



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, July 24, 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 and Peter Lyon. Also present: Town Administrator, Jim O'Mara, and Suzanne Beauchesne taking minutes. Selectman Reed Panasiti was excused.

2. Pledge of Allegiance – Resident, Sue McCarthy, led the pledge.

3. Citizen's Forum

Scott Bryson of 44 Governor Wentworth Road came forward to indicate that his road is in worse condition than Nathan Lord and asked the Board to consider including Governor Wentworth Road on the list of roads requiring repair sooner rather than later. Town Administrator Jim O'Mara said he will confer with Public Works Director Bruce Berry on the status of his analysis.

Sue McCarthy asked for an update on the speed limit, parking, and enhancements at the beach. Chairman Brew said the speed limit and beach enhancement issues were on tonight's agenda. He adjusted the agenda to take up the beach matters.

5.1 Speed Limit Ordinance – Broadway

Selectman Lyon read the proposed ordinance that was drafted to take into account the public hearing discussions on the matter. Selectman Lyon moved, second by Selectman Grella, to approve the proposed ordinance as follows:

"Pursuant to the provisions of NH RSA Chapter 41, Section 11 and NH RSA Chapter 31, Section 39(I)(g), the traffic regulation ordinance enacted June 25, 1973 pertaining to the maximum speed limit on Pavilion Road and Broadway is amended to read: Maximum speed of 30 mph on Pavilion Road and Broadway, except that portion of Broadway beginning 300 feet east of the intersection with Hillside Avenue and extending westerly to the point 300 feet west of the intersection with West Street shall have a maximum speed limit of 25 mph." Motion passed unanimously, 4-0. The ordinance shall take effect on July 25, 2017.

Beach Enhancements

Town Administrator O'Mara went through a memorandum sent to the Board listing a number of beach traffic enhancements as follows:

- The Police Department will drive Broadway at least once between noon and 2:00 p.m. to ensure the roads are passable.
- Fire Rescue will have A-1 drive Broadway a couple of times during the 6:00 a.m. – 6:00 p.m. shift. Any weekend fire apparatus driver training will include the Broadway loop.
- Recreation Department Director will assign a gate guard as a parking attendant in the lot. There are 96 parking spaces.
- The beach director or assistant will notify the communications center when the lot is full.
- They will install the "temporary police order" of no parking sign from the corner of the parking lot driveway exit closest to the building to the town's right of way on the shore side of Broadway.
- An advisory beach exit sign, using an arrow or hand, recommending those exiting the beach parking lot turn left will be installed.
- Staff will review all town land around the beach and create drawings of the current parking layout and propose more effective use of town land as it relates to street parking.
- As a more long-term solution, a subcommittee of the Highway Safety Committee convened and their recommendation is that the Board pass a no parking ordinance as soon as possible consistent with the temporary measure in the previous bullet.

The Board asked Town Administrator O'Mara to schedule two required public hearings to receive comments on the possible creation of a "No Parking" ordinance for the town beach area. Administrator O'Mara will post the public hearings, the first of which will be held on August 14th. Selectman Lyon thanked the police chief, town administrator and others for their good work on the matter.

Chairman Brew adjusted the agenda to take up agenda items 5.2 and 5.3.

5.2 Town Bridge Engineering

Director of Public Works, Bruce Berry, came forward to seek the Board's approval to move forward on the Mont Vernon Road Bridge work. He went through the scope of services as listed in an agreement between the town and Hoyle, Tanner & Associates, Inc. described as follows: preparation of an engineering study for replacement of the Mont Vernon Road Bridge and associated roadway approach work. The total length of the project is approximately 500 feet. Additional services include the necessary topographic survey, hydraulic and hydrologic analysis, geotechnical and preliminary cultural resources coordination. The project will be administered through the NHDOT Municipal Bridge Aid Program.

Vice Chairman Jensen moved, second by Selectman Grella, to accept the agreement with Hoyle, Tanner & Associates, Inc. for bridge engineering at the Mont Vernon Road Bridge over Ceasar's Brook and the Thornton Ferry Road Bridge over Beaver Brook and to authorize the Town Administrator to sign related documents on behalf of the Board of Selectmen. Motion passed unanimously, 4-0. Selectman Lyon pointed out that the first bridge cost equals about \$61,000; the second bridge cost \$73,000 with 80 percent of the cost being returned to the town from the state. Chairman Brew indicated that it will be a couple of years before they receive reimbursement.

