



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, August 22, 2016**

**1. Call to Order**

Chairman Dwight Brew called the meeting to order at 6:33 p.m.

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

**2. Non-Public Session, RSA 91-A:3, II**

Chairman Brew mentioned that while the non-public session was placed on the agenda, it did not take place.

**3. Pledge of Allegiance** – Nancy Pomerleau, Amherst resident, led the pledge.

**4. Citizens' Forum**

Paul and Joelle Mancini of 6 Potter Way came forward indicating they were here regarding their 2015 tax abatement and their appeal which was rejected last February. Mr. Mancini said he spoke with Richard Dorsett of KRT Appraisal. He indicated that they evaluated his property with state guidelines, playing with the model to get as close to the built price as possible. Mr. Mancini said the house would sell for significantly less than the cost to build based on comparable sales. He said his house is disproportionately assessed compared to other homes in the neighborhood. The average price per square foot for homes sold in the neighborhood of Founders Village is \$239; the median price per square foot is \$235. The house has the highest total assessment per square foot even though it lacks amenities in other neighborhood homes such as fireplaces and stone patios. The Mancini's feel they were not fairly treated by KRT Appraisal and Richard Dorsett, and their home would sell for \$100,000 less than what it cost to build. Chairman Brew said that the Board cannot reconsider the matter since the statutory period for appeal has ended. They may seek relief from the NH Board of Tax and Land Appeals.

## 2016 Statistical Update

### 4.1 KRT, Residential, Commercial/Industrial

Ken Rodgers, Commercial Appraiser, and Rob Tozier, Residential Appraiser, provided a PowerPoint update on Standards for a Revaluation Update which included the following information:

- A ratio study shows the relationship between the sale price of a property and the assessed value.
- The Median Ratio and Coefficient of Dispersion (COD) have to meet the guidelines set by the Department of Revenue Administration (DRA) and the International Association of Assessing Officers (IAAO).

Standards for a Revaluation (IAAO)			
Median Ratios			
	Min	Max	COD
Vacant Land	90%	110%	20%
Single Family			15%
Condominiums			10%
Multi-Family			15%
Commercial			20%

Assessment Level Between Classes		
New Ratios Much Tighter Than The Old Ratio		
Property Group	New Ratio	Old Ratio
Overall	1.00	0.94
Single Family	1.00	0.93
Condominiums	1.00	0.97
Mobile Homes	0.98	1.14
Vacant Land	1.00	1.06
Commercial	0.99	0.94
Industrial	0.97	0.97

Uniformity Level Between Classes		
Based on Sales		
Property Group	New COD	Old COD
Overall	6.80%	10.07%
Single Family	7.02%	9.97%
Condominiums	5.38%	8.10%
Mobile Homes	8.89%	20.30%
Vacant Land	9.80%	14.86%
Commercial	8.59%	12.59%
Industrial	4.95%	7.63%

The Price Related Differential (PRD) tests for vertical equity. Vertical equity tests the assessment level between higher priced and lower priced properties. The PRD is calculated as follows: Mean Ratio divided by Weighted Mean Ratio equals PRD. For Amherst: 1.001 divided by 0.994 equals 1.007. The International Association of Assessing Officers has determined that the acceptable range for the PRD is .98 to 1.03.

<b>Appraisal Equity (Unsold Property Test)</b>		
	<b>% Increase</b>	<b>Ratio</b>
Sales	7.65%	1.0765
Unsold Properties	6.48%	1.0648
Sold Ratio/Unsold Ratio: 1.0765/1.0648 = 1.011%		
This shows that the methodology applied to the sales was equitably applied to the non-sale properties. (IAAO recommends the percentage difference between the sold ratio and the unsold ratio to be within 3%.)		

The overall value change by class: Residential = 6.45%; Commercial = 3.49%; Industrial = 4.92%; Overall = 6.46%. In response to Chairman Brew, Mr. Rodgers said utilities pay tax on line and pole but not on land because they do not own the land. He also said that values are reviewed and approved by the Department of Revenue Administration (DRA).

#### **4.2 Scott Bartlett, Utility, Telecommunications, Cable TV**

Scott Bartlett provided an appraisal report on utility properties. He provided a definition of market value and how the DRA expands the definition by establishing a number of criteria. Mr. Bartlett said the purpose of the report is to establish appraised values as of April 1, 2016 to be used for the 2016 assessment role. Mr. Bartlett provided the following chart:

<b>Total Market Value of Improvements, Land owned in fee and by easement and the Public Right of Way as of April 1, 2016 (rounded)</b>		
	<b>2015 Assessment</b>	<b>Appraised Value</b>
PSNH/Eversource	\$28,177,300	\$36,500,000
Pennichuck Water Works, Inc.	\$ 7,508,600	\$ 8,220,000
Energy North Gas/Liberty Util	\$ 3,766,800	\$ 4,250,000
Fairpoint Communications, Inc.	\$ 2,703,700	\$ 2,986,500
Comcast	\$ 572,000	\$ 912,500

