



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, July 25, 2016**

1     **1. Call to Order**

2  
3     Chairman Dwight Brew called the meeting to order at 6:30 p.m.

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

8  
9     **2. Non-Public Session, RSA 91-A:3, II (c) -- The non-public meeting was not held.**

10  
11    **3. Pledge of Allegiance** – Bill Dod, Coach of the Souhegan High School Boys Varsity Baseball  
12    Team, led the pledge.

13  
14    **4. Recognition of the Souhegan High School Baseball Team and Bill Dod Proclamation**

15  
16    Chairman Brew recognized Selectman Grella who rose to acknowledge the achievements of the  
17    2016 Souhegan High School Boys Varsity Baseball Team, the Sabers. He presented the team with  
18    a Certificate of Recognition for their impressive season and for their dedication to achieving the  
19    status of New Hampshire Division II Champions. All in attendance congratulated, with applause,  
20    the young sportsmen. Several players were in attendance, with others having commitments  
21    elsewhere. Coach Bill Dod thanked the Board for honoring the young men and invited Board  
22    members to come by during practice and interact with the players. Bill Dod asked those in  
23    attendance to introduce themselves: David Bittle, Max Hodges, George Carlson, and Colin Vane.  
24    Coach Dod said that in addition to the championship, the team was honored for being the No. 1  
25    sportsmen in the league. He said that as he and his wife travel the state, he continues to hear of the  
26    outstanding representation of Amherst that the team provides.

27  
28    Selectman Grella then read a proclamation to Coach Dod as follows:

29  
30    “Now comes the Town of Amherst through its Board of Selectmen who hereby issue this  
31    Proclamation

32  
33    “Whereas, the Town of Amherst offers this Proclamation of congratulations to Bill Dod for  
34    achieving the title of winning-est baseball coach in the state of New Hampshire.

35

36 “Further, the Town of Amherst applauds the exceptional achievement of Bill Dod of coaching 519  
37 victories in New Hampshire High School Baseball.

38  
39 “Further, the Town of Amherst recognizes Bill Dod’s demonstration of sportsmanship and great  
40 integrity throughout his coaching career of 48 years.

41  
42 “Further, in recognition of service to the youth of the Town of Amherst,

43  
44 “The Town of Amherst Proclaims July 25, 2016 Bill Dod Recognition Day in Amherst.”  
45

46 The proclamation was signed by all members of the Board.  
47

## 48 **5. Citizens’ Forum**

49  
50 Ned Birmingham of 11 Cross Street said Courthouse Road is a pedestrian way. In the past there  
51 had been a sidewalk which was removed. The loss of the sidewalk makes it difficult for children.  
52 Removing the “one way” sign raises safety concerns, and takes away the beautification of the area.  
53 He said the road has differing traffic patterns in the morning and evening. Chairman Brew said the  
54 Safety Committee did not feel the intersection warranted a “one way” status. Committee members  
55 are aware that the intersection needs monitoring. Mr. Birmingham said it takes away from  
56 people’s happiness and there are a lot of young families that live in the village who walk around  
57 the area.  
58

59 Kevin Dadoly came forward representing those living at 81-82-83 Merrimack Road. He said for  
60 over 30 years he has seen countless accidents. The pitch and curve of the road causes car  
61 accidents. He provided information to Town Administrator, Jim O’Mara. He said his own house  
62 has been hit twice, and other houses have been hit as well. He said he has talked with Bruce Berry  
63 about possibly bringing the road up and the lawn down. Last year the pole got moved and every  
64 one was excited with that, believing the issue would be addressed in the spring. He said anything  
65 that would improve the sight line would be appreciated. They are happy another tree will be  
66 removed. He begged the Board to reconsider their decision, and he doesn’t want the money  
67 already expended to be thrown away. He would appreciate the Board looking at other options.  
68 Chairman Brew asked Administrator O’Mara and Director Berry to look into the matter and  
69 provide options. Mrs. Green said she was concerned with her family’s safety  
70

