



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Tuesday, October 11, 2016

1. Call to Order

Chairman Dwight Brew called the meeting to order at 6:32 p.m.

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

2. Pledge of Allegiance – Kevin Dadoly, Amherst resident, led the pledge.

3. Citizens' Forum

Kevin Dadoly came forward and thanked the Board for getting the work done on Merrimack Road. He said the road is much safer and as a measure of appreciation from residents along the road, he left a bag of cookies for the Board to enjoy.

4. Strategic Planning Presentation

4.1 Department of Public Works

Bruce Berry, Department of Public Works Director, and Deputy Director, Eric Hahn, came forward. Director Berry thanked his deputy director, Town Administrator, Jim O'Mara, and former Vice Chair of the Board, Mike Akillian, for their hard work in helping put this presentation together. A copy of Director Berry's FY18-FY25 Strategic Plan is included at the end of these minutes. Highlights include:

- The report included a mission and vision statement and listed six goals as identified in the original strategic plan submitted in 2014. The six goals include: road repairs and reconstruction, staffing needs, equipment needs, building needs, road bond, and bridge bond.
- Five outcomes were targeted:
 - 1) Roads: 70% or greater of Amherst roads are rated 'good' according to industry standard pavement condition index by 2030. To attain a town wide rating with 70%

of roads rated as good or better we need to rehabilitate or reconstruct our deficient roads at an average rate of six miles per year for the next 14 years. Current status of Amherst roads are Good = 46 miles (41.3%), Fair = 40 miles (35.4%), and Poor 26 miles (23.3%). The proposed 14-year rehabilitation/reconstruction program will require approximately \$2.5 million per year.

- 2) Bridges: By 2025, all Amherst bridges and water crossings will be built and maintained to last 50+ years. There are 19 bridges in Amherst; two permanently closed, 14 are NH DOT defined bridges, and three are town water crossings. Nine bridges are multi-culvert design, of which seven are at risk of failure, four qualify for the state bridge replacement program, and three are the town's responsibility. Under the state funding program, Amherst can upgrade all bridges by 2025 for \$1.73 million.
- 3) Town Buildings: By 2025, all Amherst town buildings and outbuildings are functionally sound and compliant with all appropriate regulations and codes. Current conditions were provided for each town building: town hall, central fire, south fire, police/EMS, library, recreation, and DPW. The required work and estimated costs for each building was included in the report.
- 4) DPW Management Systems: By 2020, Amherst DPW will achieve work force productivity of 90%. Computerized Maintenance Management System software will provide intelligence and insight into buildings and grounds, vehicles, crew productivity, and cost tracking and analysis. Costs estimates total \$25,000.
- 5) Stormwater: Amherst will continue to comply with evolving requirements of the Clean Water Act under the Municipal Separate Storm Sewer System permit issued by the EPA. The focus of the Storm Water Management Plan (SWMP) is to describe how Amherst will reduce the discharge of pollutants from its sewer system. \$25,000 is currently budgeted: \$18,000 for wages, sample analysis and projects and \$7,000 in incremental costs. \$80,000 above current budget is projected.

Selectman Jensen stated that this was the strategic plan he has been looking for from DPW for the last four years. Other board members also commended Director Berry for a thorough report and asked a number of questions about drainage, vehicle replacement and how that might garner some savings since fewer repairs would likely be necessary. Selectman Lyon asked for a slide that lists each bridge with best estimated cost and timeframes for repair. Director Berry said that lots of permitting goes into this work but he will prepare the information requested. Chairman of the Ways and Means Committee, John D'Angelo, concurred with Selectman Jensen and said that Director Berry did an excellent job in presenting a great report. Other Ways & Means Committee members asked about implementation of the management system and about computer tablets.

Director Berry handed out a consolidated bond schedule summary. Chairman Brew indicated that there was much more [costs] than the Board could ask the voters to fund and wondered if the Board saw any value in getting together in a work session in order to develop strategies which could be used to prioritize the strategic initiatives. **The Board agreed to meet on October 19th at 6:00 p.m. for a work session and continue with the regular meeting at 7:00 p.m.**

5. Town Administrator

5.1 Fund Balance Review – Tax Rate

Town Administrator O'Mara said they were awaiting word from the Department of Revenue Administration so discussion on the matter is postponed to the Board's next meeting.

