



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, March 28, 2016

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3 **1. Call to Order** -- Chairman Dwight Brew called the meeting to order at 6:30 p.m.
4

5 Attendees: Chairman Dwight Brew, Vice Chairman Reed Panasiti, Selectmen Tom Grella, Nate
6 Jensen, and Peter Lyon. Also present: Town Administrator, Jim O'Mara, and Suzanne Beauchesne
7 taking minutes.
8

- 9 **2. Pledge of Allegiance** --Former Vice Chairman of the Board, John D'Angelo, led the pledge.
10

- 11 **3. Recognition**
12

13 To the applause of all those in attendance, Chairman Brew presented John D'Angelo with a plaque
14 acknowledging his service on the Board since 2013, and thanking him for his excellent leadership
15 developing the Town's response to the proposed Kinder Morgan Natural Gas Pipeline matter.
16

- 17 **4. Citizens Forum -- None**
18

- 19 **5. Cemetery Trustees Report – CANCELLED.**
20 **Replaced with a Report from the Health Officer.**
21

22 Scott Tenney, Amherst Health Officer, came forward to provide the Board with a status report on
23 the NH Department of Environmental Services (NHDES) investigation into the presence of a
24 chemical known as PFOA in drinking water in the towns of Merrimack and Litchfield. PFOA was
25 detected at low levels in two private wells – one in Merrimack and the other in Litchfield. NHDES
26 continues testing and has held public meetings in Merrimack and Litchfield and will be holding
27 another in Bedford on Wednesday evening. In response to Vice Chairman Panasiti, Town
28 Administrator O'Mara indicated that samples were taken from private wells. Amherst's public
29 water is through pipes which is not a concern. Selectman Lyon confirmed that the two wells were
30 private. Administrator O'Mara said residents "have little to be concerned about".
31

- 32 **6. Joshua's Park – moved to later in the meeting.**
33
34
35

7. Board Goals

Chairman Brew went through a list of 14 Board identified goals, for the next year and suggested that the Board weigh in on departmental strategic plans prior to the development of the budget. Chairman Brew also mentioned that the Board should develop a Board strategic plan.

The Board discussed goals as follows:

1. Strategic Planning

- a. Continue and refine (updating annually)
- b. Review Village Strategic Plan and find new owner (new CD Director)

2. Continue with Pipeline initiative

3. Community Development

- a. Hire new Community Development Director
- b. Move forward with the sewer study (get better handle with partnering)
- c. Work on expanding our industrial base (Nash/Tamposi)

4. DPW

- a. Hire new Assistant DPW Director
- b. DPW Matrix Report
- c. Develop DPW Facilities Plan leading to Warrant Article (what does ideal solution look like)
- d. Continue with the existing road rebuilding
- e. Increase road maintenance to \$1.2 million per year (established in 2008)
- f. Town Hall window and brick restoration project

5. Communication

- a. Quarterly updates by Department Heads to the BOS
- b. Enhance town and BOS communication via Facebook, website
- c. Get more meetings televised

6. Safety

- a. Complete plans and implement the Fire/Rescue Facility Update
- b. Develop Plans for the Police Facility
- c. Add a patrol man or woman to help address the drug crisis

7. Establish Town-wide Internet Task Force (Selectman Jensen to Chair - develop charter)

8. Establish an IT Task Force (Chairman Brew to Chair – develop charter)

9. Employee Development (Selectman Jensen drives)

- a. Implement Pay for Performance
- b. Implement Cash award merit program
Cannot be publicized until July 1st. Selectman Jensen will send Selectman Lyon a copy of the policy that was approved by the Board in October.

10. Hazen Land purchase

11. Town/Schools collaboration

a. Financial presentation, purchasing, IT, common needs

Chairman Brew and Administrator O'Mara identified a number of opportunities that may be good candidates for working jointly – IT support, financial, audit.

