



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, April 10, 2017**

**1. Call to Order**

Chairman Dwight Brew called the public meeting to order at 6:30 p.m.

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

**2. Pledge of Allegiance** – Bill Widmer, newly appointed Alternate Member of the Conservation Commission, led the pledge.

**3. Citizen's Forum – None**

Selectman Grella indicated that with the nice weather the ten parking spaces at Joshua's Park have filled quickly and people have been parking on the road. He urged everyone to not park on the road but rather on the grass area which only takes an extra minute to get to the park.

**4. Public Hearing: RSA 31:95-b, III Unanticipated Revenue**

Pursuant to NH RSA 31:95-b, at 6:31, Vice Chairman Jensen moved, second by Selectman Panasiti, to open the public hearing on accepting unanticipated revenue. Motion passed unanimously, 5-0.

Town Administrator, Jim O'Mara, stated that the town was in receipt of \$23,717.70 from Lane & Bentley, P.C. as reimbursement to the town for legal services provided by Bradley & Falkner, P.C. as outlined in a settlement agreement between the town and John and Donna Woods and approved by the Hillsborough County Superior Court in October of 2012 and filed at the Hillsborough County Registry of Deeds at Volume 8605, Page 1927. No comments were made by members of the public.

Vice Chairman Jensen moved, second by Selectman Panasiti, to close the public hearing. Motion passed unanimously, 5-0. Vice Chairman Jensen moved, second by Selectman Panasiti, to accept the unanticipated revenue in the amount of \$23,717.70 as outlined in the Settlement Agreement reached with Woods. Motion passed unanimously, 5-0.

## 5. Ambulance Receivables

Rita Donaldson, Finance Consultant, and Fire Rescue Chief, Matt Conley, came forward to further discuss the ambulance collection process. The Board sought clarification in response to Ms. Donaldson's earlier recommendation to move close to \$70,000 to the collection phase. At an earlier meeting, the Board also requested a breakdown of those costs by resident/non-resident and those with insurance and without insurance. A detailed breakdown was included in the Board packet along with Comstar's service options and collection policies and procedures.

Potential balances to send to FFR Collections include:

Balances by Category	# of Patients	Balance Due
Amherst Residents WITH Insurance	16	3,786.27
Amherst Residents NO Insurance	8	14,884.00
Non Residents WITH Insurance	27	12,562.64
Non Residents NO Insurance	21	34,718.99
		65,951.90

Chairman Brew asked if those who have indicated hardship were included in the group. Chief Conley said those patients are turned back and a payment plan is recommended. Comstar was lacking in follow up with the town. Those listed in the above chart have not responded to requests for payment. They are delinquent. Chief Conley said he would find out from Comstar if any have indicated a hardship. Selectman Lyon said he didn't understand why "we bill for \$2,000 knowing that insurance will not pay more than the allowable of \$500, or will pay less than the allowable". Ms. Donaldson said it was due to deductibles, and in Medicare cases, they pay 80 percent while the patient pays 20 percent. Selectman Lyon also felt it is a good approach to not send residents into the system.

Rita Donaldson suggested the Board consider offering an incentive to pay as is done in the community where she lives. She has insurance and if she goes to the doctor, they offer her a discount if she pays her bill within five days. The same applies to those without insurance. Selectman Lyon asked how the rates are determined. Chief Conley said "we can set the rate" and is done by checking the rates of surrounding communities. After a bit more discussion, the Board asked that a recommended policy be developed. Rita Donaldson and Chief Conley will prepare such a policy for the Board's review and approval.

## 6. Introduction of New Town Volunteers

### 6.1 ACC Member, Bill Widmer

Bill Widmer, an alternate member of Amherst's Conservation Commission came forward. Chairman Brew welcomed Mr. Widmer and thanked him for coming in. Mr. Widmer said he moved to Amherst in 1982 and wanted a way to give back to the town. He has always been interested in conservation and enjoys the trails. Selectman Lyon thanked him for volunteering. Vice Chairman Jensen and Mr. Widmer shared information about the American Chestnut Foundation.

