52
Amount Refunded	-
Purchases	-
<b>Current Balance</b>	<b>\$ 71,967.93</b>
<b><u>POLICE IMPACT FEE</u></b>	
Revenue Collected	\$ 24,454.92
Interest Earned	23.23
Amount Refunded	-
Purchases	-
<b>Current Balance</b>	<b>\$ 24,478.15</b>
<b><u>RECREATION FACILITIES IMPACT FEE</u></b>	
Revenue Collected	\$ 30,647.16
Interest Earned	31.95
Amount Refunded	-
Purchases	-
<b>Current Balance</b>	<b>\$ 30,679.11</b>
<b><u>TOWN ROADS IMPACT FEE</u></b>	
Revenue Collected	\$ 57,387.60
Interest Earned	72.59
Amount Refunded	-
Purchases	-
<b>Current Balance</b>	<b>\$ 57,460.19</b>
<b><u>SCHOOL IMPACT FEE</u></b>	
Revenue Collected	\$ 272,422.05
Interest Earned	275.09
Amount Refunded	-
Purchases	-
<b>Current Balance</b>	<b>\$ 272,697.14</b>
<b>Total Receipts</b>	<b>457,282.52</b>

TOTAL IMPACT FEE												
Board of Selectmen Approved on:											6/22/2020	
Assessed Date	Payment Received	Map/Lot #	Street Address	Date of Bank Deposit	Deposit Amount	Amount Available	Purchases Expenses Projects	Amount Used for Projects	Balance Available	Expiration Date	Amount Returned	Date Returned
03/11/21	03/11/21	005-059-014	4 Trask Way		11,280.00	11,280.00			11,280.00	03/10/27		
05/04/21	05/12/21	006-079-012	4 Odell Dr		9,776.00	9,776.00			9,776.00	05/11/27		
07/15/21	07/20/21	006-079-010	1 Odell Dr	08/12/01	11,280.00	11,280.00			11,280.00	07/19/27		
04/09/21	07/20/21	006-079-033	3 Odell Dr	08/12/01	10,904.00	10,904.00			10,904.00	07/19/27		
02/19/21	08/18/21	005-160-001	48 Boston Post Rd	08/18/21	15,416.00	15,416.00			15,416.00	08/17/27		
02/09/21	09/13/21	006-079-011	6 Odell	09/13/21	9,599.28	9,599.28			9,599.28	09/12/27		
09/22/21	09/22/21	003-093-000	70 North Dr	09/22/21	9,012.72	9,012.72			9,012.72	09/21/27		
09/30/21	09/30/21	005-059-017	1 Gatchel Way	10/01/21	11,280.00	11,280.00			11,280.00	09/29/27		
09/30/21	10/04/21	003-036-002	58 Merrimack Rd	11/04/21	1,218.00	1,218.00			1,218.00	10/03/27		
02/19/21	10/19/21	004-147-004	4 Victoria Ridge	10/19/21	11,280.00	11,280.00			11,280.00	10/18/27		
05/19/21	11/01/21	006-079-013	1 Bradford Way	11/01/21	10,528.00	10,528.00			10,528.00	10/31/27		
04/09/21	11/08/21	004-147-003	2 Victoria Ridge	11/08/21	10,768.64	10,768.64			10,768.64	11/07/27		
05/19/21	11/09/21	005-160-003	44 Boston Post Rd	11/09/21	9,779.76	9,779.76			9,779.76	11/08/27		
06/01/21	11/24/21	006-079-001	3 Whiting Farm Dr	11/24/21	10,528.00	10,528.00			10,528.00	11/23/27		
06/01/21	12/15/21	006-079-21	2 Whiting Farm Dr	12/16/21	9,400.00	9,400.00			9,400.00	12/14/27		
01/03/22	01/04/22	011-016-003	42 Pulpit Rd	01/04/22	9,768.48	9,768.48			9,768.48	01/03/28		
05/25/21	01/04/22	011-016-002	44 Pulpit Rd	01/04/22	9,001.44	9,001.44			9,001.44	01/03/28		
03/11/21	01/14/22	010-050-000	6 Damon Pond	01/14/22	1,511.52	1,511.52			1,511.52	01/13/28		
10/05/20	02/18/22	005-059-021	4 Gatchel Way (Unit A)	02/18/22	11,280.00	11,280.00			11,280.00	02/17/28		
10/05/20	02/18/22	005-059-021	4 Gatchel Way (ADU)(Unit B)	02/18/22	3,752.48	3,752.48			3,752.48	02/17/28		
09/13/21	03/03/22	005-059-12	1 Trask Way	03/03/22	11,280.00	11,280.00			11,280.00	03/01/28		
08/19/21	03/11/22	006-079-005	1 Jewitt Ln	03/14/22	10,528.00	10,528.00			10,528.00	03/09/28		
02/08/21	03/22/22	005-023-000	2 Col Wilkins Rd	03/22/22	11,280.00	11,280.00			11,280.00	03/20/28		
07/15/21	04/07/22	005-059-022	2 Gatchel Way	04/07/22	11,280.00	11,280.00			11,280.00	04/05/28		
05/02/21	04/13/22	006-026-000	38 Spring Rd	04/13/22	8,272.00	8,272.00			8,272.00	04/11/28		
08/09/21	04/22/22	006-079-006	3 Jewitt Ln	04/22/22	10,528.00	10,528.00			10,528.00	04/20/28		
02/19/21	05/05/22	010-073-000	111 Horace Greeley Rd	05/05/22	10,528.00	10,528.00			10,528.00	05/03/28		
06/19/21	05/10/22	011-016-000	24 Pulpit Rd	05/10/22	11,280.00	11,280.00			11,280.00	05/08/28		
05/25/21	06/01/22	011-016-005	38 Pulpit Rd	06/01/22	9,001.44	9,001.44			9,001.44	05/30/28		
02/19/21	06/23/22	008-019-009	24 Horace Greeley Rd	06/24/22	3,158.40	3,158.40			3,158.40	06/21/28		
12/16/21	06/24/22	004-147-010	13 Victoria Ridge	06/27/22	11,280.00	11,280.00			11,280.00	06/22/28		
01/13/22	07/18/22	003-093-002	70-A North St	07/18/22	10,573.12	10,573.12			10,573.12	07/16/28		
02/12/21	08/16/22	005-059-019	5 Gatchel Way	08/17/22	11,280.00	11,280.00			11,280.00	08/14/28		
11/09/21	08/23/22	006-079-009	4 Jewitt Ln	08/25/22	10,528.00	10,528.00			10,528.00	08/21/28		
11/12/21	08/31/22	011-016-007	32 Pulpit Rd	08/31/22	8,572.80	8,572.80			8,572.80	08/29/28		
01/04/22	09/02/22	005-059-030	34 Founders Way	09/02/22	11,280.00	11,280.00			11,280.00	08/31/28		
04/23/21	11/17/22	005-059-035	24 Founders Way	11/28/22	11,280.00	11,280.00			11,280.00	11/15/28		
08/05/21	11/04/22	002-047-002	104 Rte 101A	11/28/22	6,522.56	6,522.56			6,522.56	11/02/28		
12/16/21	12/21/22	005-059-024	21 Founders Way	12/30/22	11,280.00	11,280.00			11,280.00	12/19/28		
01/04/22	12/09/22	002-026-004	1 Bon Terrain Dr, Unit B	12/30/22	13,200.00	13,200.00			13,200.00	12/07/28		

<b>TOTAL IMPACT FEE</b>												
<b>Board of Selectmen Approved on:</b>											6/22/2020	
<b>Assessed Date</b>	<b>Payment Received</b>	<b>Map/Lot #</b>	<b>Street Address</b>	<b>Date of Bank Deposit</b>	<b>Deposit Amount</b>	<b>Amount Available</b>	<b>Purchases Expenses Projects</b>	<b>Amount Used for Projects</b>	<b>Balance Available</b>	<b>Expiration Date</b>	<b>Amount Returned</b>	<b>Date Returned</b>
09/26/22	04/10/23	006-081-3-1	47 Walnut Hill Rd	04/10/23	7,870.50	7,870.50			7,870.50	04/08/29		
12/07/21	04/26/23	004-154-002	2 Lilac Lane	04/28/23	11,280.00	11,280.00			11,280.00	04/24/29		
04/20/22	05/09/23	005-059-018	3 Gatchel Way	05/10/23	13,000.50	13,000.50			13,000.50	05/07/29		
04/04/23	05/18/23	004-050-001	14 1/2 Thornton Ferry Rd II	05/19/23	4,441.50	4,441.50			4,441.50	05/16/29		
03/21/22	05/22/23	005-059-027	27 Founders Way	05/30/23	13,500.00	13,500.00			13,500.00	05/20/29		
03/07/22	05/31/23	005-059-034	26 Founders Way	06/07/23	13,500.00	13,500.00			13,500.00	05/29/29		
11/15/22	06/02/23	007-083-015	3 Tanglewood Way	06/07/23	2,925.00	2,925.00			2,925.00	05/31/29		
					456,814.14	456,814.14	-	-	456,814.14		-	
			Interest through June 2023		468.38				-			
					468.38		-	-			-	
			<b>Grand Total</b>		<b>457,282.52</b>		-	-			-	

