



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, June 12, 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 Peter Lyon and Reed Panasiti. Also present: Town Administrator, Jim O'Mara, and Suzanne Beauchesne taking minutes. Selectman Tom Grella was excused so that he could attend the Souhegan Baseball team game.

2. Pledge of Allegiance – Amherst resident, Greg MacDonald, led the pledge.

3. Citizen's Forum

Greg MacDonald of 7 Jennifer Lane came forward regarding the assessment of his home. He said there are six homes on Jennifer Lane. His home was assessed at 20 percent more than the previous assessment while others received an average increase.

Chairman Brew said granting an assessment has no impact on the town budget and the Board's goal is that assessments be accurate and proportional. The town contracts with KRT Appraisals who establish curves for land size, home style, neighborhood and many other features that goes into it. Chairman Brew said the Board will likely deny the abatement request tonight and will ask the assessor for details.

Mr. MacDonald asked how long it would take to get a response since he has to pay taxes or go to the state within a certain timeframe. Chairman Brew thought it was within two weeks. Mr. MacDonald said he met with the assessor and did not find him particularly professional so decided to go this route. Chairman Brew said that every town has to be assessed annually and the process is reviewed by the state the following year. Vice Chairman Jensen noted that the average increase is eight percent and Mr. MacDonald's assessment is an additional 12 percent increase above that. Town Administrator O'Mara said Mr. MacDonald has not met the assessor. There was a town-wide meeting where two interns were taking information. Selectman Lyon read through KRT's rationale dated May 8th which stated that an appointment made to enter the home was cancelled. Selectman Lyon said the assessor can only make his determination on the information he has and it is important to view the entire property. Mr. MacDonald said he is appealing based upon the evaluations of properties on his street alone and his assessment is not a fair evaluation. Mr. MacDonald provided the Board with comparable home sales for the 16 months prior to the most recent assessment and added the Zillow assessment based upon present value. He pointed out that

his home is the only one assessed by the town higher than the Zillow assessment. Town Administrator O'Mara said not getting access to the home is not the sole factor in denying an abatement request.

Selectman Lyon moved, second by Vice Chairman Jensen, to table Mr. MacDonald's abatement request for his property located at 7 Jennifer Lane, Map/Lot 4-25-2, pending receipt of further information from the assessor. Motion passed unanimously, 4-0.

4. Fire Station Update

Town Administrator, Jim O'Mara, provided the Board with an income/expense report for the Fire Station Build Out. The final cost of the project totaled \$419,225.62 which is lower by \$44,016.38 than the guaranteed maximum of \$463,242.00. The building will be occupied on July 1, 2017.

5. Quarterly Department Reports

5.1 Police Department

Police Chief, Mark Reams, came forward to provide a third quarter FY17 report [attached]. The Chief's report included a breakdown and the number of calls received compared to the same timeframe during the last fiscal year that showed a decrease in most types of calls. Other data was provided on lobby walk-ins, total events/actions logged, and investigations and enforcement. Chief Reams said that 18 officers attended a combined 306 hours of training in a number of areas. He listed a number of recognitions as follows:

- 1) 2016 Overall Arrests to Officer Hans Chapman in recognition of the officer whose proactive enforcement efforts have resulted in the highest overall number of arrests.
- 2) 2016 Drug Interdiction to Officer Hans Chapman in recognition of the officer who has posted the highest number of drug arrests through dedicated interdiction and investigation.
- 3) 2016 Motor Vehicle Enforcement to Officer Hans Chapman in recognition of the officer who has shown exceptional initiative in the enforcement of Motor Vehicle Code violations.
- 4) 2016 DWI Enforcement to Officer Erik Haglund in recognition of the officer who has demonstrated outstanding work in the detection and apprehension of DWI offenders.

Chief Ream's report also provided an ongoing list of projects, actions, and events that included:

- Patrolman David Audet selected from four candidates for four-year rotational detective assignment, replacing outgoing Detective James Crocker in early June.
- Provided Amherst PTA auction winner (Clark School student) with a ride to school in a police cruiser. This event was well-received.
- SRO Knox and SRO Smith hosted an evening presentation on Internet Safety to Amherst PTA members, making sure kids are making good decisions.
- SRO Smith again, for the 7th or 8th year, lead and supervised an annual week long SHS sophomore Wintercession Habitat for Humanities trip to Easton, Maryland.