79           **6.2     Heritage Commissioner Member, Conor Frain – Did Not Appear**

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81           **Chairman Brew adjusted the agenda and took up agenda item 8.5 AFR New Equipment**  
82           **Demo**

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84           Fire Rescue Chief Matt Conley and Captain Roy Olsen came forward to provide a demonstration  
85           of the AED and Lucas devices, the purchase of which was made possible by a grant from the  
86           Bertha Rogers Trust. Chief Conley said that all Fire Rescue staff has been trained to use the  
87           devices. All EMS, Fire and Police vehicles are equipped with the device. There are two devices  
88           on each ambulance. EMS staff has responded to nine cardiac arrests, and have saved three over  
89           the past three months. Thanks to the Bertha Rogers Trust, these devices are a big benefit to the  
90           town.

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92           **7.   Legislation Discussion, Representative Shannon Chandley**

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94           NH Representative, Shannon Chandley, came forward. She apologized for not having been able to  
95           attend the meeting, along with other Amherst representatives, a few weeks ago. She was hosting  
96           an event that had been two years in the making. Representative Chandley said it was crossover  
97           time in the legislature so the House is now dealing with Senate bills. She said the House not  
98           passing the budget was a “missed opportunity”.

99  
100          Representative Chandley said she is a member of the Criminal Justice and Public Safety  
101          Committee and encouraged Board members to contact her at any time. She said it is helpful to get  
102          together from time to time and that he committee work might be of interest to Fire and Police  
103          departmental staff. She said she had spent today at the Police Training Academy.

104  
105          Representative Chandley said she sponsored two bills; one failed regarding redistricting. She  
106          commented on HB 413 which provides that the state shall pay 15 percent of contributions of  
107          retirement system employers other than the state for group I teachers and group II members. The  
108          bill has been retained in committee and must be acted upon by June 30.

109  
110          SB 7 related to eligibility for food stamps and establishing a Granite Workforce pilot program.  
111          The bill will put burden on town to feed those in need. SB 3, Omnibus Voter Registration Bill,  
112          passed the Senate with amendment. Vice Chairman Jensen brought up the town’s Internet  
113          Committee work and Selectman Grella thanked the representative for her support of legislation  
114          making an appropriation to the NH Internet Crimes Against Children Task Force that is headed up  
115          by his son.

116  
117          Representative Chandley said December or January is a good time to meet. Chairman Brew  
118          mentioned that department heads did provide their input to the list of legislation of interest to  
119          municipalities. The Board thanked Representative Chandley for taking time to come in.

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121           **8.   Town Administrator**

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123           **8.1     Unanticipated Revenue – PD Drug Forfeiture**

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125           Administrator O’Mara indicated that a check in the amount of \$2,958.75 was received from the  
126           NH State Treasurer representing the Amherst Police Department’s portion of drug-related  
127           forfeiture funds seized and distributed pursuant to NH RSA 318-B:17-b. Vice Chairman Jensen

asked if the seized property was from someone convicted or merely arrested. Selectman Lyon said the NH law was recently re-written to address concerns of seizure without due process and the funds received follow current law. Selectman Lyon said the funds do not go into the General Fund. Vice Chairman Jensen moved, second by Selectman Grella, to accept unanticipated revenue in the amount of \$2,958.75 from the State of NH as the Amherst Police Department portion of drug-related forfeiture funds. Motion passed unanimously, 5-0. Vice Chairman Jensen said that while he voted in favor of the motion, he would like an answer to his question from Chief Mark Reams.

## **8.2 Unanticipated Revenue – PD Project Granite Hammer**

Selectman Lyon moved, second by Vice Chairman Jensen, to accept and expend unanticipated revenue in the amount of \$3,214.16 from the State of NH for the Amherst Police Department, Project Granite Hammer Grant. The funds represent reimbursement for overtime (\$2,514.40), Medicare (\$36.46), and Retirement (\$663.30). Motion passed unanimously, 5-0.

