



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, June 13, 2016

1
2 **1. Call to Order** Chairman Dwight Brew called meeting to order at 5:30 p.m.
3

4 Attendees: Chairman Dwight Brew, Vice Chairman Reed Panasiti, Selectmen Nate Jensen and Peter
5 Lyon. Also present: Town Administrator, Jim O'Mara. Selectman Tom Grella was excused.
6

7 **2. Non-Public Session**, Selectman Jensen moved to enter non-public session pursuant to NH RSA
8 91-A: 3 II (b). Second by Selectman Panasiti.
9

10 Roll Call: Lyon -yes, Brew-yes, Panasiti-yes, Jensen-yes. Vote was unanimous 4-0.
11

12 The Board entered non-public session at 5:31 PM.
13

14 The Board exited non-public session at 6:22 PM.
15

16 Chairman Brew stated that in non-public session no motions were made and no votes were taken.
17

18 **3. Pledge of Allegiance** – Daryl D'Angelo, newly elected Chair of the Conservation Commission, led
19 the pledge.
20

21 Chairman Brew announced that the Historical Society of Amherst had recently issued a proclamation
22 declaring June 13, 2016 as Richard "Dick" Martini Day. Selectman Lyon read the proclamation which
23 highlighted Mr. Martini's many contributions to the community. Chairman Brew also read a message
24 received from Nancy Baker, Chair of the Library Trustees, stating that "Dick was Treasurer of the
25 Board of Trustees for years, did a lot of work on our invested funds, was active in the collaborative
26 kinds of sharing our Trustees do with other libraries in the Monadnock region, regularly attended NH
27 Library Trustee Association conferences, and when he "retired" from the Board he was an Alternate
28 member for a few years to help the new Treasurer and bring his years of experience to our
29 conversations". She said "Dick is a great guy who loves his community and the Library Board has
30 enjoyed working with him and sharing his love of libraries. Amherst is lucky to have citizens like Dick
31 – a real role model of community engagement." Selectman Jensen said that Mr. Martini also served his
32 country in World War II. Selectman Lyon moved, second by Selectman Jensen, that the Board of
33 Selectmen also declare June 13, 2016 as Richard "Dick" Martini Day. Motion passed unanimously, 4-
34 0.
35

36 **4. Citizens' Forum**
37

38 Daryl D'Angelo came forward to introduce herself as a returning member of the Amherst Conservation
39 Commission and as the new Chair of the Conservation Commission, replacing John Harvey who served
40 as Chair of the Commission for 27 years. Daryl also expressed support for the appointment of Victor
41 Bennison as a Conservation Commission member. The Board will be addressing appointments later in
42 the meeting. Vice Chairman Panasiti welcomed Mrs. D'Angelo and expressed thanks to John Harvey
43 for his years of service.
44

45 Don Swanson and April Savino addressed the Board. Both citizens are coaches for the softball league
46 who expressed concern with the general administration of the league and the need for appropriate
47 equipment. Ms. Savino said they love the girls but the league is not getting the attention it deserves.
48 They are meeting with Town Administrator, Jim O'Mara, Tuesday, June 14, 2016 and will provide him
49 with information. Administrator O'Mara will provide an update at the next Board meeting.
50

51 Chairman Brew announced that Selectman Grella was following the Souhegan High School Baseball
52 team and was attending a championship game in Manchester. He will join the Board meeting as soon
53 as possible.
54

55 5. Updates

- 56 a. Stormwater – No update provide
- 57
- 58 b. Matrix/DPW Recommendations – Record keeping continues
- 59
- 60 c. Bertha Rogers Trust Fund
- 61
- 62

63 Selectman Jensen reported that the Bertha Rogers Trust Fund Board of Directors met twice and decided
64 to grant three awards. A total of seven applications were received. Selectman Jensen said the total
65 amount available was \$78,000; the amount awarded totals \$71,915. He said that the Bertha Rogers
66 Trust was a gift of property which was sold and the proceeds from that sale were placed in trust.
67 Applicants for grants must meet three criteria: 1) money must go for the "betterment of Amherst"; 2)
68 funds must go to an organization that would receive a large impact from the grant of money; and 3) the
69 name of Bertha Rogers must be noted in connection with a funded project that builds a facility. The
70 Committee is comprised of one selectman, one state representative, and a trustee. They accept
71 applications every three years. Selectman Jensen moved, second by Vice Chairman Panasiti, to accept
72 the recommendation of the Bertha Rogers Trust Board of Directors and approve for award from the
73 Bertha Rogers Trust the following:
74

