



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, September 26, 2016

1. Call to Order

Chairman Dwight Brew called the meeting to order at 6:00 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. A number of Ways & Means Committee members were also in attendance.

2. Pledge of Allegiance – Suzanne Beauchesne, Recording Secretary, led the pledge.

3. Perfluorooctanoic Acid (PFOA) Update

Staff from the NH Department of Environmental Services (NHDES) was in attendance to provide an update on the Southern NH PFOA Investigation. Those in attendance included: Mike Wimsatt, Director, Waste Management Division; Mike Fitzgerald, Assistant Director, Air Division; John Regan, Administrator, Hazardous Waste Remediation Bureau, Dave Gordon, Environmentalist; LeaAnne Atwell, Project Manager, Hazardous Waste Remediation Bureau; Andy Fulton, Hydrogeologist; and Jim Martin, Public Information Officer. Rick Cricenti, Chief, Emergency Service Bureau at the Department of Health and Human Services, was also in attendance as was Jeff Parrott who handles the PFOA public inquiry line.

Mike Wimsatt welcomed everyone to the public meeting and went through a deck of slides [attached] describing regulatory actions and laboratory reporting. He indicated that in May the Environmental Protection Agency issued lifetime health advisories for PFOA and PFOS to 70 parts per trillion (ppt). Mr. Wimsatt said that on May 31, 2016, NHDES filed an emergency rule to adopt ambient groundwater quality standards (AGQS) and filed a final proposal on September 23rd to the Joint Legislative Committee for Administrative Rules. Mr. Wimsatt went over the two types of PFOA – linear and branched. The two labs used by NHDES for PFC analyses calculated PFOA concentrations differently; one reported linear and branched and the other reported only linear. LeaAnne Atwell then provided results of the water supply, soil sampling, and site investigation. She said 198 wells were sampled; 16 with PFOA and PFOS above 70 ppt. Thirty wells were sampled within a 0.5 mile radius of Souhegan Landfill and none were found to have PFOA and PFOS above 70 ppt. John Regan talked about Alternate Water available to properties

35 within the 0.5 radius. Those properties were immediately provided with bottled water. Mid-term
36 plans include point of use systems (POU). The long-term, permanent plan is connection to
37 municipal water. Rick Cricenti of DHHS stated that all private well owners who live on streets
38 served by private drinking water wells with PFC levels above 70 ppt are eligible for blood testing.
39 Mr. Cricenti said that 245 participants have registered from Amherst, Bedford, Litchfield,
40 Manchester, and Merrimack; 10 participants from Amherst. Mr. Cricenti said anyone interested in
41 participating in the program should call the PFC Public Inquiry Line (603) 271-9461 or email
42 pfctesting@dhhs.nh.gov. Mr. Wimsatt went through next steps and opened a question and answer
43 period. In response to questions from a number of residents in attendance, Mr. Wimsatt provided
44 the following information.

- 45
- 46 • The NHDES website has a lot of information that may answer most questions. He also
47 suggested people sign up to receive weekly emails on the matter and they should provide
48 their contact information to Jim Martin, NHDES Public Information Officer.
- 49 • TCI committed to Pennichuck to connect water from the street to the house for affected
50 homes. This will mean coming back with a joint meeting with Pennichuck. Looking to
51 construct water line mid-to-late winter.
- 52 • Emphasis is on providing alternate water; bottled water will continue until all impacted
53 properties get connected to a water line.
- 54 • Final construction and service connections are scheduled to be made by the end of summer.
55 POU systems complete for everybody by December of this year.
- 56 • Regarding the cost to homeowners, the state law requires that the responsible party must
57 provide water, design and construct a water system. There would not be an immediate
58 financial impact. Once connected, homeowner must pay a water bill.
- 59 • The same information is available in scientific literature for NH and VT. A lot goes into
60 decision-making, all is peer reviewed, and appropriate conclusions made based on varying
61 circumstances.
- 62 • We don't know the full impact of the drought on water readings and it could depend on
63 where you are located. NHDES knows a lot about groundwater quality in many parts of
64 town but don't have a lot of trend data.
- 65 • On the presence of other contaminants, Mr. Wimsatt said there is no standard against which
66 to base analyses.
- 67 • Typical POU can be installed fairly quickly. All treatment units would typically be placed
68 under the kitchen sink or in the basement. NHDES does not view POU as permanent.
- 69 • Point of Entry (POE) can be permanent; requires more effort, more expensive to include
70 \$500 to \$2,000 maintenance cost per year. POE is inferior to a public system.
- 71 • At 70 ppt you are compliant. TCI has been very responsible.
- 72