85
86 **5.2 Capital Reserve Fund Withdrawal**
87

88 Town Administrator, Jim O'Mara, went over a request from Gail Stout, Tax Collector, for
89 withdrawal from the Assessing Revaluation Capital Reserve. Selectman Jensen moved, second by
90 Selectman Lyon to approve a withdrawal in the amount of \$17,773.50 from the Assessing
91 Revaluation Capital Reserve Fund as the final withdrawal for the 2016 revaluation of property.
92 Selectman Grella asked about the cost of the utilities revaluation. It was pointed out that the cost
93 of the service has definitely paid for itself. Motion passed unanimously, 5-0.
94

95 **5.3 Surplus Vehicles & Equipment, DPW**
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97 Administrator O'Mara and Director Berry went over a listing of vehicles and equipment [attached]
98 and proposed they be declared as surplus. There was discussion about the need for the Asphalt
99 Zipper. Director Berry said the zipper has been minimally used – perhaps 15 hours over the last
100 four years. Administrator O'Mara noted that the issue will come back to the Board for approval in
101 awarding the bid to the highest bidder. Vice Chairman Panasiti asked if the town might not benefit
102 by selling the equipment rather than go through the state bidding process. Director Berry said that
103 they have had positive results from state auctions. Also, replacement equipment has to come in
104 beforehand and with private sales delivery of replacements takes awhile.
105

106 Selectman Jensen moved, second by Selectman Grella, to declare vehicles and equipment, as listed
107 in a memo dated September 29, 2016 from Director Bruce Berry to Administrator Jim O'Mara, as
108 surplus. Motion passed unanimously, 5-0.
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110 **5.4 DPW Bid – Crush Gravel**
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112 Town Administrator O'Mara stated that DPW Director, Bruce Berry, issued an invitation to bid for
113 crush gravel to six qualified bidders. One responded; another felt that the town's crushing
114 operation is too small for their mobilization. Selectman Jensen moved, second by Selectman
115 Lyon, to award bid # 3-17 to Iva Martin of Bedford, NH at a cost of \$6.00 per ton for an estimated
116 3,000 tons amounting to a total cost of \$18,000. Motion passed unanimously, 5-0. Selectman
117 Lyon asked if this practice was cheaper than buying crushed gravel. Director Berry said it was.
118

119 **5.5 DPW Bid – Brush & Clean Wood**
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121 Town Administrator O'Mara went over a bid proposal issued by Director Berry for the reduction
122 and removal of brush and/or clean wood products stockpiled at the Amherst Transfer Station.
123 Selectman Jensen moved, second by Selectman Grella, to award the bid to M&R Wood Recycling
124 at a total cost of \$19,250 (\$10,000 brush, \$8,500 clean wood, \$750 pile of chips). Chairman Brew
125 asked if this was a reasonable price. Director Berry said there is no market for this and the price is
126 reasonable. Motion passed unanimously, 5-0.
127

128 **5.6 Planning Board Appointment**
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130 Selectman Jensen moved, second by Vice Chairman Panasiti, to appoint Marilyn Peterman to the
131 Planning Board to replace Gordon Leedy (current Community Development Director) whose term
132 expires on 2018. Motion passed unanimously, 5-0.
133

5.7 Amherst Farmers' Market, Beer/Wine Samples

Administrator O'Mara went over two requests made through Community Development Director Leedy for authorization to distribute samples/tasting of wines at a new farmers market to be held at the Amherst Garden Center (Map 8, Lot 75-1) from November 6, 2016 to May 14, 2017 on Sundays. Selectman Grella asked if approval would place the town in a liable position. Mr. Leedy said there would be "no undue exposure".

Selectman Jensen moved, second by Selectman Lyon, that the Board sign letters authorizing two vendors (Copper Beech Winery and Appolo Vinyards) to distribute wine samples at a new farmers market to be held at the Amherst Garden Center on Sundays from November 6th, 2016 through May 14th, 2017, consistent with the requirements of the NH State Liquor Commission. Motion passed unanimously, 5-0.

5.8 Amherst Fire Rescue Appointments

Selectman Jensen moved, second by Selectman Grella, to approve the hiring of Michael S. Corrigan and Alexander Stone as Fire Rescue personnel. Motion passed unanimously, 5-0.

5.9 Town Land Committee

Town Administrator O'Mara went over the proposed formation of a Town Land Committee to review and report on all town land, parks, tax deeded property, tax deed land, tax deeded land managed by conservation, land managed by conservation, conservation land and conservation easements. The proposal listed the composition of the committee to include: one member of the Board, two town employees recommended by the Town Administrator, one member of the Amherst Land Trust, one member of the Planning Board, two members of the Conservation Commission, and two community members. Administrator O'Mara said the intent is to create a record of town acquired property and following the intent of donors and make recommendations to the Board on the need for surveys when disputes arise. Selectman Jensen moved, second by Selectman Lyon, to approve the formation of an Amherst Land Committee with more specifics to come from Administrator O'Mara at the next Board meeting. Motion passed unanimously, 5-0.

5.10 Election Warrant

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve the election warrant giving notice to inhabitants of Amherst that "you are hereby notified to meet at Souhegan Cooperative High School on Tuesday, the 8th of November, 2016. The polls will be open between the hours of 6:00 a.m. and 8:00 p.m." Motion passed unanimously, 5-0.

