



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Tuesday, October 10, 2017
6:30 p.m.

1. Call to Order – Non-Public Meeting

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

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

2. Pledge of Allegiance – Camille Pattison of Nashua Transit led the pledge.

3. Public Hearing – Pursuant to RSA 41:14-b, the Amherst Board of Selectmen shall hereby give notice and announce the convening of two public hearings for the following proposed ordinances for the purpose of regulating traffic (NH RSA 47:17, VII and VIII):

Place stop signs on the corner of 1) Victoria Ridge at Upham Road, and 2) Victoria Ridge at Spring Road

Chairman Brew said this was the second of two required public hearings. Selectman Lyon moved, second by Selectman Akillian, to open the public hearing at 6:32 p.m. Motion passed unanimously, 5-0. There were no public comments. Selectman Lyon moved, second by Selectman Panasiti, to close the public hearing. Motion passed unanimously, 5-0.

4. Citizens Forum – None

Chairman Brew noted that Andrew Mullin of Boy Scout Troop 4 was in attendance working towards getting a badge.

5. Nashua Transit, Camille Pattison

Camille Pattison who is the Transportation Manager for the City of Nashua, joined by Sarah Marchand, Nashua's Community Development Director, came forward seeking Board support for a Congestion Mitigation and Air Quality (CMAQ) grant to build upon a pilot program begun in September providing limited bus service to Walmart in Amherst. She explained there was no cost

to the town, and provided maps of the current and extended routes. In response to Board member questions, Ms. Pattison said:

- Buses will run Monday thru Saturday departing Westside Plaza.
- Departures will occur every half hour at the 15 and 45 minute past the hour mark.
- The grant application deadline is October 20th; funding is for three years.
- There would be no liability to the town. Nashua owns all vehicles and has insurance.
- Anyone can ride the bus; ridership to Westside Plaza is strong.

Selectman Lyon moved, second by Selectman Grella, to approve the request by the Nashua Transit System for support of their application for CMAQ funds and to authorize the Chairman to sign the Letter of Support [attached] on behalf of the Board of Selectmen. Motion passed unanimously, 5-0.

6. Traffic Signs Discussion

Chief Reams provided information in follow up to the Board's discussion about stop signs on Victoria Ridge and whether a town ordinance is required. Chief Reams listed a number of town roads accepted as such without a town ordinance. They are:

Founder's Way @ Amherst Street	Williamsburg Drive @ Old Manchester Road
Potter's Way @ Founder's Way	Highland Drive @ Old Manchester Road
Trask Way @ Founder's Way	West Street @ Broadway
Whiting Farm Road @ Walnut Hill Road	Clark Avenue @ Broadway
The Flume @ Chestnut Hill Road	Lynch Farm Road @ Spring Road
Roberge Drive @ Mack Hill Road	Beaver Brook Circle @ Manchester Road
Upper Flanders Road @ Mack Hill Road	Beaver Brook Circle @ Narragansett Road
Stockwell Road @ Route 101	Limbo Lane @ Narragansett Road
Georgetown Drive @ Old Manchester Road	Narragansett Road @ Amherst Street
Old Manchester Road @ Route 101	Brimstone Hill Road @ Christian Hill Road
Old Manchester Road @ Walnut Hill Road	Bloody Brook Road @ Christian Hill Road
Candlewood Drive @ Lyndeborough Road	Roberts Road @ Ravine Road
Candlewood Drive @ Christian Hill Road	Winding Hollow Road @ Lyndeborough Road
Juniper Drive @ Amherst Street	Monticello Drive @ Boston Post Road
Chandler Lane @ Monticello Drive	Chandler Lane @ Town Crier Road
Crickett Hill Road @ Boston Post Road	Pinewood Drive @ Ponemah Road
Wildwood Lane @ Seaverns Bridge Road	Maple Street @ Boston Post Road
Truell Road @ Route 101A	Howe Drive @ North Hollis Road
Manhattan Drive @ Caldwell Drive	Columbia Drive @ Caldwell Drive
Columbia Drive @ Northern Boulevard	Bon Terrain Drive @ Northern Boulevard
Hertzka Drive @ Old Nashua Road	Eastern Avenue @ Airline Drive
Tech Circle @ Old Nashua Road	Rocky Hill Road @ Ponemah Road
Ponemah Hill Road @ Ponemah Road	Farmington Road @ Ponemah Hill Road
Thoreau Lane @ Ponemah Road	

Chairman Brew suggested that a review of Planning Board actions on new subdivisions may be appropriate once or twice a year. Town Administrator, Jim O'Mara, said the listed road signs

should be ratified. He will schedule the first of two required public hearings on the matter for the Board's next meeting.

