

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

#### 1. Call to Order

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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, 2<sup>nd</sup> 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.
- 27 *Voting: motion passed unanimously, 5-0.*
- 29 There were no public comments.
- 31 A MOTION was made by Selectman Akillian and SECONDED by Selectman Lyon to close
- 32 *the public hearing.*
- *Voting: motion passed unanimously, 5-0.*
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36 Bill Rapf expressed his interest to join the Historic District Commission. He has a 37 background in architecture and teaching, and a love for Amherst. 38 39 40 A MOTION was made by Selectman Grella and SECONDED by Selectman Akillian to appoint Mr. Bill Rapf to the Historict District Commission as an alternate member for a term 41 to end in March 2020. 42 *Voting: motion passed unanimously, 5-0.* 43 44 5. Citizen Forum – None 45 46 6. Deliberative Session Review 47 48 Chairman Brew explained that a recent Telegraph article regarding the town's budget 49 incorrectly stated that the tax increase on a typical home would be \$5.32. The correct total 50 tax increase is actually estimated at \$0.46/\$1000, or \$162, on a typical home. 51 52 53 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 54 Milford Cabinet. 55 56 57 The Board members briefly discussed the Deliberative Session. 58 7. Town Administrator 59 60 61 7.1 Vault Project Update, Heritage Commission Presentation 62 63 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. 64 Ludt explained that the project has been going on for about 18 months, and should be 65 concluding shortly. Mr. Ludt explained that the Vault is now much more orderly and there is 66 a method to the layout. All of the documents are now properly preserved for the future. Mr. 67 Ludt also stated that the Heritage Commission was awarded a Moose Plate Grant, which will 68 be used to conserve and digitize five documents identified by the group. 69 70 71 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 72 the Board to review them before deciding what will happen to each set of documents, in 73 order to leave a paper trail. 74 75 76 In response to a question from Selectman Lyon, Ms. Katrina Holman, local historian, stated 77 that the earliest dated document they discovered was from 1760, the year Amherst was 78 incorporated. 79 80

4. Historic District Commission Appointment

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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.

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### 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.

- 103 Chairman Brew also asked that this request be double-checked for any other items, outside 104 of hardware, that might need to be included to get the server up and running.
  - 7.4 Budget Transfer DPW

108Budget Transfer #2018-06 was submitted for the total amount of \$48,052 for various items109in 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.

115 Director of Community Development, Gordon Leedy, explained that there is a request to 116 fund an effort by the Nashua/Manchester Regional Stormwater Coalition, in which each 117 town involved will contribute \$2,000 to help aid the shared efforts.

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#### 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*.

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

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143 144 7.6 Resignation – DPW

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

A MOTION was made by Selectman Akillian and SECONDED by Selectman Grella to
 accept Mr. David Herlihy's resignation with regret.
 Voting: motion passed unanimously, 5-0.

7.7 Resignation – Finance Department

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

A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to
accept Ms. Debbie Bender's resignation with regret.
Voting: motion passed unanimously, 5-0.

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7.8 Right to Know Request – Consolidated Communications

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

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

7.9 Stormwater Coalition Update

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

- 212 *1,000 feet from the intersection with Chestnut Hill Road, and to authorize the Board of*
- 213 Selectmen to sign the petition PSNH #12-0651 as presented.
- 214 Voting: motion passed unanimously, 5-0.215

# 8.2 Assessing

- 218 A MOTION was made by Selectman Lyon and SECONDED by Selectman Akillian to
- 219 *approve and sign the Veteran Tax Credit for:*
- 220 Property Map/Lot 4-5-1-13 in the amount of \$500.00.
- 221 Property Map/Lot 4-59-4 in the amount of \$500.00

