



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, February 12, 2018

1. Call to Order

Chairman Dwight Brew called the meeting to order at 6:31 p.m.

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

2. Pledge of Allegiance – Bill Rapf, volunteer fire fighter for the town, led the pledge.

3. PUBLIC HEARING – Second of two
Pursuant to RSA 41:14-b Solid Waste Ordinance

Town Administrator Jim O'Mara explained to the Board that there was a minor wording change made to the ordinance on page 4, 1-C, paragraph 3, 2nd bullet.

In response to a question from Selectman Lyon, Administrator O'Mara explained that the new inspection stickers will be located on the driver's side of the windshield, leading to the Transfer Station decals being placed on the passenger's side.

In response to a question from Selectman Grella, Administrator O'Mara agreed to change the wording in 1-C to reflect "Amherst Transfer Station" being correct, versus "Amherst Recycling Center."

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to open the public hearing.

Voting: motion passed unanimously, 5-0.

There were no public comments.

A MOTION was made by Selectman Akillian and SECONDED by Selectman Lyon to close the public hearing.

Voting: motion passed unanimously, 5-0.

4. Historic District Commission Appointment

Bill Rapf expressed his interest to join the Historic District Commission. He has a background in architecture and teaching, and a love for Amherst.

A MOTION was made by Selectman Grella and SECONDED by Selectman Akillian to appoint Mr. Bill Rapf to the Historic District Commission as an alternate member for a term to end in March 2020.

Voting: motion passed unanimously, 5-0.

5. Citizen Forum – None

6. Deliberative Session Review

Chairman Brew explained that a recent Telegraph article regarding the town's budget incorrectly stated that the tax increase on a typical home would be \$5.32. The correct total tax increase is actually estimated at \$0.46/\$1000, or \$162, on a typical home.

Selectman Panasiti stated that there was a retraction to this article in today's Nashua Telegraph under "Corrections." There will also be a corrected article in Wednesday's Milford Cabinet.

The Board members briefly discussed the Deliberative Session.

7. Town Administrator

7.1 Vault Project Update, Heritage Commission Presentation

Mr. Will Ludt, Chairman of the Amherst Heritage Commission, made a presentation to the Board, updating them on the status of the Bertha Rogers grant Town Hall Vault project. Mr. Ludt explained that the project has been going on for about 18 months, and should be concluding shortly. Mr. Ludt explained that the Vault is now much more orderly and there is a method to the layout. All of the documents are now properly preserved for the future. Mr. Ludt also stated that the Heritage Commission was awarded a Moose Plate Grant, which will be used to conserve and digitize five documents identified by the group.

Administrator O'Mara stated that he will compile the four requests from Mr. Ludt, regarding documents he's hoping to remove from the Vault and rehome in other locations, and allow the Board to review them before deciding what will happen to each set of documents, in order to leave a paper trail.

In response to a question from Selectman Lyon, Ms. Katrina Holman, local historian, stated that the earliest dated document they discovered was from 1760, the year Amherst was incorporated.

7.2 Cruiser Bids – Police

Town Administrator O'Mara presented the Board with a request from Chief of Police, Mark Reams, to purchase two new 2018 Ford Police Interceptor Sedans. The lowest bid for this purchase came from Irwin Automotive, at a total of \$50,960.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to award the bid for the 2018 Cruiser purchase to Irwin Automotive, as they had the lowest bid, and to allow Town Administrator Jim O'Mara to sign off on the bid on the Board's behalf.

Voting: motion passed unanimously, 5-0.

7.3 Computer Server – Police CRF Withdrawal Request

Town Administrator O'Mara presented the Board with a request from Chief of Police, Mark Reams, to purchase a new computer server. The quote presented from Microtime is in the amount of \$17,109. Administrator O'Mara asked the Board to consider waiving competitive bidding to Microtime, as part of a contract the town has with Microtime.

In response to a question from Selectman Panasiti, Administrator O'Mara agreed that allowing for 2-3 other quotes before the next meeting would be a good idea.

Chairman Brew also asked that this request be double-checked for any other items, outside of hardware, that might need to be included to get the server up and running.

7.4 Budget Transfer – DPW

Budget Transfer #2018-06 was submitted for the total amount of \$48,052 for various items in the DPW Department.

A MOTION was made by Selectman Grella, and SECONDED by Selectman Akillian to approve the budget transfer as requested.

Voting: motion passed unanimously, 5-0.