5.11 Hawkers & Vendors Permit Application

Selectman Lyon moved, second by Selectman Jensen, to approve the Hawkers and Vendors application of Louis F. Trottier granting him license to sell door-to-door home improvement services in the town from October 11, 2016 through September 21, 2017 on Mondays through Fridays from 9:00 a.m. to 5:00 p.m. with holidays excepted. Motion passed unanimously, 5-0.

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182 **5.12 ENH Power Agreement**
183

184 As an informational item, Town Administrator O'Mara presented an agreement with ENH Power
185 to supply electricity as part of an aggregate of communities and covers the period from November
186 2016 to November 2017. He said there was a modest increase from last year's price for electric
187 costs.
188

189 **5.13 Fire Station, Second Floor**
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191 Town Administrator O'Mara presented bid proposals received for the second floor renovation of
192 the Fire Station. Administrator O'Mara said he calculated the construction management contract
193 fee as a percentage of the total cost of the project and recommended the contract be issued to the
194 lowest bidder, Turnstone Corporation, though all three bidders have strong reputations.
195

196 Selectman Grella moved, second by Selectman Lyon, to award the Fire Station renovation project
197 to Turnstone Corporation at 5% of the total cost of the project (Paxor Construction proposed 9%
198 and Vars Associates proposed 13%). Motion passed unanimously, 5-0.
199

200 **5.14 Finance Services**
201

202 Selectman Jensen moved, second by Selectman Grella, to accept, with regret, the resignation of
203 Lisa Ambrosio as the town's Finance Director. Motion passed unanimously, 5-0.
204

205 Town Administrator O'Mara sought the Board's approval to bring staff in to provide assistance
206 with financial operations during a transition period. He proposed bringing in Rita Donaldson of
207 Municipal Resources, Inc. who has helped in the past and would not have much of a learning
208 curve. Selectman Grella moved, second by Selectman Jensen, to authorize hiring Rita Donaldson
209 to assist with financials during a transition period and for less than 40 hours per week. Motion
210 passed unanimously, 5-0.
211

212 **6. Approvals**
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214 **6.1 Payroll**
215

216 Selectman Jensen moved, second by Selectman Grella, to approve one (1) FY17 Payroll Manifest
217 in the amount of \$198,540.72 dated September 29, 2016, subject to review and audit. Motion
218 passed unanimously, 5-0.
219

220 **6.2 Accounts Payable**
221

222 Selectman Jensen moved, second by Selectman Grella, to approve one (1) FY17 Accounts Payable
223 Manifest in the amount of \$37,846.70 dated September 30, 2016, subject to review and audit.
224 (Town Clerk Transfers to the State of NH). Motion passed unanimously, 5-0.
225

226 Selectman Jensen moved, second by Selectman Grella, to approve one (1) FY17 Accounts Payable
227 Manifest in the amount of \$633,014.11 dated October 4, 2016, subject to review and audit. Motion
228 passed unanimously, 5-0.
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230 **6.3 Previous Meeting Minutes: September 26, 2016**

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232 Selectman Jensen moved, second by Selectman Grella, to approve the Board of Selectmen meeting
233 minutes of September 26, 2016, as presented. Motion passed, 5-0.

234
235 **7. New/Old Business**

236
237 Vice Chairman Panasiti stated that the statute related to tax credits for veterans has changed.
238 Town Administrator O'Mara said changes to RSA 72:28 became effective on August 16, 2016
239 which is an "all service" statute. Any individual who serves 90 days and more on active duty in
240 the armed forces is eligible. Amherst currently has 510 veterans. Town Administrator O'Mara
241 will advise the Board on next steps, i.e., the development of a warrant article.

242
243 Chairman Brew indicated action items from this meeting include distribution of electronic debit
244 sheets to the Board, Ways and Means members, and staff and next steps regarding the veterans'
245 tax credit.

246
247 Selectman Jensen went over pending items:

- 248
249 • DPW presentation slide
250 • Veterans Tax Credit Warrant Article
251 • Distribution of Debit Sheets
252 • Global Assumptions

253
254 **8. Non-Public Session, RSA 91-A:3, II (b)**

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256 Pursuant to NH RSA 91-A:3, II (b), Selectman Jensen moved, second by Vice Chairman Panasiti,
257 to enter into non-public session at 8:50 p.m. Roll Call: Brew-yes; Grella-yes; Jensen-yes; Lyon-
258 yes; Panasiti-yes. Vote was unanimous, 5-0.

259
260 **NEXT MEETING: October 19, 2016**

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269 _____
270 Selectman Nate Jensen
 Clerk, Board of Selectmen

10/19/16

Date