



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, May 8, 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** – Amherst resident, Gina Frey, led the pledge.

**3. Citizen's Forum**

Gina Frey of 11 Shadow Lane came forward seeking Board approval to organize a 2018 Annual Town Spring Clean-Up. She said for years she has gone around neighborhoods picking up trash, and it seems over the past five weeks, there is more litter than usual. Ms. Frey said she'd like to organize the clean-up as Milford and Jaffrey do annually and end the event with a thank you lunch. She has done a lot of research into the matter including getting in touch with the State who could provide "blue bags" at no charge. She and others are developing a list of troubled areas and discussing ways to prevent littering. Ms. Frey said the idea came out of activities related to Earth Day. Board members thought it was a "great idea" and asked Ms. Frey to keep them posted.

**4. Fire Station Update**

**4.1 Fire Station Finance Update**

Town Administrator, Jim O'Mara, went through a spreadsheet [attached] prepared for the Board regarding financing and expenses for the Fire Station build-out. Three change orders were made crediting the GMP in the amount of \$12,334 for work performed by staff on demolition, carpentry, signage, and windows. The new GMP is \$450,908 from an original price of \$463,242. Vice Chairman Jensen asked if the facility would be ready by the time of the Board's next meeting on May 22<sup>nd</sup>. Administrator O'Mara said it would be ready in June once bunks, dishes, and other items are brought over from the current quarters. Administrator O'Mara asked for the Board's approval of a budget transfer later in this meeting and said at the first Board meeting in June he will put forward a budget transfer for the exact final amount needed for the project. In response to Selectman Panasiti, Administrator O'Mara will look into getting the inside entrance re-painted. He will also look for an appropriate date for a ribbon cutting ceremony.

## **5. Town Administrator**

### **5.1 Property Tax Software**

Administrator O'Mara went over a memo received from Gail Stout, Tax Collector, indicating that Springbrook had confirmed they were unable to provide the KVS Property Tax Module included in the original Purchase Agreement, and that the town would receive a credit in the amount of \$15,800 for the services related to the tax implementation. No payments have been issued to Springbrook with regard to the Property Tax Module. Eileen Demers, Finance Director, is renegotiating the town's contract with Accela (formerly Springbrook) to remove this item from the agreement.

Administrator O'Mara said that Ms. Stout would like to continue usage of software provided by Interware Development Company (Amase) and purchase an export file to link this program to the Springbrook General Ledger. For a one-time fee of \$350, this export file will remove the need for double entry of all property taxes and other items collected in the Tax Office. It is Ms. Stout's goal to offer the online payment option with the release of the July 2017 billing cycle. Administrator O'Mara said there will be no cost to implement this payment option. Debbie Bender, Finance Assistant, said the program will be compatible with Springbrook and that transmission of information will be more automatic. The Board approved the Tax Collector maintaining the current software package and moving forward with the purchase of the export file from Interware Development Company.

### **5.2 Assessing Bid**

Town Administrator O'Mara presented the results of a five-year contracted services bid. Three bids were received with the lowest bidder being KRT Appraisal who has provided assessing services for the town since 2012. Administrator O'Mara said that currently they have one CNHA Supervisor and one Certified Main Assessor (CMA) to service 12 NH communities. Despite their staffing difficulties, KRT was able to meet the minimum requirements of their contract. The KRT bid came in at close to \$15,000 less than a bid received from MRI at \$91,000.

The Board discussed KRT's struggles with staffing over the last five years and their concerns in that regard. Mr. O'Mara reported that the newly negotiated contract will include language in the contract that will address their concerns. Vice Chairman Jensen moved, second by Selectman Grella, to award the Contracted Assessing bid to KRT Appraisal, being the lowest qualified bidder, at a cost of \$76,164, and to authorize the Town Administrator to sign related documents on behalf of the Board of Selectmen. Motion passed unanimously, 5-0.

### **5.3 Capital Improvement Plan Process**

Town Administrator O'Mara stated that Gordon Leedy, Community Development Director, intends to invite former members of the CIP Committee to see if they have any interest in continuing to serve. Since CIP should support the Master Plan, Administrator O'Mara said that the process will place the Administrator and the Board "in the loop" as committee work progresses.

### **5.4 Moose Plate Grant Application – Heritage Commission**

Administrator O'Mara said that the Heritage Commission would like the Board's authorization to submit a grant application requesting \$9,868 to continue with the document preservation project.

Selectman Lyon moved, second by Vice Chairman Jensen, to authorize the Heritage Commission and the Amherst Library to apply for the Moose Plate Grant through the NH Department of Cultural Resources and to authorize the Town Administrator to sign related documents and the Board Chair to sign a letter of support on behalf of the Board of Selectmen. Motion passed unanimously, 5-0.