- 75 • \$30,000 to Amherst Fire Rescue to purchase two (2) LUCAS devices for automatic CPR in the
76 two ambulances;
- 77 • \$33,000 to Amherst Fire Rescue to purchase 20 AED devices which will be placed in all police
78 vehicles and in town buildings;
- 79 • \$8,915 to Amherst Heritage Commission to review, reorganize, catalog and preserve the
80 archives in the Town Vault. One stipulation placed on this award is that the archives be titled
81 the Bertha Rogers Archives in her memory.
82

83 Motion passed unanimously, 4-0.
84

85 On another matter, Selectman Lyon updated the Board that the Department of Environmental Services
86 has reported that of the 162 wells tested for PFOA, 53 sample results have come back with only 4
87 having levels greater than 70 point per trillion.
88

89 **6. Town Administrator**

90 **a. Budget Transfers**

91
92
93 Finance Director, Lisa Ambrosio, and Director of Public Works, Bruce Berry, came forward and
94 explained ten budget transfer requests and the Board took action as follows:

- 95
96 1) Vice Chairman Panasiti moved, second by Selectman Jensen, to approve Budget Transfer Number
97 2016-007 from Town Buildings and DPW Admin to Public Works – Town Buildings in the amount
98 of \$7,396 to reconcile actual costs for deferred compensation and longevity, equipment repairs, a
99 dumpster price increase and fuel charge assessment, and costs of paper products. Motion passed
100 unanimously, 4-0.
101
- 102 2) Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer Number
103 2016-008 from and to the Cemetery account in the amount of \$309 to cover electrical equipment
104 usage in the tool house and the outside hire overage due to required upgrades for cemetery mapping
105 not anticipated. Motion passed unanimously, 4-0.
106
- 107 3) Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer Number
108 2016-009 from and to DPW Admin in the amount of \$8,309 moving the part-time secretary from
109 the full-time wage line to the part-time wage line, reconciles overspent accounts due to increased
110 costs and costs associated with bids and Deputy Public Works Director. Motion passed
111 unanimously, 4-0.
112
- 113 4) Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer Number
114 2016-0010 from Cemetery and DPW Highway and Streets to Public Works – Highway and Streets
115 in the amount of \$153,720. Several of the transfers are housekeeping. The road maintenance
116 increase attempts to cover continuing contractual obligations for road paving. Given the light
117 winter months, the town can take advantage of savings to get a jump on road paving. Motion
118 passed unanimously, 4-0.
119
- 120 5) Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer Number
121 2016-0011 from and to DPW-Solid Waste in the amount of \$11,325 to realign wages, closing out
122 repairs to transfer station loader, and additional funding to the demolition line. Motion passed
123 unanimously, 4-0.
124
- 125 6) Selectman Jensen moved, second by Selectman Lyon, to approve Budget Transfer Number 2016-
126 0012 from and to DPW – Parks and Grounds in the amount of \$3,402 to reconcile overspent
127 accounts due to equipment failures and repairs from accounts with anticipated surplus. Motion
128 passed unanimously, 4-0.
129
- 130 7) Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer Number
131 2016-0013 from and to police account lines in the amount of \$18,865 to cover overage in gasoline
132 line due to declining gasoline prices in FY16. A portion of funds to Radio budget line to replace
133 obsolete cruiser radios and new equipment to cover cost of polygraph machine.
134
- 135 8) Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer Number
136 2016-0014 from and to Recreation in the amount of \$3,500 to realign budget to proper account; i.e.,
137 less lifeguard equipment was required than anticipated. Additional wage budget required due to
138 increased hours and unanticipated hot weather. Motion passed unanimously, 4-0.
139

- 140 9) Selectman Jensen moved, second by Selectman Lyon, to approve Budget Transfer Number 2016-
141 0015 from and to Recreation in the amount of \$3,500 to cover sick leave incentive and additional
142 social security required for increased wages from the water account that is expected to have a
143 surplus. Motion passed unanimously, 4-0.
144
- 145 10) Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer Number
146 2016-0016 from and to Recreation in the amount of \$7801 to cover unanticipated repairs to F350 to
147 pass inspection and additional conference expenses. Motion passed unanimously, 4-0.
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149

150 **b. Amherst Highway Safety Committee**
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152 Police Chief, Mark Reams, addressed the Board next, stating that the Amherst Highway Safety
153 Committee (AHSC) met to consider three items. The first was the addition of a stop sign along
154 Manchester Road (northbound) at Mack Hill Road, creating a three way stop at that intersection. The
155 AHSC collected traffic data in the weeks following the reopening of the bridge in November. They
156 agreed to collect additional traffic data this spring and then met to compare and contrast all available
157 information. The AHSC found that the addition of a third stop sign is not supported under the
158 guidelines contained within the Manual on Uniform Traffic Control Devices (i.e., supported by neither
159 traffic volume nor accident crash data). In addition, a third stop sign was not supported by an
160 independent engineering report supplied by Hoyle, Tanner & Associates. The AHSC recommends
161 against the placement of a third stop sign at the intersection. Vice Chairman Panasiti said cars do
162 exceed the speed limit by 10-15 mph. Chief Reams again stated that the purpose of stop signs is not
163 intended to decrease traffic speed.
164

