



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, October 24, 2016**

**1. Call to Order**

Chairman Dwight Brew called the meeting to order at 6:40 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. Pledge of Allegiance** – Lisa Eastland, Cemetery Trustee, led the pledge.

**3. Citizens' Forum** -- Chairman Brew reported that the meeting started late because of a broadcast and recording equipment malfunction. The Board agreed to move forward with the meeting even though the IT staff was still working on getting the cable link and recording functions up and running.

**4. Turnstone Corporation**

Turnstone Corporation representatives Stacy Clark, President, Bill Clark, Vice President of Field Operations, and Tony DaCosta, Vice President of Operations, came forward. Turnstone Corporation is the construction management design firm chosen to handle the bidding and oversight for the town in renovating the second floor of the Fire Rescue Station. Turnstone Corporation worked on Amherst's Town Hall renovations in the past.

Stacy Clark indicated that they had met with Chief Matt Conley and Town Administrator Jim O'Mara to go over design needs – electric, plumbing, and sprinkler, and they tour the 2<sup>nd</sup> floor of the fire station so that they could work up a Guaranteed Maximum Price (GMP). Selectman Jensen asked about the timeline and how the follow on budgeting will work within the budget process. Ms. Clark said the initial report will come in January with a construction start date in February. Administrator O'Mara said \$100,000 may be available from health insurance holiday and he didn't believe "we will need a CR request" in the March election to fully fund the project.

Selectman Grella said he believed the original sprinkler was installed by Carter Sprinkler and they may be glad to share information. Selectman Lyon asked if the company worked with the town if the estimates come in higher than anticipated. Ms. Clark said that was part of the construction management process, and they will help identify different products and look into efficiencies. On

36 assuring quality, Ms. Clark said they have a superintendent on site to make sure specs are followed  
37 and who prepares a daily log. They have job meetings weekly and keep minutes of the meetings.  
38 Updates can be provided to the town as desired. Administrator O'Mara stated that he would  
39 include updates on Board meeting agenda as part of his presentation. In response to Chairman  
40 Brew, Stacy Clark said that multiple bids will be sought for each trade.

41  
42 The Board discussed the need to coordinate the billing cycle to allow enough time to ensure funds  
43 are available from the Trustees. Vice Chairman Panasiti asked if there was a penalty for not  
44 completing the project on time. Administrator O'Mara said that would not be a good idea since  
45 contractors would want the door to swing both ways. Chairman Brew said the Town Hall  
46 renovations did not come in on the date expected but that was due to unforeseen issues that came  
47 up. Ms. Clark said they operate on a timeline with multiple projects in the pipeline and therefore it  
48 is "not good for us to not finish on time". Administrator O'Mara said he will take the lead on this  
49 project. Chief Conley and Chief Reams are welcomed to attend the meetings. Administrator  
50 O'Mara will be meeting with the Trustees on the 26<sup>th</sup>.

51  
52 Selectman Jensen moved, second by Selectman Grella, to authorize a request to withdraw from  
53 Capital Reserve for pre-construction costs in the amount of \$19,500 plus \$5,500 contingency to be  
54 deposited into Fund 25 and based on receiving a letter from Turnstone Corporation with estimates  
55 for each portion of the project. Motion passed unanimously, 5-0.

56  
57 The ACTV equipment became operational at this point. Chairman Brew provided an update of  
58 what has transpired to this point on the build out of the 2<sup>nd</sup> floor of the fire station.

## 59 60 **5. Strategic Planning Presentations**

### 61 62 **5.1 Cemetery Trustees**

63  
64 Lisa Eastland, Cemetery Trustee, came forward to provide the Cemetery Trustees Strategic Plan  
65 [copy attached]. The plan included two target outcomes: 1) begin development of Forestview  
66 Cemetery Phase I\*; 2) complete HMIS, Data Information System Input. Other information  
67 provided includes:

- 68
- 69 • Forestview Cemetery will take approximately four years to develop and mature for the first
- 70 interment.
- 71 • Meadowview Cemetery has about five percent of lots remaining - based on the current sales
- 72 cadence, the cemetery trustees will likely run out of lots to sell in 3 - 4 years.
- 73 • When completed, HMIS will provide ready, searchable and accurate information to all
- 74 stakeholders: lot owners, interment, available lots, available graves, mapping and other
- 75 archived data.
- 76 • Initiative Costs: Forestview Development = \$250,000 from Cemetery Trust Fund with
- 77 approval from residents via warrant article (no effect on tax rate); HMIS Data Entry = < \$5,000
- 78 covered under maintenance funds.
- 79