7. Strategic Plan Presentations

Chairman Brew stated that he received an email from Steve Coughlan, Town Moderator, indicating the resignation of Jason Lozzi from the Ways and Means Committee. David Sullivan, an alternate on the committee, will replace Mr. Lozzi as a full time member. Helen Holden Slottje will serve as an alternate. Members of the Ways and Means Committee in attendance at tonight's meeting include: John D'Angelo, Chair, Peter Moustakis, Elaina Bedio, Sarah Bonnoit, April Savino, David Sullivan, and Helen Holden Slottje.

7.1 Amherst Fire Rescue

Fire Rescue Chief Matt Conley came forward to provide his department's strategic plan update for FY19 [attached]. The plan included a mission and vision statement. He indicated that while the strategic planning process began in 2013, it was in 2015 that the Board of Selectmen decided to integrate the departments of Fire and Emergency Medical Services. The Chief reviewed the separate goals and initiatives of the department and said the Fire Rescue Department does:

1. Fire Suppression, rescue and all hazards mitigation.
2. Fire prevention, code enforcement and inspections.
3. Emergency medical services.
4. Emergency management.
5. Community public education.

Chief Conley indicated that the Fire Division has 49 staff with 22 having EMS certification. Vehicles include: Four Class A Pumpers, Tower Ladder, Tanker (3000 gallons), Forestry Tanker (all wheel drive), Forestry (pick-up four-wheel drive with skid unit), Ford Explorer SUV with four-wheel drive (command), Ford Pick-Up with four-wheel drive (utility/command), Ford Taurus (admin). He said the 1994 Engine 1 will be replaced before the 1991 Engine 5 because Engine 5 is in better condition.. The Rescue Division has 53 members, 19 are paramedics, 20 are advanced, 14 are emergency medical technicians, and 35 have fire certification. Vehicles include: two Type I Ambulances with four-wheel drive and a Ford Explorer SUV with four-wheel drive.

The Chief went over data regarding fire and emergency call types and frequency, property loss in dollars, and the average age of EMS transports. He described the department's six initiatives, goals and outcomes associated with the initiatives. Selectman Akillian asked that measures be included; for example, how quickly are people out the door, what does community medicine mean and what are the implications of that. Board members asked a number of questions regarding cross training of personnel. Questions from Ways and Means Committee members garnered the following information:

- Private companies pay for AEDs..
- There is no particular trend for fire calls going up. It stays pretty stable from year to year.
- Fire Rescue sets the rate for ambulance transports. The longevity of an ambulance is about 20 years of service.

7.2 Department of Public Works

Bruce Berry, Director of Public Works, and Eric Hahn, Deputy Director of Public Works, came forward and presented the department's strategic plan for FY19-FY26 [attached]. The report included a vision and mission statement along with targeted outcomes in five areas: Roads, Bridges, Town Buildings, DPW Management Systems, and Stormwater. Director Berry said it is their goal to attain a 57 percent roads rating as good and 42 percent as fair by 2030. Selectman Lyon asked why the 2016 goal of 70 percent was lowered to 57 percent. Director Berry said the timing of new funds to do the work was deferred so they pushed the time out and downgraded the target. He later clarified that the previous goal had not been realistic. Chairman Brew later observed that the current goal includes 99% of the roads meeting a classification of good or fair. Current Amherst road ratings are:

Good: 48 miles (42.8%)
Fair: 38 miles (33.9%)
Poor 26 miles (23.3%)

Director Berry said the proposed 13-year rehabilitation/reconstruction program will require \$2.1 million per year in 2017 dollars.

