



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, April 30, 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 6:33 p.m.

**3. Pledge of Allegiance** – Ken Jones led the pledge.

**4. Citizen's Forum**

Mr. Ken Jones asked the Board for their opinions regarding beautifying the entrance to Amherst at the Boston Post Road and Route 122 intersection. He has pitched the idea to the Lion's Club, which has agreed to do the mechanical work necessary. He would also like to enlist the Garden Club to help with some sort of a small garden area there. He would also like to incorporate a "welcome to Amherst" sign. He hopes to start the project in the summer, so that it can be ready by the fall.

Town Administrator O'Mara agreed to work with Mr. Jones to contact all the involved parties with this type of project.

**5. Cemetery Trustees – Build Update/Personnel**

Chairman Brew explained that there was an RFP scheduled for land survey services at the Forestview Cemetery plot on April 5<sup>th</sup>, but it received no responses. The Trustees believe this was due to confusion on the scope on the project and the outputs required. They have worked with Mr. Gordon Leedy and Mr. Eric Hahn to simplify the language and break up the project into phases for potential vendors.

- The first phase is to survey the cemetery portion of the plot, identify the boundaries, etc. Three (3) engineering companies responded to this step and, on April 25<sup>th</sup>, the Cemetery Trustees awarded the bid to Meridian Land Services at \$4,800 as the lowest bidder.

- The second phase is to take the existing conceptual cemetery design that is in place and create construction documents. This step also received 3 bids, and it was determined that, if Meridian Land Services does a quality job on step 1, the bid for this step will also be awarded to them.
- The third phase is to issue a contract for construction of the plot.

The Cemetery Trustees are requesting that the Board of Selectmen allow them to name Perry Day as the Cemetery Sexton, and Mike Riccitelli as the Clerk of the Works for the construction phase of the project.

In response to a question from Selectman Lyon, Chairman Brew stated that phases 1 and 2 should be completed within 1-2 months, and the hope is to award the construction contract by late spring/early summer.

*A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to allow Mr. Perry Day to be appointed by the Cemetery Trustees as the Cemetery Sexton, as a town employee.*

*Voting: 4-0-1 (Grella); motion passed.*

*A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to allow Mr. Mike Riccitelli to be appointed by the Cemetery Trustees as the Clerk of the Works, as a town employee.*

*Voting: 4-0-1 (Grella); motion passed.*

## **6. Heritage Commission – Metal Detector Policy**

Mr. Will Ludt, Chairman of the Heritage Commission, presented a metal detector policy to the Board. He believes the intent of the policy is to encourage people to be good stewards for the town's historic resources.

Selectman D'Angelo stated that he believes stricter wording, such as found in this policy, will lead to either no one using metal detectors in town anymore, or people looking without telling the town ahead of time.

Selectman Lyon stated that he believes this might be better as a Board of Selectmen policy, instead of an ordinance, but then enforceability becomes an issue. He believes that most people doing metal detecting in town are doing it in a controlled way.

Mr. Ludt stated that he believes this should be an enforceable item. He would prefer it to be an ordinance.

Chairman Brew explained that he would like to see this be broadened to include the issue of digging on town property, within reason.

Selectman D'Angelo explained that he has trouble agreeing with this as an ordinance, as there have never been issues with it in the past.

Town Administrator O'Mara brought up the idea of having an application process and giving out permits for those allowed to metal detect in town. He agreed to help Mr. Ludt at taking another pass at this item before bringing it to the Board again.

## **7. Town Administrator**

### **7.1 Committees/Commissions/Board Appointments**

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to approve the list of appointees to the Capital Improvement Committee for a term of 1 year. Voting: 5-0-0; motion passed unanimously.*

*A MOTION was made by Selectman Grella and SECONDED by Selectman Lyon to approve the appointees to the Historic District Commission for a 3 year term, to expire in 2021. Voting: 5-0-0; motion passed unanimously.*

*A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to approve the appointees to the Planning Board for a 3 year term, to expire in 2021. Voting: 5-0-0; motion passed unanimously.*

*A MOTION was made by Selectman Panasiti and SECONDED by Selectman Lyon to approve the appointees to the Recreation Commission for a 3 year term, to expire in 2021. Voting: 5-0-0; motion passed unanimously.*

*A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to appoint Neil Benner as a citizen representative to the Police Station Renovation Committee until disbanded. Voting: 5-0-0; motion passed unanimously.*

*A MOTION was made by Selectman Grella and SECONDED by Selectman Lyon to appoint Kyle Aspinwall as a citizen representative to the Police Station Renovation Committee until disbanded. Voting: 5-0-0; motion passed unanimously.*

### **7.2 Paul's Way**

Town Administrator O'Mara explained that the Board is being requested to lift/terminate this easement due to the fact that the cistern is no longer needed in this location.