12. Board of Selectmen

a. Additional Board of Selectman Follow-Up (Calendar—Clerk/Action Items)

13. Board and Committee Development

a. Town Board and committee training.

Chairman Brew and Administrator O'Mara will determine next steps.

Chairman Brew took up Agenda Item 6 – Joshua's Park. Sally Wilkins, a member of the Board of the Amherst Land Trust provided an update on the proposed community garden and playground named Joshua's Park. Ms. Wilkins said volunteers have been working hard to raise \$400,000 to cover the \$150,000 purchase price plus \$250 for transaction costs, site work, and playground equipment. Ms. Wilkins expects to transfer ownership of the park prior to Memorial Day. Administrator O'Mara mentioned that two public hearings, seven or more days apart, will need to be held. The first hearing will be held during the April 11th Board meeting. Selectman Grella moved, second by Vice Chairman Panasiti, to move forward and schedule two public hearings on the matter. Motion passed unanimously, 5-0.

8. Board/Committee Assignments

Board members reviewed a listing of Selectmen assignments to committees and boards and agreed to the following. Chairman Brew also recommended eliminating the Board member liaison on the first five committees listed since appointments to those committees is ample and appointees can come before the Board to provide regular updates.

COMMITTEE	VOTING	MEMBER
Nashua Regional Planning Commission	Liaison	Delete
NHMA	Liaison	Delete
Souhegan Regional Landfill District	Liaison	Delete
Ways & Means Committee	Liaison	Delete
Zoning Board of Adjustment	Liaison	Delete
Information Technology Committee	Voting	Dwight Brew
Legislative Liaison	Liaison	Dwight Brew
Library Trustees	Liaison	Dwight Brew
Schools (ASC, SCSD, SAU 39)	Liaison	Dwight Brew
Capital Improvement Committee	Voting	Nate Jensen
Cemetery Trustees	Liaison	Nate Jensen
Internet Committee	Voting	Nate Jensen
Sewage Committee	Voting?	Nate Jensen

COMMITTEE	VOTING	MEMBER
Planning Board	Voting	Peter Lyon/Tom Grella
Road Commission	Voting	Peter Lyon
Conservation Commission	Liaison	Peter Lyon
Trustee of the Trust Fund	Liaison	Peter Lyon
Storm Water II Committee	Voting	Reed Panasiti
Facility/Vehicle Committee	Voting?	Reed Panasiti
Pipeline Task Force	Voting	Reed Panasiti
Recreation Commission	Liaison	Reed Panasiti
Heritage Commission	Voting	Tom Grella
Highway Safety Committee	Voting	Tom Grella/Peter Lyon
Historic District Commission	Voting	Tom Grella
Safe Routes to Schools	Voting	Tom Grella

9. Updates

9.1 Finance Software

Town Administrator, Jim O'Mara, indicated that Finance Director, Lisa Ambrosio, will provide a report at the Board's next meeting.

9.2 Stormwater

Administrator O'Mara said a meeting was scheduled with U.S. Senator Jeanne Shaheen on March 30th at 10:00 a.m. DPW Director, Bruce Berry will attend.

10. Town Administrator

Town Administrator, Jim O'Mara, reminded Board members that tomorrow evening at 7:00 p.m. at the flagpole by Moulton's Market, the Board will begin a week-long commemoration of the 50th anniversary of the Vietnam War. Vietnam Veterans will be honored with a flag raising and a reading of a proclamation signed by all Board members. All are encouraged to attend.