71 Paul Tripp of 82 Merrimack Road asked how much has been spent on this project. He said he’d  
72 like to know how much of his tax dollars was going toward the project. He suggested that Board  
73 members take a drive down the road, and asked that they re-consider. Administrator O’Mara  
74 asked Chief Reams to conduct an accident analysis. Chief Reams will follow up and said design is  
75 beyond the purview of the Police Department.  
76

## 77 **6. Town Administrator**

### 78 79 **6.1 Assessing 2016 Statistical Update Letters**

80  
81 Gail Stout, Tax Collector, referenced a letter that was included in the Board packet indicating how  
82 property owners can proceed if they have questions or would like more information on the 2016  
83 revaluation. The letter can also be viewed on the town’s website. Revaluation impact notices  
84 were mailed to all Amherst property owners on July 19, 2016 from KRT Appraisal

85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133

## 6.2 Quarterly Reports: Tax/Assessing, Recreation, DPW, Police

### Tax/Assessing Department

Tax Collector, Gail Stout, provided a quarterly report [attached] of the Tax and Assessing Department which is staffed by two full time employees and on July 1, 2016 began the fifth year of a five-year assessing contract with KRT Appraisal Services awarded by the Board in June 2012. Ms. Stout said that her department is responsible for all functions related to the valuation of property and the collection of property taxes for approximately 5,500 Amherst properties. Ms. Stout's report included a collection update indicating that the first issue 2016 property tax bills due on July 1<sup>st</sup> are currently 91% collected. Lockbox service through Citizens Bank continues to be a very efficient tool for most mailed payments during high volume periods. A chart included in the report indicates that properties that are being liened continue to be on a decline.

In response to Selectman Lyon, Ms. Stout confirmed that the revaluation is legally required. Selectman Grella thanked Tax Collector Stout for her good work. Vice Chairman Panasiti asked how the revaluation affects the tax rate. Ms. Stout said an appropriation is offset by revenue and the net expense is divided by the valuation of the town. This year's rate of 7.8% would drop the rate to \$24.53. Chairman Brew mentioned equalized value in that the assessed value of a property does not necessarily equal the market value and is not adjusted each year. Ms. Stout said that a 2018 property is valued as if built in 2016.

### Recreation Department

Craig Fraley, Director of the Recreation Department, came forward to provide his department's quarterly report [attached]. Director Fraley said they had a very successful baseball/softball season. Town resident, Bill Georlich put on a fundraising effort to install scoreboards to all of the playing fields at both Bean and AMS fields. Boy Scout, John Mastergeorge completed the project to install roofs over the AMS softball field and AMS baseball field, and Team Blue won Division 1 and Team Red took up runner-up in Division 2. The All-Star Baseball team won the Hollis Tournament and they were runner-up in the NH district tournament.

The Department has a record number of seasonal staff; currently 43. Five staff are year round. All staff have been a great asset to the department who could not do things without the support of the Recreation Commission, and the support of the Board and townspeople. Director Fraley said that beach usage is way up and six weeks remain to the beach season. Figures reported include:

- Season pass sales: 235 – 20 percent increase from the 2015 season
- Gate sales: 4,795 users – 25 percent increase from the 2015 season
- Boat Rentals: 883 – 40 percent increase from the 2015 season
- 195 non-resident boat launches – 40 percent increase from the 2015 season
- Concession sales are up 40 percent from the 2015 season
- Summer Camp registration has a wait list.
- Revenue has increased 45 percent from the 2015 season

Director Fraley said the Recreation Parks crew was a huge asset to getting the Joshua's Park playground built on time before the park was turned into a town facility on May 23<sup>rd</sup>. The Community garden is up and running and parking issues seem to have calmed down. It is rare to see the parking lot full.

134 Proposals are in for the disc golf course. Director Fraley will bring forth his recommendations in a  
135 few weeks. The course will also go before the Planning Board for review. Registration numbers  
136 and offerings have increased at P MEC camp. Revenue is up 27 percent. Director Fraley reported  
137 on a number of P MEC camp and town activities, and announced that the Citizen Boomers and  
138 Beyond BBQ is scheduled for September 22<sup>nd</sup> at Baboosic Lake Town Beach. Board members  
139 thanked Director Fraley and staff for their good work.

