



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, November 27, 2017**

**1. Call to Order**

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

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

**2. Pledge of Allegiance** – Ways and Means Committee member, April Savino, led the pledge.

**3. Citizens Forum - None**

**4. Budget Discussion**

**4.1 Budget Draft #2**

The Board reviewed the FY19 Budget, Draft #2, starting with the global assumptions. Town Administrator, Jim O'Mara, proposed a wage adjustment of 2.5 percent and health insurance premium shift of one percent from the town (87 to 86 percent share) to the employee (13 to 14 percent share). He said a poll of area communities indicate employee wage adjustments from 1 percent to as high as 3.5 percent. Vice Chairman Lyon noted that a one percent increase in the employee's portion of health insurance will take \$348 per year from an employee making an average of \$40,000 with a 2.5% COLA. He has no problem with the 2.5% COLA since it sends a clear message to employees of their value, and the bottom line is not impacted by much.

Chairman Brew said 2.5 percent coupled with the one percent shift makes sense and is important not just from a money standpoint but because "we all need to control costs" and it's important that employees have more stake in the game. A straw vote of the Board revealed that only Chairman Brew was in favor of the one percent shift. Town Administrator O'Mara said he'll have a better idea of health costs by the second week of December. Selectman Akillian said he is comfortable with the 2.5 percent COLA but not the one percent shift; however, if health care costs are over 15 percent then he would want to

36 go back and re-visit the matter. April Savino said she would like to know historically what  
37 other similar communities pay and suggested that Amherst was generous with its health  
38 benefit. Ways and Means Committee Chair, John D'Angelo, said if the Board authorizes  
39 salary increases that are above the Social Security two percent increase for next year, it will  
40 need to be justified.

41  
42 Selectman Akillian moved, second by Selectman Panasiti, to authorize a 2.5 percent cost of  
43 living increase for Amherst town employees. Motion passed 4-1 [Chairman Brew opposed].  
44 The only other change made to the global assumptions was to lower the pwages line to zero  
45 percent (from three percent).

46  
47 Town Administrator O'Mara went over the outcome of subcommittee meetings with  
48 departmental staff and Board members also re-reviewed the status of initiatives and  
49 warrants. After much discussion, and input from departmental staff, the Board decided on  
50 the following:

51  
52 **Tires** – increased the DPW budget line from \$5,000 to \$8,000. Ways and Means suggested  
53 moving the tire expenses to “general maintenance”.

54  
55 **Master Plan Update** – reduced to \$15,000.

56  
57 **Computer Systems CR Fund** – not to be done this year.

58  
59 **PD Renovation and Creation of a CRF of \$200,000** – The Board agreed that further  
60 discussion on the reconstruction of the police department was necessary and should be  
61 scheduled after the Police Chief has received a cost estimate from the architect. Chairman  
62 Brew recalled the Chief's budget request for the reconstruction was \$200,000 but would not  
63 be used in a single year and funded through a requested Capital Reserve Fund. Renovation  
64 work is expected to begin in FY19. Selectman Akillian asked for the incremental costs to  
65 the community and questioned whether there were things near term that could improve  
66 safety and efficiency at police headquarters.

67  
68 **Stormwater MS 4** – lowered the net of \$100,000 to \$75,000 to come from both the DPW  
69 and Economic Development budgets.

70  
71 **Migrate Data to GIS** – In response to Selectman Akillian, Gordon Leedy, Director of  
72 Community Development said the project is a four year effort with an estimated cost of  
73 \$100,000. The requested annual expense of \$32,500 would cover the cost of scanning all  
74 commercial property maps and document management software. Selectman Lyon said  
75 record scanning needs to be done but a better plan is necessary.

76  
77 **Master Plan Update** – remained at \$15,000 for data collection

78  
79 **Fire Vehicle CR Fund** – Fire Chief Conley said the \$275,000 includes \$100,000 for the fire  
80 aerial truck. The total amount for the Fire Vehicle CR fund, fire aerial truck CIP and  
81 Ambulance CIP could be \$325,000. Chief Conley will do more research and supply the  
82 Board with better estimates.

**100% LUCT to Conservation Commission** – Selectman Akillian would like to hear the Conservation Commission’s rationale for using 100%of LUCT funds. Vice Chairman Lyon said the Conservation Commission does not have a source of revenue and when land becomes available, they don’t have the funds necessary to make purchase. Chairman Brew asked that the Conservation Commission be asked to come before the Board at its next meeting.

**Boat \$30,000** – Chief Conley would like to replace the boat but can push it out if necessary. Both the motor and boat need to be replaced and he is looking for options. In response to Selectman Panasiti, the Chief said the boat is not often used for other than training – state required training. He would like to increase capabilities and have a boat that is safe and reliable. The boat is 20 years old.

#### **4.2 Revenue**

A revenue report was included in the Board packet.

#### **4.3 Draft Warrant Articles**

The Board discussed whether to include a warrant article asking residents if they wished to allow the operation of keno games in town. The Board determined there was no added value for the town by including this warrant. Town Administrator O’Mara said there was zero financial gain to Amherst.

