



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, June 26, 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

New Amherst Fire Rescue Deputy Chief, Roy Olsen led the Pledge of Allegiance.

3. Amherst Fire Rescue Pinning – Deputy Chief

Fire Rescue Chief, Matthew Conley, introduced the new Deputy Chief, Roy Olsen and his wife, Kim to do the honor of pinning Mr. Olsen.

The Chief also recognized Erik Swenson for attaining Captain rank, Darren Schriever, for Lieutenant, and Jon Barker, for Lieutenant.

4. Non-Public Session, RSA 91-A:3, II (a)

5. Public Hearing – Regulating Traffic – NH RSA 31:39 (Broadway)

At 6:35 p.m. and in accordance with NH RSA 31:39 I (g), Vice Chairman Jensen moved, second by Selectman Grella, to open the public hearing on lowering the maximum speed limit from 30 mph, set July 8, 1973, to 25 mph on Broadway and erect speed limit signs at each end of Broadway.

Mark T. Davis of 39 Broadway came forward on behalf of his girlfriend and other neighbors. He said his girlfriend suggested to the Police Chief a year ago that the speed be limited to 25 mph. He said it is a seasonal area with lots of dogs, kids, visitors and the road at the widest is only 16 feet. It's been suggested that it be a one-way street which would be a lot safer and have a few

cautionary signs in place. He is in favor of more signs and increased parking spaces. Mr. Davis said new drivers don't know the impact of their speed. He and his neighbors are trying to be proactive before something tragic occurs, especially with the town beach having become more popular.

Julie Tatsuro has lived in the area for 16 years. She has two small children. She said many speeders fail to stop at the bus stop and during the summer more kids are being dropped off at camp. The overflow parking lot creates further blind spots. She said it is a residential neighborhood and limits should be placed on speed and parking. Ms. Tatsuro also mentioned increased litter in the area.

Sue McCarthy of 50 Broadway suggested handling the matter as they do at York Beach during the summer and angled parking for those with trailers might help. She said in addition to the speed and parking situation, she has found many dogs not on a leash. Recently, she did not feel safe when she was with her granddaughter and there were unleashed dogs on the beach. Ms. McCarthy said there is a day care there now as well and she potable water at the property. She feels that more education would help. Town Administrator, Jim O'Mara, said better communications from the Police Chief and Recreation Director will help.

Vice Chairman Jensen moved, second by Selectman Grella, to close the public hearing at 7:00 p.m.

6. Citizen's Forum

Will Ludt, Chairman of the Heritage Commission, rose to announce that at their commission meeting in June, Andy Ouellette submitted his resignation from the commission since he will be moving from the area. Mr. Ouellette has served the town in a number of capacities and will be missed.

7. Quarterly Department Reports

7.1 Library

Library Director, Amy Lapointe, came forward to present her June 2017 quarterly report [attached]. Director Lapointe provided the following information:

- Three of the seven pages graduated; three sophomores were hired.
- The student art show fills the library in May. It is run by the Friends of the Library. Four hundred works were displayed.
- Recent Friends of the Library gifts include: patio furniture (with thanks to the Garden Club as well), booksale bookcase, FY17 gifts total \$15,734.
- A new mission statement was developed: Connecting People, Stories and Ideas.
- Policy updating has begun. Staff will review one policy per month. Investment strategies are to move away from CDs.
- April 30, 2017 marked the 125th anniversary of the dedication of the library building.
- The 2017 Summer Reading Program entitled Build a Better World will offer lots of programs for kids, teens and adults.

Chairman Brew said the mission statement was very good. Board members thanked Director Lapointe for her report.

7.1 a. CRF Withdrawal-Library

Town Administrator, Jim O'Mara, stated that at the Library Trustees meeting of March 20th the trustees passed a motion to appropriate funds for the lighting project. The Board of Selectmen is asked to authorize withdrawal of funds for the project. Vice Chairman Jensen moved, second by Selectman Grella, to approve the withdrawal of up to \$8,976.99 from the Library Renovation Capital Reserve Fund for the purpose of replacing lighting. Motion passed unanimously, 5-0.