140  
141 Chairman Brew adjusted the agenda to take up a Recreation Bid.

### 142 6.3 VertiQuake Aerator

143  
144 Director Fraley indicated that the Parks and Recreation Department would like to purchase a  
145 VertiQuake aerator for use on the athletic fields the town maintains. The rotary aerator de-  
146 compacts the soil using a set of rotating steel blades. Past practice has been to hire an outside  
147 contractor to VertiQuake the Bean fields every two to three years. The cost to hire a contractor to  
148 do this is \$3,000. The Amherst fields get a lot of use throughout the year. Owning a VertiQuake  
149 will enable the town to increase field usage and have healthier and safer playing surfaces. The cost  
150 of the aerator will be paid for from the '02 revolving fund.

151  
152 Vice Chairman Panasiti moved, second by Selectman Grella, to award the bid for a VertiQuake  
153 2521 aerator to the lowest bidder, MTE Turf Equipment Solutions from Tewksbury, MA at a cost  
154 of \$15,686.10. Motion passed unanimously, 4-0.

### 155 Amherst Police Department

156  
157 Police Chief, Mark Ream's quarterly report included a PowerPoint presentation [attached] that  
158 provided data on the number of calls received for service, a training update, a status update on a  
159 number of projects and events, and a quarterly "spotlight" to SRO John Smith who has served in  
160 that role at the Souhegan High School since the program's inception in 2004. Officer Smith  
161 teaches Accident Reconstruction each spring and is quoted in the upcoming fall 2016 National  
162 Association of School Resource Officer publication on "Making the Case for the Value of School-  
163 based Law Enforcement". Selectman Lyon stated that he understood it was a challenging time for  
164 all of law enforcement. The Board expressed their appreciation. Chief Reams said the community  
165 support has been overwhelming with cards, food, and gift baskets.

### 166 Department of Public Works

167  
168 Bruce Berry, Director, Department of Public Works, provided the following quarterly report:

- 169 • New vehicle lift was installed in the DPW mechanic's work area
- 170 • Plow wings have been patched and wings and plows are in process of being repainted
- 171 • Crew hauled 54 concrete Lego blocks and started assembling one new additional sander  
172 hanger bay.
- 173 • The new Deputy Public Works Director will begin August 1<sup>st</sup> – Asset Management  
174 Software
- 175 • Two significant storm events resulted in numerous downed trees. A team of employees cut  
176 and chipped brush on fifteen roads with two trucks which produced 166 loads or  
177 approximately 830 yards of chips.
- 178 • During follow-up grading, gravel roads, received approximately 1,173 yards of new crush  
179 gravel rap using both ten wheelers and at least one six wheeler.
- 180 • Using an outside resource, all vehicles and equipment received its spring power washing.
- 181
- 182

- 183
- 184
- 185
- 186
- 187
- 188
- 189
- 190
- 191
- 192
- 193
- 194
- 195
- 196
- 197
- Currently undertaking process of evaluating all road signage and replacing faded or damaged signs as needed.
  - On July 1<sup>st</sup>, the roadside mowing program, done annually, started and will continue and get done as many of the 244 lane miles as possible before winter arrives.
  - By mid-June Continental Paving completed work on the number of roads.
  - Roads planned for the remainder of the construction year include: Col. Wilkins Road, Miles Road, far end of Baboosic Lake Road, Manchester Road, and with Planning Board approval, Pond Parrish Road.
  - Center line road painting is complete.
  - Roadside sweeping collected 180 yards of sand for testing and disposal.
  - Building projects were completed using internal staff or supervising outside contractors: floor beams and supports were reconstructed at the recreation office; replaced roof over recycling stations at the transfer station, library roof, and A/C compressor and air handler at EMS.

