



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, March 26, 2018

1. Call to Order

Chairman Dwight Brew called the public meeting to order at 6:00 p.m.

Attendees: Chairman Dwight Brew, Selectmen John D'Angelo, Tom Grella, Peter Lyon, and Reed Panasiti. Also present: Town Administrator Jim O'Mara.

2. Non-Public Session per RSA 91-A:3 II (a)

The Board exited the non-public meeting at 6:30 p.m. The Board resumed the public meeting at 6:36 p.m.

3. Pledge of Allegiance – Selectman John D'Angelo led the pledge.

4. Board Reorganization

A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to nominate Selectman Brew as Chairman to the Board for a period of 1 year.
Voting: 4 ayes, 2 abstentions; motion passed.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to nominate Selectman Lyon as Vice-Chair to the Board.
Voting: 4 ayes, 2 abstentions; motion passed.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to nominate Selectman Panasiti and Board Clerk.
Voting: 4 ayes, 2 abstentions; motion passed.

5. Town Meeting Review

Selectman D'Angelo stated that he was pleased with the outcome of the election. He explained that the warrant article that passed with the second lowest margin was the funding of the police department. He believes this may be due to the public wanting to see a committee nominated for this task and he would like the Board to work on this quickly.

Chairman Brew stated that the committee will be comprised of 7 people: the police chief, the town administrator, 2 citizen members, the DPW director, a Selectman, and a member of the Ways and Means committee.

Selectman Grella stated that one of the main complaints regarding Election Day was the safety of getting out in the snow. He hopes something will be done about this for the future.

Selectman Lyon stated that he was pleased with the outcome of the election. It was also very affirming to see the warrant articles for the ACC LUCT funds pass by such a great amount.

The Board discussed the possibility and logistics of changing the date of the town meeting and election. The Board will further discuss this at a future meeting.

6. Citizens' Forum – None

7. Eversource – Maintenance Program

Elizabeth LaRocca, a community relations specialist for Eversource, reviewed with the Board the work done by Eversource in Amherst last year.

Elise Ward, a siting and construction services specialist for Eversource, made a presentation to the Board regarding the 2018 transmission maintenance work to be done in town. There is a right-of-way, leading from Hertzka Drive, across Route 122, and over to the Amherst/Milford line, that will require 8 existing wood structures to be replaced with weathered steel structures. This work should start in the May timeframe and continue through the fall.

There will also be a grounding project, during which a helicopter will be inspecting and replacing hardware on existing wood structures along the same right-of-way. This will begin later this week. This project will also include installing ground rings around the base of existing wood structures with the use of a small excavator. This phase should begin later this spring.

In response to a question from Chairman Brew, Ms. Ward explained that the other structures along this route will remain wood. The plan is to identify those in the greatest need of being replaced and change those to weathered steel.

In response to a question from Selectman Panasiti, Ms. Ward stated that Eversource has gone door-to-door to speak with the home owners in the area that will be most affected by the work. They have either spoken face-to-face with these owners, or left door hangers with contact information.

In response to a question from Selectman Grella, Town Administrator O'Mara stated that he heard from a few people last year that the contractor on the Eversource project was extremely accommodating.

81 In response to a question from Selectman Lyon, Mr. Matt Cardin, an environmental
82 permitting specialist for Eversource, explained that Eversource will need a permit from DES
83 regarding the temporary impacts to any wetlands during the project. They will use timber
84 mats where necessary, to allow heavy equipment to access the area while reducing any
85 impacts to the wetlands.

86
87 In response to a question from Chairman Brew, Mr. Cardin stated that a group from
88 Eversource has walked the area and is aware of any sensitive items, such as stone walls,
89 along the route. Eversource is also quickly notified by the contractor if anything unexpected
90 arises during the project.

91
92 Chairman Brew thanked the group for their presentation and their communication efforts to
93 the town on this project.