## **8.3 Rest Room Renovation Bid – Recreation**

Town Administrator O'Mara stated that Recreation Department Director, Craig Fraley, received three bid proposals for the Baboosic Lake restroom renovation project. The project includes replacement of bathroom stalls at the town beach. Payment for the project will come out of the '02 revolving fund. Vice Chairman Jensen moved, second by Selectman Lyon, to award the town beach restroom renovation bid to Granite State Specialties as the lowest qualified bidder and to authorize the Town Administrator to sign related documents on behalf of the Board of Selectmen. Motion passed unanimously, 5-0.

## **8.4 AFR Deputy Chief Search Committee**

Town Administrator O'Mara sought Board member volunteers to serve on the Search Committee for a Fire Rescue Deputy Chief. Selectman Panasiti questioned the need for two deputies and whether the funds could be better used elsewhere. Administrator O'Mara said he spoke with Chief Conley about the structure of his department. Chairman Brew said the structure of the department was discussed when EMS and Fire were combined. Vice Chairman Jensen said one deputy for EMS and one deputy for Fire works well. Vice Chairman Jensen and Selectman Grella agreed to serve on the Interview Committee along with Chief Conley, Deputy Chief Disco, and three officers to be chosen by Chief Conley.

## **8.5 AFR New Equipment Demo – Taken Up Earlier**

## **8.6 Street Sweeping Bid – DPW**

Vice Chairman Jensen moved, second by Selectman Grella, to award the annual street sweeping bid to the lowest qualified bidder, Hale Sweeping, for \$100 per hour, and to authorize the Town Administrator to sign related documents on behalf of the Board of Selectmen. Motion passed unanimously, 5-0.

## 8.7 Roadside Ditching Bid – DPW

Town Administrator O'Mara reminded the Board that the request for proposal resulted in receipt of the same price. Bruce Berry, Director of DPW, contacted both qualified bidders to negotiate a better price but neither were interested in doing so. Selectman Grella noted that the matter had been tabled at the last Board meeting. Selectman Grella moved, second by Vice Chairman Jensen, to untable the issue. Motion passed unanimously, 5-0. Vice Chairman Jensen moved, second by Selectman Grella, to award the Roadside Ditching Bid to the lowest qualified bidder, Continental Paving, Inc., for \$125 per hour. Motion passed unanimously, 5-0.

## 8.8 Spending Review

Town Administrator O'Mara provided the Board with a spending review as of April 10, 2017 totaling \$353,038.12 and broken out as follows:

4140	Election	4,772.93
4151	Tax	11,432.86
4152	Assessing	409.88
4153	Legal	25,394.20
4155	Personnel	0.00
4191	Planning	0.00
4192	Zoning	55,716.10
4194	Buildings	8,543.06
4195	Cemeteries	1,467.90
4196	Prop-Liab Insurance	23.00
4199	Contingency	0.00
4210	Police	21,966.77
4220	Fire	15,629.51
4290	Emergency Management	1,446.00
4311	Public Works Administration	23,416.42
4312	DPW	84,867.10
4316	Street Lighting	927.83
4323	Souhegan Regional Landfill	23,666.05
4411	Health	0.00
4414	Animal Control	0.00
4415	Health & Human Services	0.00
4442	Welfare	16,158.53
4522	Parks & Recreation	1,200.00
4711	P&L – Principal	50,000.00
4721	P&L – Interest	6,000.00

## 8.9 ACTV Surplus Equipment

Town Administrator O'Mara provided a list of ACTV Surplus Inventory [attached] to be disposed of. Vice Chairman Jensen moved, second by Selectman Lyon, to authorize the disposal of ACTV Surplus Inventory in the best interest of the town. Motion passed unanimously, 5-0.