The Chief's quarterly officer spotlight went to Officer Joseph P. Cerra for hosting a successful bike rodeo with the girls of Daisy Troop #20356.

In response to Selectman Lyon on the status of hiring, Chief Reams said he's been working hard to fill two positions; one due to the loss of Officer Berry and the other the result of Town meeting vote in March.. He would like to have both positions in place by July 10th. Chairman Brew

asked if Walmart's shortened hours might help. Chief Reams said they will still have parking lot incidents but it will help some. The Board thanked the Chief for a good presentation.

5.2 Recreation

Craig Fraley, Director of Parks & Recreation, came forward to provide a quarterly report [attached] as follows:

- The disc golf course is underway; cutting is nearly complete and they are looking for a grinding company to come in to give a price on grinding the fairways. Director Fraley said he hopes to have the course open by August 1st and they are looking for a name for the park. Because of the many birch trees in the park, the name Birch Park seems appropriate.
- Community Garden and Joshua's Park. This is the first summer the town has taken over the garden. Plots were sold out on February 1st and they have 15 on the wait list. He said the Garden Committee meets monthly. In response to Vice Chairman Jensen, Director Fraley said that four or five plots were abandoned last year. They only sold single plots this year.
- The installation of the Jones Road fence was completed on June 8th and much positive feedback has been received.
- New floors, dividers, and better lighting have been installed in the beach bathrooms. An oven will be installed in the concession room. Director Fraley is working with a boy scout on installing a gaga pit for Baboosic Lake Summer Camp. They've been off to a slow start because of the weather but already have 156 season passes sold (210 were sold last year). Selectman Lyon asked if the beach has become too crowded. Director Fraley said "no, it's still OK".
- Other programs he and his staff are coordinating or have participated in: corn hole boards around town, Touch-a-Truck, summer concert series, baseball/softball, girl scout programs, and Makerspace.
- Summer staff training will be held on June 14-16. Two concession staff have been hired. Lifeguard wages were increased to be more competitive with other towns.
- Bus trips continue to be popular and Director Fraley is looking to purchase a larger bus.
- Summer camps start on June 19th.
- Two tournaments were hosted in the spring – the Memorial Day tournament and NHYLA (lacrosse) tournament on June 10-11.
- Director Fraley has been working with Finance, DPW, and the Town Administrator to create a seasonal staff matrix.

Selectman Lyon and Chairman Brew questioned whether the increased non-resident passes at the beach are adversely impacting residents. Director Fraley said he did not believe so; the majority of passes are sold to Amherst residents and, if need be, they will limit non-resident passes. Selectman Panasiti asked about the PMEC. Director Fraley said the PMEC now pays for itself. Exercise classes, camps, and other programs help to offset the costs of operation. The Board thanked Director Fraley for a thorough report.

5.3 Public Works

Bruce Berry, Director of Public Works, and Eric Hahn, Assistant Director of Public Works, came forward to present their departmental quarterly update [attached]. The information presented includes:

- Winter operations were completed with a short staff and minus the service of one contracted truck. There were 24 call-out storm events. DPW purchased 2,786 tons of salt and used 2,237 tons.
- In compliance with MS4 regulation, winter sand removal was completed on all priority roads. 45.54 miles, or 105 of 235 town roads were cleaned, removing approximately 125 yards of material, or 168 tons.
- With the help of a hired excavator, ditches were cleaned on 19-plus miles of road.
- Brush was trimmed on numerous roads creating approximately 200 cubic yards of chips.
- For the first time in six years, all sanders are hanging inside under cover for summer maintenance season.
- All cemeteries and commons were mowed and trimmed in preparation for Memorial Day services.
- Since the last report crews have patched 18 tons of asphalt on various town roads.
- Progress on 2017 road reconstruction continues. Roads selected and approved include Manchester Road, Nathan Lord, and Ponemah Hill. Eight state permits have been applied for and some already approved. Currently meeting with eight property owners to secure easements. Hearing was held with the Planning Board. Layout is completed for all three roads and the project went out to bid and was awarded to Continental Paving in late March.
- Stormwater – Mandated performance reports were submitted to EPA and DES by May. Mandated water sampling at the Transfer Station continues. DPW and CD are working on a DES grant that will combine mapping efforts with NHDOT. There are now 484 total catch basins on the cleaning list.