FIRE IMPACT FEE												
Board of Selectmen Approved on:			6/22/2020									
Assessed Date	Payment Received	Map/Lot #	Street Address	Date of Bank Deposit	Deposit Amount	Amount Available	Purchases Expenses Projects	Amount Used for Projects	Balance Available	RSA 674:21Ve Expiration Date	Amount Returned	Date Returned
03/11/21	03/11/21	005-059-014	4 Trask Way		1,680.00	1,680.00			1,680.00	03/10/27		
05/04/21	05/12/21	006-079-012	4 Odell Dr		1,456.00	1,456.00			1,456.00	05/11/27		
07/15/21	07/20/21	006-079-010	1 Odell Dr	08/12/01	1,680.00	1,680.00			1,680.00	07/19/27		
04/09/21	07/20/21	006-079-033	3 Odell Dr	08/12/01	1,624.00	1,624.00			1,624.00	07/19/27		
02/19/21	08/18/21	005-160-001	48 Boston Post Rd	08/18/21	2,296.00	2,296.00			2,296.00	08/17/27		
02/09/21	09/13/21	006-079-011	6 Odell	09/13/21	1,429.68	1,429.68			1,429.68	09/12/27		
09/22/21	09/22/21	003-093-000	70 North Dr	09/22/21	1,342.32	1,342.32			1,342.32	09/21/27		
09/30/21	09/30/21	005-059-017	1 Gatchel Way	10/01/21	1,680.00	1,680.00			1,680.00	09/29/27		
09/30/21	10/04/21	003-036-002	58 Merrimack Rd	11/04/21	280.00	280.00			280.00	10/03/27		
02/19/21	10/19/21	004-147-004	4 Victoria Ridge	10/19/21	1,680.01	1,680.01			1,680.01	10/18/27		
05/19/21	11/01/21	006-079-013	1 Bradford Way	11/01/21	1,568.00	1,568.00			1,568.00	10/31/27		
04/09/21	11/08/21	004-147-003	2 Victoria Ridge	11/08/21	1,603.84	1,603.84			1,603.84	11/07/27		
05/19/21	11/09/21	005-160-003	44 Boston Post Rd	11/09/21	1,456.56	1,456.56			1,456.56	11/08/27		
06/01/21	11/24/21	006-079-001	3 Whiting Farm Dr	11/24/21	1,568.00	1,568.00			1,568.00	11/23/27		
06/01/21	12/15/21	006-079-21	2 Whiting Farm Dr	12/16/21	1,400.00	1,400.00			1,400.00	12/14/27		
01/03/22	01/04/22	011-016-003	42 Pulpit Rd	01/04/22	1,454.88	1,454.88			1,454.88	01/03/28		
05/25/21	01/04/22	011-016-002	44 Pulpit Rd	01/04/22	1,340.64	1,340.64			1,340.64	01/03/28		
03/11/21	01/14/22	010-050-000	6 Damon Pond	01/14/22	225.12	225.12			225.12	01/13/28		
10/05/20	02/18/22	005-059-021	4 Gatchel Way (Unit A)	02/18/22	1,680.00	1,680.00			1,680.00	02/17/28		
10/05/20	02/18/22	005-059-021	4 Gatchel Way (ADU)(Unit B)	02/18/22	558.88	558.88			558.88	02/17/28		
09/13/21	03/03/22	005-059-12	1 Trask Way	03/03/22	1,680.00	1,680.00			1,680.00	03/01/28		
08/19/21	03/11/22	006-079-005	1 Jewitt Ln	03/14/22	1,568.00	1,568.00			1,568.00	03/09/28		
02/08/21	03/22/22	005-023-000	2 Col Wilkins Rd	03/22/22	1,680.00	1,680.00			1,680.00	03/20/28		
07/15/21	04/07/22	005-059-022	2 Gatchel Way	04/07/22	1,680.00	1,680.00			1,680.00	04/05/28		
05/02/21	04/13/22	006-026-000	38 Spring Rd	04/13/22	1,232.00	1,232.00			1,232.00	04/11/28		
08/09/21	04/22/22	006-079-006	3 Jewitt Ln	04/22/22	1,568.00	1,568.00			1,568.00	04/20/28		
02/19/21	05/05/22	010-073-000	111 Horace Greeley Rd	05/05/22	1,568.00	1,568.00			1,568.00	05/03/28		
06/19/21	05/10/22	011-016-000	24 Pulpit Rd	05/10/22	1,680.00	1,680.00			1,680.00	05/08/28		
05/25/21	06/01/22	011-016-005	38 Pulpit Rd	06/01/22	1,340.64	1,340.64			1,340.64	05/30/28		
02/19/21	06/23/22	008-019-009	24 Horace Greeley Rd	06/24/22	470.40	470.40			470.40	06/21/28		
12/16/21	06/24/22	004-147-010	13 Victoria Ridge	06/27/22	1,680.00	1,680.00			1,680.00	06/22/28		
01/13/22	07/18/22	003-093-002	70-A North St	07/18/22	1,574.72	1,574.72			1,574.72	07/16/28		
02/12/21	08/16/22	005-059-019	5 Gatchel Way	08/17/22	1,680.00	1,680.00			1,680.00	08/14/28		
11/09/21	08/23/22	006-079-009	4 Jewitt Ln	08/25/22	1,568.00	1,568.00			1,568.00	08/21/28		

<b>FIRE IMPACT FEE</b>												
<b>Board of Selectmen Approved on:</b>			6/22/2020									
<b>Assessed Date</b>	<b>Payment Received</b>	<b>Map/Lot #</b>	<b>Street Address</b>	<b>Date of Bank Deposit</b>	<b>Deposit Amount</b>	<b>Amount Available</b>	<b>Purchases Expenses Projects</b>	<b>Amount Used for Projects</b>	<b>Balance Available</b>	<b>RSA 674:21Ve Expiration Date</b>	<b>Amount Returned</b>	<b>Date Returned</b>
11/12/21	08/31/22	011-016-007	32 Pulpit Rd	08/31/22	1,276.80	1,276.80			1,276.80	08/29/28		
01/04/22	09/02/22	005-059-030	34 Founders Way	09/02/22	1,680.00	1,680.00			1,680.00	08/31/28		
04/23/21	11/17/22	005-059-035	24 Founders Way	11/28/22	1,680.00	1,680.00			1,680.00	11/15/28		
08/05/21	11/04/22	002-047-002	104 Rte 101A	11/28/22	2,057.92	2,057.92			2,057.92	11/02/28		
12/16/21	12/21/22	005-059-024	21 Founders Way	12/30/22	1,680.00	1,680.00			1,680.00	12/19/28		
01/04/22	12/09/22	002-026-004	1 Bon Terrain Dr, Unit B	12/30/22	6,000.00	6,000.00			6,000.00	12/07/28		
09/26/22	04/10/23	006-081-3-1	47 Walnut Hill Rd	04/10/23	979.44	979.44			979.44	04/08/29		
12/07/21	04/26/23	004-154-002	2 Lilac Lane	04/28/23	1,680.00	1,680.00			1,680.00	04/24/29		
04/20/22	05/09/23	005-059-018	3 Gatchel Way	05/10/23	1,617.84	1,617.84			1,617.84	05/07/29		
04/04/23	05/18/23	004-050-001	14 1/2 Thornton Ferry Rd II	05/19/23	552.72	552.72			552.72	05/16/29		
03/21/22	05/22/23	005-059-027	27 Founders Way	05/30/23	1,680.00	1,680.00			1,680.00	05/20/29		
03/07/22	05/31/23	005-059-034	26 Founders Way	06/07/23	1,680.00	1,680.00			1,680.00	05/29/29		
11/15/22	06/02/23	007-083-015	3 Tanglewood Way	06/07/23	364.00	364.00			364.00	05/31/29		
					<b>71,902.41</b>	<b>71,902.41</b>	-	-	<b>71,902.41</b>		-	
			Interest through June 2023		-	65.52			-			
						65.52						
			Grand Total			71,967.93						