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to terminate the cistern agreement with Gin-Wei Yeung and Jennie Yeung at 2 Paul's Way and authorize the Board of Selectmen to sign the Terminating Agreement document. Voting: 5-0-0; motion passed unanimously.*

### **7.3 Horace Greeley Road Bridge Timeline**

Town Administrator O'Mara stated that the bridge will close on May 1<sup>st</sup>. The projected completion date for the project is October 26<sup>th</sup>. He explained that Hoyle Tanner will be the town's eyes and ears on the project contract and will assist the town in all processing of reimbursements to the town.

Mr. Eric Hahn explained that he would come before the Board to update them when new milestones on the project have been completed.

#### **7.4 DPW Summer Hours Proposal**

Chairman Brew explained that the proposal is to shift to 10 hour days / 4 day workweek from mid-May to mid-September. Town Administrator O'Mara explained that there will still be 5 days of coverage with this proposal. The crew will split the time.

In response to a question from Selectman Lyon, Mr. Eric Hahn explained that he would like to reassess this plan annually.

*A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to approve the proposed summer hours for DPW employees, effective for the pay period starting May 13, 2018, and to be implemented at the Town Administrator's and the DPW Director's discretion.*

*Voting: 5-0-0; motion passed unanimously.*

#### **7.5 DPW Foreman**

Town Administrator O'Mara explained that the DPW Roads Foreman position has been rewritten so that the Buildings and Ground Foreman's duties will become the secondary duties for the Roads Foreman position. The proposal is to make both positions at pay grade 14. These are not new positions, but simply revisions to long-time regular positions.

Mr. Eric Hahn stated that the Roads Foreman position was posted last week, with a closing date of this Friday.

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to approve the job description for the DPW Roads Foreman.*

*Voting: 5-0-0; motion passed unanimously.*

*A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to approve the job description for the DPW Buildings and Grounds Foreman.*

*Voting: 5-0-0; motion passed unanimously.*

Chairman Brew explained that this revision is based on an effort to make sure that 1 foreman can perform the duties of both, if necessary.

Town Administrator O'Mara explained that the request is to regrade the DPW Buildings and Grounds Foreman from a grade 11, to a grade 14. Perry Day has been recognized as the incumbent to this position, and it is proposed that he will assume this new grade and be placed at step 5.

*A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to approve the incumbent, Perry Day, as the DPW Buildings and Grounds Foreman, and to adjust him to pay grade 14, step 5 retroactive to March 5, 2018.*

179 In response to a question from Selectman D'Angelo, Mr. Eric Hahn stated that the incumbent  
180 has already been performing the enhanced duties as newly stated in the revised job  
181 description.

182  
183 *Voting: 5-0-0; motion passed unanimously.*  
184

#### 185 **7.6 Continental Paving Contract Extension**

186 Town Administrator O'Mara explained that there was a competitive bid done for paving last  
187 year, and he is recommending that the lowest bid be extended for this year with the same unit  
188 pricing values in place. With the personnel changes that have happened over the past year,  
189 going out to bid again may not be advantageous to the town.

190  
191 In response to a question from Selectman Lyon, Administrator O'Mara stated that in 2014  
192 there was a 1 year bid with a 2 year extension. Then last year there was a 1 year bid with a 1  
193 year extension possible.

194  
195 Town Administrator O'Mara stated that Mike Riccitelli has nothing but good things to say  
196 about Continental Paving's actions in the field.

197  
198 *A MOTION was made by Selectman Grella and SECONDED by Selectman Lyon to approve*  
199 *the contract with Continental Paving to a 1 year extension.*

200 *Voting: 5-0-0; motion passed unanimously.*  
201

202 Mr. Eric Hahn stated that the DPW webpage has been updated on an almost daily basis. He is  
203 hoping by next winter to have a DPW newsletter published that can give useful information  
204 to residents.

#### 205 **7.7 AFR Captain**

206  
207 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*  
208 *appoint Kevin Hevey to the Amherst Fire Rescue Department as Captain of Fire/EMS*  
209 *Operations.*

210 *Voting: 5-0-0; motion passed unanimously.*  
211

212 Chairman Brew explained that his is not a new position, but simply filling an existing  
213 vacancy. He invited Mr. Hevey to attend the next Board meeting for a pinning ceremony.