94 95 **8. Town Administrator**

96 97 **8.1 Board Members' Committee Assignments**

98 The Board discussed the selectmen's assignments to other town committees.

99
100 Conservation Commission - **Peter Lyon**
101 Legislative Liaison – **Reed Panasiti**
102 Heritage Commission – **Tom Grella**
103 Historic District Commission – **Tom Grella**
104 Recreation Commission – **Reed Panasiti**
105 Roads & Bridges Commission – **Peter Lyon**
106 Capital Improvement Committee – **John D'Angelo**
107 Highway Safety Committee – **Tom Grella**
108 Schools – **John D'Angelo**
109 Cemetery Trustees – **Dwight Brew**
110 Library Trustees – **John D'Angelo**
111 Planning Board – **Peter Lyon**
112 Trustee of the Trust Fund – **Peter Lyon**
113

114 Chairman Brew discussed the need to talk with the schools regarding the different ways there
115 are to present the tax impact. All 3 entities owe it to the voters to present their information in
116 a common way.

117 118 **8.2 Appointments of Library Trustees Alternates**

119 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
120 *appoint Bill Cassidy and Rande Neukam as alternate members of the Amherst Library Board*
121 *of Trustees for a one year term.*

122 *Voting: motion passed unanimously, 5-0.*
123

124 **8.3 Appointment to the Planning Board**

125 Town Administrator O'Mara explained that there is a temporary vacancy on the Planning
126 Board for an ACC member, due to the current representative being unable to serve currently.

127
128 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
129 *appoint Vick Bennison to the Amherst Planning Board to serve as the ACC representative,*
130 *based on Mr. Rob Clemens' recommendation.*

131 *Voting: motion passed unanimously, 5-0.*
132

133 **8.4 Police Station Renovation Committee**

134 Chairman Brew stated that there was an advertisement placed on the town website seeking
135 citizen representatives for this committee.
136

137 Selectman Lyon explained that there are currently 4 candidates. Mr. Rick Crocker expressed
138 interest in the position weeks ago. Mr. Kyle Aspinwald expressed interest to Police Chief
139 Mark Reams as he has experience in other police departments around the state. Mr. Neil
140 Benner is a construction manager who has the skills and knowledge. Selectman Lyon also
141 reached out to Mr. Rolf Biggers, who has interest due to his skills as an architect.
142

143 Town Administrator O'Mara stated that only 2 of the candidates, Mr. Aspinwald and Mr.
144 Benner wrote letters of interest to be reviewed by the Board. The Board requested that
145 Administrator O'Mara ask the other 2 candidates to write letters of interest, and also to
146 extend an invitation to all of the candidates to come before the Board to express their interest,
147 if possible.
148

149 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
150 *nominate Ms. Sarah Bonnoitt as the Ways and Means representative to the Police Station*
151 *Renovation Committee.*

152 *Voting: motion passed unanimously, 5-0.*
153

154 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to nominate*
155 *Selectman Panasiti as the Board of Selectmen representative to the Police Station*
156 *Renovation Committee.*

157 *Voting: motion passed unanimously, 5-0.*
158

159 **8.5 Recreation Department Projects**

160 Administrator O'Mara brought before the Board 2 projects that the Recreation Department
161 has slated to begin this spring. One is a baseball batting cage on Bean 4, and the other is the
162 installation of an irrigation system on Lower Wilkins field.
163

164 Administrator O'Mara also brought before the Board a proposal from the Recreation
165 Department to build 1 or 2 bocce ball courts at Buchanan Park on Middle Street. The courts
166 cost about \$2,000 each and will be made of pressure-treated wood, that will be painted to
167 look like barn boards to match the area. The Recreation Department will go before the
168 Historic District Commission at their next meeting to discuss this with them.
169

170 Chairman Brew asked that Mr. Craig Fraley give the Board some renderings of what the
171 courts will look like.
172

The Board discussed the possibility of the Recreation Department hosting league games at the bocce ball courts in the future.