POLICE IMPACT FEE												
Board of Selectmen Approved on: 6/22/2020												
Assessed Date	Payment Received	Map/Lot #	Street Address	Date of Bank Deposit	Deposit Amount	Amount Available	Purchases Expenses Projects	Used for Projects	Balance Available	RSA 674:21Ve Expiration Date	Amount Returned	Date Returned
03/11/21	03/11/21	005-059-014	4 Trask Way		570.00	570.00			570.00	03/10/27		
05/04/21	05/12/21	006-079-012	4 Odell Dr		494.00	494.00			494.00	05/11/27		
07/15/21	07/20/21	006-079-010	1 Odell Dr	08/12/01	570.00	570.00			570.00	07/19/27		
04/09/21	07/20/21	006-079-033	3 Odell Dr	08/12/01	551.00	551.00			551.00	07/19/27		
02/19/21	08/18/21	005-160-001	48 Boston Post Rd	08/18/21	779.00	779.00			779.00	08/17/27		
02/09/21	09/13/21	006-079-011	6 Odell	09/13/21	485.07	485.07			485.07	09/12/27		
09/22/21	09/22/21	003-093-000	70 North Dr	09/22/21	455.43	455.43			455.43	09/21/27		
09/30/21	09/30/21	005-059-017	1 Gatchel Way	10/01/21	570.00	570.00			570.00	09/29/27		
09/30/21	10/04/21	003-036-002	58 Merrimack Rd	11/04/21	42.00	42.00			42.00	10/03/27		
02/19/21	10/19/21	004-147-004	4 Victoria Ridge	10/19/21	570.00	570.00			570.00	10/18/27		
05/19/21	11/01/21	006-079-013	1 Bradford Way	11/01/21	532.00	532.00			532.00	10/31/27		
04/09/21	11/08/21	004-147-003	2 Victoria Ridge	11/08/21	544.16	544.16			544.16	11/07/27		
05/19/21	11/09/21	005-160-003	44 Boston Post Rd	11/09/21	494.19	494.19			494.19	11/08/27		
06/01/21	11/24/21	006-079-001	3 Whiting Farm Dr	11/24/21	532.00	532.00			532.00	11/23/27		
06/01/21	12/15/21	006-079-21	2 Whiting Farm Dr	12/16/21	475.00	475.00			475.00	12/14/27		
01/03/22	01/04/22	011-016-003	42 Pulpit Rd	01/04/22	493.62	493.62			493.62	01/03/28		
05/25/21	01/04/22	011-016-002	44 Pulpit Rd	01/04/22	454.86	454.86			454.86	01/03/28		
03/11/21	01/14/22	010-050-000	6 Damon Pond	01/14/22	76.38	76.38			76.38	01/13/28		
10/05/20	02/18/22	005-059-021	4 Gatchel Way (Unit A)	02/18/22	570.00	570.00			570.00	02/17/28		
10/05/20	02/18/22	005-059-021	4 Gatchel Way (ADU)(Unit B)	02/18/22	189.62	189.62			189.62	02/17/28		
09/13/21	03/03/22	005-059-12	1 Trask Way	03/03/22	570.00	570.00			570.00	03/01/28		
08/19/21	03/11/22	006-079-005	1 Jewitt Ln	03/14/22	532.00	532.00			532.00	03/09/28		
02/08/21	03/22/22	005-023-000	2 Col Wilkins Rd	03/22/22	570.00	570.00			570.00	03/20/28		
07/15/21	04/07/22	005-059-022	2 Gatchel Way	04/07/22	570.00	570.00			570.00	04/05/28		
05/02/21	04/13/22	006-026-000	38 Spring Rd	04/13/22	418.00	418.00			418.00	04/11/28		
08/09/21	04/22/22	006-079-006	3 Jewitt Ln	04/22/22	532.00	532.00			532.00	04/20/28		
02/19/21	05/05/22	010-073-000	111 Horace Greeley Rd	05/05/22	532.00	532.00			532.00	05/03/28		
06/19/21	05/10/22	011-016-000	24 Pulpit Rd	05/10/22	570.00	570.00			570.00	05/08/28		
05/25/21	06/01/22	011-016-005	38 Pulpit Rd	06/01/22	454.86	454.86			454.86	05/30/28		
02/19/21	06/23/22	008-019-009	24 Horace Greeley Rd	06/24/22	159.60	159.60			159.60	06/21/28		
12/16/21	06/24/22	004-147-010	13 Victoria Ridge	06/27/22	570.00	570.00			570.00	06/22/28		
01/13/22	07/18/22	003-093-002	70-A North St	07/18/22	534.28	534.28			534.28	07/16/28		
02/12/21	08/16/22	005-059-019	5 Gatchel Way	08/17/22	570.00	570.00			570.00	08/14/28		
11/09/21	08/23/22	006-079-009	4 Jewitt Ln	08/25/22	532.00	532.00			532.00	08/21/28		
11/12/21	08/31/22	011-016-007	32 Pulpit Rd	08/31/22	433.20	433.20			433.20	08/29/28		
01/04/22	09/02/22	005-059-030	34 Founders Way	09/02/22	570.00	570.00			570.00	08/31/28		

POLICE IMPACT FEE												
Board of Selectmen Approved on:										6/22/2020		
Assessed Date	Payment Received	Map/Lot #	Street Address	Date of Bank Deposit	Deposit Amount	Amount Available	Purchases Expenses Projects	Used for Projects	Balance Available	RSA 674:21Ve Expiration Date	Amount Returned	Date Returned
04/23/21	11/17/22	005-059-035	24 Founders Way	11/28/22	570.00	570.00			570.00	11/15/28		
08/05/21	11/04/22	002-047-002	104 Rte 101A	11/28/22	1,046.40	1,046.40			1,046.40	11/02/28		
12/16/21	12/21/22	005-059-024	21 Founders Way	12/30/22	570.00	570.00			570.00	12/19/28		
01/04/22	12/09/22	002-026-004	1 Bon Terrain Dr, Unit B	12/30/22	1,800.00	1,800.00			1,800.00	12/07/28		
09/26/22	04/10/23	006-081-3-1	47 Walnut Hill Rd	04/10/23	332.31	332.31			332.31	04/08/29		
12/07/21	04/26/23	004-154-002	2 Lilac Lane	04/28/23	570.00	570.00			570.00	04/24/29		
04/20/22	05/09/23	005-059-018	3 Gatchel Way	05/10/23	548.91	548.91			548.91	05/07/29		
04/04/23	05/18/23	004-050-001	14 1/2 Thornton Ferry Rd II	05/19/23	187.53	187.53			187.53	05/16/29		
03/21/22	05/22/23	005-059-027	27 Founders Way	05/30/23	570.00	570.00			570.00	05/20/29		
03/07/22	05/31/23	005-059-034	26 Founders Way	06/07/23	570.00	570.00			570.00	05/29/29		
11/15/22	06/02/23	007-083-015	3 Tanglewood Way	06/07/23	123.50	123.50			123.50	05/31/29		
					24,454.92	24,454.92	-	-	24,454.92		-	
			Interest through June 2023		23.23			-				
					23.23		-	-			-	
			Grand Total		24,478.15		-	-			-	

PUBLIC RECREATION FACILITIES IMPACT FEE												
Board of Selectmen Approved on:											6/22/2020	
Assessed Date	Payment Received	Map/Lot #	Street Address	Date of Bank Deposit	Deposit Amount	Amount Available	Purchases Expenses Projects	Amount Used for Projects	Balance Available	RSA 674:21Ve Expiration Date	Amount Returned	Date Returned
03/11/21	03/11/21	005-059-014	4 Trask Way		810.00	810.00			810.00	03/10/27		
05/04/21	05/12/21	006-079-012	4 Odell Dr		702.00	702.00			702.00	05/11/27		
07/15/21	07/20/21	006-079-010	1 Odell Dr	08/12/01	810.00	810.00			810.00	07/19/27		
04/09/21	07/20/21	006-079-033	3 Odell Dr	08/12/01	783.00	783.00			783.00	07/19/27		
02/19/21	08/18/21	005-160-001	48 Boston Post Rd	08/18/21	1,107.00	1,107.00			1,107.00	08/17/27		
02/09/21	09/13/21	006-079-011	6 Odell	09/13/21	689.31	689.31			689.31	09/12/27		
09/22/21	09/22/21	003-093-000	70 North Dr	09/22/21	647.19	647.19			647.19	09/21/27		
09/30/21	09/30/21	005-059-017	1 Gatchel Way	10/01/21	810.00	810.00			810.00	09/29/27		
09/30/21	10/04/21	003-036-002	58 Merrimack Rd	11/04/21	N/A	N/A			N/A	10/03/27		
02/19/21	10/19/21	004-147-004	4 Victoria Ridge	10/19/21	810.00	810.00			810.00	10/18/27		
05/19/21	11/01/21	006-079-013	1 Bradford Way	11/01/21	756.00	756.00			756.00	10/31/27		
04/09/21	11/08/21	004-147-003	2 Victoria Ridge	11/08/21	773.28	773.28			773.28	11/07/27		
05/19/21	11/09/21	005-160-003	44 Boston Post Rd	11/09/21	702.27	702.27			702.27	11/08/27		
06/01/21	11/24/21	006-079-001	3 Whiting Farm Dr	11/24/21	756.00	756.00			756.00	11/23/27		
06/01/21	12/15/21	006-079-21	2 Whiting Farm Dr	12/16/21	675.00	675.00			675.00	12/14/27		
01/03/22	01/04/22	011-016-003	42 Pulpit Rd	01/04/22	701.46	701.46			701.46	01/03/28		
05/25/21	01/04/22	011-016-002	44 Pulpit Rd	01/04/22	646.38	646.38			646.38	01/03/28		
03/11/21	01/14/22	010-050-000	6 Damon Pond	01/14/22	108.54	108.54			108.54	01/13/28		
10/05/20	02/18/22	005-059-021	4 Gatchel Way (Unit A)	02/18/22	810.00	810.00			810.00	02/17/28		
10/05/20	02/18/22	005-059-021	4 Gatchel Way (ADU)(Unit B)	02/18/22	269.46	269.46			269.46	02/17/28		
09/13/21	03/03/22	005-059-12	1 Trask Way	03/03/22	810.00	810.00			810.00	03/01/28		
08/19/21	03/11/22	006-079-005	1 Jewitt Ln	03/14/22	756.00	756.00			756.00	03/09/28		
02/08/21	03/22/22	005-023-000	2 Col Wilkins Rd	03/22/22	810.00	810.00			810.00	03/20/28		
07/15/21	04/07/22	005-059-022	2 Gatchel Way	04/07/22	810.00	810.00			810.00	04/05/28		
05/02/21	04/13/22	006-026-000	38 Spring Rd	04/13/22	594.00	594.00			594.00	04/11/28		
08/09/21	04/22/22	006-079-006	3 Jewitt Ln	04/22/22	756.00	756.00			756.00	04/20/28		
02/19/21	05/05/22	010-073-000	111 Horace Greeley Rd	05/05/22	756.00	756.00			756.00	05/03/28		
06/19/21	05/10/22	011-016-000	24 Pulpit Rd	05/10/22	810.00	810.00			810.00	05/08/28		
05/25/21	06/01/22	011-016-005	38 Pulpit Rd	06/01/22	646.38	646.38			646.38	05/30/28		
02/19/21	06/23/22	008-019-009	24 Horace Greeley Rd	06/24/22	226.80	226.80			226.80	06/21/28		
12/16/21	06/24/22	004-147-010	13 Victoria Ridge	06/27/22	810.00	810.00			810.00	06/22/28		
01/13/22	07/18/22	003-093-002	70-A North St	07/18/22	759.24	759.24			759.24	07/16/28		
02/12/21	08/16/22	005-059-019	5 Gatchel Way	08/17/22	810.00	810.00			810.00	08/14/28		
11/09/21	08/23/22	006-079-009	4 Jewitt Ln	08/25/22	756.00	756.00			756.00	08/21/28		
11/12/21	08/31/22	011-016-007	32 Pulpit Rd	08/31/22	615.60	615.60			615.60	08/29/28		
01/04/22	09/02/22	005-059-030	34 Founders Way	09/02/22	810.00	810.00			810.00	08/31/28		
04/23/21	11/17/22	005-059-035	24 Founders Way	11/28/22	810.00	810.00			810.00	11/15/28		
08/05/21	11/04/22	002-047-002	104 Rte 101A	11/28/22	-	-			-	11/02/28		