7.2 Tax & Assessing

Gail Stout, Tax Collector, provided her departments' June 2017 quarterly review [attached] that included the following information:

- July 1, 2017 will begin the second consecutive five year contract with KRT Appraisal Services.
- The Uniform Standards of Professional Appraisal Practice (USPAP) report was submitted to the NH Department of Revenue Administration (DRA) for their review. DRA's final review and report dated May 26, 2017 found the practices performed and submitted in the USPAP report and all aspects of the 2016 town-wide statistical update of all properties in Amherst to be in compliance with the State of NH 600 rules as adopted by the NH Assessing Standards Board.
- As a result of the update, Amherst's net valuation increased by \$116.5 million to a total of \$1,693,564,637. This valuation was used to calculate the 2016 tax rate of \$25.10 which was \$1.38 less than the 2015 tax rate.
- The July 2017 property tax bills were mailed on May 31, 2017. Liens were placed on 72 properties with outstanding property taxes from the 2016 tax year.
- Seventeen applications were approved to receive the \$500 annual All Veterans Tax Credit beginning in the 2017 tax year.
- A total of 77 abatement applications were received for the 2016 tax year.
- Interware Development is currently updating the tax collection software to include online payment options.

Selectman Lyon asked how veterans might know to apply for the All Veterans Tax Credit. Ms. Stout said they could be more proactive in getting the word out and could include a notation on the tax bill.

7.2 a. Tax Deed Waivers

Tax Collector Stout sought the Board's approval to sign a waiver of the tax deed for properties with outstanding property taxes for the 2014 tax year that have recently established a payment agreement with the town or have filed bankruptcy.

Selectman Lyon moved, second by Selectman Grella, to approve and sign the Tax Deed waiver for the following properties: Map/Lot 001-020-000 Unit 1, 2, 3,& 5; Map/Lot 002-166-005; Map/Lot 002-166-043; Map/Lot 002-166-049; Map/Lot 010-030-003; and Map/Lot 006-038-013 (bankruptcy filed 5/5/17). Motion passed unanimously, 5-0.

7.2 b. Abandoned Property Tax Deeds

Tax Collector Stout recommended that the Board authorize her to proceed with a tax deed for non-payment of the 2014 property taxes. The property is vacant on a .28 parcel of land. The owner was deceased in 2010. The heirs responded to a notice of impending tax lien and requested that the town take ownership of the property. Outstanding taxes equal \$445.88. Selectman Panasiti raised concerns about the maintenance and safety of the property. Town Administrator O'Mara stated that the town would become responsible for the maintenance upon ownership.

Selectman Lyon moved, second by Vice Chairman Jensen, to authorize the tax collector to proceed with a tax deed for property at Map 11, Lot 9 upon final notification to the property owner. Motion passed unanimously, 5-0.

7.3 Amherst Fire Rescue

Fire Chief, Matt Conley, provided a quarterly report that included data on calls for service received, which continue to increase, training and education of staff, fire prevention statistics, and ongoing projects and events including ice rescue demonstrations. The Chief thanked the Lion's Club for their donation allowing for the purchase of the ice rescue equipment. Chief Conley expects to move into the second floor of the fire station in late July. In response to Selectman Grella, the Chief explained the ambulance purchase rotation that will have each ambulance in use, in some form, for 40 years. Chairman Brew asked that the Board be provided with an analysis of costs and use of a third ambulance vis-à-vis the costs and uses of two state-of-the-art ambulances. Chief Conley will develop such an analysis.

7.4 Community Development

Gordon Leedy, Director of Community Development, came forward to provide the department's June 2017 quarterly report [attached]. The report included five goals and the work done to date in accomplishing those goals. Director Leedy said Simon Corson, Planner, has been doing a terrific job since his hiring. They expect to post to public hearing revisions to subdivision regulations after one more meeting and they have been preparing a bicycle/pedestrian master plan to guide efforts in multi-modal transportation in town. In addition, they have been working with the Conservation Commission to support land acquisition and mapping of resources. Other progress includes:

- Working with Historic District and Heritage Commissions to improve education and communication.
- Received CAMP (CLG) program grant; awaiting funding of \$7,000.
- Revising non-residential site plan regulations and sign ordinances.
- Updating/revising Stormwater regulations.
- Improving in-house mapping capability.
- Maintaining progress made on timely permit processing.
- Working on GIS database and continuing digital file conversion.