198 Chairman Brew adjusted the agenda to take up DPW-related items.

199

200 6.7 DPW Bid – Ford F550 Truck

201

202 Bruce Berry indicated that the RFP for the Ford F550 Truck went out to five vendors. Three

203 responded with one not meeting the specifications; two did not respond. Selectman Lyon moved,

204 second by Selectman Grella, to award Bid #13-16 to the lowest bidder, AutoFair Ford of

205 Manchester, at a total cost of \$82,907. Motion passed unanimously, 4-0.

206

207 6.8 DPW Bid – Propane and Heating Oil

208

209 Selectman Grella moved, second by Selectman Lyon, to award Bid #14-16A to Rymes Propane for

210 propane at a fixed rate of \$1.295 with a Variable, OPIS + \$0.50. Motion passed unanimously, 4-0.

211

212 6.9 DPW Bid – Lawn Tractor

213

214 Selectman Grella moved, second by Selectman Lyon, to award the bid for a O-turn riding lawn

215 tractor to Chappell Tractor/Ferris for \$7,700. Motion passed unanimously, 4-0.

216

217 6.10 DPW Bid – Tractor Purchase

218

219 Chairman Brew pointed out that funds for the purchase of the tractor was encumbered at the last

220 Board meeting. Selectman Grella moved, second by Vice Chairman Panasiti, to award Bid # 12-16

221 to Chappell Tractor for a total amount of \$68,117. Motion passed unanimously, 4-0.

222

223 6.11 DPW Diesel Fuel & Gasoline

224

224 Selectman Lyon moved, second by Selectman Grella, to authorize a one-year extension to Dennis

225 K. Burke as defined on page 3 of the bid specification package 07-15. Motion passed

226 unanimously, 4-0.

227

228 Home Heating Oil, Bid # 14-16 B

229

230 Selectman Grella moved, second by Selectman Lyon, to table the matter. Motion passed

231 unanimously, 4-0.

232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242  
243  
244  
245  
246  
247  
248  
249  
250  
251  
252  
253  
254  
255  
256  
257  
258  
259  
260  
261  
262  
263  
264  
265  
266  
267  
268  
269  
270  
271  
272  
273  
274  
275  
276  
277  
278  
279

6.12 DPW Bid – Equipment Lease Payments (Financing)

Selectman Grella moved, second by Selectman Lyon, to accept a 5-year financing proposal for the purchase of new equipment in the amount of \$445,423 to Granite Bank at a rate of 1.95% fixed interest for the 60 month term of the agreement. Motion passed unanimously, 4-0.

Elizabeth Overholt, Town Treasurer, came forward to state that the bank could not hold the 1.95% rate until the truck is finished. Selectman Grella moved, second by Vice Chairman Panasiti, to reconsider the motion previously made. Motion passed unanimously, 4-0.

Selectman Grella moved, second by Selectman Lyon, to amend the initial motion to accept a 5-year financial proposal for the purchase of new equipment in the amount of \$445,423 to Granite Bank at a rate of 2.125% fixed interest for the 60 month term of the agreement. Motion passed unanimously, 4-0.

Vice Chairman Panasiti moved, second by Selectman Grella, to authorize Town Administrator Jim O'Mara to sign all related documents having to do with this matter. Motion passed unanimously, 4-0.

**6.3 Recreation Bid – VertiQuake Aerator – Taken Up Earlier**

**6.4 AFR Bid – AEDs**

Selectman Grella moved, second by Selectman Lyon, to award the purchase of 24 AEDs to the lowest bidder, Physio-Control, for the amount of \$36,087.96. Motion passed unanimously, 4-0. Town Administrator O'Mara indicated that 23 of the AEDs would be of one model and one of a different model. The bid package included training supplies and equipment for these AEDs to be placed in town buildings. Also, Parks and Recreation will purchase two of the 24 AEDs with a grant received from the Amherst Junior Women's Club.