### **5. Town Administrator**

#### **5.1 New Hire – APD**

Vice Chairman Lyon moved, second by Selectman Grella, to appoint Christopher Corey to the position of full-time police officer effective November 27, 2017. Motion passed unanimously, 5-0.

#### **5.2 Cruiser Bid – APD**

Selectman Akillian moved, second by Selectman Grella, to award the police cruiser bid to Irwin Automotive Group, being the lowest qualified bidder, for the amount of \$25,480, and to authorize the Town Administrator to sign all related documents on behalf of the Board of Selectmen. Motion passed unanimously, 5-0. It was noted that a cruiser was totaled during the recent October windstorm and that Primex will be covering the majority of the vehicle replacement cost through their insurance payout of \$20,875, leaving the town to pay a total of \$5,605.

#### **5.3 Budget Transfer – OCD**

Vice Chairman Lyon moved, second by Selectman Grella, to authorize budget transfer #FY18-04 in the amount of \$1,697.50 to cover unbudgeted expenses in the Community Development & Planning account line. Motion passed unanimously, 5-0.

132           **5.4 Carbide Plow Blades & Covers Bid – DPW**

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134       Selectman Grella moved, second by Selectman Akillian, to award the plow blades and  
135       covers bid to Jordan Equipment Company, being the lowest qualified bidder, in the amount  
136       of \$7,654, and to authorize the Town Administrator to sign all related documents on behalf  
137       of the Board of Selectmen. Motion passed unanimously, 5-0.

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139           **5.5 Dump Truck Financing Bid – DPW**

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141       Vice Chairman Lyon moved, second by Selectman Akillian, to award the truck leasing bid to  
142       Municipal Leasing Consultants, being the lowest qualified bidder, for a total sum of  
143       \$141,297.80 (\$7,064.89 @ 20 payments over five years starting July 2, 2018), and to  
144       authorize the Town Administrator to sign all related documents on behalf of the Board of  
145       Selectmen. Motion passed unanimously, 5-0.

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147       **6. Approvals**

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149           **6.1 Traffic Sign Ordinance**

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151       Vice Chairman Lyon moved, second by Selectman Panasiti, to approve the following stop  
152       signs currently in place, and to sign an ordinance in that regard. Motion passed  
153       unanimously, 5-0.

154		
155	Founder's Way @ Amherst Street	Williamsburg Drive @ Old Manchester
156	Road	
157	Potter's Way @ Founder's Way	Highland Drive @ Old Manchester Road
158	Trask Way @ Founder's Way	West Street @ Broadway
159	Whiting Farm Road @ Walnut Hill Road	Clark Avenue @ Broadway
160	The Flume @ Chestnut Hill Road	Lynch Farm Road @ Spring Road
161	Roberge Drive @ Mack Hill Road	Beaver Brook Circle @ Manchester Road
162	Upper Flanders Road @ Mack Hill Road	Beaver Brook Circle @ Narragansett Road
163	Stockwell Road @ Route 101	Limbo Lane @ Narragansett Road
164	Georgetown Drive @ Old Manchester Road	Narragansett Road @ Amherst Street
165	Old Manchester Road @ Route 101	Brimstone Hill Road @ Christian Hill Road
166	Old Manchester Road @ Walnut Hill Road	Bloody Brook Road @ Christian Hill Road
167	Candlewood Drive @ Lyndeborough Road	Roberts Road @ Ravine Road
168	Candlewood Drive @ Christian Hill Road	Winding Hollow Road @ Lyndeborough
169	Road	
170	Juniper Drive @ Amherst Street	Monticello Drive @ Boston Post Road
171	Chandler Lane @ Monticello Drive	Chandler Lane @ Town Crier Road
172	Crickett Hill Road @ Boston Post Road	Pinewood Drive @ Ponemah Road
173	Wildwood Lane @ Seaverns Bridge Road	Maple Street @ Boston Post Road
174	Truell Road @ Route 101A	Howe Drive @ North Hollis Road
175	Manhattan Drive @ Caldwell Drive	Columbia Drive @ Caldwell Drive
176	Columbia Drive @ Northern Boulevard	Bon Terrain Drive @ Northern Boulevard
177	Hertzka Drive @ Old Nashua Road	Eastern Avenue @ Airline Drive
178	Tech Circle @ Old Nashua Road	Rocky Hill Road @ Ponemah Road
179	Ponemah Hill Road @ Ponemah Road	Farmington Road @ Ponemah Hill Road
180	Thoreau Lane @ Ponemah Road	

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183 **6.2 Baboosic Lake Community Septic Warrants**  
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185 Vice Chairman Lyon moved, second by Selectman Akillian, to approve and sign the  
186 Quarterly Maintenance Warrants for the Baboosic Lake Community Septic bills due January  
187 2, 2018 as follows: Phase I = \$893.76, Phase II = \$4,969.38, Phase III = \$5,717.27, Phase IV  
188 = \$4,035.64. Motion passed unanimously, 5-0.  
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190 **6.3 Veteran Tax Credit, All Service Veterans' Tax Credit, Assessing**  
191