Director Berry responded to a number of questions from Board members regarding stormwater, road clean up and combined mapping efforts.

5.3. a. Matrix Report Update

Assistant Public Works Director, Eric Hahn, went through the status of the 24 recommendations [attached] made by the Matrix Consulting Group.

1	Commit to the development of an asset inventory as a first step towards a structured asset management program.
2	In preparation for the installation of a computerized maintenance management system, the department should begin requiring all crew members to report elements of their work each day.
3	The department should purchase and install a computerized maintenance management system. The cost of the system will depend upon the functionality chosen. However, in the project team's experience, the cost is estimated to be in the range of \$50,000 - \$80,000.
4	The department should begin to define work activities that are commonly performed. These activity definitions should be utilized consistently and should not vary from employee to employee regarding the type of work that is performed. Further, the department should ensure that the same field work activity is not defined in the inventory listing under different terms.
5	The department should begin to define service levels for each of its major work activities. These should define the desired level of service to be accomplished and should be reflective of available personnel and financial resources. These service levels should be communicated to both internal and external stakeholders in the delivery of public works services in the town.
6	The department should develop and implement a formal plan and schedule for all

	major maintenance events for the year.
7	The department director should generate a monthly performance report on the accomplishments of the projected work, and discuss the work accomplished with the town administrator. As plan change, adjustments to these plans should be discussed in this monthly meeting.
8	Transfer the responsibility for the maintenance and beautification of the town's common areas from the public works department to the parks and recreation department.
9	Transfer one part-time staff member engaged in maintenance of common areas from the Public Works Department to the Recreation Department.
10	The department director should distribute certain administrative duties to the two divisional foremen, with these foremen assuming greater responsibility for budgets, safety and training, performance evaluations, procurement and process redesign.
11	The Department Director should hold monthly staff meetings with all staff to inform them of news that affect their work.
12	The public works director and department foremen should begin to devolve responsibility for the completion of daily assignments down to the crew leaders and even field workers themselves.
13	Enhance the department website to provide more information and interactivity for users.
14	The Public Works Department should standardize the manner in which budgets are developed and by which charges against specific line items with these budgets are made.
15	Crews should be empowered to perform multiple tasks within the work zone to which they are assigned work.
16	The Department should establish productivity standards and accountability mechanisms by which the work of the highway crews may be measured.
17	Establish and implement a rotating schedule for after hours call backs for all employees in the department.
18	The town should expend approximately \$31,500 for contracted services related to the institution of preventative maintenance program for its 12 town buildings.
19	The town should make many structural repairs to its facilities. The project team recommends that the town form a capital planning committee that prioritizes facilities repairs based on criticality of need as well as costs.
20	The town should strongly consider expanding the space it allocates to its equipment maintenance function, and enhancing the ability of the mechanic to perform not only more work but to perform the work more efficiently.
21	The current workload of the mechanic is appropriate under the current circumstances. However, the town should make many improvements to the space allocated for the mechanic in order to make this a more efficient operation.
22	The town should implement the multi-year equipment replacement plan developed by the Public Works Department.
23	The department should assemble an ad hoc committee to discuss the optimum equipment specifications for the work performed by the Public Works Department.
24	Train the scale house attendants at the Transfer Station in the operations of all equipment in order to assure uninterrupted operations during times of absence of the solid waste lead man.

Vice Chairman Jensen asked if work plans included suggestions made by Russ Thomas who served on the Ways & Means Committee and developed a system for replacement of equipment. Director Berry said he has worked very closely with Mr. Thomas and is very grateful for his efforts and the tremendous amount of time he has devoted to the effort.

Board members were impressed with the progress made by the department in realizing these recommendations to date and thanked both Director Berry and Assistant Director Kahn for their good work.