**6.5 AFR Bid – Lucas Device**

Selectman Lyon moved, second by Selectman Grella, to award the purchase of two LUCAS devices to the lowest bidder, Physio-Control, for the amount of \$29,844.43. Motion passed unanimously, 4-0. It was noted that the cost of the LUCAS units came in less than anticipated. The balance will be used to cover the \$87 overage on the AEDs.

**6.6 AFR Station 2<sup>nd</sup> Floor Build-Out Discussion**

Town Administrator Jim O'Mara indicated that the 2<sup>nd</sup> floor fire station design has been approved, and he would like the Board's guidance on the possibility of sole sourcing to a construction management design firm that could help create a bid for the work that needs to be done at the fire station and would do all bidding for the town. The school has done that and Selectman Grella said the firm did a great job for the school. Chairman Brew suggested inviting potential bidders to look at the site and have interested bidders put together a presentation to the Board. Administrator O'Mara said the firm would be responsible for all the details. Chairman Brew asked Administrator O'Mara to identify people and have Fire Chief Conley show them around the second floor of the

280 fire station and ensure that all questions are presented to each participant. Administrator O'Mara  
281 was satisfied with the direction and would keep the Board involved.  
282

283 **6.7 DPW Bid – Ford F550 Truck – Taken Up Earlier**

284 **6.8 DPW Bid – Propane and Heating Oil – Taken Up Earlier**

285 **6.9 DPW Bid – Lawn Tractor – Taken Up Earlier**

286 **6.10 DPW Bid – Tractor Purchase – Taken Up Earlier**

287 **6.11 DPW Diesel Fuel & Gasoline – Taken Up Earlier**

288 **6.12 DPW Bid – Equipment Lease Payments (Financing) – Taken Up Earlier**  
289

290 **6.13 Appointments: Conservation Commission, Recreation Commission**  
291

292 Town Administrator, Jim O'Mara, said that G. Wesley Robertson was elevated to a full member of  
293 the Conservation Commission, opening a vacancy to fill his Alternate position. Selectman Lyon  
294 moved, second by Vice Chairman Panasiti, to appoint Frank Montesanto as an Alternate member  
295 of the Conservation Commission with term to expire in 2017. Motion passed unanimously, 4-0.  
296

297 Administrator O'Mara stated that William Dean's position on the Recreation Commission expired  
298 this year. Vice Chairman Panasiti moved, second by Selectman Lyon, to elevated Lisa Eastland to  
299 full membership on the Recreation Commission with a term to expire in 2019. Motion passed  
300 unanimously, 4-0. Selectman Grella moved, second by Vice Chairman Panasiti, to appoint  
301 Michael Spencer as Alternate to the Recreation Commission with a term to expire in 2019. Motion  
302 passed unanimously, 4-0.  
303

304 **6.14 New Hires, Amherst Fire Rescue**  
305

306 Selectman Lyon moved, second by Selectman Grella, to authorize hiring Nicholas Berube as a  
307 firefighter effective July 1, 2016. Motion passed unanimously, 4-0.  
308

309 Selectman Lyon moved, second by Vice Chair Panasiti, to authorize hiring Tyler Green, as a  
310 firefighter effective July 1, 2016. Motion passed unanimously, 4-0.  
311

312 Selectman Lyon moved, second by Vice Chair Panasiti, to authorize hiring Jeffrey Humphrey as  
313 an EMT-Paramedic effective July 1, 2016. Motion passed unanimously, 4-0.  
314

315 Selectman Lyon moved, second by Selectman Grella, to authorize hiring Kevin Shea as a  
316 firefighter effective July 1, 2016. Motion passed unanimously, 4-0.  
317

318 **6.15 Amherst Jr. Women's Club Donation, Recreation**  
319

320 Vice Chairman Panasiti moved, second by Selectman Grella, to accept and expend a gift from the  
321 Amherst Junior Women's Club to the Amherst Parks and Recreation Department a \$3,000 grant to  
322 be used for the purchase of two defibrillators and storage cabinets. Motion passed unanimously, 4-  
323 0.  
324

325 **7 Strategic Planning – this agenda item was deferred to the last Board meeting in August.**  
326