Chairman Brew adjusted the agenda to take up items 8.3, 8.4, and 8.5.

8.3 Ventrac Bid – Recreation

Town Administrator O'Mara indicated that the Recreation Department is in the process of replacing the 2007 ExMark mower and interested in purchasing an infield groomer. Rather than purchase two pieces of equipment, the Recreation Department recommends purchasing a Ventrac 4500, a turf type tractor that is built to have different attachments applied to it. The initial purchase would include a 72-inch Finish Mower and Ballpark Groomer attachment. This will allow staff to mow and groom the infields, rake and level beach sand, and rake the pump track.

Vice Chairman Jensen moved, second by Selectman Grella, to award the Ventrac 4500 Tractor bid to MTE Turf Equipment Solutions, being the lowest qualified bidder, and to authorize the Town Administrator to sign related documents on behalf of the Board. The cost of the purchase is \$32,586.35 which funds will be taken from the '02 revolving account and purchased in FY18. Motion passed unanimously, 5-0.

8.4 Vehicle Repair/Maintenance Bid – DPW

Selectman Lyon moved, second by Vice Chairman Jensen, to award the Sandblasting and Painting bid to Custom Coach, being the lowest qualified bidder, and to authorize the Town Administrator to sign related documents on behalf of the Board of Selectmen. The total cost of the award is \$15,000 for two truck bodies. Motion passed unanimously, 5-0.

8.5 Asset Management Software – DPW

Vice Chairman Jensen moved, second by Selectman Lyon, to award the Asset Management Software/Hardware bid to Dude Solutions at a cost of \$8,200 (\$2,200 one time; \$6,000 annually) and set aside an additional \$4,000 for tablets to be purchased separately and to authorize the Town Administrator to sign all related documents on behalf of the Board of Selectmen. Motion passed unanimously, 5-0.

8. Town Administrator

Town Administrator O'Mara indicated that it being the last Board meeting of the fiscal year, a number of housekeeping budget transfers was necessary. He also suggested establishing a threshold in the future since budget transfers do not change the bottom line. He said the transfer amounts were small indicating that "we're getting better at budgeting".

8.1 Budget Transfers

Vice Chairman Jensen moved, second by Selectman Grella, to authorize budget transfer number 2017-19 in the amount of \$43,009.00 from Finance accounts of wages, computer supplies, bank charges and fees, auditing, deferred compensation to Finance accounts of outside hire, office supplies, sick leave incentive, health insurance, dental insurance, and mileage. Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Grella, to authorize budget transfer number 2017-20 in the amount of \$16,815.00 from Fire and Rescue, Call Wages account to Recreation accounts of wages, maintenance employee wages, and health insurance. Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Grella, to authorize budget transfer number 2017-21 in the amount of \$2,763.64 from Recreation accounts of lifeguards and water to Recreation accounts of deferred compensation, telephone, vehicle repair, and equipment purchases. Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Lyon, to authorize budget transfer number 2017-22 in the amount of \$2,807.78 from Public Works, Cemeteries (General Government) part time wages account to accounts of wages, health insurance, dental insurance, electricity, deferred compensation, equipment repair, outside hire, and dues and subscriptions. Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Grella, to authorize budget transfer number 2017-23 in the amount of \$7,784.32 from Recreation accounts of lifeguard wages, advertising, and lifeguards to accounts of health insurance, dental insurance, social security, Medicare, and sick leave incentive. Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Grella, to authorize budget transfer number 2017-24 in the amount of \$8,719.52 from Public Works, Highways & Streets (vehicle repair and maintenance) to Public Works, Administration & General Government Buildings (engineering, overtime building, sick leave incentive, and building repair and maintenance). Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Grella, to authorize budget transfer number 2017-25 in the amount of \$3,526.33 from the Tax Department accounts of tax collector wages, software license & maintenance to Tax Department accounts of overtime tax, sick leave incentive, and longevity. Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Grella, to authorize budget transfer number 2017-26 in the amount of \$636.74 from Assessing accounts of outside hire professional services to accounts of social security, Medicare, sick leave incentive, registry fees, and mileage. Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Grella, to authorize budget transfer number 2017-27 in the amount of \$15,594.25 from Fire accounts of heat, education and training, general supplies, office supplies, diesel fuel, radios & pagers, and tools & equipment to accounts of deferred compensation, custodian, dues & subscriptions, postage, vacation buyout, full time captain wages, sick leave incentive, physicals, alcohol & drug testing, and equipment repair and maintenance. Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Grella, to authorize budget transfer number 2017-28 in the amount of \$9,451.55 from EMS accounts of heat, radio repair, diesel fuel, uniforms, and oxygen to EMS account of new equipment capital, miscellaneous supplies, BLS supplies, computer supplies, office supplies, dues & subscriptions, equipment repair & maintenance, ambulance billing service fee, and supplemental volunteer insurance. Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Grella, to authorize budget transfer number 2017-29 in the amount of \$4,529.66 from Police & Personnel Administration (health insurance

