



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, November 6, 2017

1. Call to Order

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.

3. Pledge of Allegiance – Rob Clemens, Chairman of the Conservation Commission, led the pledge.

4. Citizens Forum - None

Chairman Brew adjusted the agenda to take up agenda items 8.2 through 9.1.

8.2 Budget Transfer

Town Administrator Jim O'Mara requested approval for Budget Transfer FY18-03 to cover the final payment on the Fire House Renovation. Selectman Lyon moved, second by Selectman Panasiti, to approve the transfer of \$36,900 from Finance (Computer Software) and Community Development (Health Insurance) to DPW Building Repair and Maintenance to cover the final payment on the Fire House Renovation. Motion passed unanimously, 5-0.

8.3 Signature Authorization – ACC Purchase Documents

Selectman Akillian moved, second by Selectman Lyon, to authorize the Town Administrator to sign all purchase related documents for the Amherst Conservation Commission's purchase of Sky Meadow property, Map/Lot 8-9, on behalf of the Board of Selectmen. Motion passed unanimously, 5-0.

36 8.4 Use of Town Land Request – AJWC

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38 Selectman Panasiti moved, second by Selectman Grella, to authorize the use of the Lindabury
39 Orchard for an Amherst Junior Women's Club fundraising event on November 11, 2017.
40 Motion passed unanimously, 5-0.

41
42 8.5 PFOA – Plumbing Permits

43
44 Town Administrator O'Mara explained that Pennichuck Water stated that contractors are
45 gearing up to start construction of the water main and services. He said a portion of the
46 contracts involve the interior plumbing work to connect the new water line and meter into the
47 existing plumbing. Pennichuck has asked if the plumbing permit fees could be waived.
48 Administrator O'Mara said the cost of the entire project will be borne by TCI. Selectman
49 Lyon moved, second by Selectman Grella, to deny waiving the plumbing permit fees as
50 requested by Pennichuck. Motion passed unanimously, 5-0.

51
52 9.1 Land Use Change Tax Release

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54 The following three motions are taken up to correct current use records regarding property
55 located at 64 Dodge Road, Map/Lot 007-043.

56
57 Selectman Lyon moved, second by Selectman Grella, to abate the initial LUCT in the amount
58 of \$6,200 for property located at 64 Dodge Road, Map/Lot 007-043. Motion passed
59 unanimously, 5-0.

60
61 Selectman Lyon moved, second by Selectman Grella, to approve a LUCT in the amount of
62 \$300 for property located at 64 Dodge Road, Map/Lot 007-043 [for record keeping purposes
63 only]. Motion passed unanimously, 5-0.

64
65 **[Note:** The LUCT in the amount of \$300 should have been issued to the responsible party, a
66 previous owner who no longer resides in Amherst, in 1990.

67
68 Selectman Lyon moved, second by Selectman Akillian, to abate the LUCT in the amount of
69 \$300 for property located at 64 Dodge Road, Map/Lot 007-043. Motion passed unanimously,
70 5-0.

71
72 **5. Public Hearing: Pursuant to RSA 41:14-b, the Amherst Board of Selectmen shall hereby**
73 **give notice and announce the convening of the second public hearing for the following**
74 **proposed ordinances for the purpose of regulating traffic (NH RSA 47:17, VII and VIII).**

75
76 *The following stop signs are currently in place, the process of creating an ordinance is a*
77 *housekeeping matter. The Board of Selectmen is required by state law to approve, by*
78 *ordinance, these traffic control signs.*

79
80 Founder's Way @ Amherst Street
81 Potter's Way @ Founder's Way
82 Trask Way @ Founder's Way
83 Whiting Farm Road @ Walnut Hill Road
84 The Flume @ Chestnut Hill Road

Williamsburg Drive @ Old Manchester Road
Highland Drive @ Old Manchester Road
West Street @ Broadway
Clark Avenue @ Broadway
Lynch Farm Road @ Spring Road