PUBLIC RECREATION FACILITIES IMPACT FEE												
Board of Selectmen Approved on:											6/22/2020	
Assessed Date	Payment Received	Map/Lot #	Street Address	Date of Bank Deposit	Deposit Amount	Amount Available	Purchases Expenses Projects	Amount Used for Projects	Balance Available	RSA 674:21Ve Expiration Date	Amount Returned	Date Returned
12/16/21	12/21/22	005-059-024	21 Founders Way	12/30/22	810.00	810.00			810.00	12/19/28		
01/04/22	12/09/22	002-026-004	1 Bon Terrain Dr, Unit B	12/30/22	-	-			-	12/07/28		
09/26/22	04/10/23	006-081-3-1	47 Walnut Hill Rd	04/10/23	472.23	472.23			472.23	04/08/29		
12/07/21	04/26/23	004-154-002	2 Lilac Lane	04/28/23	810.00	810.00			810.00	04/24/29		
04/20/22	05/09/23	005-059-018	3 Gatchel Way	05/10/23	780.03	780.03			780.03	05/07/29		
04/04/23	05/18/23	004-050-001	14 1/2 Thornton Ferry Rd II	05/19/23	266.49	266.49			266.49	05/16/29		
03/21/22	05/22/23	005-059-027	27 Founders Way	05/30/23	810.00	810.00			810.00	05/20/29		
03/07/22	05/31/23	005-059-034	26 Founders Way	06/07/23	810.00	810.00			810.00	05/29/29		
11/15/22	06/02/23	007-083-015	3 Tanglewood Way	06/07/23	175.50	175.50			175.50	05/31/29		
					30,647.16	30,647.16	-	-	30,647.16		-	
		Interest through June 2023		-	31.95						-	
					31.95							
		Grand Total			30,679.11		-	-			-	

TOWN ROADS IMPACT FEE												
Board of Selectmen Approved on:			6/22/2020									
Assessed Date	Payment Received	Map/Lot #	Street Address	Date of Bank Deposit	Deposit Amount	Amount Available	Purchases Expenses Projects	Amount Used for Projects	Balance Available	RSA 674:21Ve Expiration Date	Amount Returned	Date Returned
03/11/21	03/11/21	005-059-014	4 Trask Way		1,260.00	1,260.00			1,260.00	03/10/27		
05/04/21	05/12/21	006-079-012	4 Odell Dr		1,092.00	1,092.00			1,092.00	05/11/27		
07/15/21	07/20/21	006-079-010	1 Odell Dr	08/12/01	1,260.00	1,260.00			1,260.00	07/19/27		
04/09/21	07/20/21	006-079-033	3 Odell Dr	08/12/01	1,218.00	1,218.00			1,218.00	07/19/27		
02/19/21	08/18/21	005-160-001	48 Boston Post Rd	08/18/21	1,722.00	1,722.00			1,722.00	08/17/27		
02/09/21	09/13/21	006-079-011	6 Odell	09/13/21	1,072.26	1,072.26			1,072.26	09/12/27		
09/22/21	09/22/21	003-093-000	70 North Dr	09/22/21	1,006.74	1,006.74			1,006.74	09/21/27		
09/30/21	09/30/21	005-059-017	1 Gatchel Way	10/01/21	1,260.00	1,260.00			1,260.00	09/29/27		
09/30/21	10/04/21	003-036-002	58 Merrimack Rd	11/04/21	896.00	896.00			896.00	10/03/27		
02/19/21	10/19/21	004-147-004	4 Victoria Ridge	10/19/21	1,260.00	1,260.00			1,260.00	10/18/27		
05/19/21	11/01/21	006-079-013	1 Bradford Way	11/01/21	1,176.00	1,176.00			1,176.00	10/31/27		
04/09/21	11/08/21	004-147-003	2 Victoria Ridge	11/08/21	1,202.88	1,202.88			1,202.88	11/07/27		
05/19/21	11/09/21	005-160-003	44 Boston Post Rd	11/09/21	1,092.42	1,092.42			1,092.42	11/08/27		
06/01/21	11/24/21	006-079-001	3 Whiting Farm Dr	11/24/21	1,176.00	1,176.00			1,176.00	11/23/27		
06/01/21	12/15/21	006-079-21	2 Whiting Farm Dr	12/16/21	1,050.00	1,050.00			1,050.00	12/14/27		
01/03/22	01/04/22	011-016-003	42 Pulpit Rd	01/04/22	1,091.16	1,091.16			1,091.16	01/03/28		
05/25/21	01/04/22	011-016-002	44 Pulpit Rd	01/04/22	1,005.48	1,005.48			1,005.48	01/03/28		
03/11/21	01/14/22	010-050-000	6 Damon Pond	01/14/22	168.84	168.84			168.84	01/13/28		
10/05/20	02/18/22	005-059-021	4 Gatchel Way (Unit A)	02/18/22	1,260.00	1,260.00			1,260.00	02/17/28		
10/05/20	02/18/22	005-059-021	4 Gatchel Way (ADU)(Unit B)	02/18/22	419.16	419.16			419.16	02/17/28		
09/13/21	03/03/22	005-059-12	1 Trask Way	03/03/22	1,260.00	1,260.00			1,260.00	03/01/28		
08/19/21	03/11/22	006-079-005	1 Jewitt Ln	03/14/22	1,176.00	1,176.00			1,176.00	03/09/28		
02/08/21	03/22/22	005-023-000	2 Col Wilkins Rd	03/22/22	1,260.00	1,260.00			1,260.00	03/20/28		
07/15/21	04/07/22	005-059-022	2 Gatchel Way	04/07/22	1,260.00	1,260.00			1,260.00	04/05/28		
05/02/21	04/13/22	006-026-000	38 Spring Rd	04/13/22	924.00	924.00			924.00	04/11/28		
08/09/21	04/22/22	006-079-006	3 Jewitt Ln	04/22/22	1,176.00	1,176.00			1,176.00	04/20/28		
02/19/21	05/05/22	010-073-000	111 Horace Greeley Rd	05/05/22	1,176.00	1,176.00			1,176.00	05/03/28		
06/19/21	05/10/22	011-016-000	24 Pulpit Rd	05/10/22	1,260.00	1,260.00			1,260.00	05/08/28		
05/25/21	06/01/22	011-016-005	38 Pulpit Rd	06/01/22	1,005.48	1,005.48			1,005.48	05/30/28		
02/19/21	06/23/22	008-019-009	24 Horace Greeley Rd	06/24/22	352.80	352.80			352.80	06/21/28		
12/16/21	06/24/22	004-147-010	13 Victoria Ridge	06/27/22	1,260.00	1,260.00			1,260.00	06/22/28		
01/13/22	07/18/22	003-093-002	70-A North St	07/18/22	1,181.04	1,181.04			1,181.04	07/16/28		
02/12/21	08/16/22	005-059-019	5 Gatchel Way	08/17/22	1,260.00	1,260.00			1,260.00	08/14/28		
11/09/21	08/23/22	006-079-009	4 Jewitt Ln	08/25/22	1,176.00	1,176.00			1,176.00	08/21/28		
11/12/21	08/31/22	011-016-007	32 Pulpit Rd	08/31/22	957.60	957.60			957.60	08/29/28		
01/04/22	09/02/22	005-059-030	34 Founders Way	09/02/22	1,260.00	1,260.00			1,260.00	08/31/28		
04/23/21	11/17/22	005-059-035	24 Founders Way	11/28/22	1,260.00	1,260.00			1,260.00	11/15/28		