Mr. Bartlett left a full copy of his report that he hand-delivered to the DRA. He said the first 22 pages include an introduction and the reason for certification. He left a disk as well that provides PDF formatted reports and spreadsheets

### **5. State Reporting**

#### **5.1 Tax Collector, Total Assessed Value Extension (MS-1 EXT)**

Gail Stout, Tax Collector, asked the Board to approve a request to extend the submission of the MS-1 form. Vice Chairman Panasiti moved, second by Selectman Jensen, to authorize Richard Dorsett of KRT Appraisal to sign and submit the extension request for the MS-1 form which will

be prepared for Board Member signatures on September 12<sup>th</sup> and submitted to the DRA on September 13<sup>th</sup>. Motion passed unanimously, 5-0.

## **5.2 Finance Director, Financial Report of the Budget (MS-535)**

Finance Director, Lisa Ambrosio, went over the 2016 MS-535 form included in the Board packet and to be submitted to DRA. The report provides a balance sheet, a break out of expenditures and revenues and amortization of long term debt. The financial report lists the unassigned fund balance at \$5,723,773 at year end – 14 percent of appropriated funds (within the recommended DRA recommendation of 8 to 15 percent). The unassigned fund balance is the spendable fund balance, formerly known as unreserved or surplus funds. These funds can be used to offset taxes. The total liabilities and fund equity equals \$34,318,051. The General Fund Balance Sheet reconciliation follows:

Total Revenues	\$46,279,915
Total Expenditures	\$45,946,071
Change	\$ 333,844
Ending Fund Equity from Balance Sheet	\$5,723,773
Less Beginning Fund Equity from Balance Sheet	\$5,389,929
Change	\$ 333,844

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve the MS-535 to be signed by the Board and submitted to the DRA. Motion passed unanimously, 5-0.

## **6. Town Administrator**

### **6.1 DPW Bid, Salt – State DOT Contract**

Town Administrator, Jim O'Mara, presented a bid proposal for ice control salt and recommended the bid be awarded to Granite State Minerals, the same DOT (Department of Transportation) Division 5 low bidder the town has had for the last five years and holding the same price per ton as last year. Vice Chairman Panasiti moved, second by Selectman Jensen, to waive the competitive bidding requirement for three bids and award the bid to Granite State Minerals based on the awarded NH DOT contract #8002050. Granite State Minerals will extend the delivered price of \$52.47 per ton of bulk road salt for the 2016-2017 season. Motion passed unanimously, 5-0. The estimated ton usage equals 2400 tons. Administrator O'Mara said \$93,000 has been budgeted for FY17.

### **6.2 REC Bid, Disc Golf Course Design**

On behalf of Craig Fraley, Director of the Recreation Department, Administrator O'Mara presented three quotes for the design and hardware for Disc Golf. Selectman Jensen moved, second by Selectman Grella, to award the bid to Inova Disc Golf, the lowest bidder, at a cost of \$15,710. Motion passed unanimously, 5-0. In response to Selectman Lyon, Administrator O'Mara said the funds would come out of the Recreation Revolving Account and that Director Fraley will seek public input via the Planning Board process. Administrator O'Mara said the funds are for design and hardware only; not for installation.

### 6.3 REC Bid, Joshua's Playground Equipment

At Administrator O'Mara's recommendation, Selectman Jensen moved, second by Selectman Grella, to waive competitive bidding and award the sole bid to O'Brien & Sons due to matching current equipment at Joshua's Park including warranties and shipping costs. Amount of the award totals \$16,965. Motion passed unanimously, 5-0. In response to Selectman Grella, Administrator O'Mara said the Amherst Land Trust worked with Director Fraley who has experience with purchasing playground equipment. Funds will come from Recreation's 02 revolving account.

### 6.4 Appointment, Community Development Director

Town Administrator O'Mara went over the process undertaken by the Selection Committee in seeking a Community Development Director. He said the Committee went through two rounds of postings over the last three or four months. They interviewed 16 candidates and recommend hiring Amherst resident, Gordon Leedy. Selectman Lyon moved, second by Vice Chairman Panasiti, to name Gordon Leedy as Amherst's new Community Development Director. Motion passed unanimously, 5-0. Selectman Lyon who served on the Selection Committee, welcomed Mr. Leedy and said he comes to the position with a wealth of experience. Administrator O'Mara said it is an important position and the committee wanted to make sure they selected the right candidate. It is expected that Mr. Leedy's appointment will be effective in late September/early October.

