



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, July 11, 2016**

**1. Call to Order**

Chairman Dwight Brew called the meeting to order at 6:34 p.m.

Attendees: Chairman Dwight Brew, Vice Chairman Reed Panasiti, Selectmen Tom Grella, Nate Jensen and Peter Lyon. Also present: Town Administrator, Jim O'Mara and Suzanne Beauchesne taking minutes.

**2. Pledge of Allegiance** – Lucas Martins, Amherst resident, led the pledge.

**3. Citizens' Forum -- None**

**4. Public Hearings**

RSA 41:14-b and 31:39, I (g) Speed Regulation, Limbo Lane

Selectman Jensen moved, second by Vice Chairman Panasiti, to open the second of two public hearings to hear comments on establishing a maximum speed of 30 mph on Limbo Lane and placing speed limit signs at each end of Limbo Lane. Motion passed unanimously, 5-0. There were no public comments on the matter. Selectman Jensen moved, second by Vice Chairman Panasiti, to close the public hearing.

Selectman Jensen moved, second by Selectman Lyon, to create an ordinance establishing a maximum speed of 30 mph on Limbo Lane and placing speed limit signs at each end of Limbo Lane. Motion passed unanimously, 5-0.

RSA 41:14-b Traffic Signs Removal, Main Street/Courthouse Intersection (Do Not Enter)

Selectman Jensen moved, second by Vice Chairman Panasiti, to open the second of two public hearings on removing the one-way status and signs at Main Street and Courthouse Road intersection. Motion passed unanimously, 5-0. Chief of Police, Mark Reams, said the proposal came out of the Village Strategic Planning Committee comprised of residents. Members of the Safety Committee thought it made sense to remove the signs at the Main Street/Courthouse intersection since the signs served no purpose. It is a no-cost project with moderate benefit to the community. Carolyn Martins of 14 Courthouse Road, whose family moved to Amherst in

February, came forward and stated that she and her family walk on Courthouse Road every day and she was concerned that cars would cut across to get to Boston Post Road and asked what it would do to traffic around town hall. She was also concerned about speed and volume of traffic. Chief Reams did not feel that removing the signs would be a danger, and in accord with the traffic book, the intersection does not warrant a one-way status. Chairman Brew said the road was reconfigured 25 years ago and the sign was not there. He said the Board has asked the Safety Committee to review ordinances and ensure that the town is in compliance with its own ordinances; for example, not using stop signs to slow traffic down. Selectman Grella stated that the Planning Board, as part of the approval process, approved that the one-way sign be taken down. Chief Reams said many traffic studies are included on the department's website.

Selectman Jensen moved, second by Selectman Grella, to close the public hearing at 6:52 p.m. Motion passed unanimously, 5-0. Vice Chairman Panasiti asked if without the sign it was found to increase traffic, might that warrant putting the sign back up. Chief Reams said that the Safety Committee has done a traffic study and "we know it is going to increase traffic". He said the real question is one of safety and whether there are more accidents, not volume. Vice Chairman Panasiti would like to know by how much the traffic increases.

Selectman Jensen moved, second by Selectman Lyon, to remove the "one way" status and signs at Main Street and Courthouse Road intersection. Motion passed unanimously, 5-0.

Vice Chairman Panasiti moved, second by Selectman Jensen, to require a study to determine the actual vehicle counts at the Main Street/Courthouse Road intersection once the one-way sign is removed. Chief Reams indicated that traffic will likely increase but it will not "tell us anything about safety". The motion failed, 1-4 [Vice Chairman Panasiti in favor].

#### RSA 31:95-b Acceptance of BRTF grant for AFR

Selectman Jensen moved, second by Selectman Grella, to open the public hearing to accept the recommendation of the Bertha Rogers Trust Fund Board of Directors to award a grant of \$63,000 to the Amherst Fire Rescue. Motion passed unanimously, 5-0.

Town Administrator Jim O'Mara indicated that the Bertha Rogers Trust Fund Board awarded a grant of \$63,000 to the Amherst Fire Rescue that the Board of Selectmen must accept and expend as required. There were no public comments. Selectman Jensen moved, second by Selectman Grella, to close the public hearing. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to accept and expend a grant of \$63,000 from the Bertha Rogers Trust Fund to the Amherst Fire Rescue, of which \$30,000 is to purchase two LUCAS devices for automatic CPR in the town ambulances servicing the Town of Amherst, and \$33,000 to purchase 20 AED devices to be placed in town buildings for emergency use. Motion passed unanimously, 5-0.