<ul> <li>Property Map/Lot 17-63 in the amount of \$500.00</li> <li>Voting: motion passed unanimously, 5-0.</li> <li>A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to approve and sign the abatements for:</li> <li>Property Map/Lot 5-10 in the amount of \$692.00.</li> <li>Property Map/Lot 5-10 in the amount of \$1,004.00</li> <li>Voting: motion passed unanimously, 5-0.</li> <li>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 \$10,004.00</li> <li>Voting: motion passed unanimously, 5-0.</li> <li>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.</li> <li>Voting: motion passed unanimously, 5-0.</li> <li>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.</li> <li>Voting: motion passed unanimously, 5-0.</li> <li>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.</li> <li>Voting: motion passed unanimously, 5-0.</li> <li>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 4-147-11 in the amount of \$19,320.00.</li> <li>Voting: motion passed unanimously, 5-0.</li> <li>A MOTION was made by Selectman Panaseti 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.</li> <li>Voting: motion passed unanimously, 5-0.</li> <li><b>8.3 Payroll</b></li> <li>A MOTION was made by Selectman Panaseti and SECONDED by Selectman Grella to approve one (1) FY18 Payroll Manifest in the amount of \$252,574.11 dated January 31, 2018, subje</li></ul>	222	Property Map/Lot 6-28-55 in the amount of \$500.00
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233       and sign a Land Use Change Tax for property Map/Lot 3-32-3-1 in the amount of         234       \$10,500.00.         235       Voting: motion passed unanimously, 5-0.         236       A MOTION was made by Selectman Lyon and SECONDED by Selectman Akillian to         237       A MOTION was made by Selectman Lyon and SECONDED by Selectman Akillian to         238       approve and sign a Land Use Change Tax for property Map/Lot 3-23-3 in the amount of         239       \$10,500.00.         240       Voting: motion passed unanimously, 5-0.         241       A MOTION was made by Selectman Lyon and SECONDED by Selectman Akillian to         242       A MOTION was made by Selectman Lyon and SECONDED by Selectman Akillian to         243       approve and sign a Land Use Change Tax for property Map/Lot 4-147-11 in the amount of         244       A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve         245       Voting: motion passed unanimously, 5-0.         246       A MOTION was made by Selectman Panaseti 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.         256 <b>8.4 Accounts Payable</b> 257 <b>8.4 Accounts Payable</b> 258 <b>8.4 Accounts Payable</b> 259       A MOTION was made by Selectman Panasiti and SECONDED by Select		A MOTION was made by Selectman I von and SECONDED by Selectman Grella to approve
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267 January 23, 2018, subject to review and audit.		
268 Voting: Motion passed unanimously 5-0		
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269	
270	A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to
271	approve one (1) FY18 Accounts Payable Manifest in the amount of \$201,381.44 dated
272	February 6, 2018, subject to review and audit.
273	Voting: Motion passed unanimously, 5-0.
274	
275	8.5 Concentration Account
276	
277	A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to
278	approve one (1) FY18 Concentration Account Manifest in the amount of \$10,747.55 dated
279	February 7, 2018, subject to review and audit.
280	Voting: Motion passed unanimously, 5-0.
281	
282	8.6 Previous Meeting Minutes
283	
284	A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to
285	approve the Board of Selectmen public meeting minutes of January 22, 2018, as presented.
286	Voting: Motion passed unanimously, 5-0.
280 287	vonng. monon passea ananimousiy, 5 °.
287	A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to
288 289	approve the Board of Selectmen non-public meeting minutes of January 22, 2018, as
289 290	presented.
290 291	Voting: Motion passed unanimously, 5-0.
291	Voling. Motion passed unanimously, 5-0.
292 293	A MOTION was made by Selecting Panagiti and SECONDED by Selecting Abillian to
	A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to
294 205	approve the Board of Selectmen non-public meeting minutes of January 29, 2018, as
295	presented.
296	Voting: Motion passed unanimously, 5-0.
297	
298	A MOTION was made by Selectman Panasiti and SECONDED by Selectman Akillian, to
299	approve the Board of Selectmen non-public meeting minutes of February 5, 2018, as
300	presented.
301	Voting: Motion passed unanimously, 5-0.
302	
303	9. New/Old Business
304	
305	In response to a comment from Town Administrator O'Mara, Chairman Brew suggested that
306	he mark up the originally posted warrant with the wording changed after the amendment
307	made at the Deliberative Session.
308	Administrator O'Mara explained that he is extending an invite to the Board to join St.
309	Joseph's Meal on Wheels program, which will occur on March 19-23. The invitation is to
310	visit a local site to put together meals, or visit seniors in town to deliver them. Administrator
311	O'Mara explained that the Selectmen are being reached out to due to their being highly
312	recognized in the town and in hopes that they will inspire others to act.
313	
314	
215	

#### 10. Non-Public Session

A MOTION was made by Selectman Grella and SECONDED by Selectman Lyon at 8:12 p.m.
to enter non-public session. By roll call vote: Akillian: yes, Panasiti: yes, Brew: yes, Grella:
yes, Lyon: yes, the Board went into non-public session.

### NEXT MEETING: March 5, 2018

3/5/18 Date

Selectman Reed Panasiti Clerk, Board of Selectman

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