10.1 ZBA Decision – Clarification – Taken Up Later in the Meeting

10.2 Recreation Dept. Proposal – Baboosic Lake Road Property

Craig Fraley, Recreation Department Director, came forward to seek approval to develop an alternative recreational park which would support the Amherst Parks and Recreation 8 – 80 Initiative. Director Fraley said that the installation of a Pump Track and Disc Golf Course could create connectivity to other potential trails and parks in the area. The park would be located on 22 acres of land at 11 Baboosic Lake Road. Director Fraley described a Pump Track as a continuous loop that one can ride without pedaling. Pump tracks are fairly easy to install. Disc Golf is played like traditional golf using a flying disk instead of a ball and clubs. Recreation staff and volunteers will build the course, tee pads, and baskets. Board members thought this was a "neat idea". Selectman Grella offered to provide gravel. Next steps include creating a name for the park and

150 creating the entrance and exit and parking area of property. Director Fraley still needs to gain
151 approval from the Amherst School Board and the Amherst Planning Board. Selectman Lyon
152 suggested seeking abutter input. Selectman Jensen moved, second by Selectman Grella, to
153 authorize Town Administrator, Jim O'Mara, and Recreation Department Director, Craig Fraley, to
154 take the concept to the School Board and the Planning Board for approval. Motion passed
155 unanimously, 5-0.

156 157 **10.3 Recreation Bus Operating Procedure Review**

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159 Recreation Bus Operating Procedures were included in the Board packet. No action is needed by
160 the Board at this time.

161 162 **10.4 Recreation Scoreboard Request**

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164 Craig Fraley, Recreation Department Director, stated that his department would like to install three
165 manual scoreboards at the baseball and softball fields located on Bean Field and Amherst Middle
166 School. Active baseball parents have been busy fundraising for this effort. The aim is to make
167 this purchase at no cost to either the players or the taxpayers. The price of each scoreboard is
168 \$749. The tops of the scoreboards will read "Amherst Baseball". Selectman Jensen moved,
169 second by Selectman Grella, to authorize the Recreation Department to take the project to the
170 Amherst School Board for approval. If approved, signs will be installed by staff before the start of
171 the season. Motion passed unanimously, 5-0.

172 173 **10.5 DPW Bid- Asbestos Tile Removal**

174
175 Town Administrator O'Mara presented Bid #09-16 for removal of library roofing material. Nine
176 bids were received with a recommendation to award the bid to R.M. Technologies, Inc. Selectman
177 Grella moved, second by Selectman Jensen, to award the bid to remove library roofing material to
178 the lowest bidder, R.M. Technologies, Inc. for a total of \$11,900. Motion passed unanimously, 5-
179 0.

180 181 **10.6 DPW Matrix Report Recommendations**

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183 The Board discussed a spreadsheet of recommendations coming out of the Matrix Report noting
184 the priority, value to the town, and the cost to implement the recommendations as prepared by
185 Administrator O'Mara and Bruce Berry, Director of the Department of Public Works.
186 Administrator O'Mara said that not all functions have timeframes associated with them. It was
187 generally agreed that the number one priority was the development of an asset management
188 program. Director Berry responded to a number of questions regarding staffing and work activities
189 of the department. Chairman Brew suggested putting together a small committee to help move
190 things forward. Selectmen Grella and Jensen volunteered to serve. Administrator O'Mara will
191 include the issues on Board meeting agendas as a standing item.

192 193 **10.7 Assistant DPW Director Hiring Process**

194
195 Administrator O'Mara and Director Berry described the difficulty in attracting qualified candidates
196 for the Assistant DPW Director position. Administrator O'Mara is concerned that the requirement
197 for an engineering degree is making the search more challenging and suggested contracting out for
198 engineering work as necessary. Director Berry said the resumes received are great for a foreman

position. Board members discussed options. Chairman Brew pointed out that the job's focus would be on engineering, storm water knowledge, and leadership. Administrator O'Mara said they had already spent \$1,600 advertising the position. Administrator O'Mara and Director Berry will review options and get back to the Board at its next meeting.