73 One resident whose property is within the affected area, asked why his assessment went up, and
74 why the Board did not defer the assessment of his property until this matter was resolved.
75 Chairman Brew explained that the town revaluation was already underway when the PFOA issue
76 arose and must be done every five years. He said that as far as the BOS has been informed by the
77 assessing contractor, deferring the valuation would not have changed the assessment for affected
78 homes. Further, the assessed value for a home remains constant for five years; and the ratio for an
79 affected home to that home's previous assessment compared to an unaffected neighbor should be
80 the same. Chairman Brew asked Town Administrator, Jim O'Mara, to ask the town assessor why
81 homes impacted by PFOA were not assessed lower than others and what options might be
82 available to those residents.

4. Citizens' Forum -- None

5. Cemetery Trustees Presentation

Marie Grella, Cemetery Trustee Chair, and Trustees, Cynthia Dokmo and Lisa Eastland, along with DPW Director, Bruce Berry, came forward to provide a cemetery inventory as requested by the Board of Selectmen. The inventory revealed the following information.

A lot is a piece of land that contains 1, 2, 3, 4, or 6 graves. Currently there are 291 unsold lots available within Meadowview Cemetery.

Lots	Costs	Unsold Lots
Single grave lot	\$ 500.00	85
Two grave lot	\$1,000.00	45
Three grave lot	\$1,500.00	116
Four grave lot	\$2,000.00	27
Six grave lot	\$3,000.00	18

The Trustees sell 27 lots annually. In each grave, six cremains can be buried, or one full burial with three cremains. Selectman Jensen said that the important numbers of unsold lots are the two and four grave lots. The other lots don't sell. So there are really only 73 lots available that people will buy. The 18 six grave lots are not attractive because where they are located in the cemetery only allows flat head stones. Chairman Brew indicated that some lots were bought long ago and may not be needed or used. The Trustees said they have tried to find owners and it has been extremely difficult. Selectman Jensen said that new software that was purchased last year will have precise records going forward. Town Administrator O'Mara said it might be worth writing letters and including notices in the newspaper. Chairman Brew read RSA 289:18 "Whenever a burial space or spaces in any cemetery subject to the provisions of this subdivision have remained unused for a period of 50 years, and the owner has not improved such space or spaces by causing a monument, gravestone, or other permanent appurtenance to be placed on the burial space, the person, corporate manager, or cemetery trustees having jurisdiction over such cemetery may institute proceedings for the termination and forfeiture of the rights and interests of such owner. All purchase contracts for burial spaces executed after August 7, 1994 shall include a notice that this procedure may be invoked in the future".

6. Strategic Planning Presentations

6.1 Library

Amy Lapointe, Library Director, acknowledged a number of Library Trustees in attendance including Chair, Nancy Baker. Director Lapointe provided the following information in her quarterly report [a copy of the slide presentation is attached to these minutes].

- The library mission statement includes the three pillars of what the library does -- information, education, and entertainment.
- The library is governed by a 7-member elected Board of Trustees; staffing includes 7 full-time, 7 part-time, and 7 pages. Half of regular staff are professional positions, requiring an M.L.S. or related degree. Wages and benefits is 75% of the library's operating budget.