80 Ms. Eastland said construction is expected to have no taxable impact. In response to Board  
81 member questions, Ms. Eastland said they sell about 25 lots per year. Selectman Jensen said that if  
82 that number per year carries through over the next three years, "we will be out of space".  
83 Chairman Brew said the trustees bring in between \$10,000-\$12,000 per year in revenue.  
84 Selectman Jensen noted that Cemetery Trustees are elected officials and their decisions are their

own, but thanked them for the courtesy they extended to the Selectmen and the public by coming before the Board to explain the status of the cemetery inventory. He also noted that the trustees have been working with Altus since 2009 and they would like to continue to work with them in order to prepare the bid specs to find a contractor to move forward with Phase I of the Forestview Cemetery.

Selectman Jensen moved, second by Selectman Lyon, to support the Cemetery Trustees decision to continue to work with Altus to get the process moving. Motion passed unanimously, 5-0. The Board discussed financials and Chairman Brew said that a Memorandum of Understanding (MOU) signed on December 9, 2014 indicated there were five funds – some restricted, some charitable trusts. Ms. Eastland said they have money – most is principal and according to Bylaws, cannot be used. She anticipates a Public Hearing will be held on the proposed Warrant Article to begin developing Forestview Cemetery.

## **5.2 Administration**

Town Administrator, Jim O'Mara, went over Administration's FY18-20 Strategic Plan [copy attached]. The report included vision and mission statements and staffing comparisons with communities with like populations (10,000 – 14,999). The comparison shows that Amherst does more with less. Strategic goals were identified as follows:

- Improve overall communication with the Town
- Promote sound personnel administration consistent with prevailing town policies and state and federal law.
- Improve the town's financial system.

The report also included a list of 11 Selectmen goals and the status of each; four of the eleven have been completed. In response to Selectman Lyon, Administrator O'Mara said the \$64,000 budget impact figure for finance software was included in the FY17 budget and was not an additional initiative.

Chairman Brew acknowledged that there was no way the town could take on all of the initiatives presented but suggested tackling smaller price-tagged items; such as people to do video and perhaps enlisting the help of high school students and taking a look at improving AV enhancements.

## **6. Town Administrator**

### **6.1 Strategic Initiatives/Global Assumptions**

Administrator O'Mara presented preliminary global assumptions for FY18 as follows:

Cola	2.5% & Step Adjustment	\$117,711 \$32,053 (steps)
Health Insurance	10% projected increase	\$92,160
Dental Insurance	No change anticipated	- 0 -
Heat, Gasoline & Diesel	1.0% projected increase	\$1,363
Utilities--Water, Electric & Telephone	1.0% projected increase	\$1,830
NHRS Retirement Police	11.5% increase in employer	\$38,560

	contribution	
NHRS Retirement Fire Rescue	9.36% increase in employer contribution	\$6,183
457(b) Employer Match	1.5% increase	\$3,055
<b>TOTAL</b>	<b>\$292,915</b>	

Town Administrator O'Mara said the global assumptions are designed so that every department does the same thing in building their budgets. In response to Selectman Lyon, Administrator O'Mara said that the employer match increase is based on today's wages. Ways and Means member, Russ Thomas, asked if a 2.5% increase in pay might not trigger a move and increase in step. Administrator O'Mara said steps would go up as well. The Board discussed the COLA and the employer match. Chairman Brew asked Administrator O'Mara to report back to the Board on COLA and CPI actuals for each global assumption going back five years. Administrator O'Mara will provide the information at the next Board meeting. Selectman Jensen clarified that there have been no decisions taken on the global assumptions - these are merely the first proposals from the Town Administrator at the beginning of the budget process.

The Board reviewed a listing of initiatives from each department, especially with a focus on requests requiring taxpayer approval. Chairman Brew suggested that the Board identify those projects that should be removed from discussion now, before the department heads produce their actual budget requests. The Board asked for more information on the Fire Aerial Truck and a report on what year vehicles need to be replaced. Most of the discussion centered on the DPW initiative costs. Selectman Lyon suggested delaying drainage work at the Safety Complex by one year because road repair and reconstruction is more important. Selectman Jensen agreed that the drainage project "should be taken off the table for this year". Selectman Jensen suggested that the proposed road project would require bonding over ten or 20 years. Discussion ensued on funding options.

With the exception of \$15,000 for the 07 mower, the Recreation Department initiative costs totaling \$19,000 will be funded from the 02 fund. The Board requested more information on the 07 mower.

