



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, January 16, 2017

1. Call to Order

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

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

2. Pledge of Allegiance – Stacy Clark, President of Turnstone Corporation, led the pledge.

3. Fire Station Update - Turnstone

Stacy Clark, President, and Tony DaCosta, Vice President of Operations with Turnstone Corporation, and Architect Kurt Lauer came forward to provide an update on the 2nd floor fire station renovations. Mr. DaCosta indicated that they had submitted a set of plans and felt they received a decent response on pricing. Those plans were sent to Town Administrator, Jim O'Mara last week. Architect Kurt Lauer said they had gotten measurements and the first floor required no changes, with the exception of taking down the ceiling to allow for appropriate separation and lighting in accordance with applicable fire code. The set of stairs will remain in the same place. The second floor of the station will contain eight bedrooms, two unisex bathrooms with shower and laundry, file room, electric and IT, fitness room, kitchen and an area to eat. A door will be cut in the back of the building where the generator, A/C, and septic are. There are 12 windows that are not energy efficient and should be changed.

Chairman Brew indicated that the decision to renovate the 2nd floor of the station was made after the Board decided to merge Fire and EMS. The renovations will allow sleeping quarters which is most important when staff must remain on site for more than 24 hours. Selectman Jensen asked what items were "nice to have" versus bare minimum needs. Stacy Clark said that the design team had met two or three times. She said LED lighting is more expensive but is also more cost effective, and stated that they will try to get rebates as well. She indicated that Fire Chief, Matt Conley, may be able to get volunteer workers to handle some jobs and, if so, those funds would be returned to the town and appliances for the kitchen could be donated.

Selectman Grella suggested that the cost of getting a certified contractor for removal of mold if necessary would be necessary and important. Stacy Clark said pending the Board's approval, the work would begin the mid part of February and be completed by early June. John D'Angelo asked what the Guaranteed Maximum Price (GMP) was and was told \$450,209.10.

Selectman Grella moved, second by Vice Chairman Panasiti, to authorize moving forward with the fire station 2nd floor renovation plans as described and to authorize the Town Administrator to sign all related documents.

The Board discussed how the project would be funded. Town Administrator, Jim O'Mara, said that \$185,000 was to come from two LUCT warrant articles and the remaining balance from the FY17 budget. Administrator O'Mara also indicated that the renovations include no frills; i.e., while there is area dedicated to exercise, there is no equipment. In response to Selectman Jensen, Administrator O'Mara said that the first floor, while not requiring work, has to be fire rated which could account for \$35,000-\$50,000 of the cost.

Vice Chairman Panasiti said he didn't anticipate "that amount of money". Selectman Jensen was concerned about being able to absorb those funds in the current fiscal year. Selectman Grella was informed that the first floor walls were adequate to support the structure. Selectman Lyon felt it is "time to do it". Chairman Brew asked if all of the anticipated savings could be reviewed so that the contingency fund is not touched. Town Administrator O'Mara said he will work up a line-by-line analysis and forecast to present to the Board at its next meeting. Chairman Brew suggested it was not too late to develop an expense warrant that would not require a public hearing. Administrator O'Mara said he is confident that contingency funds will not have to be used. Turnstone will identify work items that might be delayed if necessary. A vote on the motion was called. Motion passed unanimously, 5-0.

Selectman Grella moved, second by Selectman Jensen, to expend \$13,033 for testing, removal, and replacement, if necessary, of insulation on the 2nd floor of the fire station. Motion passed unanimously, 5-0.

4. Budget Discussion

4.1 Police Department Strategic Plan

Police Chief Mark Reams re-visited his department's Strategic Plan with a focus on concerns raised by the members of the Ways and Means Committee at the Board's last meeting. The Chief went through four identified strategic goals and the details of inputs needed to reach those desired goals.

- Goal #1 – Reduce neighborhood property crime by 15%
 - Inputs: staffing level, office visibility, full sector coverage
- Goal #2 – Increase traffic safety along town roads and through residential areas
 - Inputs: staffing level, officer visibility, full sector coverage
- Goal #3 – Reduce the use and availability of illicit drugs
 - Inputs: D.A.R.E. instruction, SRO education and intervention, undercover enforcement, officer training, staffing level

- Goal #4 – Maintain overall level of service consistent with department’s current community survey approval rating
 - Inputs: quality employee recruitment and retention, continued professional training, facility improvement, staffing level

Chief Reams prepared and went over a “Summary of Supporting Considerations” [attached] that included data on property crime, staffing level comparisons, call activity and response time, and officer availability factors. Chairman of the Ways & Means Committee, John D’Angelo, thanked the Chief for a thorough and good presentation. He asked that a copy of the presentation be provided to the committee members. Chief Reams will follow up. He responded to questions regarding the department’s long-term staffing goals and how overtime hours are accounted for. He also addressed the feasibility and wisdom of hiring part-time officers. Chairman Brew thanked Chief Reams for the additional information.

5. Warrant Approval

Board members took action on the following Warrant Articles:

Article 22: Operating Budget – to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth herein, totaling \$13,189,021. Should this article be defeated the default budget shall be \$12,891,365 which is the same as last year with certain adjustments required by previous action of the Town or by law. Selectman Jensen moved, second by Selectman Grella, to support and place Article 22 on the warrant as written. Motion passed unanimously, 5-0.

Article 23: Contingency Fund – Selectman Jensen moved, second by Selectman Grella, to support and place Article 23 on the warrant as written. Motion passed unanimously, 5-0.

Article 24: Police Union Contract – Selectman Jensen moved, second by Selectman Grella, to support and place Article 24 on the warrant as written. Motion passed unanimously, 5-0.

Article 25: Special Meeting if Collective Bargaining Agreement is defeated – Selectman Jensen moved, second by Selectman Grella, to support and place Article 25 on the warrant as written. Motion passed unanimously, 5-0.