- The library is open seven days a week, 6 days a week during the summer. The collection includes over 63,000 items including books, magazines, DVDs and CDs, ebooks, audiobooks, newspapers and access to thousands of digital items. They welcome about 113,000 visitors and circulate about 185,000 items per year.
- Programs include concerts, lectures, demonstrations, children's storyhours, craft and language programs, minecraft club, and 3D printing workshops. Services included information and research assistance, printing, copying, meeting room space, notary service, discount coupons to local and Boston area museums. Technology includes 30 computers comprising a staff and public network, wifi, laptops to checkout, and wireless printing.
- The library building is 13,000+ square feet, built in 1892, and renovated in 1911, 1971, and 1987.
- The library goals include: 1) provide a collection that supports library patrons in their information, education and recreational needs, particularly in their pursuit of lifelong learning and stimulating imagination; 2) provide educational, informational and recreational opportunities that meet the needs and interests of the community; 3) ensure that the facility is configured and maintained to support the community in their individual and collective use; 4) improve communication to build community awareness of and engagement with the library; 5) foster meaningful community participation and involvement in civic life.

Selectman Jensen suggested that Director Lapointe include a summary slide that includes all five of the goals identified. Chairman Brew suggested the strategic plan be published on the website. Selectman Lyon asked if the continuing transfer to digital circulation was less expensive. Director Lapointe said it was the opposite. The Board thanked Director Lapointe and the Trustees for their good work.

6.2 Recreation

Department of Recreation Director, Craig Fraley, came forward and provided the following information in his quarterly update [a copy of the slide presentation is attached to these minutes].

- The department's vision 8-80 by 2020 aims to expand recreation programs, parks, and facilities, and take an active role in creating a community that invigorates the active senior, reduced the stress and isolation of working adults, and inspires and teaches youth to become productive community members.
- Department staffing includes: a full-time director, full-time park foreman, and a full-time program coordinator. A part-time grounds keeper works eight months at Recreation and four months at DPW. Other part-time employees include: an administrative assistant, a camp director, PMEC environmental educators, program instructors, summer employees and 100+ volunteers.
- The recreation department has three financial accounts 1) the 01 fund is tax generated; 2) the 02 fund is raised from program user fees; and 3) the 03 fund is PMEC.
- Four goals were listed as follows: 1) increase citizen participation in programs; 2) continue to increase the use of Baboosic Lake Town Beach; 3) increase park and recreation facilities available to citizens; and 4) diversify program offerings to serve citizens of all ages.
- FY18-20 Initiatives include: 1) update Wilkins Fields and facilities to create a better playing surface and increase usage to existing fields; 2) update Pavilion Building at Baboosic Lake Town Beach with a four season structure able to facilitate classes, camps,

- 175 and private functions; 3) upgrade staffing to assist with growing demands of department;
176 and 4) continue with vehicle/equipment replacement plan.
177 • A budget impact summary was included for each initiative.
178

179 The Board thanked Director Fraley for an excellent job. Director Fraley thanked the Board for
180 their support and acknowledged and expressed thanks to former Board Vice Chair, Mike Akillian,
181 for his help in putting together the presentation.
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183 **7. Town Administrator**

184 **7.1 DPW Bid – Winter Sand**

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186 Town Administrator, Jim O'Mara, presented a bid proposal for sand. He said the Director of
187 Public Works, Bruce Berry, received six bids; one did not meet graduation requirements.
188 Administrator O'Mara recommended the bid be awarded to Northeast Sand and Gravel.
189 Selectman Lyon moved, second by Selectman Grella, to award bid # 01-17-B to the lowest bidder,
190 Northeast Sand and Gravel, at a cost of \$8.75 per ton. Motion passed unanimously, 5-0. Director
191 Berry said they need only order half the amount ordered last year.
192
193

194 **7.2 FY18 Global Assumptions & Revenue Projections**

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196 Global assumptions for FY18 were presented by Town Administrator O'Mara as follows:
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Cola	2.5% & Step Adjustment
Health Insurance	10% projected increase
Dental Insurance	1.0% projected increase
Heat, Gasoline & Diesel	1.0% projected increase
Utilities--Water, Electric & Telephone	1.0% projected increase
NHRS Retirement Police	11.5% increase in employer contribution
NHRS Retirement Fire Rescue	9.36% increase in employer contribution
457(b) Employer Match	1.5% increase