### 6.5 Alternate Appointment, Heritage Commission

Selectman Jensen moved, second by Selectman Lyon, to appoint Conor Frain as an alternate member of the Heritage Commission for a one-year term. Motion passed unanimously, 5-0. Selectman Grella commented that the Board had moved away from having volunteers come in to meet and interview with the Board. Town Administrator O'Mara will invite recently appointed volunteers to meet with the Board at upcoming Board meetings.

### 6.6 FY18 Budget Schedule, Department Meeting Assignments

The Board agreed on Board member assignments to meet with individual departments on the FY18 budget as follows:

Department	Department Head	Board Member 1	Board Member 2
Police	Mark Reams	Peter Lyon	Reed Panasiti
Fire Rescue	Matt Conley	Tom Grella	Dwight Brew
DPW	Bruce Berry	Nate Jensen	Tom Grella
Library	Amy Lapointe	Dwight Brew	Nate Jensen
Recreation	Craig Fraley	Nate Jensen	Peter Lyon
Admin/Taxes	Jim O'Mara	Reed Panasiti	Dwight Brew
Community Dev	-	Peter Lyon	Tom Grella

Chairman Brew asked that Ways and Means Committee members attend the next Board meeting. Administrator O'Mara will follow up.

161           **Hawkers & Vendors Permit – McGibbon**

162  
163 Board members did not feel they had enough information on this matter to make an informed  
164 decision. Administrator O'Mara will provide more information and place the matter on the  
165 Board's next meeting agenda for consideration.  
166

167       **7. Approvals**

168  
169           **7.1     Baboosic Lake Septic Warrants**

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171 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve and sign the Quarterly  
172 Maintenance Warrants for the Baboosic Lake Community Septic bills due October 1, 2016 as  
173 follows: Phase I - \$4,317.36; Phase II - \$4,901.56; Phase III - \$5,896.12; and Phase IV -  
174 \$3,997.71. Motion passed unanimously, 5-0.  
175

176           **7.2     Hawkers & Vendors Permit – McGibbon – Taken up Earlier**

177  
178           **7.3     Payroll**

179  
180 Vice Chairman Panasiti moved, second by Selectman Jensen, to approve one (1) FY17 Payroll  
181 Manifest in the amount of \$219,576.29 dated August 18, 2016, subject to review and audit.  
182 Motion passed unanimously, 5-0  
183

184           **7.4     Accounts Payable**

185  
186 Vice Chairman Panasiti moved, second by Selectman Jensen, to approve one (1) FY17 Accounts  
187 Payable Manifest in the amount of \$30,887.56 dated August 15, 2016, subject to review and audit.  
188 (Town Clerk Transfers to the State of NH). Motion passed unanimously, 5-0.  
189

190 Vice Chairman Panasiti moved, second by Selectman Jensen, to approve one (1) FY17 Accounts  
191 Payable Manifest in the amount of \$251,594.01 dated August 9, 2016, subject to review and audit.  
192 Motion passed unanimously, 5-0.  
193

194 Vice Chairman Panasiti moved, second by Selectman Jensen, to approve one (1) FY17 Accounts  
195 Payable Manifest in the amount of \$46,001.87 dated August 11, 2016, subject to review and audit.  
196 Motion passed unanimously, 5-0.  
197

198 Vice Chairman Panasiti moved, second by Selectman Jensen, to approve one (1) FY17 Accounts  
199 Payable Manifest in the amount of \$2,626,573.00 dated September 1, 2016, subject to review and  
200 audit. (School Disbursements). Motion passed unanimously, 5-0.  
201

202           **7.5     Previous Meeting Minutes: August 8, 2016**  
203                               **August 8, 2016 Non-Public Session**  
204                               **August 16, 2016 Non-Public Session**  
205

206 Selectman Jensen moved, second by Selectman Lyon, to approve the Board of Selectmen meeting  
207 minutes of August 8, 2016, as presented. Motion passed unanimously, 5-0.

Selectman Jensen moved, second by Selectman Lyon, to approve the Board of Selectmen non-public meeting minutes of August 8, 2016, as presented. Motion passed, 4-0-1 [Vice Chairman Panasiti abstained].

Selectman Jensen moved, second by Selectman Lyon, to approve the Board of Selectmen non-public meeting minutes of August 16, 2016, as presented. Motion passed unanimously, 5-0.

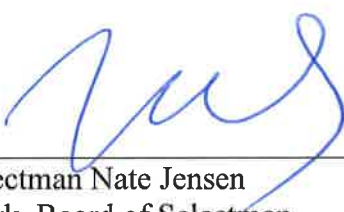
#### **8. New/Old Business**

Selectman Jensen said the Cemetery Committee met. They have conducted an inventory of all cemetery lots in town.

#### **9. Adjournment**

Selectman Grella moved, second by Vice Chairman Panasiti, to adjourn the meeting at 8:02 p.m. Motion passed unanimously, 5-0.

**NEXT MEETING: September 12, 2016**

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

9/19/16  
\_\_\_\_\_  
Date