Director of Community Development, Gordon Leedy, explained that there is a request to fund an effort by the Nashua/Manchester Regional Stormwater Coalition, in which each town involved will contribute \$2,000 to help aid the shared efforts.

7.5 Equipment Disposal Request – DPW

Town Administrator O'Mara presented the Board with a request to dispose of a 2001 four foot MT-6 snow blower, which was previously replaced with a new one.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to permit Administrator O'Mara to dispose of the snow blower.

Voting: motion passed unanimously, 5-0.

129 **7.6 Resignation – DPW**

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131 Town Administrator O'Mara presented the Board with a notification of
132 resignation/retirement from Lead Foreman, David Herlihy. Selectman Panasiti stated that
133 Mr. Herlihy's date of hire was March 11, 1972. Selectman Lyon stated that Mr. Herlihy was
134 the longest serving town employee that he knows of.

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136 *A MOTION was made by Selectman Akillian and SECONDED by Selectman Grella to*
137 *accept Mr. David Herlihy's resignation with regret.*

138 *Voting: motion passed unanimously, 5-0.*

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140 **7.7 Resignation – Finance Department**

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142 Town Administrator O'Mara presented the Board with a notification of resignation from Ms.
143 Debbie Bender, town Accountant.

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145 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to*
146 *accept Ms. Debbie Bender's resignation with regret.*

147 *Voting: motion passed unanimously, 5-0.*

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149 **7.8 Right to Know Request – Consolidated Communications**

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151 Town Administrator O'Mara explained that the town received a Right to Know Request
152 from FairPoint Communications. He responded to it and the packet of information was sent
153 out earlier today, with an invoice attached.

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155 Administrator O'Mara and Chairman Brew discussed the September 2016 standard DRA
156 valuation and how it applies to this Right to Know request. Administrator O'Mara explained
157 that the original pole tax sunsetted in 2011. New Hampshire was exempt from the tax,
158 however this also sunsetted, but was not caught. Bills have been sent for the past 5 years and
159 were paid.

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161 **7.9 Stormwater Coalition Update**

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163 Mr. Gordon Leedy explained that there are currently two groups that Amherst is involved
164 with. The first group is arranged by DES, NRPC, and Southern New Hampshire Planning
165 Commission. This group, the Nashua/Manchester Regional Stormwater Coalition, is
166 developing a shared approach to assist the broad members with issues. The second group is a
167 much larger one, involving communities in Merrimack Valley and the Seacoast, that has
168 been involved with litigation work. The appeals of the stormwater requests, the
169 Massachusetts permits, and the Massachusetts and New Hampshire permits, have all been
170 moved to a single federal district court in Washington, D.C. There was a meeting with DES,
171 Amherst's lawyers and community representatives at the Governor's Office which led to the
172 Governor pledging to contact the EPA to request that the effective date of our permit be
173 delayed in order to allow the current litigation to conclude.

The Nashua/Manchester Coalition is requesting communities provide \$2,000 into a common fund that will be administered by NRPC. Mr. Leedy believes that the town is likely to get more than \$2,000 back from this effort. He believes the town should take advantage of a collaborative approach.

In response to a question from Selectman Panasiti, Mr. Leedy stated that the \$2,000 is Amherst's equal share with the 19 communities involved in the Coalition. The group has no plan to ask for additional funding now, but it is possible in the future.

In response to a question from Chairman Brew, Mr. Leedy explained that New Hampshire faced the issue with Stormwater II due to the fact that they did not have designated authority. Massachusetts did not have this either, however they are currently pursuing it. Mr. Leedy explained that the problem with this for New Hampshire is that all of the funding for EPA's permits under the Clean Water Act would need to be taken on by the state, at a cost of around 3 million dollars.

Mr. Leedy also requested permission to pursue starting up a study group to look at document management. Administrator O'Mara stated that he will reach out to Ms. April Savino regarding her interest in the group.

A MOTION was made by Selectman Akillian and SECONDED by Selectman Grella to authorize the town to join a second stormwater coalition, the Nashua/Manchester Regional Stormwater Coalition, which is administered from NRPC.

Voting: motion passed unanimously, 5-0.

7.10 Policy Review Discussion

Town Administrator O'Mara suggested bringing one policy from the Board's handbook to each meeting for the Selectmen to discuss and review. The Board agreed to receive one policy before each meeting for review, and then further comment at the meeting itself.