192 Vice Chairman Lyon moved, second by Selectman Panasiti, to approve Veteran Tax Credits  
193 in the amount of \$500 each for the properties located at 17 Corduroy Road, Map/Lot 4-19-1,  
194 and 109 Souhegan Street, Map/Lot 14-25. Motion passed unanimously, 5-0  
195

196 Vice Chairman Lyon moved, second by Selectman Panasiti, to approve All Service  
197 Veterans' Tax Credits in the amount of \$500 each for the properties located at 41 Josiah  
198 Bartlett Road, Map/Lot 3-86-41, and 20 Brook Road, Map/Lot 8-23-1. Motion passed  
199 unanimously, 5-0.  
200

201 Vice Chairman Lyon moved, second by Selectman Akillian, to approve abatement for  
202 property located at 22 Veterans Road, Map/lot 2-121-3, in the amount of \$1,150.00. Motion  
203 passed unanimously, 5-0.  
204

205 Vice Chairman Lyon moved, second by Selectman Akillian, to approve abatement for  
206 property located at 5 Northern Boulevard #1, Map/lot 2-504-1, in the amount of \$3,956.00.  
207 Motion passed unanimously, 5-0.  
208

209 Vice Chairman Lyon moved, second by Selectman Akillian, to accept and sign the  
210 Department of Revenue Sales Ratio Survey submitted by Richard Dorsett, CNHA, KRT  
211 Appraisal. Motion passed unanimously, 5-0.  
212

213 **6.4 Hawkers & Vendors Permit**  
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215 Vice Chairman Lyon moved, second by Selectman Panasiti, to approve the Hawkers and  
216 Vendors permit application for David Theriault to sell Christmas Trees in November and  
217 December 2017, and to authorize the Chairman to sign the permit on behalf of the Board of  
218 Selectmen. Motion passed unanimously, 5-0.  
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220 **6.5 Eversource Petition and Pole License**  
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222 Vice Chairman Lyon moved, second by Selectman Panasiti, to approve the Eversource  
223 Petition and Pole License #12-0631 and authorize the signature of the Board of Selectmen.  
224 Motion passed unanimously, 5-0.  
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229                   **6.6 Payroll**

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231       Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18 Payroll  
232       Manifest in the amount of \$201,476.66 dated November 9, 2017, subject to review and  
233       audit. Motion passed unanimously, 5-0.

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235       Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18 Payroll  
236       Manifest in the amount of \$202,983.34 dated November 22, 2017, subject to review and  
237       audit. Motion passed unanimously, 5-0.

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239                   **6.7 Accounts Payable**

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241       Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18  
242       Accounts Payable Manifest in the amount of \$22,680.21 dated November 15, 2017, subject  
243       to review and audit. (Town Clerk Transfers to the State of NH) Motion passed  
244       unanimously, 5-0.

245  
246       Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18  
247       Accounts Payable Manifest in the amount of \$154,583.01 dated November 14, 2017, subject  
248       to review and audit. Motion passed unanimously, 5-0.

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250       Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18  
251       Accounts Payable Manifest in the amount of \$2,788,070.00 dated December 1, 2017, subject  
252       to review and audit. (School Disbursements) Motion passed unanimously, 5-0.

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254                   **6.8 Concentration Account**

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256       Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18  
257       Concentration Account Manifest in the amount of \$414.83 dated November 13, 2017,  
258       subject to review and audit. Motion passed unanimously, 5-0.

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260                   **6.9 Previous Meeting Minutes – November 6, 2017 Public and Non-Public**

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262       Selectman Panasiti moved, second by Vice Chairman Lyon, to approve the Board of  
263       Selectmen public meeting minutes of November 6, 2017, as presented. Motion passed  
264       unanimously, 5-0.

265  
266       Selectman Panasiti moved, second by Vice Chairman Lyon, to approve the Board of  
267       Selectmen non-public meeting minutes of November 6, 2017, as presented. Motion passed  
268       unanimously, 5-0.

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270                   **7. New/Old Business**

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272       Vice Chairman Lyon said the Planning Board did a cite walk to a planned residential  
273       development on Boston Post Road. He had nothing to report from the Conservation  
274       Commission.

Town Administrator O'Mara said he hopes to have the health insurance numbers for the next Board meeting.

Selectman Grella said Marie Grella will present, at the Board's next meeting, a proposal to organize a 5K road race on June 14<sup>th</sup>, 2018.

Selectman Panasiti said the Recreation Committee will meet tomorrow.

Selectman Akillian said the cemetery trustees have finished a listing of all perpetual care purchases and sent the list to Concord (the NH Attorney General's office).

## **8. Adjournment**

Selectman Grella moved, second by Vice Chair Lyon, to adjourn the meeting at 9:38 p.m. Motion passed unanimously, 5-0.

**NEXT MEETINGS: December 11, 2017**

  
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**Selectman Reed Panasiti**  
**Clerk, Board of Selectmen**

  
\_\_\_\_\_  
**Date**