Roberge Drive @ Mack Hill Road
Upper Flanders Road @ Mack Hill Road
Stockwell Road @ Route 101
Georgetown Drive @ Old Manchester Road
Old Manchester Road @ Route 101
Old Manchester Road @ Walnut Hill Road
Candlewood Drive @ Lyndeborough Road
Candlewood Drive @ Christian Hill Road
Juniper Drive @ Amherst Street
Chandler Lane @ Monticello Drive
Crickett Hill Road @ Boston Post Road
Wildwood Lane @ Seaverns Bridge Road
Truell Road @ Route 101A
Manhattan Drive @ Caldwell Drive
Columbia Drive @ Northern Boulevard
Hertzka Drive @ Old Nashua Road
Tech Circle @ Old Nashua Road
Ponemah Hill Road @ Ponemah Road
Thoreau Lane @ Ponemah Road

Beaver Brook Circle @ Manchester Road
Beaver Brook Circle @ Narragansett Road
Limbo Lane @ Narragansett Road
Narragansett Road @ Amherst Street
Brimstone Hill Road @ Christian Hill Road
Bloody Brook Road @ Christian Hill Road
Roberts Road @ Ravine Road
Winding Hollow Road @ Lyndeborough Road
Monticello Drive @ Boston Post Road
Chandler Lane @ Town Crier Road
Pinewood Drive @ Ponemah Road
Maple Street @ Boston Post Road
Howe Drive @ North Hollis Road
Columbia Drive @ Caldwell Drive
Bon Terrain Drive @ Northern Boulevard
Eastern Avenue @ Airline Drive
Rocky Hill Road @ Ponemah Road
Farmington Road @ Ponemah Hill Road

Selectman Panasiti moved, second by Selectman Akillian, to open the public hearing at 6:45 p.m. Motion passed unanimously, 5-0. There were no public comments. Selectman Panasiti moved, second by Selectman Akillian, to close the public hearing. Motion passed unanimously, 5-0. Chairman Brew noted that the Board must wait ten days before acting on this matter.

6. Budget Presentations

6.2 Amherst Conservation Commission (taken up prior to 6.1)

Rob Clemens, Chair of the Conservation Commission, came forward accompanied by Jared Hardner, a Commission member and professional forester. He noted that former Commission Chair, John Harvey, was also in attendance. He indicated that at the annual conference of the Association of Conservation Commissions on Saturday he heard many comments about the difficulty some of his colleagues have with their Boards of Selectmen. He expressed thanks to the Board for their continuing support.

Mr. Clemens went through a PowerPoint presentation [attached] that included the following information:

- ACC has developed a “Conservation Plan” that guides its activities and ensures compliance with RSA 36-A.
- ACC manages 2600 acres (13% of Amherst)
- ACC’s operating budget request is \$20,800
 - Request is a five percent decrease from current fiscal year
 - Vast majority of ACC’s activities are supported by volunteer time and donated materials with an estimated value well over 100% of the town budget for ACC
- The ACC’s strategies for pursuing its mission are to influence zoning and planning; acquire property and development rights where appropriate for conservation; manage town forests and

grasslands; control invasive species on ACC-managed lands; promote low-impact outdoor recreation; and educate citizens about Amherst's biodiversity and natural resources.

- ACC proposes three special initiatives to further advance its management of Amherst's natural resources: 1) update forest management plans; 2) invasive control for Upper Bragdon; and invasive control for Great Meadow.

Responses to Board member questions revealed the following:

- 1) If budgetary constraints required choosing between updating the forest management plan or invasive control, Mr. Clemens said forest management would be his first priority because it represents such a large part of land holdings impacting recreation, timber, wildlife.
- 2) Clearing of trails and other work made necessary by the recent rain storm was done by many volunteers with no major disruption reported that might require the need for state or federal funding.
- 3) While initiatives could be funded through the Conservation Fund as mentioned by Chairman Brew, the Conservation Fund is the only source of funding for acquisitions. The Fund balance comes from 50 percent of the Land Use Change Tax and 100% of profits from town forests. It's possible revenue could be generated from having an up-to-date forest management plan. Other funding sources are through the operating budget and/or via warrant article.
- 4) Decisions to purchase parcels are made based on vulnerability, irreplaceability, and connectivity to existing land. The ACC does not endorse generic % land target. The last forest management plan was done 20 years ago.

The ACC's report also included a breakdown of budget requests. Board members expressed their thanks for a thorough report. Selectman Akillian suggested that it would be helpful to be able to understand the greater strategy and range of criteria that the Commission operates by. Chair of the Ways and Means Committee, John D'Angelo, said if invasive control does not get funded, it gives another year to invade and it seems a small amount of money for big gains.