Also, there are 20 bridges in Amherst. Two are permanently closed; 14 are NH DOT defined bridges; four are Amherst water crossings. Some don't pass DOT standards. The current status of Amherst bridges and large culverts are:

7 = good, very good, or in excellent condition
3 = satisfactory condition
4 = red-listed bridges – fair, poor, serious, critical, almost failing, failed condition
2 = closed bridges
4 = large culverts

Director Berry said that three bridges qualify for the state bridge replacement program; four are the town's responsibility. Under the state funding program, Amherst can upgrade all bridges by 2025 for \$1.12 million. Other information provided in Director Berry's report includes:

- DPW will lead a strategic analysis for all town building needs by 2020.
- By 2020 Amherst DPW will achieve workforce productivity of 90 percent. A computerized maintenance management system software will provide intelligence and insight into the areas of buildings and grounds, vehicles, crew productivity, and cost tracking and analysis.
- Amherst will continue to comply with evolving requirements of the Clean Water Act under the Municipal Separate Storm Sewer System permit issued by the EPA.

Board members and Ways and Means Committee members questioned the costs, financing, and timing of road repairs. Selectman Akillian asked that Director Berry's verbal report also be included as part of the minutes [attached].

Selectman Akillian pointed out that the DPW strategic plan focuses on operations and does not yet include an in-depth DPW facilities analysis or longer-term capital acquisition strategy, both of

which have been raised in past years as necessary to provide a comprehensive DPW plan. He recommended that the town administrator and DPW director take responsibility for accomplishing those analyses as quickly as possible and for sharing their results with the BOS.

He also proposed that the town administrator and director of the Office of Community Development undertake a much-discussed economic development analysis that will serve as the basis for a strategic economic development plan to be shared with citizens for their input. The goal is to determine whether and to what extent additional commercial and industrial development could materially reduce the amount of residential taxation as well as other implications of such development.

The BOS unanimously supported both recommendations.

8. Budget Discussion

8.1 Budget Timeline

The Board reviewed and adjusted the suggested budget timeline. Draft #1 of the budget and warrants presentation was scheduled to November 6th (instead of November 13), and department heads meetings will take place from November 7th through November 17th (instead of November 14-22). Ways and Means Committee Chair, John D'Angelo asked for a summary of undesignated funds. Administrator O'Mara will follow-up.

8.2 Budget Schedule – Revised

The Budget Schedule will be changed in accord with changes made to the timeline.

8.3 Department Meetings

Board assignments were made for the upcoming department heads meetings to be held from November 7th through November 17th.

8.4 Budget Draft #1

Board members reviewed a baseline budget draft.

9. Town Administrator

9.1 DPW Vacancy

The Board was provided with a vacancy announcement for a Laborer/Truck Driver position in the Public Works Department.

9.2 Police Station Air Conditioning Bid – DPW

Selectman Lyon moved, second by Selectman Akillian, to award the Air Conditioning bid to LeBlanc Heating of Bedford, providing a five-year labor guarantee, at a cost of \$5,455, and to

221 authorize the Town Administrator to sign all related documents on behalf of the Board of
222 Selectmen. Motion passed unanimously, 5-0.

223 224 **9.3 Winter Sand Bid – DPW**

225
226 Selectman Grella moved, second by Selectman Akillian, to award the Winter Sand bid to Dugout
227 Gravel, LLC, being the lowest qualified bidder, at a price of \$8.25/ton, and to authorize the Town
228 Administrator to sign all related documents on behalf of the Board of Selectmen. Motion passed
229 unanimously, 5-0.

230 231 **9.4 Tree Removal Bid – DPW**

232
233 Selectman Lyon moved, second by Selectman Grella, to award the Tree Removal bid to Urban
234 Tree Service, being the lowest qualified bidder, for a total of \$6,200, and to authorize the Town
235 Administrator to sign all related documents on behalf of the Board of Selectmen. Motion passed
236 unanimously, 5-0.

237 238 **9.5 Revenue Estimates**

239
240 Town Administrator O'Mara went over revenue estimates for FY18 totaling \$4,710,016.00 which
241 is the amount that the NH Department of Revenue Administration (DRA) uses to set taxes and
242 that the town is allowed to adjust.