8.6 AFR Hire

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to appoint Marie Snowdon to the Amherst Fire Rescue.

Voting: motion passed unanimously, 5-0.

8.7 Warden Appointments

Administrator O'Mara brought forth a request to appoint 6 individuals to Fire Warden and Deputy Wardens. These individuals are able to issue burn permits.

A MOTION was made by Selectman Grella and SECONDED by Selectman Lyon to recommend the appointment of Matt Conley as Fire Warden and Jon Barker, Chris Buchannan, James Hammond, Roy Olden, and Darren Schriever as Deputy Wardens.

Voting: motion passed unanimously, 5-0.

8.8 Roadside Ditching Bid

Administrator O'Mara presented the Board with 2 bids regarding roadside ditching in town. Both bids are for \$125/hour and include the machine and operator. Administrator O'Mara has sought out lower bids, but was unsuccessful. The Continental machine has the ability to articulate.

A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to award the roadside ditching bid to Continental Paving Company.

Voting: motion passed unanimously, 5-0.

In response to a question from Selectman Lyon, Administrator O'Mara stated that there is a chance that the ditching might be effected by overruns in the winter maintenance account due to the amount of sand and salt used on the roads this winter.

8.9 Transfer Station – Ground Water Quality

Administrator O'Mara stated that the town has received a report from DES regarding the submittal of water samples from the landfill. There are no PFOA's associated with the landfill samples submitted and the water quality is ok.

8.10 DPW Hire

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to appoint Russell Pratt as a probationary Laborer/Driver for the DPW.

Voting: motion passed unanimously, 5-0.

8.11 Building Inspector Reciprocal Agreement – Milford

Administrator O'Mara presented the Board with the mutual aid assistance agreement between the town and Milford for building inspection and code enforcement services. The agreement was a two year agreement, and the hope is to sign on for an additional two years. In the past two years, Amherst had aided Milford 29 times and vice versa 22 times.

219 *A MOTION was made by Selectman Grella and SECONDED by Selectman Lyon to approve*
220 *the Mutual Aid and Assistance Agreement for Building Inspection and Code Enforcement*
221 *Services between the towns of Milford and Amherst and to authorize the Town Administrator*
222 *to sign the agreement on behalf of the Board of Selectmen.*

223 *Voting: motion passed unanimously, 5-0.*
224

225 **8.12 CRDC Community Grant Program**

226 Administrator O'Mara presented the Board with a grant from the CRDC in the amount of
227 \$1,550 to assist with the creation and mailing of an economic development survey.
228

229 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to accept*
230 *the CRDC grant in the amount of \$1,550.00.*

231 *Voting: motion passed unanimously, 5-0.*
232

233 **8.13 Use of Common Request**

234 Administrator O'Mara presented the Board with a request from the Preschool in the Village
235 to use the Common for a Family Fun Day.
236

237 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Lyon to*
238 *approve the Preschool in the Village request for use of the Town Common on June 2, 2018*
239 *from 9 am to 12 pm for a Family Fun Day fundraising event.*

240 *Voting: motion passed unanimously, 5-0.*
241

242 **8.14 NRPC Electricity Supply Aggregation**

243 Administrator O'Mara reviewed with the Board the agreement between Amherst, Brookline,
244 Hollis, Hudson, Litchfield, Lyndeborough, Mason, Milford, Milford Schools, Mont Vernon,
245 Pelham, Pelham/Windham Schools, SAU 41, Wilton, Wilton-Lyndeborough Schools, and
246 Windham Schools to form an aggregation to procure electricity from a competitive supplier.
247 Since 2011 Amherst has saved \$76,424.
248

249 In response to a question from Chairman Brew, Administrator O'Mara stated that he would
250 ask NRPC if an exemption can be made in order for the Amherst school districts to try to join
251 the aggregation as well.
252

253 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Lyon to*
254 *approve the Town of Amherst's membership to the NRPC Electrical Supply Aggregation and*
255 *to authorize the Town Administrator to sign the Memorandum of Understanding on behalf of*
256 *the Board of Selectmen.*

257 *Voting: motion passed unanimously, 5-0.*
258

259 **8.15 Transfer of Funds – LUCT to Conservation Fund**

260 Administrator O'Mara stated that warrant article 25, for LUCT funds to be transferred to the
261 Conservation Fund, passed 1,366 to 356.