ZBA Decision – Clarification (Agenda Item 10.1)

Vice Chairman Panasiti recused himself prior to the discussion of this matter. Town Administrator O'Mara asked that the Board allow him to file a motion with the Zoning Board of Adjustment asking for clarification on their ruling of March 15, 2016 on Case # PZ7129, Camp Young Judaea. Specifically, if the ZBA determined that the facility is not a residential occupancy, what is it? The ZBA did not provide guidance on which occupancy applies to the structures. The legal remedy is appeal to the Superior Court. Selectman Jensen moved, second by Selectman Grella, to authorize Town Administrator O'Mara to ask the ZBA for clarification of their March 15th ruling on Case #PZ7129. Motion passed unanimously, 4-0. Vice Chairman Panasiti rejoined the Board meeting.

10.8 Community Development Director Hiring Process

Administrator O'Mara mentioned that advertisements have been widely placed seeking a new Community Development Director. To date, only two resumes have been received. Administrator O'Mara will keep up the search and indicated that he would rather be patient in hiring the right person than doing something that "we'll regret later".

10.9 Professional Services Agreement – MR1

Administrator O'Mara asked that the Board approve a Professional Services Agreement with Municipal Resources to retain professional consulting services of Carol Ogilvie to provide interim Community Development management and support services three days a week, four or five hours a day. Selectman Jensen moved, second by Selectman Grella, to authorize Administrator O'Mara to execute the Professional Services Agreement with Municipal Resources for said support services. Motion passed unanimously, 5-0.

10.10 Donation to 4th of July Committee

Vice Chairman Panasiti moved, second by Selectman Jensen, to accept a donation of \$1,750 from the Granite State Credit Union to the Fourth of July Committee for the fireworks display.

10.11 Assessing Capital Reserve Fund Withdrawal

Selectman Jensen moved, second by Peter Lyon, to request that the Trustees of the Trust Fund release \$83,226.50 from the Assessing Capital Reserve fund for the revaluation that is conducted every five years. Motion passed unanimously, 5-0. Vice Chairman Panasiti asked if the town wasn't losing interest and could money be taken out without penalty. Administrator O'Mara said the Trustees meet quarterly and do not invest in every fund. The money requested is currently not invested in order to make it available to the Town. Withdrawal would be made without penalty.

248 **10.12 Alternate Library Trustee Appointments**

249
250 Selectman Jensen moved, second by Selectman Grella, to appoint Bill Cassidy and Rande Neukam
251 as Alternate Library Trustees. Motion passed unanimously, 5-0. Chairman Brew mentioned that
252 the appointment terms were for three years and indicated that anyone interested in serving on town
253 committees should contact Executive Assistant, Mary Guild, to arrange to meet with the Board and
254 get a copy of the orientation packet implemented by the Board last year.
255

256 **10.13 Electronic Agendas – Tablets vs. Paper**

257
258 After some discussion about tablets versus paper, all Board members were in favor of moving
259 forward with agendas created in PDF and working from tablets during Board meetings.
260

261 **10.14 Community Development Position Change**

262
263 Administrator O'Mara stated that the Community Development Assistant position has grown since
264 2014 when the current assistant was hired. Administrator O'Mara proposed eliminating the
265 Secretary I position and creating the position of Community Development Executive Assistant
266 which would provide a \$2.65 per hour increase. Selectman Jensen moved, second by Selectman
267 Grella, to eliminate the Community Development Secretary position and create an Executive
268 Assistant position. Motion passed unanimously, 5-0.
269

270 **11. Approvals**

271
272 **11.1 Hawkers & Vendors Applications**

273
274 Selectman Jensen moved, second by Selectman Grella, to approve the Vendor's Permit requested
275 by Stephen Yurish of Moulton's Market for the sale of hot dogs and related food items from a
276 trailer located at the Amherst Garden Center. Motion passed unanimously, 5-0.
277

278 Vice Chairman Panasiti moved, second by Selectman Grella, to approve the Vendor's Permit
279 requested by Mardi Wilson for the sale of food items under the business name of Tastee Kone.
280 Motion passed unanimously, 5-0.
281