## **5. Town Administrator**

### **5.1 Encumbrances – Finance**

Finance Director, Lisa Ambrosio, distributed a list of FY2016 encumbrances that have been made to date totaling \$256,325, and requested three additional encumbrances.

- 85  
86 1) Selectman Jensen moved, second by Selectman Grella, to approve an encumbrance from the  
87 Vehicle Repair account, #01-4220-40-2425, in the amount of \$3,000 for the replacement of the  
88 rear springs on Engine 3. Motion passed unanimously, 5-0.  
89  
90 2) Selectman Jensen moved, second by Selectman Grella, to approve re-encumbering remaining  
91 funds for the project that the Community Development Office began to convert the existing  
92 paper archives into digital format and upload them into the property based system, and for an  
93 economic visioning survey which has been contracted with NRPC that began, and was put on  
94 hold until a new Community Development Director is hired. The encumbrance is to come  
95 from the Outside Hire – Professional Service, #01-4191-30-2381, in the amount of \$4,792 and  
96 \$2,243 respectively. Motion passed unanimously, 5-0.  
97  
98 3) Selectman Jensen moved, second by Selectman Grella, to approve an encumbrance from the  
99 Auditing Account, #01-4150-30-2301, in the amount of \$2,000 for a required full GASB 45  
100 actuarial valuation update for the town in support of the FY16 Audit. Contract has been  
101 executed with Nyhart company. Motion passed unanimously, 5-0.  
102

## 103 **5.2 Budget Transfers**

104  
105 Finance Director, Lisa Ambrosio, went over three budget transfer requests and the Board took  
106 action as follows:  
107

- 108 1) Selectman Jensen moved, second by Selectman Grella, to approve Budget Transfer Number  
109 2016-0020 from Fire Rescue/Full Time Wages to Fire Rescue/Part Time Wages and  
110 Ambulance Billing Service in the amount of \$31,500 to cover additional expense for part time  
111 employee hours and new hires for orientation and training, and to cover overages due to late  
112 night calls. Funds to come from expected savings due to timing of Deputy Chief hire. Motion  
113 passed unanimously, 5-0.  
114  
115 2) Selectman Jensen moved, second by Selectman Grella, to approve Budget Transfer Number  
116 2016-0021 from the Assessing to the Tax Account in the amount of \$2,500 to cover overtime  
117 wage expense not budgeted for. Motion passed unanimously, 5-0.  
118  
119 3) Selectman Jensen moved, second by Selectman Grella, to approve Budget Transfer Number  
120 2016-0022 from the Debt Service Account to the Recreation Account in the amount of \$7,820  
121 to cover unanticipated maintenance wage expenses due to seasonal staff having to start earlier  
122 to put away winter facilities and opening areas for spring activities. Motion passed  
123 unanimously, 5-0.  
124

## 125 **5.3 Tractor Bid - DPW**

126  
127 Director of Public Works, Bruce Berry, presented bid # 12-16 for the purchase of a tractor to  
128 replace the Massey Ferguson which was bid out three times. Director Berry recommended the bid  
129 be awarded to Chappell Tractor for \$68,117. He said of the four bid requests, one did not respond,  
130 and two came in at a lower cost but did not meet the specifications. Chairman Brew asked why  
131 “we can’t get vendors to come back with answers to our specifications”. Director Berry said that  
132 their profit margin is small. Town Administrator O’Mara said it is very difficult to match apples to  
133 apples and one example in this case is that both lower cost machines only produce a 24.7 GPM

134 broom when 25-40 GPM is required. Director Berry distributed information on details of the  
135 equipment and responded to a number of questions by the Board on the specifics of the equipment.  
136 Board members also questioned how the tractor could be purchased with FY16 funds. Town  
137 Administrator O'Mara said the funds could be encumbered since books are held open for two  
138 weeks following the fiscal year end.

139  
140 Selectman Grella moved, second by Selectman Jensen, to authorize the encumbrance of up to  
141 \$68,117 for the purchase of a tractor. The motion failed 2-3 with Selectmen Jensen and Lyon and  
142 Chairman Brew opposed. Director Berry said he tried to get it done in June since the tractor was  
143 not budgeted for in the 2017 budget.

144  
145 Selectman Grella moved, second by Selectman Jensen, to encumber up to \$68,117 for the purchase  
146 of a tractor, pending a legal opinion on the matter. Motion passed unanimously, 5-0. Town  
147 Administrator O'Mara will seek legal counsel on the matter. Chairman Brew said that if the  
148 tractor cannot be purchased with 2016 funds, it will need to be purchased anyway and Director  
149 Berry will have to find a way to make that happen.