Article 26: Assessing Revaluation Capital Reserve Fund – Selectman Jensen moved, second by Selectman Lyon, to support and place Article 26 on the warrant as written. Motion passed unanimously, 5-0.

Article 27: Communications Center Capital Reserve Fund – Selectman Jensen moved, second by Vice Chairman Panasiti, to support and place Article 27 on the warrant as written. Motion passed unanimously, 5-0.

Article 28: Change of Purpose, Fire Truck Refurbish and Purchase Capital Reserve Fund – Selectman Jensen moved, second by Selectman Grella, to support and place Article 28 on the warrant as written. Motion passed unanimously, 5-0.

Article 29: Fire Rescue Vehicle and Equipment Purchase and Repair Capital Reserve Fund – Selectman Jensen moved, second by Selectman Lyon, to support and place Article 29 on the warrant as written. Motion passed unanimously, 5-0.

Article 30: Ambulance Capital Reserve Fund – Selectman Jensen moved, second by Vice Chairman Panasiti, to support and place Article 30 on the warrant as written. Motion passed unanimously, 5-0.

Article 31: Bridge Repair and Replacement Capital Reserve Fund – Selectman Jensen moved, second by Selectman Grella, to support and place Article 31 on the warrant as written. Motion passed unanimously, 5-0.

Article 32: Town Computer System Capital Reserve Fund – Selectman Jensen moved, second by Selectman Lyon, to support and place Article 32 on the warrant as written. Motion passed unanimously, 5-0.

Article 33: Elderly, Blind, and Disabled Exemption – Selectman Jensen moved, second by Vice Chairman Panasiti, to support and place Article 33 on the warrant as written. Motion passed unanimously, 5-0.

Article 34: All Service Veterans' Tax Credit – Selectman Jensen moved, second by Selectman Grella, to support and place Article 34 on the warrant as written. Motion passed unanimously, 5-0.

Article 35: Build Forest View Cemetery – Selectman Jensen moved, second by Selectman Lyon, to support and place Article 35 on the warrant as written. Motion passed unanimously, 5-0.

6. Town Administrator

6.1 DPW – Consultant Performance Evaluation

Selectman Jensen moved, second by Vice Chairman Panasiti, to authorize Chairman Brew to sign the Consultant Performance Evaluation form for the Manchester Road Bridge project, #20242, as required by the NH Department of Transportation. Motion passed unanimously, 5-0.

6.2 New Hire, Planner I

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve the hiring of Simon Corson, Planner I, in the Community Development Department. Motion passed unanimously, 5-0,

6.3 Finance Director Hiring Schedule

Board members agreed to meet in non-public session on Thursday to begin the vetting for a new Finance Director.

6.4 Budget Transfer

Selectman Jensen moved, second by Selectman Grella, to authorize the transfer of \$885,406 from the DPW Road Maintenance account line 4312 to a newly created account line, DPW Road Reconstruction". Motion passed unanimously, 5-0.

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183 **6.5 Unanticipated Revenue**
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185 Selectman Lyon moved, second by Selectman Jensen, to accept as unanticipated revenue the sum
186 of \$9,097.65 from Primex as payment for damages to the Parks & Recreation Department's 2015
187 Chevrolet G3500 and to be used for repair. Motion passed unanimously, 5-0.
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189 Selectman Lyon moved, second by Selectman Jensen, to accept as unanticipated revenue the sum
190 of \$11,050 from Primex which accounts for the total loss appraisal of the Police Department's
191 2014 Ford Taurus. Motion passed unanimously, 5-0.
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193 **7. Approvals**
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195 **7.1 Audit Acceptance**
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197 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve the FY16 financial audit
198 as presented by Melanson Heath at the Board's meeting of January 9, 2017.
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200 **7.2 Accounts Payable**
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202 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY17 Accounts
203 Payable Manifest in the amount of \$30,815.40 dated January 16, 2017, subject to review and audit.
204 (Town Clerk Transfers to the State of NH). Motion passed unanimously, 5-0.
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206 Selectman Jensen moved, second by Selectman Grella, to approve one (1) FY17 Accounts Payable
207 Manifest in the amount of \$508,009.49 dated January 10, 2017, subject to review and audit.
208 Motion passed unanimously, 5-0.
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210 **7.3 Concentration Account**
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212 Selectman Jensen moved, second by Selectman Grella, to approve one (1) FY 17 Concentration
213 Account Manifest in the amount of \$103,367.52 dated January 11, 2017, subject to review and
214 audit. Motion passed unanimously, 5-0.
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216 **7.4 Previous Meeting Minutes – January 9, 2017**
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218 The approval of the minutes of the January 9, 2017 meeting was postponed to the Board's next
219 meeting.
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221 **8. New/Old Business**
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223 Action items from tonight's meeting include a priority listing from Turnstone of the work to be
224 done on the Fire Station's 2nd floor, and Administrator O'Mara will prepare and report on how the
225 project can be funded.
226

227 Chairman Brew said the Land Committee had met for the first time this week. They plan to meet
228 every two weeks. There is one opening on the committee. They have developed an extensive list
229 of all town land.
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231 **9. Non-Public Session, RSA 91-A3, II (a)**

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233 Selectman Jensen moved, second by Selectman Grella, to enter non-public session at 8:18 p.m.
234 pursuant to NH RSA 91-A:3 II (a). Roll Call: Brew-yes, Grella-yes, Jensen-yes, Lyon-yes,
235 Panasiti-yes. Vote was unanimous, 5-0.

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237 **10. Adjournment**

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241 **NEXT MEETING: January 30, 2017**

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Selectman Nate Jensen
Clerk, Board of Selectmen



Date