282 **11.2 DRA Monitoring Report (2014)**

283
284 Town Administrator O'Mara provided a copy of the 2014 DRA Monitoring Report which is the
285 measure of accuracy for data collection completed by KRT Appraisal.
286

287 **11.3 Veteran's Tax Credit**

288
289 Selectman Lyon moved, second by Vice Chairman Panasiti, to approve a Veteran Tax Credit in the
290 amount of \$500 for Map 2, Lot 125-9. Motion passed unanimously, 5-0.
291

292 **11.4 Blind Tax Exemption**

293
294 Selectman Lyon moved, second by Vice Chairman Panasiti, to approve a Blind Exemption in the
295 amount of \$35,000 for Map 18, Lot 5. Motion passed unanimously, 5-0.
296

297 **11.5 Abatement Recommendations**

298
299 Selectman Lyon moved, second by Vice Chairman Panasiti, to approve the abatement for Map 3,
300 Lot 86-31 in the amount of \$818 for 2015. Motion passed unanimously, 5-0.

301
302 Selectman Lyon moved, second by Vice Chairman Panasiti, to approve the abatement for Map 5-
303 69-4 located at 62 Lyndeborough Road in the amount of \$2,476 for 2015. Motion passed
304 unanimously, 5-0.

305
306 Selectman Lyon moved, second by Selectman Grella, to approve the abatement for Map 5, Lot 52
307 located at 112 Amherst Street in the amount of \$455. Motion passed unanimously, 5-0.

308
309 Selectman Lyon moved, second by Selectman Grella, to approve the abatement for Map/Lot 5-92-
310 2 located at 126 Amherst Street, in Amherst in the amount of \$715. Motion passed unanimously,
311 5-0.

312
313 **11.6 Payroll Manifest**

314
315 Selectman Jensen moved, second by Selectman Lyon, to approve one (1) FY16 Payroll Manifest in
316 the amount of \$183,689.75 dated March 17, 2016, subject to review and audit. Motion passed
317 unanimously, 5-0.

318
319 **11.7 Accounts Payable Manifests**

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321 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts
322 Payable Manifest in the amount of \$29,623.25 dated March 17, 2016, subject to review and audit.
323 (Town Clerk Transfers to the State of NH). Motion passed unanimously, 5-0,

324
325 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts
326 Payable Manifest in the amount of \$220,342.79 dated March 22, 2016, subject to review and audit.
327 Motion passed unanimously, 5-0.

328
329 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts
330 Payable Manifest in the amount of \$2,096,787 dated April 1, 2016, subject to review and audit.
331 (School Disbursements).

332
333 **11.8 Previous Meeting Minutes – March 14, 2016**

334
335 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve the Board of Selectmen
336 meeting minutes of March 14, 2016.

337
338 **12. New/Old Business**

339
340 Selectman Grella provided an update on Eastern Avenue and Willow Lane.

341
342 Vice Chairman Panasiti asked if there was any interest in holding committee and board meetings
343 during the day. Chairman Brew felt that daytime meetings might make it more difficult for
344 citizens to participate. He said that would have precluded his ability to serve while he was
345 working. It might be solving a problem only to create another. Administrator O'Mara said it was

a "good thought" and perhaps the idea could be shared with the new Community Development director once on board.

Selectman Jensen went through pending items from this meeting:

- Developing Charters for IT and Internet Committees (Brew/Jensen)
- Review goals monthly
- Standing Agenda Item – Matrix Report

13. Non-Public Session

Pursuant to NH RSA 91-A:2, II (a), Vice Chairman Panasiti moved, second by Selectman Jensen, to enter into non-public session at 9:45 p.m. Roll Call: Brew-yes; Grella-yes; Jensen-yes; Lyon-yes; Panasiti-yes. Vote was unanimous, 5-0.

NEXT MEETING: April 11, 2016



Selectman Nate Jensen
Clerk, Board of Selectmen



Date