5.3 Transfer Station Decals

Town Administrator O'Mara indicated that DPW manages slightly over a 4.2 million dollar budget. The SRLD and town solid waste budget combined represent almost \$613,000 or approximately 15 percent of the DPW operating budgets, a significant amount of money to accept and manage to dispose of the town's residential waste.

DPW Director Berry said the last permit change was 12 years ago and with towns surrounding Amherst tightening up on their permits, some restricting the number and some charging a fee, the town is behind in its ability to manage the known. He suggested the Board consider that the Amherst Transfer Station is on a segment of Route 101 that sees an average of 23,000 vehicles per day and Wilton, the other Transfer Station on a state road, now vigorously enforces its permits. All other surrounding transfer stations are on residential roads.

Director Berry said there are approximately 4,200 households in Amherst with a number of households choosing commercial trash pick-up. A traffic count averaged 3,474 vehicles a week visiting the Transfer Station in March of this year. That represents 83% of all Amherst households when some are still snow birds. New permit decals need to be purchased. The decals will have a new color, new size, and staff will provide greater emphasis on vehicle placement. DPW has a target date of compliance by September 1; however, if the permit issuance rate warrants, they will move the date to October 3rd. Director Berry said that in two week's time, 1,308 permits and recycling brochures have been issued.

Selectman Lyon suggested that a policy be drafted advising staff on what to do when someone does not have a decal and to include a process to control and protect the data collected. Vice Chairman Jensen asked if out-of-town people had yet tried to get a decal. Director Berry said "not yet". Chairman Brew asked if perhaps the decals should be replaced more often. Director Berry said his permit is valid for two years. They are considering putting an end date on the decal.

4. Amherst Historical Society

Janice McDermott and John Bement representing the Historical Society were requested to appear by the Board at their last meeting to provide more details of their plans on hosting a community event on the Town Common on September 16, 2017. They indicated they were looking to find a replacement event for the Antiques on the Green and get more exposure for the society. Mr. Bement said they are planning a day of Amherst events to include a tour of the Wigwam and concluding with a potluck dinner; an event resembling an Old Home Day and attracting young families with kids. They expressed their appreciation for the Board's support over the years. Town Administrator O'Mara stated that they could post a flyer on the town's website about the event. A shout-out went out to Will Ludt who started and nurtured the Antiques on the Green event over its many successful years.

5. Town Administrator

5.1 Speed Limit Ordinance – Broadway – Taken Up Earlier

5.2 Town Bridge Engineering – Taken Up Earlier

5.3 Transfer Station Decals – Taken Up Earlier

5.4 Beach Enhancements – Taken Up Earlier

5.5 Dispatcher Appointment

Vice Chairman Jensen moved, second by Selectman Lyon, to hire Benson Goodwin as a dispatcher to the Amherst Communications Center. Motion passed unanimously, 4-0.

5.6 Treasurer's Report

Town Treasurer, Elizabeth Overholt provided the following investment report. She said as of July 21, 2017, the tax collector has received \$20,041,366 of the \$21,139,378 invoiced, leaving \$1,098,612 uncollected for the current cycle. Money is invested as follows:

- 11 million went to the money market account at Century Bank at a 1.05% interest rate. The interest earned for FY17 was \$37,079.66.
- 5 million was sent to Enterprise Bank into the Insured Cash Sweep (ICS) account at the same 1.05% interest rate. The account sends a little less than \$250,000 to different banks, each account is insured under FDIC rules. Interest earned since opening the account in January is \$9,918.42.
- A new three-year CD was opened at Century Bank with \$3,775 at an interest rate of 1.35% due in February 2020. That money is part of the undesignated fund balance. In February 2017, the treasurer closed a three year CD that earned \$123,072.34 in interest. The new CD also has a no penalty for early withdrawal clause. After consultation with the Finance Department, it was determined that the increase was a good choice; the first CD was for \$3 million.
- In December of 2016, two million dollars was invested in a separate CD at Century Bank at 1.35% and has earned \$13,500.82 to date.
- There are \$158,843.26 at Lake Sunapee Bank which is where the credit card money is sent. That account is covered by FDIC rules so when the balance approaches \$250,000, most of the money is transferred to Citizens.

As of July 21, 2017, balances are:

11,601,690.15	Century Money Market Account
5,209,918.42	Enterprise ICS Account
2,013,500.82	Century 3-year \$2,000,000 CD (tax dollars)
805,663.22	Citizens
<u>158,843.26</u>	Lake Sunapee (credit card money)
19,789,615.87	TOTAL
3,766,671.54	Century 3-year \$3,750,000 CD (undesignated fund balance)

Chairman Brew thanked Ms. Overholt for a thorough report.

