



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, November 14, 2016**

**1. Call to Order**

Chairman Dwight Brew called the meeting to order at 6:30 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** – Resident, Jay Hinspeter, led the pledge.

**3. Citizens' Forum**

Jay Hinspeter of 12 Lord Jeffrey Drive came forward indicating that he had lived in Amherst since 2003. Mr. Hinspeter presented the Board with a signed petition by residents of Lord Jeffrey Drive who state that significant damage has occurred to their road over the last 10-plus years with minimal maintenance being done. The petitioners requested that the necessary repairs and maintenance be made to the road before safety is compromised. Mr. Hinspeter said the Lord Jeffrey Drive is not on the current \$15 million road bond. He provided a PowerPoint presentation showing slides of the road concerns: drainage problems where water is eroding properties due to improper runoff; puddling; flooding; broken asphalt due to snow plow; erosion; sinking/cracking road; and difficulty seeing oncoming traffic due to overgrowth. Mr. Hinspeter asked how this work could get into the budget.

Chairman Brew stated that when the road bond was approved by the voters in 2010, the Department of Public Works (DPW) worked on roads that had been identified as most in need. The town is now reaching the end of that funding in addressing those roads. Chairman Brew said the DPW staff is looking at a number of roads requiring repairs and will find a way to address the concerns of the Lord Jeffrey Drive residents.

Dave Williams came forward to say that his interest is to keep Amherst beautiful. He inquired why something cannot be done about all of the campaign signs on public right-of-ways. Chairman Brew said that in NH signs are allowed on private property and political signs on roadways in front of private property with the permission of owners. Selectman Lyon said signs on public property are illegal under existing state law but there are no penalties so it is difficult to enforce. Mr. Williams said this has "gotten excessive in this town" and it should be enforced. Selectman Lyon

said the state Department of Transportation is responsible on state rights of way; in town it would be DPW and PD who must take the time to pick up the signs on a regular basis and the town gets a lot of grief for doing so. Town Administrator O'Mara said the town does have a sign ordinance and the state laws could be stronger. He will get together with Gordon Leedy, Director of Community Development, and decide how to proceed.

Marie Grella, Chairwoman of the Cemetery Trustees, came forward to indicate that the Trustees had received two bids to rebuild the cemetery granite wall at the Town Hall, from the building to the gate, and recommended the bid be awarded to Anthony Luongo of Bedford. Selectman Jensen moved, second by Selectman Lyon, to support the Trustees in their award the cemetery granite wall bid to Anthony Luongo of Bedford at a cost of \$8,000 which will be requested from the Trustees of the Trust Fund. Motion passed 4-0-1 [Selectman Grella abstained].

Selectman Jensen pointed out that the Cemetery Trustees have authority to expend up to \$10,000 and this information is provided to the Board as informational. Chairwoman Grella said the work will begin in March or April and take about four to six weeks to complete. Chairman Brew thanked everyone for following the appropriate process.

#### **4. Turnstone Corporation**

Stacy Clark, President, and Tony DaCosta, Vice President of Operations, of Turnstone Corporation came forward to indicate that they had issued, to four companies, an RFP for design work to be done to the second floor of the Fire Rescue Station. There was slight variation in price. They made a decision to award the bid to Lauer Architects out of Goffstown. They have a meeting tomorrow at the Fire Station. Chairman Brew thanked Ms. Clark and Mr. DaCosta for coming in.

#### **5. Conservation Commission Budget**

John Harvey, former Chairman of the Conservation Commission (ACC), and Daryl D'Angelo, current Chair of the Commission, came forward. Prior to describing the Commission's mission and review of their budget requests for FY18, Mr. Harvey reminded everyone to wear orange on the trails since it is hunting season.

The Commission presented a slide presentation [attached] indicating that the ACC was established per NH RSA 36-A. The mission of the ACC, an explanation of ACC funds, and the Commission's plans going forward were included in the presentation. Mr. Harvey stated that looking ahead, the ACC plans to put more emphasis on planning, particularly in addressing a deteriorating infrastructure. The Commission wants to begin asset management, adopt town business practices, and initiate multi-year efforts on an invasive plant mitigation program and hydrology study. Mr. Harvey went through the ACC's proposed FY18 budget requests that include a budget increase of \$10,295 over its FY17 budget of \$14,150. Mr. Harvey and Chair D'Angelo responded to questions from the Board. Members of the Ways & Means Committee had no questions.

#### **6. FY18 Budget**

Selectman Jensen went over a spreadsheet that he re-created in collaboration with Executive Assistant, Mary Guild, and Town Administrator O'Mara. The spreadsheet includes the FY16 budget history, the FY17 approved budget and percent changeover, and the proposed FY18 budget. The document enables analysis and will make it easier to get a current view of the overall

budget in real time. Board members and members of the Ways & Means Committee felt it was “excellent” and asked to get an electronic copy of the spreadsheet. Jason Lozzi asked that the tax impact figure be included. Town Administrator O’Mara stated that some items slated for purchase next year may be purchased this year; the mower, for example. It was also mentioned that the point of origin should be Mary Guild and getting the document into a drive (Sharepoint) where everyone can access it, at any time, would be helpful. Selectman Jensen will update the document and re-send to Board members and Ways & Means Committee members. Chairman Brew suggested a review of the road funding and getting everyone’s thoughts about numbers for maintenance and reconstruction of roads at the next meeting. Also at the next meeting, he would like to know the status/balance of the road bond.