## **8.10 Short-Term IT Plan**

### **8.10.1 Microtime Contract**

Chairman Brew indicated that he and Town Administrator O'Mara met with Microtime staff to update the town's agreement with Microtime. Five tasks discussed include:

1. Networking (\$9,070 hard cost + 90 hours)
  - a. Upgrade the firewall hardware at the Town Hall and DPW
  - b. Provide VPN licenses for employees to VPN into the Town Hall
  - c. Add two wireless access points at the Town Hall
2. Laptops with docking stations (\$9,100 = 7 x \$1,300 each hard cost)
3. Upgrading the software on the town hall servers (\$5,500 hard cost + 60 hours)
4. Office 365 upgrade (\$7,920 hard cost + 110 hours)
  - a. On premises to cloud conversion (85 hours)
  - b. 25 x E1 (Exchange email, one drive, active directory, office online) \$72/year + 2 hours
  - c. 30 x E3 (E1 plus downloadable full versions of Office Products) \$206/year + 2 hours
5. DPW pilot (35 hours)

The five tasks total \$23,670 non-recurring hard costs, and \$7,920 recurring hard costs and 380 hours amortized over 20 months. Selectman Lyon said the recurring hard costs should be a budget item in the future. Chairman Brew said some of the non-recurring hard costs will not be spent at once. Administrator O'Mara said that, like the fire station renovation account, funds will be taken from the capital reserve account that has a balance of \$60,000. It is not a fiscal year item. The proposal is as follows:

1. Amherst will pay all hard costs as incurred.
2. Amherst will jointly determine with Microtime who will receive laptops and who will be upgraded to E1 and E3.
3. Amherst will make a one-time \$5,000 payment to Microtime in July 2017.
4. Amherst will extend the existing Microtime agreement at the currently monthly cost for 18 months.
5. Microtime will provide all the labor outlined above as a part of the extended agreement at no additional charge.

Vice Chairman Jensen moved, second by Selectman Lyon, to approve the proposal between the town of Amherst and Microtime as described above. Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Grella, to extend the existing Microtime agreement at the current monthly cost for 18 months extending the end date from June 30, 2017 to December 31, 2018. Motion passed unanimously, 5-0.

## **8.11 Employee Health Insurance Plan**

Town Administrator O'Mara proposed that only the HMO Super Health Insurance Plan be offered to all employees effective July 1, 2017. He said that overall the HMO Super is a better plan than what is offered now and suggested taking the time leading up to July 1<sup>st</sup> to educate employees

about the plan details. Administrator O'Mara said the move to one plan would reduce the town's cost by \$58,000 and the employees' cost, collectively, by \$10,000. Of the 33 employees taking health care insurance, 24 are on a HMO and nine are on the POS. Selectman Lyon felt the move would be advantageous to employees and taxpayers.

Vice Chairman Jensen moved, second by Selectman Grella, to reduce the options offered to employees to one option, the HMO Super health plan, effective July 1, 2017. Motion passed unanimously, 5-0.

## **8.12 Fire Station Update**

Town Administrator O'Mara indicated that the vinyl tile is down in the IT and fitness room. Other areas will be carpeted and on schedule. March invoice of \$209,000 was received and he'll be asking for the balance due later.

## **8.13 Budget Transfer**

Town Administrator O'Mara sought the Board's approval to transfer \$56,000 from the Manchester Road Bridge Note to the Building and Repair Maintenance account. The funds will be used, along with capital reserve funds, for the fire station second floor renovation project. Vice Chairman Jensen moved, second by Selectman Grella, to approve the transfer of \$56,000 from Principal/Interest to Government Buildings. Motion passed unanimously, 5-0.

Administrator O'Mara sought the Board's approval to transfer \$50,000 from DPW – Outside Hire to Building Repair and Maintenance since winter maintenance was less than budgeted. Funds will be used for the fire station build-out. Vice Chairman Jensen moved, second by Selectman Grella, to transfer \$50,000 from DPW – Outside Hire to Government Buildings. Motion passed unanimously, 5-0.