198
199 Town Administrator O'Mara said the global assumptions are designed so that every department
200 does the same thing in building their budgets. Chairman Brew asked for the total number which
201 Administrator O'Mara will provide to the Board electronically tomorrow. Finance Director, Lisa
202 Ambrosio, provided a listing of unaudited projected revenues for 2018, the total of which is used
203 to offset the overall budget and new evaluation to establish the tax rate. She noted that the
204 Interfund Operating Transfers have no impact to the tax rate. The Board discussed the pros and
205 cons of over and under estimating revenue.
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207 **7.3 Planning Board Resignation**

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209 The Board received Gordon Leedy's resignation from the Planning Board. Selectman Jensen
210 moved, second by Selectman Lyon, to accept with regret, Gordon Leedy's resignation from the
211 Planning Board after 18 years of service. [Gordon Leedy recently began work as Director of the
212 Office of Community Development.]
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214 **7.4 Town Common Use Request – Amherst Junior Women's Club**

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Town Administrator O'Mara indicated that a request to use the Town Common was received from the Amherst Junior Women's Club. Selectman Jensen moved, second by Vice Chairman Panasiti, to authorize the use of the Town Common for the Amherst Junior Women's Club "Trot Off Your Turkey" event on the Friday after Thanksgiving day. Motion passed unanimously, 5-0.

8. Approvals

8.1 Payroll -- None

8.2 Accounts Payable

Selectman Jensen moved, second by Selectman Grella, to approve one (1) FY17 Accounts Payable Manifest in the amount of \$28,360.57 dated September 19, 2016, subject to review and audit. (Town Clerk Transfers to the State of NH). Motion passed unanimously, 5-0.

Selectman Jensen moved, second by Selectman Grella, to approve one (1) FY17 Accounts Payable Manifest in the amount of \$138,740.61 dated September 20, 2016, subject to review and audit. Motion passed unanimously, 5-0.

8.3 Previous Meeting Minutes: September 19, 2016, Public Session September 19, 2016, Non-Public Session

Selectman Jensen moved, second by Selectman Lyon, to approve the Board of Selectmen public meeting minutes of September 19, 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 September 19, 2016, as presented. Motion passed unanimously, 5-0.

9. New/Old Business

Selectman Grella reported that trees have been donated and placed in Joshua's Park and the irrigation is in with the help of David Warren and Steve Desmarais' equipment. Chairman Brew said he appreciates the efforts on the part of many in making Joshua's Park a reality.

Vice Chairman Panasiti said the Seniors Cook-Out was a success and enjoyed by all. He thanked Town Administrator "Chef" O'Mara for his good work.

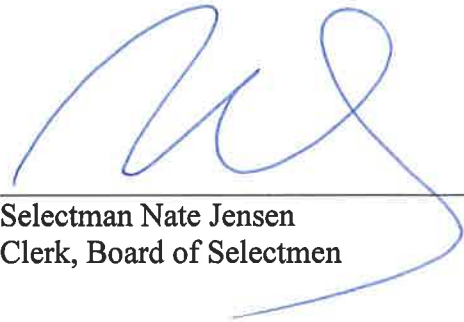
Selectman Jensen said two follow-up items from the meeting include the global assumption estimates and questions to the assessor.

Town Administrator O'Mara brought up the McGibbons Hawkers and Vendors application whose newest venture involving food is on private property. A checklist of all approved permits is on the website. It was noted that door-to-door and food ventures are different requiring two different town ordinances. The checklist is needed for door-to-door. All requests go through Health Officer, Scott Tenney, and the Police Department.

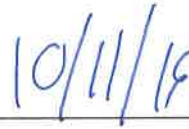
10. Adjournment

Selectman Jensen moved, second by Selectman Grella, to adjourn the meeting at 9:30 p.m. Motion passed unanimously, 5-0.

NEXT MEETING: October 11, 2016 (Tuesday)

A handwritten signature in blue ink, appearing to be 'Nate Jensen', written over a horizontal line.

Selectman Nate Jensen
Clerk, Board of Selectmen

A handwritten date '10/11/16' in blue ink, written over a horizontal line.

Date