### **5.5 Hawkers & Vendors Application**

Vice Chairman Jensen moved, second by Selectman Lyon, to approve the Hawkers and Vendors application from Mardi K. Wilson, DBA Tastee Kone, for the purpose of selling food/ice cream from May 8, 2017 through May 7, 2018 and to authorize the Chairman to sign the registration on behalf of the Board of Selectmen. Motion passed unanimously, 5-0.

### **5.6 Line Striping Bid – DPW**

Vice Chairman Jensen moved, second by Selectman Grella, to award the Line Striping bid to Industrial Traffic Lines at a cost of \$17,490, being 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.

Selectman Lyon said there has been conversation about the roads that the town stripes every year and how the decision on which roads to stripe is made. He said perhaps a subcommittee made up of highway safety committee members, staff, and others could be convened to review the decision making process. Chairman Brew asked Selectman Lyon to develop a recommendation to present to the Board at a future meeting.

### **5.7 Land Lease – ACC**

Selectman Lyon moved, second by Vice Chairman Jensen, to approve a property lease by and between the town and Stephen Blais of Bedford, effective from January 1 until December 31, 2017, subject to the termination clause indicated in the lease, and automatically renewable in one-year increments, and to authorize the Town Administrator to sign all related documents on behalf of the Board of Selectmen. Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Panasiti, to approve an amended property lease between the town and Pomeroy Farm, effective from January 1 until December 31, 2017, subject to the termination clause indicated in the lease, and automatically renewable in one-year increments, and to authorize the Town Administrator to sign all related documents on behalf of the Board of Selectmen. Motion passed unanimously, 5-0.

Chairman Brew mentioned that if neither party does anything, the provisions of the leases continue. Administrator O'Mara suggested developing a warrant article to increase the Board's authority to enter into five-year leases. Selectman Lyon said it is important the Board do whatever it can to provide Lessees with a sense of security.

### **5.8 Girl Scout Gold Award Proclamation**

Chairman Brew moved, and read a proclamation of congratulations to Girl Scout Troop 20709 and Kathleen Taylor who will receive the Girl Scout Gold Award on May 22, 2017 [attached]. Vice

Chairman Jensen seconded and the motion passed unanimously, 5-0. Administrator O'Mara noted that the presentation of the award will take place at 6:30 p.m. at the Wilkins School.

## **5.9 Budget Transfer**

Town Administrator O'Mara sought the Board's approval to transfer funds in the amount of \$88,000 to the General Government Buildings account from FT Wages (01-4192-10-1110) \$21,000; Health Insurance (01-4192-20-1210) \$21,000; FT Wages (01-4194-10-1110) \$6,000; FT Wages (01-4210-10-1110) \$20,000; and Health Insurance (01-4210-20-1210) \$20,000. Administrator O'Mara said FT wage funds were made available due to vacancies.

Vice Chairman Jensen moved, second by Selectman Grella, to authorize a budget transfer in the amount of \$88,000 from Zoning, General, Government Buildings, and the Police Department to the General Government Buildings account with funds to be used for the Fire Station build out. Motion passed unanimously, 5-0.

## **6. Approvals**

### **6.1 Assessing – Timber Tax Levy**

Selectman Lyon moved, second by Selectman Grella, to approve timber tax levies and certifications for the following properties. Motion passed unanimously, 5-0

Map/Lot 3-27 located at Merrimack Road in the amount of \$1,943.60

Map/Lot 4-118 located at County Road & Cricket Corner in the amount of \$13,777.89

Map/Lot 4-121 located at Upham Road in the amount of \$1,295.54

Map/Lot 6-102 located at Spring Road in the amount of \$1,420.43

### **6.2 Assessing – BTLA Settlement**

Selectman Lyon moved, second by Selectman Grella, to approve the BTLA Settlement for Map/Lot 5-59-44 located at 6 Founder's Way in the amount of \$413.09 for 2015 and \$1,890.03 for 2016. Motion passed unanimously, 5-0.

### **6.3 Assessing – LUCT Abatement**

Selectman Lyon moved, second by Selectman Grella, to approve the LUCT abatement for Map/Lot 7-80-2 located at 4 Thyme Way in the amount of \$2,000. Motion passed unanimously, 5-0.

### **6.4 Assessing – Abatements**

Selectman Lyon moved, second by Selectman Grella, to deny the abatement for Map/Lot 99-6 located variously. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to deny the abatement for Map/Lot 2-28-13 located at 13 Columbia Drive. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to deny the abatement for Map/Lot 2-35 located at 123 Route 101A. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to deny the abatement for Map/Lot 2-38 located at 123 Route 101A. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to deny the abatement for Map/Lot 2-41 located at 123 Route 101A. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to deny the abatement for Map/Lot 2-45 located at 123 Route 101A. Motion passed unanimously, 5-0.