243 244 **10. Approvals**

245 246 **10.1 Eversource Petitions & Pole Licenses**

247
248 Selectman Lyon moved, second by Selectman Grella, to authorize the installation of utility pole
249 99 1/9-1 on Deerwood Drive and to authorize the Board of Selectmen to sign the petition PSNH#
250 12-0590 as presented. Motion passed unanimously, 5-0.

251
252 Selectman Lyon moved, second by Selectman Grella, to authorize the installation of utility pole
253 32/3Y on Spring Road and to authorize the Board of Selectmen to sign the petition PSNH# 12-
254 0602 as presented. Motion passed unanimously, 5-0.

255
256 Selectman Lyon moved, second by Selectman Grella, to authorize the installation of utility pole
257 622 1/1 on Clark Island Road and to authorize the Board of Selectmen to sign the petition PSNH#
258 12-0602 as presented. Motion passed unanimously, 5-0.

259 260 **10.2 Assessing**

261
262 Selectman Lyon moved, second by Selectman Grella, to approve and sign the Timber Tax
263 Levy/Certification of Yield Tax for the property located at Spring Road/County Road, Map/Lot 6-
264 102, in the amount of \$1,188.46. Motion passed unanimously, 5-0.

10.3 Payroll

Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18 Payroll Manifest in the amount of \$27.46 dated September 28, 2017, subject to review and audit. Motion passed unanimously, 5-0.

Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18 Payroll Manifest in the amount of \$202,845.16 dated September 28, 2017, subject to review and audit. Motion passed unanimously, 5-0.

10.4 Accounts Payable

Selectman Panasiti moved, second by Selectman Lyon, to approve one (1) FY18 Accounts Payable Manifest in the amount of \$37,529.75 dated September 30, 2017, subject to review and audit (Town Clerk Transfers to the State of NH). Motion passed unanimously, 5-0.

Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18 Accounts Payable Manifest in the amount of \$466,116.07 dated October 3, 2017, subject to review and audit. Motion passed unanimously, 5-0.

Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18 Accounts Payable Manifest in the amount of \$4,840.09 dated October 4, 2017, subject to review and audit. Motion passed unanimously, 5-0.

10.5 Concentration Account

Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18 Concentration Account Manifest in the amount of \$601.90 dated September 26, 2017, subject to review and audit. Motion passed unanimously, 5-0.

Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18 Concentration Account Manifest in the amount of \$7,578.67 dated October 4, 2017, subject to review and audit. Motion passed unanimously, 5-0.

10.6 Previous Meeting Minutes – September 25, 2017 (Public and Non-Public)

Selectman Panasiti moved, second by Selectman Lyon, to approve the Board of Selectmen public meeting minutes of September 25, 2017, as amended. Motion passed unanimously, 5-0.

Selectman Panasiti moved, second by Selectman Lyon, to approve the Board of Selectmen non-public meeting minutes of September 25, 2017, as presented. Motion passed unanimously, 5-0.

11. New/Old Business

Town Administrator O'Mara announced that a public meeting with DES and Pennichuck Water is scheduled for October 12th at Souhegan High School at 7:00 p.m. for those interested in a waterline hook-up.

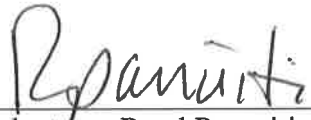
317 Selectman Panasiti said the Legislators Annual Softball Game between Republicans and
318 Democrats will be held at noon on Saturday at the Budweiser Plant in Merrimack.
319

320 Selectman Akillian said he met with the Cemetery Trustees who are planning Phase I expansion of
321 Forestview which is estimated to cost \$220,000. They are working on a *cy pres* filing for
322 \$150,000; \$70,000 will come from unrestricted funds. Project will not go out to bid until the spring
323 of 2018.
324

325 **12. Adjournment**
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327 Selectman Akillian moved, second by Selectman Grella, to adjourn the meeting at 10:40 p.m.
328 Motion passed unanimously, 5-0.
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332
333 **NEXT MEETING: October 23, 2017**
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Selectman Reed Panasiti
Clerk, Board of Selectmen



Date