8. Approvals

8.1 Petition and Pole License

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to authorize the installation of utility pole 842/176S on Horace Greely Road approximately 1,000 feet from the intersection with Chestnut Hill Road, and to authorize the Board of Selectmen to sign the petition PSNH #12-0651 as presented.

Voting: motion passed unanimously, 5-0.

8.2 Assessing

A MOTION was made by Selectman Lyon and SECONDED by Selectman Akillian to approve and sign the Veteran Tax Credit for:

Property Map/Lot 4-5-1-13 in the amount of \$500.00.

Property Map/Lot 4-59-4 in the amount of \$500.00

Property Map/Lot 6-28-55 in the amount of \$500.00

Property Map/Lot 17-63 in the amount of \$500.00

Voting: motion passed unanimously, 5-0.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to approve and sign the abatements for:

Property Map/Lot 5-10 in the amount of \$692.00.

Property Map/Lot 8-111 in the amount of \$1,004.00

Voting: motion passed unanimously, 5-0.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve and sign a Land Use Change Tax for property Map/Lot 3-32-3-1 in the amount of \$10,500.00.

Voting: motion passed unanimously, 5-0.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Akillian to approve and sign a Land Use Change Tax for property Map/Lot 3-23-3 in the amount of \$10,500.00.

Voting: motion passed unanimously, 5-0.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Akillian to approve and sign a Land Use Change Tax for property Map/Lot 4-147-11 in the amount of \$18,000.00.

Voting: motion passed unanimously, 5-0.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve and sign a Land Use Change Tax for property Map/Lot 8-51-2 in the amount of \$9,320.00.

Voting: motion passed unanimously, 5-0.

8.3 Payroll

A MOTION was made by Selectman Panasetti and SECONDED by Selectman Grella to approve one (1) FY18 Payroll Manifest in the amount of \$224,251.67 dated February 1, 2018, subject to review and audit.

Voting: motion passed unanimously, 5-0.

8.4 Accounts Payable

A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to approve one (1) FY18 Accounts Payable Manifest in the amount of \$35,574.11 dated January 31, 2018, subject to review and audit (Town Clerk Transfers to the State of NH).

Voting: Motion passed unanimously, 5-0.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to approve one (1) FY18 Accounts Payable Manifest in the amount of \$253,100.19 dated January 23, 2018, subject to review and audit.

Voting: Motion passed unanimously, 5-0.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to approve one (1) FY18 Accounts Payable Manifest in the amount of \$201,381.44 dated February 6, 2018, subject to review and audit.

Voting: Motion passed unanimously, 5-0.

8.5 Concentration Account

A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to approve one (1) FY18 Concentration Account Manifest in the amount of \$10,747.55 dated February 7, 2018, subject to review and audit.

Voting: Motion passed unanimously, 5-0.

8.6 Previous Meeting Minutes

A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to approve the Board of Selectmen public meeting minutes of January 22, 2018, as presented.

Voting: Motion passed unanimously, 5-0.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to approve the Board of Selectmen non-public meeting minutes of January 22, 2018, as presented.

Voting: Motion passed unanimously, 5-0.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to approve the Board of Selectmen non-public meeting minutes of January 29, 2018, as presented.

Voting: Motion passed unanimously, 5-0.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to approve the Board of Selectmen non-public meeting minutes of February 5, 2018, as presented.

Voting: Motion passed unanimously, 5-0.

9. New/Old Business

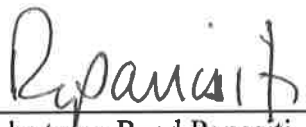
In response to a comment from Town Administrator O'Mara, Chairman Brew suggested that he mark up the originally posted warrant with the wording changed after the amendment made at the Deliberative Session.

Administrator O'Mara explained that he is extending an invite to the Board to join St. Joseph's Meal on Wheels program, which will occur on March 19-23. The invitation is to visit a local site to put together meals, or visit seniors in town to deliver them. Administrator O'Mara explained that the Selectmen are being reached out to due to their being highly recognized in the town and in hopes that they will inspire others to act.

316 **10. Non-Public Session**

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318 *A MOTION was made by Selectman Grella and SECONDED by Selectman Lyon at 8:12 p.m.*
319 *to enter non-public session. By roll call vote: Akillian: yes, Panasiti: yes, Brew: yes, Grella:*
320 *yes, Lyon: yes, the Board went into non-public session.*
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324 **NEXT MEETING: March 5, 2018**
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330 _____
331 Selectman Reed Panasiti
332 Clerk, Board of Selectman
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3/5/18

Date