Lyon moved, second by Selectman Grella, to deny the abatement for Map/Lot 2-50 located at 105 Route 101A. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to deny the abatement for Map/Lot 2-504-9 located at 9 Northern Boulevard, Unit #09. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to deny the abatement for Map/Lot 5-108-4 located at 3 O'Neil Way. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to approve the abatement for Map/Lot 6-5-1 located at 96 Baboosic Lake Road in the amount of \$381.52. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to deny the abatement for Map/Lot 6-66-1 located at 199 Route 101. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to deny the abatement for Map/Lot 8-105 located at 16 Clark Island Road. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to approve the abatement for Map/Lot 25-10 located at 20 West Street in the amount of \$1,787.12. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to deny the abatement for Map/Lot 25-11 located at 24 West Street. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to approve the abatement for Map/Lot 25-50 located at 59 Broadway in the amount of \$384.03. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Grella, to approve the abatement for Map/Lot 25-94 located at 3 Norton Street in the amount of \$509.53. Motion passed unanimously, 5-0.

## **6.5 Payroll**

Vice Chairman Jensen moved, second by Selectman Panasiti, to approve one (1) FY17 Payroll Manifest in the amount of \$187,965.83 dated April 27, 2017, subject to review and audit. Motion passed unanimously, 5-0.

## **6.6 Accounts Payable**

Vice Chairman Jensen moved, second by Selectman Panasiti, to approve one (1) FY17 Accounts Payable Manifest in the amount of \$29,809.42 dated May 4, 2017, subject to review and audit. (Town Clerk Transfers to the State of NH). Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Panasiti, to approve one (1) FY17 Accounts Payable Manifest in the amount of \$197,683.18 dated May 2, 2017, subject to review and audit. Motion passed unanimously, 5-0.

#### **6.7 Concentration Account**

Vice Chairman Jensen moved, second by Selectman Panasiti, to approve one (1) FY17 Concentration Accounts Manifest in the amount of \$3,043.35 dated April 20, 2017, subject to review and audit. Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Panasiti, to approve one (1) FY17 Concentration Accounts Manifest in the amount of \$620.01 dated May 4, 2017, subject to review and audit. Motion passed unanimously, 5-0.

#### **6.8 Previous Meeting Minutes: April 24, 2017**

Vice Chairman Jensen moved, second by Selectman Panasiti, to approve the Board of Selectmen's public meeting minutes of April 24, 2017, as presented. Motion passed unanimously, 5-0.

### **7. New/Old Business**

Administrator O'Mara asked the Board to approve the nomination of Rob Clemens to the Local River Advisory Committee. Vice Chairman Jensen moved, second by Selectman Lyon, to nominate Rob Clemens, Conservation Committee member, to the Local River Advisory Committee. Motion passed unanimously, 5-0.

Selectman Lyon said he attended a resident meeting held by DPW Director Berry regarding the Nathan Lord construction project. It was well attended, well received, and work will get started in June. He also reported attending a Conservation Committee meeting in which a guest speaker was invited from the NH Forestry Service who talked about clear cutting, how to approach timbering and other conservation related areas. Selectman Lyon said he attended the PFOA meeting with NHDES and Pennichuck. Approximately 100 people attended.

Chairman Brew read through an invitation from the Memorial Day Committee. The Memorial Day Ceremony will be held on May 26<sup>th</sup> starting with a parade at 6:00 p.m. and a ceremony at 7:00 p.m. The Committee stressed that the day is not to celebrate but rather to observe and reflect on the lives lost to ensure our freedom.

Chairman Brew thanked students, Michael Beck and Sarah Bader, for their assistance in helping Joe Cummings ensure Amherst residents have the ability to view Board and other meetings remotely through ACTV.

### **8. Non-Public Session, RSA 91-A:3 II (a)**

Pursuant to RSA 91-A:3 II (a), Vice Chairman Jensen moved, second by Selectman Lyon to enter into non-public session at 8:20 p.m. Roll Call: Brew-yes, Grella-yes, Jensen-yes, Lyon-yes, Panasiti-yes. Motion passed unanimously, 5-0.



Board members and Town Administrator O'Mara discussed a personnel matter. At 9:25 p.m., Selectman Grella moved to exit non-public session. Second by Selectman Panasiti Motion passed unanimously, 5-0.

Chairman Brew said that while in non-public session, no motions were made and no votes were taken.

## 9. Adjournment

Selectman Jensen moved, second by Selectman Gella, to adjourn the meeting at 9:26 p.m. Motion passed unanimously, 5-0.

**NEXT MEETING: May 22, 2017**



Selectman Peter Lyon  
Clerk, Board of Selectmen

5-22-17

Date