## **8.14 Fire Station CRF Withdrawal**

In response to a request made by the Trustees of the Trust Funds, Selectman Lyon moved, second by Vice Chairman Jensen, to authorize Cambridge Trust Bank to withdraw \$116,146.54 from the Fire Station Renovation Capital Reserve Fund which will allow the town to issue a check to Turnstone Corporation in payment of work completed to date on the Fire Station Renovation project. Motion passed unanimously, 5-0. Administrator O'Mara mentioned that at the Trustees meeting on Wednesday night, the account will be closed.

# **9. Approvals**

## **9.1 Elderly Tax Deferrals**

Selectman Lyon moved, second by Selectman Grella, to approve and sign tax deferrals for Map 2/Lot 146-27 in the amount of \$4,745 and Map 7/Lot 83-21 in the amount of \$5,545. Motion passed unanimously, 5-0.

298           **9.2     All Service Veterans' Tax Credit**

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300       Selectman Lyon moved, second by Selectman Panasiti, to approve the All Service Veterans' Tax  
301       Credit in the amount of \$500 for each of the properties listed below. Motion passed unanimously  
302       5-0.

303           Map/Lot 2-9-000-13, 26 Peacock Brook Lane  
304           Map/Lot 2-171, 42 Seaverns Bridge Road  
305           Map/Lot 3-67-1-12, 1 Fox Run Road #12  
306           Map/Lot 4-34-17, 22 Fairway Drive  
307           Map/Lot 4-62-3, 35 Thornton Ferry Road II  
308           Map/Lot 4-703-8, 13 Conifer Lane  
309           Map/Lot 5-16-14, 14 Atherton Lane  
310           Map/Lot 5-16-36, 36 Atherton Lane  
311           Map/Lot 7-46-2, 11 Pine Top Road  
312           Map/Lot 8-19-4, 9 Brook Road  
313           Map/Lot 8-45-12, 18 Saddle Hill Road  
314           Map/Lot 8-77-19, 18 Williamsburg Drive  
315           Map/Lot 10-66, 107 Horace Greeley Road  
316           Map/Lot 11-10-2, 82 Chestnut Hill Road

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318           **9.2     Veteran Tax Credits**

319  
320       Selectman Lyon moved, second by Selectman Grella, to approve the Veteran Tax Credit in the  
321       amount of \$500 for each of the properties listed below. Motion passed unanimously, 5-0.

322  
323           Map/Lot 3-86-31, 31 Josiah Bartlett Road  
324           Map/Lot 10-10, 59 Brook Road  
325           Map/Lot 17-98, 14 Middle Street

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327           **9.3     Elderly Exemptions**

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329       Selectman Lyon moved, second by Selectman Grella, to deny an elderly exemption for property  
330       located at Map/Lot 3-33. Motion passed unanimously, 5-0.

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332           **9.4     Current Use**

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334       Selectman Lyon moved, second by Selectman Grella, to approve the current use applications for  
335       properties located at Map/Lot 1-1-2, 26 Ponemah Hill Road and Map/Lot 8-34-8, 14 Schoolhouse  
336       Road. Motion passed unanimously, 5-0.

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338           **9.5     Solar Exemption**

339  
340       Selectman Lyon moved, second by Selectman Grella, to approve solar exemptions for property  
341       located at Map/Lot 2-21-6, 28 Seaverns Bridge Road, for \$21,000 and property located at Map/Lot  
342       22-9, 40 Mack Hill Road, for \$800. Motion passed unanimously, 5-0. Chairman Brew mentioned  
343       that per statute, the value of one's property increases for the cost of solar and the exemption backs  
344       that amount out.