6. Town Administrator

6.1 Highway Safety Committee Recommendations

The Board reviewed a memorandum from Police Chief Mark Reams dated June 7, 2017 regarding the Safety Committee's evaluation of a traffic concern along Broadway as the summer season approaches. Two area residents expressed concerns about traffic control at the Broadway intersection with Walnut Hill Road. The residents asked that the town consider installing a second stop sign at the intersection which is currently managed by a single stop sign on Walnut Hill Road. The Safety Committee conducted an on-scene evaluation of the road design, determined line-of-sight measurements, researched accident/crash data for the intersection, and referred to the Manual on Uniform Traffic Control Devices for guidance. Based upon this thorough evaluation, the Safety Committee has determined that traffic control at the intersection is properly managed. After analyzing traffic data and other factors and considering traffic volume, speed, and road design along Broadway, the Safety Committee recommends a reduction in speed limit along Broadway from 30 mph to 25 mph.

Vice Chairman Jensen moved, second by Selectman Lyon, to approve the recommendation of the Amherst Highway Safety Committee to lower the speed limit along Broadway from 30 mph to 25 mph. Motion passed unanimously, 4-0. Administrator O'Mara will schedule public hearings on the matter as is required by statute.

6.2 Capital Improvement Plan Update

Gordon Leedy, Director of Community Development, came forward. A CIP Summary Table was included in the Board packet. Director Leedy said in re-initiating the CIP process he sought the opinion of all department heads. He said the CIP Committee has been constituted with the exception of a citizen member. In response to Selectman Lyon's question on Board action(s) to be taken tonight, Town Administrator O'Mara said that, in the past, the Board has been omitted from the CIP process and he wanted to ensure that the Board has an early view in the event there was something listed that the Board objected to. Chairman Brew said all of the items listed would make Amherst better but there is only a finite amount that the Board can ask of the voters and enquired how the list could best be prioritized. In response to Selectman Panasiti, Director Leedy said the CIP list comes out of the Strategic Planning efforts but is not related to the Master Plan. Chairman Brew again enquired how and when the Board should be included in the process. Director Leedy said it would be appropriate to convene a joint meeting of the Board of Selectmen and Planning Board. The CIP Committee will meet in two weeks and Director Leedy expects their work to be completed by September, the beginning of the budget process. Will Ludt, Chairman of the Heritage Commission, stated that in the past Commissions were allowed to make submissions. Director Leedy said that is still possible.

6.3 Crush Gravel Bid - DPW

Town Administrator, Jim O'Mara, presented the results of Bid # 03-17 for crush gravel that had been previously awarded to Iva Martin of Bedford in October 2016. Iva Martin withdrew his bid. Administrator O'Mara recommended that the bid be awarded to S&M Recycling Corporation.

Vice Chairman Jensen moved, second by Selectman Panasiti, to reconsider the bid. Motion passed unanimously, 4-0. Vice Chairman Jensen moved, second by Selectman Lyon, to award the crush gravel bid to Iva Martin of Bedford. Motion failed, 0-4. Vice Chairman Jensen moved, second by Selectman Lyon, to award the crush gravel bid to the lowest bidder, S&M Recycling Corporation of Milford, NH for \$16,000 based on 6,000 tons and use of the town loader and a town employee as part of the agreement. Motion passed unanimously, 4-0.

6.4 Guardrail Bid - DPW

Selectman Lyon moved, second by Vice Chairman Jensen, to award the guard rail bid to CWS Fence & Guardrail, being the lowest qualified bidder, for \$13,287.00, and to authorize the Town Administrator to sign related documents on behalf of the Board of Selectmen. Motion passed unanimously, 4-0.

6.5 Budget Transfers

Selectman Lyon moved, second by Vice Chairman Jensen, to authorize budget transfer number 2017-11 in the amount of \$9,221.53 from DPW Account Line 01-4194, General Government Buildings (building repairs & maintenance) to DPW Account Line, General Government Buildings (alarms, outside hire, trash removal, and maintenance supplies). Motion passed unanimously, 4-0.

Selectman Lyon moved, second by Vice Chairman Jensen, to authorize budget transfer number 2017-12 in the amount of \$1,297.08 from Community Development (planning/advertising, planning part-time wages, zoning deferred compensation) to Community Development (zoning advertising, zoning pt wages, and zoning sick leave incentive). Motion passed unanimously, 4-0.