262 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
263 *direct the Town Administrator to transfer \$43,500 from the town portion of the LUCT fund*
264 *into the conservation fund.*

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

266 **9. Approvals**

267
268 **9.1 DRA Form MS-232, Report of Appropriations Voted**

269 Administrator O'Mara explained that this form is a report that will be reviewed by the DRA,
270 filed, and appear on their website.

271
272 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to*
273 *approve the MS-232 and to authorize the Board of Selectmen to sign the document.*
274 *Voting: motion passed unanimously, 5-0.*

275
276 **9.2 Intent to Excavate**

277 In response to a question from Selectman Panasiti, Administrator O'Mara explained that this
278 intent to excavate is on the owner's own property and will not take the property out of
279 current use.

280
281 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Lyon to*
282 *approve and sign the Notice of Intent to Excavate for Map 2 Lot 34-1 totaling 146,000 cubic*
283 *yards.*
284 *Voting: motion passed unanimously, 5-0.*

285
286 **9.3 Assessing**

287 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
288 *approve and sign the Veteran Tax Credit for:*
289 *Property Map/Lot 6-28-25 in the amount of \$500.00.*
290 *Property Map/Lot 10-63-6 in the amount of \$500.00*
291 *Voting: motion passed unanimously, 5-0.*

292
293 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
294 *approve and sign the All Service Veteran Tax Credit for:*
295 *Property Map/Lot 2-163-2 in the amount of \$500.00.*
296 *Property Map/Lot 2-163-18 in the amount of \$500.00*
297 *Property Map/Lot 5-139-14 in the amount of \$500.00*
298 *Property Map/Lot 8-53-19 in the amount of \$500.00*
299 *Property Map/Lot 21-5 in the amount of \$500.00*
300 *Voting: motion passed unanimously, 5-0.*

301
302 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
303 *approve and sign the Disabled Veteran Tax Credit for:*
304 *Property Map/Lot 2-163-2 in the amount of \$1400.00*
305 *Voting: motion passed unanimously, 5-0.*

306
307 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
308 *approve and sign the Elderly Exemptions for:*
309 *Property Map/Lot 2-3-4 in the amount of \$76,000.00*
310 *Property Map/Lot 8-15-2 in the amount of \$114,000.00*
311 *Voting: motion passed unanimously, 5-0.*

312
313 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to deny*
314 *the abatement, due to there being insufficient data to warrant a change in value:*

315 *Property Map/Lot 3-105-16*

316 *Voting: motion denied unanimously, 5-0.*

317
318 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
319 *approve and sign the abatement for:*

320 *Property Map/Lot 11-9 in the amount of \$96.99.*

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

322
323 *This will be broken out as follows:*

324 *\$42.93 for 2015 \$46.06 for 2016 \$8.00 for 2017*

325
326 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to*
327 *approve and sign the abatement for:*

328 *Property Map/Lot 16-21 in the amount of \$11,716.01.*

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

330
331 *This will be broken out as follows:*

332 *\$3,974.86 for 2015 \$3,962.16 for 2016 \$3,779.00 for 2017*

333 **9.4 Payroll**

334
335 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
336 *approve one (1) FY18 Payroll Manifest in the amount of \$214,066.20 dated March 15, 2018,*
337 *subject to review and audit.*

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

339 **9.5 Accounts Payable**

340
341 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to*
342 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$28,469.31 dated March*
343 *16, 2018, subject to review and audit (Town Clerk Transfers to the State of NH).*