#### 214 **7.8 New Hire – AFR**

215  
216 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*  
217 *appoint Richard Bennett to the Amherst Fire Rescue.*

218 *Voting: 5-0-0; motion passed unanimously.*  
219

#### 220 **7.9 Computer CRF Request – APD**

221 Town Administrator O'Mara explained that at the beginning of this month 1 of the 2  
222 Communications Center radio consoles suffered a critical failure. The proposal is to  
223 withdraw \$11,503, with \$7,903 for Motorola and \$3,600 for 2-Way Communications, to  
224 purchase replacement radio systems computers, software, and related hardware.  
225

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve the withdrawal of \$11,503 from the Computer Capital Reserve Account and to authorize the Board of Selectmen to sign the request to the Trustees of the Trust Funds.  
Voting: 5-0-0; motion passed unanimously.

#### **7.10 Smokehaus BBQ Retail Liquor Sales**

Town Administrator O'Mara explained that this request is for the new Smokehaus LLC restaurant to allow outside consumption of beer/wine on their deck/patio.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve Smokehaus LLC request for the sale and consumption of beer and wine in the outdoor seating area and to authorize the BOS Chairman to sign the no objection letter.  
Voting: 5-0-0; motion passed unanimously.

### **8. Approvals**

#### **8.1 Assessing**

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve and sign the All Service Veterans' Tax Credit for:  
Property Map/Lot 021-004-000 in the amount of \$500.00.  
Voting: motion passed unanimously, 5-0-0.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve and sign the Veteran Tax Credit for:  
Property Map/Lot 003-063-001 in the amount of \$500.00.  
Property Map/Lot 006-028-090 in the amount of \$500.00.  
Property Map/Lot 006-079-019 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 Disabled Veteran Tax Credit for:  
Property Map/Lot 002-163-048 in the amount of \$1400.00  
Voting: motion passed unanimously, 5-0-0.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to approve and sign the Elderly Exemption for:  
Property Map/Lot 004-097-001 in the amount of \$76,000.00  
Voting: motion passed unanimously, 5-0-0.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to deny and remove the Elderly Exemption (2018 Review) for [due to being over the income limit]:  
Property Map/Lot 002-173-013  
Voting: motion denied unanimously, 5-0-0.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to deny and remove the Elderly Exemption (2018 Review) for [due to being over the income limit]:  
Property Map/Lot 003-407-018  
Voting: motion denied unanimously, 5-0-0.

274  
275 A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to deny  
276 and remove the Elderly Exemption (2018 Review) for [due to being over the income limit]:  
277 Property Map/Lot 008-022-001

278 Voting: motion denied unanimously, 5-0-0.

279  
280 A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to deny  
281 and remove the Elderly Exemption (2018 Review) for [due to being over the income limit]:  
282 Property Map/Lot 002-003-009

283 Voting: motion denied unanimously, 5-0-0.

284  
285 A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to deny  
286 the abatement, due to there being insufficient data to warrant a change in value:  
287 Property Map/Lot 002-066-001

288 Voting: motion denied unanimously, 5-0-0.

289  
290 A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to  
291 approve and sign the abatement for:  
292 Property Map/Lot 003-036-004 in the amount of \$214.00.

293 Voting: motion passed unanimously, 5-0-0.

294  
295 A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to  
296 approve and sign the abatement for:  
297 Property Map/Lot 008-110-000 in the amount of \$10.00.

298 Voting: motion passed unanimously, 5-0-0.

299  
300 A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to  
301 approve and sign the abatement for:  
302 Property Map/Lot 009-010-000 in the amount of \$616.00.

303 Voting: motion passed unanimously, 5-0-0.

304  
305 A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to  
306 approve and sign the abatement for:  
307 Property Map/Lot 008-047-000 in the amount of \$114.00.

308 Voting: motion passed unanimously, 5-0-0.

309 A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to  
310 approve and sign the abatement for:  
311 Property Map/Lot 008-048-003 in the amount of \$684.00.

312 Voting: motion passed unanimously, 5-0-0.

313 A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to  
314 approve and sign the abatement for:  
315 Property Map/Lot 025-102-000 in the amount of \$666.00.