Selectman Lyon moved, second by Vice Chairman Jensen, to authorize budget transfer number 2017-13 in the amount of \$27,361.86 from Public Works, Souhegan Regional Landfill (4323) and DPW (4312) to Public Works, DPW Landfill (4324). Motion passed unanimously, 4-0.

Selectman Lyon moved, second by Vice Chairman Jensen, to authorize budget transfer number 2017-14 in the amount of \$7,854.90 from Public Works (highways and streets, and landfill) to Public Works, Landfill (part time wages). Motion passed unanimously, 4-0.

Selectman Lyon moved, second by Vice Chairman Jensen, to authorize budget transfer number 2017-15 in the amount of \$12,199.17 from Public Works, Highways and Streets (road maintenance, maintenance fuel pump, fuel tank apron, street sweeping, outside hire) to Public Works, Highways and Streets (guardrail, Pennichuck Water, gravel, cold patch, tree care, safety equipment, uniforms). Motion passed unanimously, 4-0.

Selectman Lyon moved, second by Vice Chairman Jensen, to authorize budget transfer number 2017-16 in the amount of \$22,9905.24 from Community Development (zoning ft wages, zoning overtime, professional development, software, gasoline, planning advertising, pt wages, postage,

deferred compensation, call pay) to Community Development (planning professional services). Motion passed unanimously, 4-0.

Selectman Lyon moved, second by Vice Chairman Jensen, to authorize budget transfer number 2017-17 in the amount of \$44,749.00 from Fire Rescue, Call Pay, Account Line 4220-10-1115, to Government Buildings, Building Repair and Maintenance, Account Line 4194-40-2430. Motion passed unanimously, 4-0. This transfer represents the final invoice for the second floor of the Central Fire Station. Funds from Call Pay are available because Amherst hosted a fire academy and there were no calls requiring all apparatus.

Selectman Lyon moved, second by Vice Chairman Jensen, to authorize budget transfer number 2017-18 in the amount of \$17,794.40 from FT Deputy/Inspector Wages, Account Line 01-4220-10-1111, to EMS Part-Time Wages, Account Line 01-4215-10-1115. Motion passed unanimously, 4-0.

6.6 Encumbrances

Selectman Lyon moved, second by Vice Chairman Jensen, to approve FY17 encumbrances for the total amount of \$644,977.78. Motion passed unanimously, 4-0.

FY17 Encumbrances				
Department	Vendor	Description	Amount	Account
Public Works	Amherst Paint LLC	Painting Police Station	\$ 5,400.00	01-4194-40-2430
Public Works	CWS Guardrail & Fence	Guardrail Walnut Hill	\$ 13,287.00	01-4312-60-2684
Public Works	Continental Paving, Inc.	Road Rebuild	\$575,781.00	01-4312-70-2735
Public Works	Belmore Catch Basin Maintenance	Catch Basin Cleaning	\$ 3,813.78	01-4312-40-2463
Public Works	Chappell Tractor	New Broom (Insurance Replacement)	\$ 13,076.00	01-4312-40-2430
Public Works	Chris Brown Construction	Salt Shed Roof	\$ 15,850.00	01-4194-40-2430
Community Development	Underwood Engineers, Inc.	Outside Hire Sewer Feasibility Study	\$ 17,770.00	01-4191-30-2381
		TOTAL	\$644,977.78	

6.7 Unanticipated Revenue

Vice Chairman Jensen moved, second by Selectman Panasiti, to accept funds from the State of NH in the amount of \$4,016.14 representing the town's reimbursement for overtime-related costs incurred due to the Police Department's participation in the Project Granite Hammer opioid drug enforcement effort, and that said funds be distributed and expended as follows. Motion passed unanimously, 4-0.

\$3,141.78 Overtime Account Line 01-4210-10-1140
\$45.55 Medicare Account Line 01-4210-20-1225
\$828.81 Retirement Account Line 01-4210-20-1235

6.8 Dog Warrant

Vice Chairman Jensen moved, second by Selectman Lyon, to approve the June 12, 2017 Dog Warrant as presented, and as per NH RSA 466:14. Motion passed unanimously, 4-0.

7. Approvals

7.1 Abatements

Selectman Lyon moved, second by Vice Chairman Jensen, to deny the abatement for property located at 44 Christian Hill Road, Map/Lot 5-106. Motion passed unanimously, 4-0.