327 **8 Approvals**  
328

329  
330  
331  
332  
333  
334  
335  
336  
337  
338  
339  
340  
341  
342  
343  
344  
345  
346  
347  
348  
349  
350  
351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364  
365  
366  
367  
368  
369  
370  
371  
372  
373  
374  
375  
376

**8.1 Hawkers & Vendors, Nero**

Selectman Lyon moved, second by Selectman Grella, to grant a permit to Joshua Nero to sell Edward Jones Financial Products in the Town of Amherst for the period July 11, 2016 through July 10, 2017, Monday through Friday from 9:00 a.m. to 5:00 p.m. Motion passed unanimously, 4-0.

**8.2 Yield Tax**

Vice Chairman Panasiti moved, second by Selectman Grella, to approve and sign yield tax levies for Map 6, Lot 92 located at 12 Broadway in the amount of \$1,486.24 and Map 9, lot 1 located at Chestnut Hill and Mack Hill in the amount of \$1,156.84. Motion passed unanimously, 4-0.

**8.3 Timber Tax, Intent to Cut**

Vice Chairman Panasiti moved, second by Selectman Grella, to approve and sign the Notice of Intent to cut Timber for Map 7, Lot 42 located on Austin Road. Motion passed unanimously, 4-0.

**8.4 Payroll**

Vice Chairman Panasiti moved, second by Selectman Grella, to approve one (1) FY17 Payroll Manifest in the amount of \$215,841.40 dated July 21, 2016, subject to review and audit. Motion passed unanimously, 4-0.

Vice Chairman Panasiti moved, second by Selectman Grella, to approve one (1) FY17 Payroll Manifest in the amount of \$57,886.66 dated July 22, 2016, subject to review and audit. Motion passed unanimously, 4-0.

**8.5 Accounts Payable**

Vice Chairman Panasiti moved, second by Selectman Grella, to approve one (1) FY17 Accounts Payable Manifest in the amount of \$33,868.94 dated July 18, 2016, subject to review and audit. (Town Clerk Transfers to the State of NH). Motion passed unanimously, 4-0.

Vice Chairman Panasiti moved, second by Selectman Grella, to approve one (1) FY17 Accounts Payable Manifest in the amount of \$131,349.73 dated July 13, 2016, subject to review and audit. Motion passed unanimously, 4-0.

Vice Chairman Panasiti moved, second by Selectman Lyon, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$225,418.83 dated July 13, 2016, subject to review and audit. Motion passed unanimously, 4-0.

Vice Chairman Panasiti moved, second by Selectman Grella, to approve one (1) FY17 Accounts Payable manifest in the amount of \$418.00 dated July 22, 2016, subject to review and audit. Motion passed unanimously, 4-0.

**8.6 Previous Meeting Minutes: July 11, 2016**

377 Vice Chairman Panasiti moved, second by Selectman Lyon, to approve the Board of Selectmen  
378 meeting minutes of July 11, 2016, as presented. Motion passed unanimously, 4-0.  
379

380 **9 New/Old Business**

381  
382 Town Administrator O'Mara wanted it reflected in the minutes that a non-public session scheduled  
383 for 6:00 p.m. today did not take place.  
384

385 Selectman Lyon said the Planning Board has met twice on the Pond Parrish and a site walk will  
386 take place tomorrow. Final action is expected on Wednesday evening.  
387

388 Vice Chairman Panasiti indicated that a homeowner, with a PFOA issue, has a problem with the  
389 evaluation and have been advised to set up an appointment with KRT regarding a possible  
390 abatement. Administrator O'Mara said that there is no evidence that property values have been  
391 affected by PFOA.  
392

393 **10 Adjournment**

394 Selectman Grella moved, second by Selectman Lyon, to adjourn the meeting at 9:28 p.m. Motion  
395 passed unanimously, 5-0.  
396

397  
398 **NEXT MEETING: August 8, 2016**  
399

400

401

402

403

404

405

406

407

408

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

8/8/2016  
\_\_\_\_\_  
Date