165 Secondly, the AHSC considered a proposal to replace the yield sign on Middle Street at Courthouse
166 Road with a stop sign. Since the current yield sign is the appropriate traffic control device under
167 MUTCD guidelines, the AHSC voted to first move the yield sign forward to its former location closer
168 to the point of the intersecting roadway. The AHSC will revisit the issue as concerns with the yield
169 sign may overlap with developing concerns regarding parking and traffic safety at Joshua's Park. The
170 Joshua's Park situation will be placed on the agenda of the AHSC soon.
171

172 Thirdly, the AHSC dealt with speeding complaints from residents on Limbo Lane. Due to the recent
173 opening of the Dartmouth-Hitchcock Immediate Care Medical facility, traffic has at least quadrupled
174 on this 2/10 mile section of straight, residential roadway. Traffic collection data demonstrates a
175 speeding concern on this road which the police department is unable to adequately enforce in the
176 absence of a speed limit ordinance. Limbo Lane meets the statutory definition of an urban residence
177 district along with a corresponding *prima facie* speed limit of 30 mph. The AHSC recommends that the
178 Board enact a 30 mph speed limit ordinance for Limbo Lane. Selectman Lyon moved, second by
179 Selectman Jensen, to issue a 30 mph speed limit ordinance for Limbo Lane following the scheduling of
180 two required public hearings. Motion passed unanimously, 4-0. Town Administration O'Mara will
181 arrange a public hearing for each of the next two Board meetings.
182

183 Chief Reams and the Board discussed the ongoing and future parking situation at Joshua's Park.
184 Administrator O'Mara said it is likely the Amherst Land Trust (ALT) will be required to go before the
185 Planning Board again. Chairman Brew suggested contacting the ALT to find out what might be in the
186 works. Administrator O'Mara will follow-up.
187

188 **c. Strategic Planning**
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Chairman Brew commented that three years ago the Board initiated strategic planning for the departments. Along the way, the Board recognized that a Board Strategic Plan should be developed and he suggested inviting former Vice Chair Mike Akillian to throw out ideas and help get the process going. Chairman Brew will check on Mr. Akillian's availability on July 11th.

d. Dog Warrant

Town Administrator O'Mara stated that the Board must approve the issuance of dog warrants annually. Selectman Jensen moved, second by Selectman Lyon, to authorize the Town Clerk to issue dog warrants as necessary and to enforce the warrants by the Police Department. Motion passed unanimously, 4-0.

e. EMS Response SUV – will be taken up at the next Board meeting.

f. Ambulance Purchase – will be taken up at the next Board meeting.

g. Electric Stretcher Purchase – will be taken up at the next Board meeting.

h. Trustees of the Trust Funds Alternate Appointments

Vice Chairman Panasiti moved, second by Selectman Jensen, to re-appoint Dick Lefebvre and Bill Dunn to one year terms as Alternates to the Trustees of the Trust Funds. Motion passed unanimously, 4-0.

i. ACC Appointment

Selectman Jensen moved, second by Vice Chairman Panasiti, to appoint Victor Bennison as a full member to the Amherst Conservation Commission with his term to expire in 2018. Motion passed unanimously, 4-0. Vice Chairman Panasiti would like to meet Mr. Bennison. Administrator O'Mara will arrange for Mr. Bennison to meet with the Board at a meeting in the near future.

j. ACC Resignation

Selectman Jensen moved, second by Selectman Lyon, to accept the resignation, with regret, of Dr. Paul Indeglia's positions on the Amherst Conservation Commission, Pipeline Task Force, and Souhegan River Local Advisory Committee. Motion passed unanimously, 4-0.