## **6.2 Meeting Schedule Subcommittees – no changes were made to the suggested meeting times.**

## **6.3 Highway Safety Grants**

Police Chief Mark Reams came forward and indicated that the NH Office of Highway Safety is awarding the Amherst Police Department \$9,733.88 for STEP Patrols and required the Board's authority to accept and expend the funds. A second award from the Office of Highway Safety is for \$4,500 for E-Ticket Equipment to be included in each cruiser.

Selectman Jensen moved, second by Vice Chairman Panasiti, to accept and expend the grant provided by the Office of Highway Safety to the Amherst Police Department in the amount of \$9,733.88 for STEP Patrols. Motion passed unanimously, 5-0.

Selectman Jensen moved, second by Selectman Grella, to authorize Town Administrator O'Mara to sign documents related to the STEP Patrols grant of \$9,733.88. Motion passed unanimously, 5-0.

Selectman Jensen moved, second by Selectman Grella, to accept and expend the grant provided by the Office of Highway Safety to the Amherst Police Department in the amount of \$4,500 for E-Ticket Equipment, and to authorize Town Administrator O'Mara to sign all related documents. Motion passed unanimously, 5-0.

#### **6.4 DPW - Snowplowing Agreement**

DPW Director, Bruce Berry, came forward and proposed the Board adopt a minimum payment hours clause to the annual snow removal contract to address "standby time". He said over the past several years, fewer contractors are interested in signing onto offered contract terms, mostly due to the payment clause that NHDOT introduced and subsequently utilized by other communities. The clause compensates snow equipment contractors with a guaranteed minimum payment of ten hours each two week pay period.

Selectman Grella moved, second by Selectman Jensen, to adopt a minimum payment hours clause similar to what is contained in section 1 of the NHDOT letter to contractors dated October 15, 2015. Motion passed unanimously, 5-0.

#### **6.5 Landry Room Rental Request**

Selectman Lyon moved, second by Selectman Grella, to authorize the Southern New Hampshire Branch of the American Association of University Women to hold the Fifth Annual Amherst Candidates Night at Town Hall in the Barbara Landry Room on Wednesday, February 22, 2017 from 5:00 p.m. to 10:00 p.m. and allow the use of the Amherst Community Access Television. Motion passed unanimously, 5-0.

#### **6.6 Land Committee Representative**

Chairman Brew volunteered to serve as the Board representative on the Amherst Land Committee.

#### **6.7 Cap. Reserve Withdrawal Request, Fire Station 2<sup>nd</sup> Floor – taken care of earlier**

#### **6.8 Execute Property Tax Warrant**

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve and sign the December 2016 Tax Warrant in the amount of \$21,278,670.00. Motion passed unanimously, 5-0.

#### **6.9 Fund Balance Policy – postpone to the next Board meeting**

### **7. Approvals**

#### **7.1 Lease Financing Agreement (financing approved 7/25/16)**

Selectman Jensen moved, second by Selectman Lyon, to sign the Municipal Lease Agreement between Granite Bank and the Town of Amherst dated October 24, 2016. Motion passed unanimously, 5-0.

#### **7.2 Accounts Payable**

Vice Chairman Panasiti moved, second by Selectman Jensen, to approve one (1) FY17 Accounts Payable Manifest in the amount of \$2,626,573 dated November 1, 2016, subject to review and audit. (School Disbursements). Motion passed unanimously, 5-0.

### **7.3 Concentration Account**

Vice Chairman Panasiti moved, second by Selectman Jensen, to approve one (1) FY17 Concentration Account Manifest in the amount of \$4,486.87 dated October 20, 2016, subject to review and audit. Motion passed unanimously, 5-0.

### **7.4 Previous Meeting Minutes: October 19, 2016, Public Session October 19, 2016, Non-Public Session**

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

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

Selectman Jensen moved, second by Selectman Lyon, to replace Doug McAllister with Jim Heedles on the IT Committee. Motion passed unanimously, 5-0.


Selectman Jensen reviewed pending items as follows:

- 1) Fire Rescue plan update
- 2) Burn schedule with Trustees
- 3) MOU to Board and Ways & Means Committee members
- 4) Actual figures over the last five years
- 5) Develop vehicle replacement schedule for Fire Rescue
- 6) Get more information on the Recreation Department's mower
- 7) Lease/purchase fire equipment

### **9. Adjournment**

Selectman Jensen moved, second by Selectman Lyon, to adjourn the meeting at 9:50 p.m. Motion passed unanimously, 5-0.

**NEXT MEETING: November 14, 2016**

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

  
\_\_\_\_\_  
Date