TOWN ROADS IMPACT FEE												
Board of Selectmen Approved on:										6/22/2020		
Assessed Date	Payment Received	Map/Lot #	Street Address	Date of Bank Deposit	Deposit Amount	Amount Available	Purchases Expenses Projects	Amount Used for Projects	Balance Available	RSA 674:21Ve Expiration Date	Amount Returned	Date Returned
08/05/21	11/04/22	002-047-002	104 Rte 101A	11/28/22	3,418.24	3,418.24			3,418.24	11/02/28		
12/16/21	12/21/22	005-059-024	21 Founders Way	12/30/22	1,260.00	1,260.00			1,260.00	12/19/28		
01/04/22	12/09/22	002-026-004	1 Bon Terrain Dr, Unit B	12/30/22	5,400.00	5,400.00			5,400.00	12/07/28		
09/26/22	04/10/23	006-081-3-1	47 Walnut Hill Rd	04/10/23	734.58	734.58			734.58	04/08/29		
12/07/21	04/26/23	004-154-002	2 Lilac Lane	04/28/23	1,260.00	1,260.00			1,260.00	04/24/29		
04/20/22	05/09/23	005-059-018	3 Gatchel Way	05/10/23	1,213.38	1,213.38			1,213.38	05/07/29		
04/04/23	05/18/23	004-050-001	14 1/2 Thornton Ferry Rd II	05/19/23	414.54	414.54			414.54	05/16/29		
03/21/22	05/22/23	005-059-027	27 Founders Way	05/30/23	1,260.00	1,260.00			1,260.00	05/20/29		
03/07/22	05/31/23	005-059-034	26 Founders Way	06/07/23	1,260.00	1,260.00			1,260.00	05/29/29		
11/15/22	06/02/23	007-083-015	3 Tanglewood Way	06/07/23	273.00	273.00			273.00	05/31/29		
					57,387.60	57,387.60	-	-	57,387.60		-	
			Interest through June 2023		-	72.59			-			
						72.59			-		-	
			Grand Total			57,460.19			-		-	

SCHOOL FACILITIES IMPACT FEE													
Board of Selectmen Approved on: 6/22/2020													
Assessed Date	Payment Received	Map/Lot #	Street Address	Date of Bank Deposit per treasurer	Deposit Number	Deposit Amount	Amount Available	Purchases Expenses Projects	Amount Used for Projects	Balance Available	RSA 674:21Ve Expiration Date	Amount Returned	Date Returned
03/11/21	03/11/21	005-059-014	4 Trask Way		JE 7/1/21	6,960.00	6,960.00			6,960.00	03/10/27		
05/04/21	05/12/21	006-079-012	4 Odell Dr		JE 7/1/21	6,032.00	6,032.00			6,032.00	05/11/27		
07/15/21	07/20/21	006-079-010	1 Odell Dr	08/12/01	SRF 6	6,960.00	6,960.00			6,960.00	07/19/27		
04/09/21	07/20/21	006-079-033	3 Odell Dr	08/12/01	SRF 7	6,728.00	6,728.00			6,728.00	07/19/27		
02/19/21	08/18/21	005-160-001	48 Boston Post Rd	08/18/21	SRF 19	9,512.00	9,512.00			9,512.00	08/17/27		
02/09/21	09/13/21	006-079-011	6 Odell	09/13/21	SRF 18	5,922.96	5,922.96			5,922.96	09/12/27		
09/22/21	09/22/21	003-093-000	70 North Dr	09/22/21	SRF 17	5,561.04	5,561.04			5,561.04	09/21/27		
09/30/21	09/30/21	005-059-017	1 Gatchel Way	10/01/21	SRF 16	6,960.00	6,960.00			6,960.00	09/29/27		
09/30/21	10/04/21	003-036-002	58 Merrimack Rd	11/04/21	SRF 15	N/A	N/A			N/A	10/03/27		
02/19/21	10/19/21	004-147-004	4 Victoria Ridge	10/19/21	SRF 20,22B,24	6,959.99	6,959.99			6,959.99	10/18/27		
05/19/21	11/01/21	006-079-013	1 Bradford Way	11/01/21	SRF 22B	6,496.00	6,496.00			6,496.00	10/31/27		
04/09/21	11/08/21	004-147-003	2 Victoria Ridge	11/08/21	SRF 22A	6,644.48	6,644.48			6,644.48	11/07/27		
05/19/21	11/09/21	005-160-003	44 Boston Post Rd	11/09/21	SRF 22A	6,034.32	6,034.32			6,034.32	11/08/27		
06/01/21	11/24/21	006-079-001	3 Whiting Farm Dr	11/24/21	SRF 23	6,496.00	6,496.00			6,496.00	11/23/27		
06/01/21	12/15/21	006-079-21	2 Whiting Farm Dr	12/16/21	SRF 28	5,800.00	5,800.00			5,800.00	12/14/27		
01/03/22	01/04/22	011-016-003	42 Pulpit Rd	01/04/22	SRF 30	6,027.36	6,027.36			6,027.36	01/03/28		
05/25/21	01/04/22	011-016-002	44 Pulpit Rd	01/04/22	SRF 29	5,554.08	5,554.08			5,554.08	01/03/28		
03/11/21	01/14/22	010-050-000	6 Damon Pond	01/14/22	SRF 27	932.64	932.64			932.64	01/13/28		
10/05/20	02/18/22	005-059-021	4 Gatchel Way (Unit A)	02/18/22	SRF 35	6,960.00	6,960.00			6,960.00	02/17/28		
10/05/20	02/18/22	005-059-021	4 Gatchel Way (ADU)(Unit B)	02/18/22	SRF 36	2,315.36	2,315.36			2,315.36	02/17/28		
09/13/21	03/03/22	005-059-12	1 Trask Way	03/03/22	SRF 38	6,960.00	6,960.00			6,960.00	03/01/28		
08/19/21	03/11/22	006-079-005	1 Jewitt Ln	03/14/22	SRF 39	6,496.00	6,496.00			6,496.00	03/09/28		
02/08/21	03/22/22	005-023-000	2 Col Wilkins Rd	03/22/22	SRF 40	6,960.00	6,960.00			6,960.00	03/20/28		
07/15/21	04/07/22	005-059-022	2 Gatchel Way	04/07/22	SRF 43	6,960.00	6,960.00			6,960.00	04/05/28		
05/02/21	04/13/22	006-026-000	38 Spring Rd	04/13/22	SRF 46	5,104.00	5,104.00			5,104.00	04/11/28		
08/09/21	04/22/22	006-079-006	3 Jewitt Ln	04/22/22	SRF 49	6,496.00	6,496.00			6,496.00	04/20/28		
02/19/21	05/05/22	010-073-000	111 Horace Greeley Rd	05/05/22	SRF 50	6,496.00	6,496.00			6,496.00	05/03/28		
06/19/21	05/10/22	011-016-000	24 Pulpit Rd	05/10/22	SRF 52	6,960.00	6,960.00			6,960.00	05/08/28		
05/25/21	06/01/22	011-016-005	38 Pulpit Rd	06/01/22	SRF 56	5,554.08	5,554.08			5,554.08	05/30/28		
02/19/21	06/23/22	008-019-009	24 Horace Greeley Rd	06/24/22	SRF 59	1,948.80	1,948.80			1,948.80	06/21/28		
12/16/21	06/24/22	004-147-010	13 Victoria Ridge	06/27/22	SRF 1	6,960.00	6,960.00			6,960.00	06/22/28		
01/13/22	07/18/22	003-093-002	70-A North St	07/18/22	SRF 7	6,523.84	6,523.84			6,523.84	07/16/28		
02/12/21	08/16/22	005-059-019	5 Gatchel Way	08/17/22	SRF 15	6,960.00	6,960.00			6,960.00	08/14/28		
11/09/21	08/23/22	006-079-009	4 Jewitt Ln	08/25/22	SRF 16	6,496.00	6,496.00			6,496.00	08/21/28		
11/12/21	08/31/22	011-016-007	32 Pulpit Rd	08/31/22	SRF 19	5,289.60	5,289.60			5,289.60	08/29/28		
01/04/22	09/02/22	005-059-030	34 Founders Way	09/02/22	SRF 23	6,960.00	6,960.00			6,960.00	08/31/28		
04/23/21	11/17/22	005-059-035	24 Founders Way	11/28/22	SRF 32	6,960.00	6,960.00			6,960.00	11/15/28		
08/05/21	11/04/22	002-047-002	104 Rte 101A	11/28/22	SRF 33	-	-			-	11/02/28		
12/16/21	12/21/22	005-059-024	21 Founders Way	12/30/22	SRF 35	6,960.00	6,960.00			6,960.00	12/19/28		
01/04/22	12/09/22	002-026-004	1 Bon Terrain Dr, Unit B	12/30/22	SRF 36	-	-			-	12/07/28		
09/26/22	04/10/23	006-081-3-1	47 Walnut Hill Rd	04/10/23	SRF 45	5,351.94	5,351.94			5,351.94	04/08/29		
12/07/21	04/26/23	004-154-002	2 Lilac Lane	04/28/23	SRF 49	6,960.00	6,960.00			6,960.00	04/24/29		

<b>SCHOOL FACILITIES IMPACT FEE</b>													
<b>Board of Selectmen Approved on:</b>												6/22/2020	
<b>Assessed Date</b>	<b>Payment Received</b>	<b>Map/Lot #</b>	<b>Street Address</b>	<b>Date of Bank Deposit per treasurer</b>	<b>Deposit Number</b>	<b>Deposit Amount</b>	<b>Amount Available</b>	<b>Purchases Expenses Projects</b>	<b>Amount Used for Projects</b>	<b>Balance Available</b>	<b>RSA 674:21Ve Expiration Date</b>	<b>Amount Returned</b>	<b>Date Returned</b>
04/20/22	05/09/23	005-059-018	3 Gatchel Way	05/10/23	SRF 53	8,840.34	8,840.34			8,840.34	05/07/29		
04/04/23	05/18/23	004-050-001	14 1/2 Thornton Ferry Rd II	05/19/23	SRF 56	3,020.22	3,020.22			3,020.22	05/16/29		
03/21/22	05/22/23	005-059-027	27 Founders Way	05/30/23	SRF 57	9,180.00	9,180.00			9,180.00	05/20/29		
03/07/22	05/31/23	005-059-034	26 Founders Way	06/07/23	SRF 60	9,180.00	9,180.00			9,180.00	05/29/29		
11/15/22	06/02/23	007-083-015	3 Tanglewood Way	06/07/23	SRF 61	1,989.00	1,989.00			1,989.00	05/31/29		
						272,422.05	272,422.05	-	-	272,422.05		-	
			True up Interest through June 2023			275.09			-				
						275.09		-	-			-	
			Grand Total			272,697.14						-	



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Assessing

**Department:** Assessing

**Meeting Date:** September 11, 2023

**Staff Contact:** Michele Boudreau

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## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Veteran Tax Credit**

**Item A.** I have reviewed the attached Veteran Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2024 tax year. There are 2 Veterans that qualify for the tax credit in this household and this is 1 of 2.