344 *Voting: Motion passed unanimously, 5-0.*

345
346 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to*
347 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$564.00 dated March 2,*
348 *2018, subject to review and audit.*

349 *Voting: Motion passed unanimously, 5-0.*

350
351 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to*
352 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$62,123.72 dated March*
353 *6, 2018, subject to review and audit.*

354 *Voting: Motion passed unanimously, 5-0.*

356 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to*
357 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$118,508.49 dated*
358 *March 7, 2018, subject to review and audit.*

359 *Voting: Motion passed unanimously, 5-0.*

360
361 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to*
362 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$364,567.19 dated*
363 *March 8, 2018, subject to review and audit.*

364 *Voting: Motion passed unanimously, 5-0.*

365
366 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to*
367 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$113,856.04 dated*
368 *March 20, 2018, subject to review and audit.*

369 *Voting: Motion passed unanimously, 5-0.*

370
371 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to*
372 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$3,062.50 dated March*
373 *21, 2018, subject to review and audit.*

374 *Voting: Motion passed unanimously, 5-0.*

375
376 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to*
377 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$12,728.01 dated March*
378 *22, 2018, subject to review and audit.*

379 *Voting: Motion passed unanimously, 5-0.*

380
381 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to*
382 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$102,270.55 dated*
383 *March 23, 2018, subject to review and audit.*

384 *Voting: Motion passed unanimously, 5-0.*

385
386 **9.6 Concentration Account**

387 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to*
388 *approve one (1) FY18 Concentration Account Manifest in the amount of \$625.00 dated*
389 *March 7, 2018, subject to review and audit.*

390 *Voting: Motion passed unanimously, 5-0.*

391
392 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to*
393 *approve one (1) FY18 Concentration Account Manifest in the amount of \$5,036.88 dated*
394 *March 20, 2018, subject to review and audit.*

395 *Voting: Motion passed unanimously, 5-0.*

402 **9.7 Previous Meeting Minutes**

403 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Lyon, to*
404 *approve the Board of Selectmen public meeting minutes of March 5, 2018, as presented.*
405 *Voting: Motion passed, 5-0-1.*

406
407 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Lyon, to*
408 *approve the Board of Selectmen non-public meeting minutes of March 5, 2018, as presented.*
409 *Voting: Motion passed, 5-0-1.*

410
411 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Lyon, to*
412 *approve the Board of Selectmen non-public meeting minutes of March 12, 2018, as*
413 *presented.*
414 *Voting: Motion passed, 5-0-1.*

415
416 **10. Action Items**

417 Town Administrator O'Mara will look into the process regarding changing the town election
418 date. Administrator O'Mara will also follow-up with NRPC regarding allowing the Amherst
419 school districts to take part in the Electricity Supply Aggregation. He will also reach out to
420 all 4 of the police renovation committee candidates to ask for letters of interest, and to invite
421 them to appear in front of the Board.
422 Chairman Brew will talk with the school districts regarding standardizing the reporting
423 amongst the groups.

424
425 **11. New/Old Business**

426 Selectman Lyon stated that the ACC is underway with its initiatives regarding invasive
427 species and the Forest Management Plan. He also attended a Planning Board meeting during
428 which there was a discussion regarding a property on 122 where the new owner is looking
429 into building some residential condos.

430
431 **12. Non-Public Session per RSA 91-A:3 II (e)**

432 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella at 8:27*
433 *p.m. to enter non-public session. By roll call vote: D'Angelo: yes, Panasiti: yes, Brew: yes,*
434 *Grella: yes, Lyon: yes, the Board went into non-public session.*

435
436
437 **NEXT MEETING: April 9, 2018**

438
439
440
441
442 **SIGNATURE ON FILE**

443
444 _____
445 Selectman Reed Panasiti
 Clerk, Board of Selectman

Date