7. Board Goals Review – taken up later in the meeting.

8. Approvals

a. Tax Deed Waivers

Selectman Lyon moved, second by Selectman Jensen, to approve and sign the Tax Deed Waiver for the following properties: Map/Lot 002-166-043, Map/Lot 002-166-049, Map/Lot 004-058-008, and Map/Lot 010-030-003. Motion passed unanimously, 4-0.

b. Eversource Petition & Pole License: Green Road

Selectman Lyon moved, second by Selectman Jensen, to grant Eversource a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as

may be necessary along, and under the following public ways: one (1) pole, 66/22-1 on Green Road in Amherst. Motion passed unanimously, 4-0.

c. Yield Tax Levy/Certification of Yield Tax

Selectman Lyon moved, second by Selectman Jensen, to approve and sign a Yield Tax Levy/Certification of Yield Tax for property located at Lyndeborough Road, Map/Lot 5-84 & 5-164 in the amount of \$571.36. Motion passed unanimously, 4-0.

d. Prorated Assessment Recommendation

Selectman Lyon moved, second by Selectman Jensen, to approve a prorated assessment recommendation for property located at 114 Route 101A, Map/Lot 2-42-2 in the amount of \$280,500. Motion passed unanimously, 4-0.

e. Payroll

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Payroll Manifest in the amount of \$185,063.43 dated May 26, 2016, subject to review and audit. Motion passed unanimously, 4-0.

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Payroll Manifest in the amount of \$365.74 dated May 27, 2016, subject to review and audit. Motion passed unanimously, 4-0.

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Payroll Manifest in the amount of \$1,129.08 dated May 27, 2016, subject to review and audit. Motion passed unanimously, 4-0.

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Payroll Manifest in the amount of \$195,973.20 dated June 9, 2016, subject to review and audit. Motion passed unanimously, 4-0.

f. Accounts Payable

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$39,535.59 dated June 7, 2016, subject to review and audit. (Town Clerk Transfers to the State of NH). Motion passed unanimously, 4-0.

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$780,192.77 dated June 1, 2016, subject to review and audit. Motion passed unanimously, 4-0.

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$1,203.17 dated June 1, 2016, subject to review and audit. Motion passed unanimously, 4-0.

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$50,030.06 dated June 8, 2016, subject to review and audit. Motion passed unanimously, 4-0.

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$2,096,787.00 dated June 1, 2016, subject to review and audit. (School Disbursements). Motion passed unanimously, 4-0.

g. Previous Meeting Minutes: May 23, 2016

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve the Board of Selectmen meeting minutes of May 23, 2016, as presented. Motion passed unanimously, 4-0.

The minutes of the June 7, 2016 meeting will be taken up at the next Board meeting.

The Board took up Agenda Item 7 – Board Goals Review

Selectman Jensen reported that a number of people responded to the advertisement seeking interested parties to serve on the Internet Connectivity Committee. Selectman Jensen moved, based on the order that people volunteered, second by Vice Chairman Panasiti, to appoint Betty Shankel, Doug McAllister, Steven Wolsky, Mike Rolland, Chris Buchanan, and Darren Schriever as full voting members, and Ken D'Ambrosio, Paul Levesque, and Brian Dillon as Alternates. Motion passed unanimously, 4-0. Selectman Jensen thanked all who expressed an interest in serving and welcomed all to attend committee meetings going forward. Town Administrator O'Mara noted that the committee will be subject to all rules related to public meetings such as posting notices of upcoming meetings and minutes.

9. New/Old Business

Selectman Lyon reported that the Souhegan Varsity Baseball team won their championship tonight.

Selectman Jensen reviewed pending items as follows:

- 1) IT Committee charter – still pending
- 2) Fire Station Renovations – details specifications expected by week's end
- 3) Follow-Up Recreation Department – Softball Program concerns
- 4) Strategic Planning with Mike Akillian

Chairman Brew brought up the issue of policies and the challenge of keeping them up-to-date. After some discussion, the Board felt it would be useful to go through the policies over the next six months, perhaps do a few at a time, to ensure they are reasonable and in accord with state and federal statutes. The Chairman asked that Administrator O'Mara give some thought to the process and the most efficient way of accomplishing the task.

Non-Public Session Selectman Panasiti moved to enter non-public session pursuant to NH RSA 91-A: 3 II (b) & (d). Second by Selectman Jensen.

Roll Call: Lyon -yes, Brew-yes, Panasiti-yes, Jensen-yes. Vote was unanimous 4-0.

The Board entered non-public session at 8:31 PM.

340
341 Selectman Grella joined the meeting at 8:55 PM.
342

343 Discussion continued.
344

345 Selectman Grella moved to exit non-public session. Second by Selectman Lyon. The vote was
346 unanimous 5-0.
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348 The Board exited non-public session at 9:42 PM.
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350 Chairman Brew stated that in non-public session no motions were made and no votes were taken.
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352
353 **Adjournment**
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355 Selectman Lyon moved, second by Selectman Jensen, to adjourn the meeting at 9:43 p.m. Vote was
356 unanimous, 5-0.
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358 **NEXT MEETING: June 27, 2016**
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Selectman Nate Jensen
Clerk, Board of Selectmen

Date

6/27/2016