#### **Suggested Motion:**

The attached application has been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for Map 004, Lot 109-020 commencing in Tax Year 2024.

**Item A-1.** I have reviewed the attached Veteran Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2024 tax year. There are 2 Veterans that qualify for the tax credit in this household and this is 2 of 2.

#### **Suggested Motion:**

The attached application has been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for Map 004, Lot 109-020 commencing in Tax Year 2024.

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

**Item B.** This is a Land Use Tax release for Map 002 Lot 023-000 which no longer qualifies for Current Use due to development expansion of a power substation. Please be advised RSA 79-a:7 allows the municipalities to use the equalized assessed value as a basis for the land use change tax. In this case, the assessed value change for the

additional acreage to be removed is  $\$549,800/.8 = \$687,250$  (rounded).

**Suggested Motion:** The assessor has recommended to release Map 002, Lot 023-000 from Current Use and issue a Land Use Change tax in the amount of \$68,725.00. Therefore, I move to accept the recommendation of the assessor and release the acreage of Map 002, Lot 023-000 from Current Use and issue the Land Use Change Tax in the amount of \$68,725.00.

**Timber Tax Levy**

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

**Suggested Motion:**

After reviewing the submitted documents, I move to approve and sign the Timber Tax Levy and Certification of Yield Tax in the amount of \$13.50 for Map 004, Lot 117-000.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

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



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

**Title:** Use of Town Common, Amherst  
Junior Women's Annual Turkey Trot

**Department:** Administration

**Meeting Date:** September 11, 2023

**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Use of Town Common Request, AJWC Trot your Turkey Off - signed

TOWN OF AMHERST, NH  
USE OF TOWN COMMONS REQUEST

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

Organization Name: Amherst Junior Women's Club Contact Name: Lori Longley

Contact Phone Number: 6036616573 Contact e-mail: llongley@comcast.net

Date of Event: 11/24/2023 Hours (from/ to): 7-noon Number of est. participants: 300

Will you need Electricity? no If so, for what? \_\_\_\_\_

Wish to bring anything onto the Commons? IF so, what? 6 pop-up tents and folding tables

Wish to drive anything onto the Commons? no

Wish to place Port-a-potties along on the far-right gravel parking lot to the right of Town Hall? yes 2

Request road closures? (Please identify intersections) section between the church and the green

Will you sell or serve food or drinks? (Certificates of Insurance naming the Town of Amherst will be required) yes

Brief Description of event.:  
This is our 24th annual Trot Off Your Turkey 5K. We will have a 1 mile Fun Run followed by a 5K. Both events start and finish on the road in front of the church. We will be serving the normal 5k foods - granola bars, bagels, water.

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

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

Applicant Signature: [Signature] Date: 9/30/23

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

Chief of Police Approval: Signature Anthony E. Ciampoli Date: 09/05/23  
Anthony E. Ciampoli (Sep 5, 2023 11:50 EDT)

Fire/ Rescue Chief Approval: Signature Matthew Conley Date: 09/06/23  
Matthew Conley (Sep 6, 2023 16:34 EDT)

Public Works Director Approval: Signature Eric Slosek Date: 9-6-2023

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

# Use of Town Common Request, AJWC Trot your Turkey Off

Final Audit Report

2023-09-07

Created:	2023-09-01
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzjhqr7npWaNG6vGLOLh3j1bu-KVNFIdS

## "Use of Town Common Request, AJWC Trot your Turkey Off" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)  
2023-09-01 - 12:53:11 PM GMT
-  Document emailed to aciampoli@amherstnh.gov for signature  
2023-09-01 - 12:53:43 PM GMT
-  Email viewed by aciampoli@amherstnh.gov  
2023-09-05 - 3:50:03 PM GMT
-  Signer aciampoli@amherstnh.gov entered name at signing as Anthony E. Ciampoli  
2023-09-05 - 3:50:50 PM GMT
-  Document e-signed by Anthony E. Ciampoli (aciampoli@amherstnh.gov)  
Signature Date: 2023-09-05 - 3:50:52 PM GMT - Time Source: server
-  Document emailed to Matthew Conley (mconley@amherstnh.gov) for signature  
2023-09-05 - 3:50:53 PM GMT
-  Email viewed by Matthew Conley (mconley@amherstnh.gov)  
2023-09-06 - 8:33:31 PM GMT
-  Document e-signed by Matthew Conley (mconley@amherstnh.gov)  
Signature Date: 2023-09-06 - 8:34:08 PM GMT - Time Source: server
-  Document emailed to Eric Slosek (eslosek@amherstnh.gov) for signature  
2023-09-06 - 8:34:09 PM GMT
-  Email viewed by Eric Slosek (eslosek@amherstnh.gov)  
2023-09-07 - 12:08:27 PM GMT

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

Signature Date: 2023-09-07 - 12:09:00 PM GMT - Time Source: server

 Agreement completed.

2023-09-07 - 12:09:00 PM GMT



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

**Title:** Use of Town Common Request, Girl Scout's Scarecrow Project    **Department:** Administration

**Meeting Date:** September 11, 2023                      **Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Use of TOWN COMMON USE request, Girl Scouts Scarecrow event - signed

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

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

**Organization Name:** Amherst Girl Scout Troop 63255 **Contact Name:** Daisie Ross

**Contact Phone Number:** 781 382 8585 **Contact email:** Daisie.Ross@gmail.com **Date of Event:** Saturday October 14

**Hours (from/ to):** 2:00-4:00 PM **Number of est. participants:** 50 **Will you need Electricity?** Yes, but do not have to

**For what?** Keep a crock pot of cider warm **Wish to bring anything onto the Commons ?** Tarps, tables and craft supplies

**Wish to drive anything onto the Commons?**No **Wish to place Port-a-potties along on the far-right gravel parking lot**

**to the right of Town Hall?** No **Request road closures? (Please identify intersections)** No **Will you sell or serve food**

**or drinks?** Yes, hot cider, apples, caramel sauce and Hershey's chocolate sauce. Not for money

(Certificates of Insurance naming the Town of Amherst will be required)

**Brief Description of event.:**

Daisy Girl Scout Troop 63255 would like to host a scarecrow making event for the Amherst/ Mont Vernon Girl Scouts. This event would be only open to the Girl Scouts and will be just a fun bonding event for the girls. Troop 63255 would be providing snacks-ciders, apples slices, caramel and chocolate sauce for girls to eat. Each troop or group of 4-5 girls will work together to create a scarecrow that will be displayed around town (with permission from various locations). This event is a give back event that troop 63255 wants to host for their fellow Girl Scouts and no compensation will be taken or be exchanged. The setup will include folding tables for the use of putting materials and snacks on. If needed and allowed small collapsible tents may also be used, if weather permits it. Tarps will be placed on the ground to create the scarecrows. The filling for the scarecrows will be plastic bags filled with newspaper. This event is intended to create a fun fall memory with the Girl Scouts.

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

1. NO ALCOHOL SALES OR CONSUMPTION are allowed.
2. The Common must be left in the same or better condition than prior to event. Trash removal is the responsibility of the Event Organizer.
3. If damage occurs to any town property, please notify DPW (603) 673-2317.
4. Groups who are granted permission must abide by all Town of Amherst ordinances pertaining to public property and all related NH RSAs as well as all state fire and safety rules and regulations at all times during use of the property.

5. The Town of Amherst or any of its designees are not responsible for any injuries occurring to participants during the course of activities during use of the property.