and NH Unemployment) to Personnel Administration (STD insurance, life & disability insurance, and health reimbursement account). Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Grella, to authorize budget transfer number 2017-30 in the amount of \$13,884.03 from Town Clerk & Police accounts (town clerk wages, police group II retirement, rent WGA, and health insurance) to Town Clerk accounts (full time wages, part time wages, supervisor of the checklist, health insurance, dental insurance, social security, Medicare, sick leave incentive, supplies general, office supplies, and new equipment. Motion passed unanimously, 5-0.

Vice Chairman Jensen moved, second by Selectman Grella, to authorize budget transfer number 2017-31 in the amount of \$40,000.24 from Administration & Welfare (rent WGA, Utilities WGA, merit pay, overtime, heat, software licenses, computer supplies, education & training professional development) to Administration (full time wages, part time wages, moderator wages, health insurance, social security, Medicare, sick leave incentive, telephone, outside hire web sites, custodian, equipment rental, printing, advertising, dues & subscriptions, office supplies, outside hire IT). Motion passed unanimously, 5-0.

8.2 Encumbrances

Vice Chairman Jensen moved, second by Selectman Grella, to approve encumbering \$2,125.00 from Fire Rescue's account line 01-4215-20-1294 to complete the vehicle graphics on Ambulance #2 to the current Fire Rescue layout. Motion passed unanimously, 5-0.

Selectman Grella moved, second by Vice Chairman Jensen, to approve encumbering \$12,200 from DPW Outside hire account line 01-4312-40-2451 for the purchase of the Asset Management Software and Hardware. Motion passed unanimously, 5-0.

Selectman Grella moved, second by Vice Chairman Jensen, to approve encumbering \$15,000 from Public Works account line 01-4312-40-2425 for the purchase of two sandblasts and paint truck bodies. Motion passed unanimously, 5-0.

Administrator O'Mara noted that the combined, approved FY17 encumbrances total \$674,302.78.

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

Fire Rescue		Ambulance #2 Graphics	\$ 2,125.00	01-4215-20-1294
DPW	Dude Solutions	Asset Management Software/Hardware	\$ 12,200.00	01-4312-40-2451
DPW	Custom Coach	Sandblast & Paint	\$ 15,000.00	01-4312-40-2425
		TOTAL	\$674,302.78	

8.3 Ventrac Bid – Recreation – Taken Up Earlier

8.4 Vehicle Repair/Maintenance Bid – DPW – Taken Up Earlier

8.5 Asset Management Software – DPW – Taken Up Earlier

8.6 Appropriations Review

A summary of appropriations was included in the Board packet. Administrator O'Mara stated that as of June 25th, revenue estimates were exceeded by \$301,000 which will go to unassigned fund balance. He said the value of vehicles contributed to the increase in motor vehicle registrations. Administrator O'Mara said the "underspent" amount will be known on Friday, June 30th, 2017.

8.7 ACC Resignation

Selectman Lyon moved, second by Vice Chairman Jensen, to accept, with regret, the resignation of Daryl D'Angelo from the Amherst Conservation Commission. Motion passed unanimously, 5-0.

8.8 Historic District Commission Appointment

Vice Chairman Jensen moved, second by Selectman Grella, to elevate Chris Buchanan from an alternate member to a full member of the Historic District Commission. Motion passed unanimously, 5-0.