#### 150 151 **5.4 Donation – 4<sup>th</sup> of July**

152  
153 Selectman Jensen moved, second by Vice Chairman Panasiti, to accept, with thanks, and expend a  
154 donation of \$500 from Bot-L-Gas, Inc. to the Amherst Fourth of July Committee. Motion passed  
155 unanimously, 5-0.

#### 156 157 **5.5 MashStock, LLC**

158  
159 Town Administrator O'Mara notified the Board that Code Enforcement Officer, Scott Tenney,  
160 received a letter from Ken Stone, Director for MashStock, LLC with regard to an event being held  
161 in August on the property of Brad Knights. There was some concern about it being a commercial  
162 venture. Mr. Tenney reviewed the matter and determined that there are no land use violations for  
163 their proposed use and they are compliant with town ordinances.

#### 164 165 **5.6 Benefits Administration Policy**

166  
167 Town Administrator O'Mara included in the Board packet an amended Employee Benefits policy  
168 [attached to these minutes]. Selectman Jensen moved, second by Selectman Lyon, to approve the  
169 amended Employee Benefits policy effective September 27, 2004 and amended effective July 11,  
170 2016. Motion passed unanimously, 5-0.

### 171 172 **6. Approvals**

#### 173 174 **6.1 Payroll**

175  
176 Selectman Jensen moved, second by Selectman Grella, to approve one (1) FY16 Payroll Manifest  
177 in the amount of \$209,166.93 dated July 7, 2016, subject to review and audit. Motion passed  
178 unanimously, 5-0.

179  
180 Selectman Jensen moved, second by Selectman Grella, to approve one (1) FY16 Payroll Manifest  
181 in the amount of \$361.36 dated July 7, 2016, subject to review and audit. Motion passed  
182 unanimously, 5-0.

183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228  
229  
230  
231

Selectman Jensen moved, second by Selectman Grella, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$94,388.27 dated June 28, 2016, subject to review and audit. Motion passed unanimously, 5-0.

**6.3 Previous Meeting Minutes: Non-Public Session, June 13, 2016  
Public Session, June 27, 2016**

Selectman Jensen moved, second by Selectman Grella, to approve the Board of Selectmen meeting minutes of the June 13, 2016 non-public meeting, as presented. Motion passed unanimously, 5-0.

Vice Chairman Panasiti reported that he, Selectman Lyon, and Health Officer, Scott Tenney, attended a meeting at the Governor's office on Friday, July 8<sup>th</sup>, regarding the PFC water issues. The meeting was attended by representatives from the Towns of Bedford, Litchfield, Merrimack and the City of Manchester. The key points of discussion were:

- Town Administrator O'Mara said the Amherst Brass Quintet sought the Board's approval to use the Village Green on Wednesday from 4:00 to 6:00 p.m. Selectman Jensen moved, second by Selectman Lyon, to approve the use of the Village Green by the Amherst Brass Quintet on

Wednesday next from 4:00 to 6:00 p.m. Motion passed unanimously, 5-0.

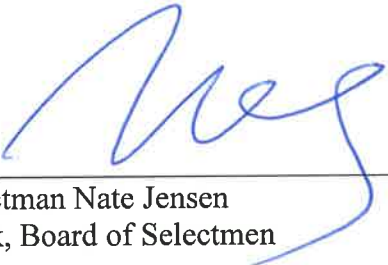
Town Administrator O'Mara received a listing from Chief Reams of the number of Souhegan CERT volunteers who assisted with the July 3<sup>rd</sup> and 4<sup>th</sup> festivities. The following volunteers were involved in traffic and crowd control for the Amherst fireworks of July 3<sup>rd</sup> and parade of July 4<sup>th</sup>. Thanks go to: Roberta Hasselback, Steve Nelson, Bob Kokko, Ron Hebert, Candance Rapf, Anne Hebert and Gene Kuczewski. Double thanks to Roberta, Steve, and Gene for working both events. On behalf of the Board, Chairman Brew thanked the volunteers for ensuring the festivities were enjoyable for all.

Selectman Jensen asked about the status of the Fire Station renovations. Administrator O'Mara said the plans were in his office and he will meet with Chief Conley tomorrow on next steps. One item from tonight's meeting was to determine the correct procedure for purchasing the tractor. Administrator O'Mara will seek legal counsel as well as get opinions from town auditors and the NH Department of Revenue Administration.

## 8. Adjournment

Selectman Grella moved, second by Selectman Jensen, to adjourn the meeting at 8:10 p.m. Motion passed unanimously, 5-0.

**NEXT MEETING: July 25, 2016**

  
\_\_\_\_\_  
Selectman Nate Jensen  
Clerk, Board of Selectmen

  
\_\_\_\_\_  
Date