Applicant Signature: *Daisie Ross* Date: August 30, 2021

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

**Chief of Police Approval:** Signature *Anthony Ciampoli* Date: Sep 5, 2023 **Fire/**  
Anthony Ciampoli (Sep 5, 2023 4:5:23 EDT)

**Rescue Chief Approval:** Signature *Matthew Conley* Date: Sep 5, 2023 **Public**  
Matthew Conley (Sep 5, 2023 20:57 EDT)

**Works Director Approval:** Signature *Eric Slosek* Date: Sep 6, 2023

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

# Use of TOWN COMMON USE request, Girl Scouts Scarecrow event

Final Audit Report

2023-09-06

Created:	2023-09-05
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhcgYFy8ZymFf_OFy_9rOvsMn8iEREJ2q

## "Use of TOWN COMMON USE request, Girl Scouts Scarecrow event" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)  
2023-09-05 - 7:17:21 PM GMT
-  Document emailed to Anthony Ciampoli (aciampoli@amherstnh.gov) for signature  
2023-09-05 - 7:17:56 PM GMT
-  Email viewed by Anthony Ciampoli (aciampoli@amherstnh.gov)  
2023-09-05 - 7:23:26 PM GMT
-  Document e-signed by Anthony Ciampoli (aciampoli@amherstnh.gov)  
Signature Date: 2023-09-05 - 7:23:52 PM GMT - Time Source: server
-  Document emailed to Matthew Conley (mconley@amherstnh.gov) for signature  
2023-09-05 - 7:23:53 PM GMT
-  Email viewed by Matthew Conley (mconley@amherstnh.gov)  
2023-09-06 - 0:56:45 AM GMT
-  Document e-signed by Matthew Conley (mconley@amherstnh.gov)  
Signature Date: 2023-09-06 - 0:57:37 AM GMT - Time Source: server
-  Document emailed to Eric Slosek (eslosek@amherstnh.gov) for signature  
2023-09-06 - 0:57:38 AM GMT
-  Email viewed by Eric Slosek (eslosek@amherstnh.gov)  
2023-09-06 - 12:14:50 PM GMT
-  Document e-signed by Eric Slosek (eslosek@amherstnh.gov)  
Signature Date: 2023-09-06 - 12:15:31 PM GMT - Time Source: server

✔ Agreement completed.

2023-09-06 - 12:15:31 PM GMT



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

**Title:** Use of Town Common Request,  
Christ's Church Family Event

**Department:** Administration

**Meeting Date:** September 11, 2023

**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. TOWN COMMON USE APPLICATION\_Christ'sChurch\_2023.10.21 - signed

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

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

Organization Name: Christ's Church of Amherst Contact Name: Pastor John Nuxoll

Contact Phone Number: 603-213-2910 Contact e-mail: john@ccnh.org

Date of Event: Oct 21, 2023 Hours (from/ to): 4pm-6pm Number of est. participants: 150

Will you need Electricity? Yes If so, for what? Bounce Houses, Cotton Candy Machine, Popcorn Machine

Wish to bring anything onto the Commons ? IF so, what? Bounce Houses, Cotton Candy Machine, Popcorn Machine, Grill

Wish to drive anything onto the Commons? Yes. Driving a light cargo van will make loading an unloading easier, but we can manage without at the town's request

Wish to place Port-a-potties along on the far-right gravel parking lot to the right of Town Hall? No

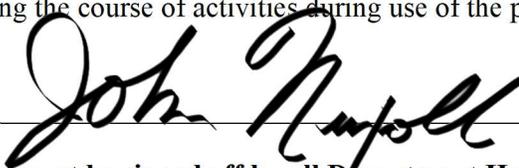
Request road closures? (Please identify intersections) No

Will you sell or serve food or drinks? (Certificates of Insurance naming the Town of Amherst will be required) Serve: yes. Sell: no

Brief Description of event.: Food Family Fun is a safe, fun event for families in Amherst to connect. We'll be cooking hamburgers, serving cotton candy and popcorn, hosting a couple of bounce houses and offering balloon art. Freely connecting and serving our community is a part of our mission at Christ's Church as we seek "to celebrate people." And we are thrilled with the potential opportunity to do so in the heart of Amherst again.

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

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

Signature:  Date: 9/5/2023

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

**Chief of Police Approval:** Signature  Date: Sep 5, 2023  
Anthony Ciampoli (Sep 5, 2023 15:24 EDT)

**Fire/ Rescue Chief Approval:** Signature  Date: Sep 5, 2023  
Matthew Conley (Sep 5, 2023 20:58 EDT)

**Public Works Director Approval:** Signature  Date: Sep 6, 2023

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

# TOWN COMMON USE APPLICATION\_Christ's Church\_2023.10.21

Final Audit Report

2023-09-06

Created:	2023-09-05
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAdeOUXJV_cfHVjSnRnShizIPFVFTLTQOa

## "TOWN COMMON USE APPLICATION\_Christ's Church\_2023.10.21" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)  
2023-09-05 - 7:22:31 PM GMT
-  Document emailed to Anthony Ciampoli (aciampoli@amherstnh.gov) for signature  
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Signature Date: 2023-09-06 - 0:58:27 AM GMT - Time Source: server
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Signature Date: 2023-09-06 - 12:18:32 PM GMT - Time Source: server

✔ Agreement completed.

2023-09-06 - 12:18:32 PM GMT



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** AP, Payroll and Minutes

**Department:** Administration

**Meeting Date:** September 11, 2023

**Staff Contact:**

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## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Payroll**

**AP1** ~ I move to approve one (1) FY23 Payroll Manifest in the amount of \$276,307.08 dated September 7, 2023, subject to review and audit.

#### **Accounts Payable**

**AP1** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$34,309.51 dated September 1, 2023, subject to review and audit. (NH DMV)

**AP2** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$104,177.04 dated August 31, 2023, subject to review and audit. (Vendors)

#### **Minutes**

~ I move to approve the Board of Selectmen meeting minutes of August 28, 2023.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

#### **ATTACHMENTS:**

1. 2023.08.28 BOS\_DRAFT



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, August 28, 2023, 6:30PM**

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,  
2 Selectman Danielle Pray (remote), and Selectman Tom Grella  
3 Staff present: Jennifer Stover, Executive Assistant, Kristan Patenaude, Recording Secretary  
4

5 **1. Call to Order**

6 Chairman Peter Lyon called the meeting to order at 6:30 p.m.  
7

8 **2. Pledge of Allegiance** – led by Chairman Lyon.  
9

10 **3. Board Recognitions**

11 **3.1 Presentation for retiring Chief of Police, Chief Mark Reams**

12  
13 There was a presentation and ceremony for retiring Chief of Police, Mark Reams.  
14

15 **3.2. Badge Pinning Ceremony, newly decorated Chief of Police, Chief Anthony**  
16 **Ciampoli**  
17

18 There was a celebration, swearing in, and badge pinning ceremony for newly decorated Chief  
19 of Police, Anthony Ciampoli.  
20

21 **4. Citizen's Forum**  
22

23 Liz Overholt, Town Treasurer, expressed disappointment that the Board would not be  
24 addressing the Town Treasurer's job description as part of tonight's agenda. She noted that  
25 she was not informed that this item would not be discussed this evening and finds this  
26 unacceptable.  
27

28 Chairman Lyon explained that the Board had planned to discuss this item as part of tonight's  
29 agenda, but, as Selectman Pray was unable to attend the meeting in person, the Board decided  
30 to wait until a future meeting. Selectman Stoughton explained that Selectman Pray was a key  
31 member of the team that helped to author the Town Treasurer's job description. He stated that  
32 Selectman Pray is on a well-deserved vacation and a two-week delay in this discussion should  
33 not be too much to ask for. The Board appreciates Ms. Overholt and her situation but is asking  
34 for consideration at this time.  
35

36 Ms. Overholt explained that she gave her resignation letter to the Board four weeks ago and  
37 made it very clear that the Board needed to act on this sooner rather than later. It was not  
38 made clear to her that this would not be acted on prior to this time.

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Barbara Williams, 9 Foundry Street, explained that she previously spoke with Town Administrator Shankle regarding cell phone coverage and use in the Village. This has become spotty and unreliable and is a growing problem. She is concerned that this could be an issue during an emergency situation. When speaking with Town Administrator Shankle, it was mentioned that this item could take two to three years to fix, which she sees as unacceptable. She requested that the Board work with providers to fix this issue, and also reach out to the community to make sure they are aware of what is being discussed.

Chairman Lyon stated that the Board is aware of the problem but is limited in its ability to respond. The Board continues to try to find solutions to this problem.

**5. Board Appointments, Fourth of July Committee**  
**5.1 Board appointment for Fourth of July Steering Committee**

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to reappoint Deb Polatchek to the Fourth of July Steering Committee for a three-year term. Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye. Voting: 5-0-0; motion carried unanimously.*

**6. Scheduled Appointments**  
**6.1. Kim Ayers and Deb Polatchek, Fourth of July Committee: Fireworks**

Kim Ayers explained that fireworks prices have been increasing for the past couple of years. Atlas Fireworks was recently acquired by a national company and has requested a three-year contract with the Town, with a price increase in each year. Two years ago, the price of fireworks for the Town celebrations was \$8,000. This contract would see an increase to \$12,000 the first year, with a 2026 price of approximately \$25,000. The other potential option would be to hold the fireworks celebrations on a different weekend in July, for a reduced rate of approximately \$12,000 by 2026. The Town could also choose to forego fireworks and focus solely on the 4th of July parade in future years. The Committee has not yet formally voted on this item, as it would like to hear from the Board. The new price would likely not be able to be covered through private donations and may require an increase in the Town budget for this item.

In response to a question from Selectman Stoughton, Ms. Ayers explained that there are three or four other firework vendors in southern New Hampshire. These vendors all seem to have similar pricing. The Committee did consider the use of drones for a 4th of July celebration but found that these often cost approximately \$1,000 per drone.

Selectman Stoughton stated that he cannot justify the increased price proposed for the fireworks. It is unclear if the public would be interested in fireworks weekends outside of the 4th of July. He suggested this could be an option to try for one year.

Selectman D'Angelo suggested that the Committee check with other nearby communities regarding how they are handling this situation.