347  
348 **9.6 Abatements**  
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350 Selectman Lyon moved, second by Selectman Grella, to approve abatements for the following  
351 properties in the amounts listed below. Motion passed unanimously, 5-0.  
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353 Map/Lot 3-87-24, 28 Juniper Drive, in the amount of \$208.33

354 Map/Lot 4-34-3, 9 Fairway Drive, in the amount of \$554.71

355 Map/Lot 5-69-4, 62 Lyndeborough Road, in the amount of \$1,377.99

356 Map/Lot 8-16-25, 3 Nathaniel Drive, in the amount of \$502.00  
357

358 **9.7 Eversource Pole License**  
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360 Selectman Lyon moved, second by Selectman Grella, to approve the Eversource request for a  
361 license to install and maintain underground conduits, cable, and wires, and maintain poles and  
362 structures with wires, cables, conduits and devices thereon, together with such sustaining,  
363 strengthening and protecting fixtures as may be necessary along, and under the following public  
364 ways: License one (1) pole, 80/61-6Y located on Broadway Street in the Town of Amherst.  
365 Motion passed unanimously, 5-0.  
366

367 **9.8 Payroll**  
368

369 Selectman Panasiti moved, second by Vice Chairman Jensen, to approve one (1) FY17 Payroll  
370 Manifest in the amount of \$197,497.26 dated March 30, 2017, subject to review and audit. Motion  
371 passed unanimously, 5-0.  
372

373 **9.9 Accounts Payable**  
374

375 Selectman Panasiti moved, second by Vice Chairman Jensen, to approve one (1) FY17 Accounts  
376 Payable Manifest in the amount of \$33,835.47 dated March 31, 2017, subject to review and audit.  
377 (Town Clerk Transfers to the State of NH). Motion passed unanimously, 5-0.  
378

379 Selectman Panasiti moved, second by Vice Chairman Jensen, to approve one (1) FY17 Accounts  
380 Payable Manifest in the amount of \$322,638.78 dated April 4, 2017 subject to review and audit.  
381 Motion passed unanimously, 5-0.  
382

383 **9.10 Concentration Account**  
384

385 Selectman Panasiti moved, second by Vice Chairman Jensen, to approve one (1) FY17  
386 Concentration Account Manifest in the amount of \$55.00 dated April 4, 2017 subject to review and  
387 audit. Motion passed unanimously, 5-0.  
388

389 **9.11 Previous Meeting Minutes – March 27, 2017**  
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391 Selectman Panasiti moved, second by Vice Chairman Jensen, to approve the Board of Selectmen's  
392 public meeting minutes of March 27, 2017, as presented. Motion passed unanimously, 5-0.  
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396 **10. New/Old Business**

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398 Town Administrator O'Mara read the charter of the Road and Bridge Commission and discussed  
399 the composition of the Commission. Vice Chairman Jensen moved, second by Selectman Panasiti,  
400 to approve the nomination of Seth Potter with a term to end in 2018, and renew Chris Kaiser's  
401 appointment through 2020. Mike Riccitelli and Dennis Wheeler each have two year terms.  
402 Motion passed unanimously, 5-0.  
403

404 Vice Chairman Jensen said the Cemetery Trustees are looking to turn Meadowview into a  
405 memorial garden. Eagle Scouts are raising funds toward this project.  
406

407 Selectman Lyon said the Conservation Commission met with Attorney Drescher to get legal advice  
408 about easements. He said the Planning Board is meeting next Wednesday and will continue work  
409 on subdivision regulations and re-writes.  
410


411 Selectman Panasiti said the NH Senate ratified elections on April 6<sup>th</sup>.  
412

413 Selectman Lyon went over action items to include: 1) ambulance billing policy; and 2) FY19  
414 budget addition of \$7,920 for computer maintenance subscription for Office 365.  
415

416 **11. Adjournment**

417  
418 Selectman Panasiti moved, second by Vice Chairman Jensen, to adjourn the meeting at 8:40 p.m.  
419 Motion passed unanimously, 5-0.  
420

421 **NEXT MEETING: April 24, 2017**  
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428  
429   
430 Selectman Peter Lyon  
Clerk, Board of Selectmen

4-24-17  
\_\_\_\_\_  
Date