6.1 Cemetery Trustees

Marie Grella and Lisa Eastland came forward to provide the Strategic Plan [attached] for the Cemetery Trustees. Their mission is to manage and maintain all town cemeteries for the town. Targeted outcomes for cemeteries include 1) finish *cy pres* process by year end for requested \$150,000 perpetual care fund and 2) continue development of Scatter Garden begun by Eagle Scout Eric Roberts in June and July 2017; assess opening for scattering of cremains. Other information provided in the PowerPoint presentation includes:

- By May 2021 Forestview Cemetery will be ready for interments. It will take 3-4 years to develop. Bids will go out for work in January/February through Altus Engineering.
- Meadowview Cemetery has about five percent of lots remaining.
- Fund Totals are: Forestview Cemetery Design \$16,323; Putnam \$16,534; Wilkins \$33,064; Unrestricted \$111,549 and Perpetual Care \$872,571 for a total of \$1,050,041 which cannot be touched without going through the *cy pres* process.
- The total budget for FY19 is \$29,871 which is a 13.03 percent decrease of the FY18 budget.

In response to a question by Selectman Panasiti, Ms. Eastland said there was no need to get permits to develop Forestview since work to be done is under one acre and they don't anticipate having to expand for at least ten years. John D'Angelo suggested getting a letter from an engineering firm stating that permits are not necessary.

7. Budget Discussion

7.1 Department Meetings

Board members and Ways and Means Committee members reviewed/discussed proposed meeting dates and times to meet with department heads.

7.2 Budget Draft #1

Chairman Brew indicated that a number of adjustments were made by Finance Director, Eileen Demers, to make sure the baseline matched the actuals for this year. Other changes were made based on additional research. The Board asked for a list of capital reserve funds requested and approved over the last three years. Town Administrator O'Mara will develop and have available for the next Board meeting. Before continuing on with the budget discussion, Chairman Brew adjusted the agenda to take up a review of the **Road Strategic Plan Addendum (Agenda Item 8.1)**.

Public Works Director, Bruce Berry, and Assistant Director, Eric Hahn, came forward to provide an addendum to their department's Strategic Road Plan FY19-FY30 [attached]. Director Berry said their targeted outcome is to attain 65.5% or greater of Amherst roads are rated good according to industry standard (PCI) by 2030. He provided two options that will enable reaching this goal:

Option A: Reconstruct all "bond" sections identified in the 2008 road evaluation by FY20 while maintaining all municipal roads.

Option B: Reconstruct "bond" and contiguous road sections by FY20 while maintaining all municipal roads.

The post bond plan – with budget and converted principal and interest funds, continue converting red roads to green, upgrade yellow roads to green, and with appropriate maintenance strategies, maintain green roads.

Director Berry said Option A would complete the identified bond road sections in 2019-2020. A list of those road sections was provided in his written report and amounted to \$818,353 as approved by the voters via Article 22 to be spent on these specific road sections.

An Option B graph listed the identified bond road section included in Option A and the contiguous road sections, non-bonded and cluster distance, for a total estimated cost of \$3,074,196. A proposed method of funding includes:

Remaining Bond Sections:	\$ 818,353
Unspent Delta from 2010 (Article 22)	\$ 1,700,000

230	From Budget	<u>\$ 555,843</u>
231	Project Total	\$ 3,074,196

232
233 Director Berry's post bond plan calls for continuing to fund the \$850,000 already in the budget,
234 increase funding from the budget "road rebuild" line from \$278,000 to \$556,000, and dedicate to
235 road reconstruction the saved principal and interest residual from the road work line of credit.
236

237 The Board discussed at length the various options presented. Selectman Lyon questioned whether
238 the Board should get permission from voters to use the \$1,700,000 on other than "bond road"
239 sections as he couldn't see increasing the budget by \$850,000. Chairman Brew agreed \$850,000
240 is too much to ask for in a single year. He said "finishing the road bond over two years is a
241 worthy goal" but perhaps could be completed over four years. Selectman Akillian said it was
242 important to get clarity on what it will take to care for the roads as "it would be a shame for the
243 same thing to happen because we didn't stay on top of this". All agreed that it was important to
244 ensure that the good roads don't go bad and the bad roads get fixed. Mr. Sullivan of the Ways
245 and Means Committee asked if a penalty is assessed if bond money is not used. Chairman Brew
246 said funds are a straight loan from the bank and the town can choose to ask, or not ask, for the
247 funds. Everyone also agreed that "road reconstruction" and "road maintenance" needs to be
248 clearly defined.
249