86 The Board discussed polling the public as to its thoughts on this subject. Ms. Ayers stated that  
87 the Committee will take an internal vote on this item and will poll the public on its thoughts.  
88

89 Chairman Lyon noted that the Town could not sign on to a three-year contract without an opt-  
90 out clause. It was noted that the current contract does contain an opt-out clause at a steep  
91 price.  
92

## 93 **6.2. Tracie Adams, Chair of Village Streets Study Committee, Update**

94  
95 Tracie Adams explained that the Village Streets Study Committee (VSSC) is made up of a  
96 group of volunteers including herself and:

97 Kyle Coffey, Citizen Representative

98 Rolf Biggers, Citizen Representative

99 Will Ludt, Heritage Commission Representative

100 Tom Grella, BOS Ex-Officio

101 Doug Chabinsky, Historic District Commission Representative

102 Chris Buchanan, Bike/Ped Representative  
103

104 The VSSC met for the first time on July 24, 2023 to elect a Chair and discuss action items  
105 including their meeting schedule. It was determined that the VSSC would meet in Town Hall  
106 on the first and fourth Tuesdays for the months of August, September, October, and  
107 November at 5:30PM. The VSSC met on August 1, 2023 to address important items and hear  
108 a presentation from Mobycon. The VSSC has its own web page on the Town website and  
109 many documents have been added. Presentations, results from the October 2022 and April  
110 2023 public comment events as well as the 3-question survey are posted. Traffic studies and  
111 other relevant documents including Agendas and Minutes may also be found there.  
112

113 The VSSC has so far agreed that the network of streets in the Village evolved organically over  
114 time and should be maintained. Of the five Village roads up for resurfacing in 2025, the  
115 VSSC felt four of them serve as Local Flow roads, including Church Street, Davis Lane,  
116 Jones Road, and Main Street. Carriage Road was designated as Local Access/Neighborhood  
117 Access. The VSSC plans to use information about the Village network to influence  
118 suggestions for appropriate and consistent use of materials that will improve the roads, align  
119 with the historic character of the Village, and help address citizen concerns including  
120 speeding, traffic safety concerns for both pedestrians and vehicles, filling in the missing links  
121 in the pedestrian network and addressing cut-through traffic.  
122

123 The VSSC meets again on September 5, 2023 at 5:30PM in the Barbara Landry meeting  
124 Room, Town Hall. It will begin looking at Step 2: Streetscape Design. Eric Slosek, DPW  
125 director, will attend and give valuable feedback VSSC agreed that the goal should be to  
126 present the Board with recommendations at its November 20, 2023 meeting.  
127

128 Selectman D'Angelo asked that the Committee present options with clear tradeoffs for the  
129 Board to consider.  
130

## 131 **7. Administration**

### 132 **7.1. Administrative updates**

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Craig Fraley noted that Amy Hull is resigning from her position as Program Coordinator for the Recreation Department. He asked for the ability to be able to follow the Town guidelines for posting this position internally. The Board agreed.

Town Administrator Shankle explained that he, Craig Fraley, and Eric Slosek had a meeting with Baboosic Lake residents. Residents continue to work on the milfoil project at the Lake and have so far had tremendous success. Staff will continue to work on this with residents.

## **7.2. Action Items Follow-up**

Town Administrator Shankle explained that the Nashua Regional Planning Commission (NRPC) is planning to study truck traffic counts in the Village, with counters placed on Mont Vernon Road, and on Boston Post Road over Beaver Brook. NRPC will then follow-up with an analysis and recommendations for mitigating truck traffic along the Boston Post Road corridor. The Board agreed to move forward with this study.

The Board reviewed the members of the Capital Improvement Committee and Ways & Means Committees.

Town Administrator Shankle explained that he would present the Board with information from Town Counsel regarding the pilot agreement status at a future meeting. He also noted that he will make a discussion on the retirement system part of his Strategic Plan presentation. He explained that he hopes to meet with the Police Union regarding negotiations in early September. Regarding the Mont Vernon ambulance contract, Town Administrator Shankle explained that the original contract from approximately 1978 did not contain the \$17,000 cap that is in the current contract. It is unclear when this was amended. He will call Mont Vernon directly to discuss amending this.

Eric Slosek discussed speed humps versus speed bumps with the Board. He explained that speed bumps are not meant to be placed in the middle of well-traveled roads, and that speed humps would be a better option to consider for the Village streets. These should not be used near driveway locations and should be placed at certain intervals, approximately 300'-600' apart. Proper signage and markings would be necessary. Speed humps may increase noise to neighbors. He explained that temporary speed humps are not necessarily advised, due to pricing and the need for careful engineering. He has sent this information to the VSSC for its review.

Eric Slosek explained that he has reviewed the potential for 3D crosswalks in the Village and these are not recommended by the MUTCD. Many vehicles think these are real and may brake or swerve to avoid them. This information was also sent to the VSSC.

Selectman Pray stated that she would like to hear from the emergency departments regarding a potential change in response time if speed humps were installed.

In response to a question from Selectman Stoughton, Eric Slosek explained that speed humps would allow for snow removal.

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Selectman D'Angelo noted that, simply because some people do not use 3D crosswalks well, does not mean the Town should not consider using them if found to be effective. He noted that speed tables can be quite noisy, and people may not want them placed in front of their houses.

Chairman Lyon suggested that the Board wait to hear back from the VSSC on these items.

Town Administrator Shankle stated that he spoke to T-Mobile regarding cell service in the Village. There are four towers in Town that can be used for service, but there needs to be a direct line of sight for good service. There is not a direct line of sight from any of these towers into the Village. The Police Station may be a good location for a new tower. This process could take 2-3 years to complete.

Selectman Stoughton noted a concern regarding interference between the cell frequencies and the Police/Fire frequencies.

Selectman D'Angelo suggested reaching out to third party companies regarding installation of a tower that providers could then lease space off of.

Chairman Lyon stated that he and Town Administrator Shankle will follow-up with the Fire and Police Chiefs.

Town Administrator Shankle stated that he received an update from Sanborn Head regarding the focused site investigation. This has been completed and one monitoring well has been installed at the Fire Station. The study is still waiting on soil and groundwater testing results. Three residences along Thornton Ferry Road I have allowed access to their water supply wells.

## **Staff Reports**

### **8.1. Hiring of Call Firefighters**

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to approve the hiring of probationary firefighter Tyler Bartels at the hourly rate of \$12.24; to approve the hiring of probationary firefighter Jonathan Graham at the hourly rate of \$12.24; and to approve the hiring of probationary firefighter Stephen Elwin at the hourly rate of \$12.24, all at the recommendation of Chief Matthew Conley.*

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

### **8.2. Capital Reserve Fund Withdrawal Requests**

Debbie Bender, Finance Director, reviewed four Capital Reserve Fund withdrawal requests. There are likely two more than will need to be addressed at a future meeting.

225 A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to  
226 accept these withdrawal requests for amounts to be reimbursed from the Capital Reserve  
227 Funds for expenses paid by the Town in FY23.  
228 Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye.  
229 Voting: 5-0-0; motion carried unanimously.

230

## 231 8. Approvals

### 232 9.1 Amherst German Christmas Market request of an additional road closure: 233 Main Street between Middle Street and Courthouse

234

235 A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to  
236 approve the road closure request for the Amherst German Christmas Market.

237 Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye.

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

239

### 240 9.2. Baboosic Lake Community Septic Warrants

241

242 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
243 approve and sign the Baboosic Lake Community Septic Warrants due for October 2, 2023 as  
244 follows:

245 Phase I \$2,081.04

246 Phase II \$2,435.20

247 Phase III \$6,692.91

248 Phase IV \$4,751.75

249 Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye.

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

251

### 252 9.3. Application and permit for wholesale/retail sale of permissible fireworks

253

254 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
255 approve the application and permit for wholesale/retail sale of permissible fireworks to Elite  
256 Fireworks Amherst.

257 Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye.

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

259

### 260 9.4. Assessing

261

#### 262 MS-1 Summary of Valuation

263 The 2023 MS-1 form is attached for the Board to review and sign. The assessor has reviewed  
264 and approved MS-1 and recommends the Board of Selectmen sign and submit it to the  
265 Department of Revenue.

266

267 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
268 approve and sign the Department of Revenue MS-1 Summary of Valuation Report for 2023.

269 Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye.

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

271

272 **9.5. AP, Payroll and Minutes**

273  
274 **Accounts Payable**

275 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Stoughton to*  
276 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$46,782.11 dated August*  
277 *16, 2023, subject to review and audit. (NH DMV)*

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

280  
281 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Stoughton to*  
282 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$343,311.22 dated August*  
283 *15, 2023 , subject to review and audit. (Vendors)*

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

286  
287 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Stoughton to*  
288 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$160,477.83 dated August*  
289 *16, 2023 , subject to review and audit. (Vendors )*

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

292  
293 **Minutes**

294 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D’Angelo to*  
295 *approve the meeting minutes of August 14, 2023, as presented.*

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

298  
299 **10. Action Items**

300 **10.1. Action items as of 8/14/23**

301  
302 The Board reviewed its new action items.

303  
304 **11. Old/New Business**

305  
306 None at this time.

307  
308 **12. Adjournment**

309  
310 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Stoughton to*  
311 *adjourn the meeting at 8:48pm.*

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

314  
315 **NEXT MEETING: September 1, 2023**

316  
317 \_\_\_\_\_  
318 *Selectman Bill Stoughton*

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