5.7 Year End Financial Report

Town Administrator O'Mara went over the year-end financial report provided in the Board meeting packet reflecting total encumbrances of \$658,452.78 that were all approved by the Board and will be expended by December. Administrator O'Mara said the numbers demonstrate that Amherst is one of the most fiscally sound communities in the state. The report included:

Budget Amount: \$12,896,109.00
YTD Amount: \$11,885,480.65
Unassigned Balance: \$ 352,175.57

5.8 Naming Policy

Board members reviewed the naming rights policy. No significant changes were made.

5.9 ACC Member Appointment

Vice Chairman Jensen moved, second by Selectman Grella, to appoint Jared Hardner as a full member to the Amherst Conservation Commission with a term to expire in 2019. Motion passed unanimously, 4-0.

5.10 Souhegan School Board Member's Request

Chairman Brew shared a request he received from a Souhegan School Board member seeking the Select Board's input on installing security cameras at Souhegan High School. After some discussion, the Board felt it was not appropriate to weigh in on the school matter as a board, but also thought it was important to voice its support for the judgement of the Police Department and SROs.

5.11 Unanticipated Revenue-Recreation

Vice Chairman Jensen moved, second by Selectman Grella, to accept unanticipated revenue in the amount of \$1,994.80 and to authorize the expenditure of same through the Recreation Revolving Account, line number 02-3409-39-3562. Motion passed unanimously, 4-0.

6. Approvals

6.1 Pole License & Petition

Selectman Lyon moved, second by Vice Chairman Jensen, to approve the Pole License and Petition submitted by Eversource for installation of one pole (80/61-6Y) located on Broadway Street. Motion passed unanimously, 4-0.

6.2 Payroll

Vice Chairman Jensen moved, second by Selectman Grella, to approve one (1) FY17 Payroll Manifest in the amount of \$909.97 dated July 11, 2017 subject to review and audit. Motion passed unanimously, 4-0.

Vice Chairman Jensen moved, second by Selectman Grella, to approve one (1) FY18 Payroll Manifest in the amount of \$231,311.98 dated July 20, 2017 subject to review and audit. Motion passed unanimously, 4-0.

6.3 Accounts Payable

Vice Chairman Jensen moved, second by Selectman Grella, to approve one (1) FY18 Accounts Payable Manifest in the amount of \$27,429.73 dated July 21, 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 Grella, to approve one (1) FY17 Accounts Payable Manifest in the amount of \$258,911.07 dated July 12, 2017 subject to review and audit. Motion passed unanimously, 4-0.

Vice Chairman Jensen moved, second by Selectman Grella, to approve one (1) FY18 Accounts Payable Manifest in the amount of \$4,393,386.64 dated July 11, 2017 subject to review and audit. Motion passed unanimously, 4-0.

Vice Chairman Jensen moved, second by Selectman Grella, to approve one (1) FY18 Accounts Payable Manifest in the amount of \$159,933.99 dated July 13, 2017 subject to review and audit. Motion passed unanimously, 4-0.

6.4 Previous Meeting Minutes – July 10, 2017

Vice Chairman Jensen moved, second by Selectman Grella, to approve the Board of Selectmen meeting minutes of July 10, 2017. Motion passed unanimously, 4-0.

7. New/Old Business

Selectman Lyon said he attended a road reconstruction meeting regarding Ponemah Hill Road that went well. A week ago he attended a Conservation Commission meeting. They agreed on the need to hold a public hearing on the proposed purchase of a parcel on Austin Road.

Town Administrator O'Mara said that Scott and Susan O'Connell had donated a basketball backboard, hoop and stand. Vice Chairman Jensen moved, second by Selectman Grella, to accept with thanks, the donation made by the O'Connell's. Motion passed unanimously, 4-0.

Administrator O'Mara alerted the Board that road work will be taking place around the town hall building. He also indicated that Grover Penny wishes to continue the tradition of having the town tree decorated during the holidays and wishes to donate ornaments for that purpose. Vice Chairman Jensen moved, second by Selectman Grella, to accept with thanks, the gift of ornaments from Mr. Penny. Motion passed unanimously, 4-0.


Chairman Brew said the he, Administrator O'Mara, Sarah Marchant, and Mike Akillian have been asked to participate in the NH Municipal Association's Strategic Planning program.

8. Adjournment

Vice Chairman Jensen moved, second by Selectman Grella, to adjourn the meeting at 7:50 p.m. Motion passed unanimously, 4-0.

NEXT MEETING: August 14, 2017

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Selectman Peter Lyon
Clerk, Board of Selectmen

8-14-17

Date