7.2 All Service Veterans' Tax Credit

Selectman Lyon moved, second by Vice Chairman Jensen, to approve the All Service Veterans' Tax Credit in the amount of \$500 for the property located at 44 Lyndeborough Road, Map/Lot 5-64-3. Motion passed unanimously, 4-0.

7.3 Land Use Change Tax

Selectman Lyon moved, second by Vice Chairman Jensen, to approve the Land Use Change Tax for properties located at 18 Brook Road, Map/Lot 8-23, and at Brook Road, Map/Lot 8-27, in the amounts of \$3,700 and \$14,800 respectively. Motion passed unanimously, 4-0.

Selectman Lyon moved, second by Vice Chairman Jensen, to approve the Land Use Change Tax for property located at 5 Potter Way, Map/Lot 5-59-40, in the amount of \$19,500. Motion passed unanimously, 4-0.

7.4 Timber Tax Levy

Selectman Lyon moved, second by Vice Chairman Jensen, to approve the Timber Tax Levy/Certification of Yield Tax for properties located at 55 Pond Parish Road, Map/Lot 4-151-3, and Mack Hill Road, Map/Lot 9-1, in the amounts of \$24.19 and \$658.07 respectively. Motion passed unanimously, 4-0.

7.5 Payroll

Vice Chairman Jensen moved, second by Selectman Lyon, to approve one (1) FY17 Payroll Manifest in the amount of \$190,478.73 dated May 25, 2017, subject to review and audit. Motion passed unanimously, 4-0.

Vice Chairman Jensen moved, second by Selectman Lyon, to approve one (1) FY17 Payroll Manifest in the amount of \$207,525.34 dated June 8, 2017, subject to review and audit. Motion passed unanimously, 4-0.

7.6 Accounts Payable

Vice Chairman Jensen moved, second by Selectman Panasiti, to approve one (1) FY17 Accounts Payable Manifest in the amount of \$42,232.66 dated May 31, 2017, subject to review and audit. (Town Clerk Transfers to the State of NH). Motion passed unanimously, 4-0.

Vice Chairman Jensen moved, second by Selectman Lyon, to approve one (1) FY17 Accounts Payable Manifest in the amount of \$209,542.32 dated May 30, 2017, subject to review and audit. Motion passed unanimously, 4-0.

7.7 Concentration Account

Vice Chairman Jensen moved, second by Selectman Panasiti, to approve one (1) FY17 Concentration Account Manifest in the amount of \$3,765.12 dated May 23, 2017, subject to review and audit. Motion passed unanimously, 4-0.

Vice Chairman Jensen moved, second by Selectman Panasiti, to approve one (1) FY17 Concentration Account Manifest in the amount of \$5,427.18 dated June 2, 2017, subject to review and audit. Motion passed unanimously, 4-0.

7.8 Previous Meeting Minutes: May 22, 2017 – Public and Non-Public

Vice Chairman Jensen moved, second by Selectman Panasiti, to approve the Board of Selectmen's non-public meeting minutes of May 22, 2017, as presented. Motion passed unanimously, 4-0.

Vice Chairman Jensen moved, second by Selectman Panasiti, to approve the Board of Selectmen's public meeting minutes of May 22, 2017, as presented. Motion passed unanimously, 4-0.

8. New/Old Business

Vice Chairman Jensen said the Internet Committee had received a proposal from Comcast and expects to enter discussion with them pending Board approval. The Board approved. He said they will have results of the survey and had an interesting discussion with Fairpoint two weeks ago who have been improving services in town where up to 50 percent of homes can be upgraded.

Chairman Brew noted two action items coming out of tonight's meeting: 1) scheduling of two public hearings regarding the speed limit along Broadway, and 2) KRT response on MacDonald assessment.

Administrator O'Mara \$4 million – October 3 deadline – contract expires

9. Adjournment

Vice Chairman Jensen moved, second by Selectman Panasiti, to adjourn the meeting at 9:45 p.m. Motion passed unanimously, 5-0.

NEXT MEETING: June 26, 2017



Selectman Peter Lyon
Clerk, Board of Selectmen

6-26-17

Date