8.9 AFR Chief Employment Agreement

At Administrator O'Mara's request, Selectman Lyon moved, second by Vice Chairman Jensen, to extend the Fire Chief's contract for six months with contract terms to expire December 31, 2017. Motion passed unanimously, 5-0.

9. Internet Committee Report

Vice Chairman Jensen who is Chair of the Internet Committee presented the Board with a written summary and recommendations regarding renewal of the Comcast contract and options for improving broadband service in town [attached]. He indicated that a few corrections needed to be made to the document and then will be posted to the town's website. The Board agreed that the committee should proceed in entering into negotiations with Comcast.

356 **10. Approvals**

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358 **10.1 Assessing – R.E. Tax Exemptions**

359
360 Selectman Lyon moved, second by Vice Chairman Jensen, to grant real estate exempt status for
361 property located at 5 Northern Boulevard, Unit #1, Map/Lot 2-504-1. Motion passed
362 unanimously, 5-0.

363
364 Selectman Lyon read Appraiser Richard Dorsett's recommendation to enter into a "payment in
365 lieu of taxes" agreement. Selectman Lyon felt that was premature at this time, and moved to deny
366 a charitable exemption and pilot agreement for property located at 8 Limbo Lane, Map/Lot 20-37.
367 Vice Chairman Jensen seconded and the motion passed unanimously, 5-0.

368
369 **10.2 Payroll**

370
371 Vice Chairman Jensen moved, second by Selectman Panasiti, to approve one (1) FY17 Payroll
372 Manifest in the amount of \$202,366.19 dated June 22, 2017, subject to review and audit. Motion
373 passed unanimously, 5-0.

374
375 **10.3 Accounts Payable**

376
377 Vice Chairman Jensen moved, second by Selectman Panasiti, to approve one (1) FY17 Accounts
378 Payable Manifest in the amount of \$37,693.46 dated June 15, 2017, subject to review and audit
379 (Town Clerk Transfers to the State of NH). Motion passed unanimously, 5-0.

380
381 Vice Chairman Jensen moved, second by Selectman Panasiti, to approve one (1) FY17 Accounts
382 Payable Manifest in the amount of \$437,636.67 dated June 13, 2017, subject to review and audit.
383 Motion passed unanimously, 5-0.

384
385 Vice Chairman Jensen moved, second by Selectman Panasiti, to approve one (1) FY18 Accounts
386 Payable Manifest in the amount of \$2,788,070.00 dated July 1, 2017, subject to review and audit.
387 Motion passed unanimously, 5-0.

388
389 **Concentration Account**

390
391 Vice Chairman Jensen moved, second by Selectman Panasiti, to approve one (1) FY17
392 Concentration Account Manifest in the amount of \$15.12 dated June 15, 2017, subject to review
393 and audit. Motion passed unanimously, 5-0.

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395 **10.4 Previous Meeting Minutes – June 12, 2017**

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397 Vice Chairman Jensen moved, second by Selectman Panasiti, to approve the minutes of the
398 Board's June 12, 2017 public meeting. Motion passed, 4-0-1 [Selectman Grella abstained].

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400 **11. New/Old Business**

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402 Selectman Grella suggested renaming the Baboosic Lake Beach Pavillion to honor the Wenzel
403 family. He said Pauline Wenzel who recently passed away and her husband, Herb, shared a love
404 for music and dancing and for many years ran the pavillion where, during the

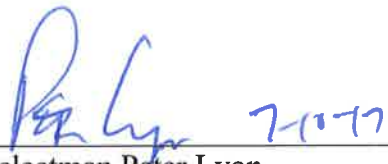
405 summertime, hosted dances in the evenings. Selectman Lyon felt it was worthy of
406 consideration. Administrator O'Mara will follow up.

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408 **12. Adjournment**

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410 Vice Chairman Jensen moved, second by Selectman Grella, to adjourn the meeting at 9:50 p.m.
411 Motion passed unanimously, 5-0.

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413 **NEXT MEETING: July 10, 2017**

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Selectman Peter Lyon
Clerk, Board of Selectmen

Date