250 Chairman Brew went back to the **Budget Presentations (Agenda Item 7.2)**.
251

252 The Board discussed listed initiatives and warrants. There were a number of questions related to
253 Community Development requests, particularly regarding Stormwater and Data Migration. At the
254 Board's request, Director of Community Development, Gordon Leedy, will provide more details
255 at the next Board meeting regarding his estimated cost of \$100,000 for Stormwater. Selectman
256 Akillian asked for the total initiative costs of data migration over time. Director Leedy will also
257 provide more information to the Board on the on-line permitting system. The Board agreed that
258 the following changes be made to the budget presented:
259

- 260 • Eliminate funding of \$10,000 for the Economic Development Plan/Implementation.
- 261 • Eliminate funding of \$7,500 from Town Facility.
- 262 • Eliminate funding \$2,000 from Education and Communication Improvement.
- 263 • Reduce funding for Master Plan Update to \$15,000.
- 264 • Reduce funding for Implementing Sewer Utility to \$1.00.
265

266 The Board also reduced the \$1.1 million "road reconstruction" add-on to \$200,000. A short
267 discussion took place regarding the \$175,000 warrant request for Safety Complex Drainage.
268 Director Bruce Berry said this budget item has been bumped a few times and he is concerned
269 about sink holes since ambulances are stored there. Fire Chief Conley said the work could be
270 bumped back another year if necessary. The Board agreed to keep it in the budget line for now.
271 In the end the percent increase with all warrants was reduced from 18.71% to 9.83%. Discussion
272 will start with "globals" at the next meeting.
273

274 8. Town Administrator – Taken Up Earlier

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278 **9. Approvals**

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280 **9.1 Land Use Change Tax Release – Taken Up Earlier**

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282 **9.2 Assessing**

283
284 Selectman Lyon moved, second by Selectman Grella, to sign the levy for the December 2017 Tax
285 Warrant in the amount of 22+M. Motion passed unanimously, 5-0.

286
287 Selectman Lyon moved, second by Selectman Grella, to approve a BTLA Settlement for the
288 property located at 199 Route 101, Map/Lot 6-66-1, in the amount of \$12,562.55 for 2016 and
289 \$13,018.01 for 2017. Motion passed unanimously, 5-0.

290
291 Selectman Lyon moved, second by Selectman Panasiti, to approve a Veteran Tax Credit for
292 property at Map/Lot 8-16-27 in the amount of \$500. Motion passed unanimously, 5-0.

293
294 **9.3 Payroll**

295
296 Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18 Payroll
297 Manifest in the amount of \$206,006.05 dated October 26, 2017, subject to review and audit.
298 Motion passed unanimously, 5-0.

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300 **9.4 Accounts Payable**

301
302 Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18 Accounts
303 Payable Manifest in the amount of \$31,627.77 dated October 31, 2017, subject to review and
304 audit. (Town Clerk Transfers to the State of NH). Motion passed unanimously, 5-0.

305
306 Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18 Accounts
307 Payable Manifest in the amount of \$222,744.97 dated October 31, 2017, subject to review and
308 audit. Motion passed unanimously, 5-0.

309
310 **9.5 Concentration Account**

311
312 Selectman Panasiti moved, second by Selectman Lyon, to approve one (1) FY18 Concentration
313 Account Manifest in the amount of \$4,206.44 dated November 1, 2017, subject to review and
314 audit. Motion passed unanimously, 5-0.

315
316 **9.6 Previous Meeting Minutes – October 23, 2017**

317
318 Selectman Panasiti moved, second by Selectman Akillian, to approve the Board of Selectmen
319 meeting minutes of October 23, 2017, as amended. Motion passed unanimously, 5-0.

320
321 **10. New/Old Business**

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323 **11. Adjournment**

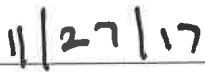
324
325 Selectman Panasati moved, second by Selectman Grella, to adjourn the meeting at 11:07 p.m.
326 Motion passed unanimously, 5-0.

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NEXT MEETINGS: November 27, 2017



Selectman Reed Panasiti
Clerk, Board of Selectmen



Date