Discussion ensued regarding road repair funding, via bond or otherwise, and whether waiting a year might be possible before having to decide on how to best fund road maintenance and reconstruction going forward. Chairman Brew pointed out that voters had authorized a \$15 million bond; the interest rate of which varied dependent on when funds were borrowed, and some of which was re-negotiated. He also indicated that there are a number of things that cannot be done with those funds. Administrator O’Mara distributed requested COLA information, revised global assumptions as of November 12, 2016, and data on non-union employee wages.

## **7. Town Administrator**

### **7.1 Budget Transfer – Police Department**

Town Administrator, Jim O’Mara, asked the Board to transfer \$6,000 from a Police line to General Government. Selectman Jensen moved, second by Selectman Grella, to transfer \$6,000 from the police, part-time clerical budget line to the general government, outside hire professional services budget line for the development of conceptual architectural design plans for the PD/former EMS facility renovation. Motion passed unanimously, 5-0. Chairman Brew asked that Police Chief Reams provide the Board with a single page of bullets of what is being planned.

### **7.2 Granite Wall Bid – Cemetery – Taken Up Earlier in the Meeting**

### **7.3 Painting Bid – DPW**

Town Administrator O’Mara indicated that three bids were received for painting trim at the Police Station and Library and interior side stairway of Town Hall. Selectman Jensen moved, second by Selectman Lyon, to award the contract to the lowest bidder, Amherst Paint Co., LLC, as recommended by Administration and at a cost of \$13,000. Motion passed 4-0-1 [Selectman Panasiti abstained].

### **7.4 Land Committee**

Selectman Jensen moved, second by Selectman Lyon, to appoint Katie Button and Wendy Rannenberg to the Land Committee. Motion passed unanimously, 5-0.

Town Administration O’Mara reported that Conservation Commission member, Wesley Robertson, has indicated an interest in serving on the Land Committee as a liaison between the Commission and the Committee.

134           **7.5     Heritage Commission Appointment**

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136 Chairman of the Heritage Commission, Will Ludt, submitted an endorsement of John Bement who  
137 forwarded a letter of interest to serve as a member of the Heritage Commission. Selectman Grella  
138 moved, second by Selectman Jensen, to appoint John Bement to the Heritage Commission.  
139 Motion passed unanimously, 5-0.

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141           **7.6     AFR Appointments**

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143 Selectman Grella moved, second by Selectman Jensen, to approve the hire of Michael Bergeron  
144 and Ryan Boisvert as firefighters and as recommended by Chief Matt Conley and Administrator  
145 O'Mara. Motion passed 5-0.

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147           **7.7     Hillsborough County Tax**

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149 Town Administrator O'Mara reported that the Treasurer of Hillsborough County granted a county  
150 tax of \$53,086,847 for the year 2016. In accordance with state law, Amherst is required to assess,  
151 collect, and pay the sum of \$2,151,794 on or before December 19, 2016. Administrator O'Mara  
152 will drive over the payment to the County Office in Goffstown on December 19<sup>th</sup>, 2016.

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154 **8. Approvals**

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156           **8.1     Payroll**

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158 Selectman Jensen moved, second by Selectman Lyon, to approve one (1) FY17 Payroll Manifest in  
159 the amount of \$211,235.24 dated October 27, 2016, subject to review and audit. Motion passed  
160 unanimously, 5-0

161  
162 Selectman Jensen moved, second by Selectman Lyon, to approve one (1) FY17 Payroll Manifest in  
163 the amount of \$197,408.32 dated November 10, 2016, subject to review and audit. Motion passed  
164 unanimously, 5-0

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166           **8.2     Accounts Payable**

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168 Selectman Jensen moved, second by Selectman Lyon, to approve one (1) FY17 Accounts Payable  
169 Manifest in the amount of \$31,119.46 dated November 2, 2016, subject to review and audit.  
170 (Town Clerk Transfers to the State of NH). Motion passed unanimously, 5-0.

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172 Selectman Jensen moved, second by Selectman Lyon, to approve one (1) FY17 Accounts Payable  
173 Manifest in the amount of \$677,500.49 dated November 1, 2016, subject to review and audit.  
174 Motion passed unanimously, 5-0.

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176           **8.3     Previous Meeting Minutes: October 24, 2016**

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178 Selectman Jensen moved, second by Selectman Lyon, to approve the Board of Selectmen meeting  
179 minutes of October 24, 2016, as presented. Motion passed unanimously, 5-0.  
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184 **9. New/Old Business**  
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186 Selectman Jensen said the Internet Committee met on Wednesday. There was interesting  
187 discussion that he will share with the Board in a month or two.  
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189 Town Administrator O'Mara said he will bring forward a proposal to hire a station manager to  
190 oversee audio-video activities; such as, scheduling and updating equipment, etc.  
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192 Board members reviewed the upcoming schedule of meetings with department heads.  
193

194 Selectman Jensen went over pending items as follows:  
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- 196 1) Update on A2 calls from Fire Chief Matt Conley.  
197 2) Assessed value of homes impacted by PFOA – a response has been posted to the town website.  
198 3) Including the Veterans Tax issue onto a Warrant Article. Administrator O'Mara will provide  
199 the status and impact on the tax credit.  
200 4) Include update on Fire Rescue renovation to each meeting agenda.  
201 5) Vehicle replacement schedule – Administrator O'Mara will distribute.  
202 6) Mower data – pending.  
203

204 Two items for follow-up from tonight's meeting include 1) road bond status and 2) description of  
205 the APD project.  
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207 **10. Adjournment**  
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209 Selectman Jensen moved, second by Selectman Grella, to adjourn the meeting at 9:02 p.m.  
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211 **NEXT MEETING: November 28, 2016**  
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Selectman ~~Nate Jensen~~ *PETER LYON*  
Clerk, Board of Selectmen

*11-28-16*  
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Date