316 Voting: motion passed unanimously, 5-0-0.

317 A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to deny  
318 the abatement, due to there being insufficient data to warrant a change in value:  
319 Property Map/Lot 025-038-000

320 Voting: motion denied unanimously, 5-0-0.

322           **8.2 Elderly/Disabled Tax Deferrals**

323       *A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to*  
324       *approve and sign the 2017 Tax Deferrals for:*

325       *Property Map/Lot 002-010-001 in the amount of \$2,340.00.*

326       *Property Map/Lot 002-146-027 in the amount of \$4,604.00.*

327       *Property Map/Lot 006-038-013 in the amount of \$3,165.00.*

328       *Property Map/Lot 007-083-021 in the amount of \$5,441.00.*

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

330  
331           **8.3 Payroll**

332       *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
333       *approve one (1) FY18 Payroll Manifest in the amount of \$205,407.09 dated April 12, 2018,*  
334       *subject to review and audit.*

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

336  
337       *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
338       *approve one (1) FY18 Payroll Manifest in the amount of \$197,784.58 dated April 26, 2018,*  
339       *subject to review and audit.*

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

341  
342       *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
343       *approve one (1) FY18 Payroll Manifest in the amount of \$127.83 dated April 27, 2018,*  
344       *subject to review and audit.*

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

346  
347           **8.4 Accounts Payable**

348       *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to*  
349       *approve one (1) FY18 Accounts Payable Manifest in the amount of \$29,949.53 dated April*  
350       *13, 2018, subject to review and audit (Town Clerk Transfers to the State of NH).*

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

352  
353       *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to*  
354       *approve one (1) FY18 Accounts Payable Manifest in the amount of \$320,070.10 dated April*  
355       *17, 2018, subject to review and audit.*

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

357  
358       *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to*  
359       *approve one (1) FY18 Accounts Payable Manifest in the amount of \$2,686,887.00 dated*  
360       *April 2, 2018, subject to review and audit (School Disbursements).*

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

362  
363       *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to*  
364       *approve one (1) FY18 Accounts Payable Manifest in the amount of \$2,686,887.00 dated*  
365       *May 1, 2018, subject to review and audit (School Disbursements).*

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

370           **8.5 Concentration Accounts**

371       *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to*  
372       *approve one (1) FY18 Concentration Account Manifest in the amount of \$616.10 dated April*  
373       *18, 2018, subject to review and audit.*

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

375  
376           **8.6 Minutes**

377       *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to*  
378       *approve the Board of Selectmen public meeting minutes of April 9, 2018, as presented.*

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

380  
381       *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to*  
382       *approve the Board of Selectmen non-public meeting minutes of April 9, 2018, as presented.*

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

384  
385           **9. Action Items**

386  
387       Selectman Panasiti reviewed the action items with the Board.

388  
389           **10. New/Old Business – Auditor Contract Extension Discussion**

390  
391       The Board discussed the NRPC Electricity Supply Aggregation with regards to the schools.  
392       Selectman D'Angelo stated that he would reach out to the school boards to discuss their  
393       position.

394  
395       Town Administrator O'Mara discussed that Recreation Department's expenses/revenue for  
396       SHS field bookings from January 1, 2017 to December 31, 2017. During that time the  
397       Recreation Department's expenses totaled \$432. The Board agreed that this amount was not  
398       worth upsetting the current agreement over.

399  
400       Chairman Brew discussed with the Board 3 grants received by the town in the 1970's that the  
401       state is following up on. The 25 year agreements expired in 2003 and there were no  
402       continuations beyond that. Thus, all further obligations are voided because the lease was not  
403       followed up on past this point. Chairman Brew asked Town Administrator O'Mara to follow  
404       up on this item.

405  
406       Town Administrator O'Mara stated that Bruce Beckley has decided to resign from the  
407       Amherst Conservation Commission after 27 years.

408  
409       *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*  
410       *accept, with regret, the resignation of Bruce Beckley from the Amherst Conservation*  
411       *Commission.*

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

413  
414       Town Administrator O'Mara stated that Amherst's Town-wide cleanup day will occur on  
415       May 5<sup>th</sup>. Also, the Garden Clubs' annual plant sale will be held on May 12<sup>th</sup> at Wilkins  
416       School.

Town Administrator O'Mara discussed with the Board extending the current auditing firm, Melanson Heath's, contract for 1 year. There is a policy to rotate out auditors every 3 years, but this proposal is being made based on personnel changes, and the new request for an RFP possibly being more expensive than the current one. The Board agreed to discuss this further at the next meeting.

Selectman Lyon explained that there will be Fire Department breakfast on May 12<sup>th</sup>, from 8-11am, to support the Moving Wall project.

Selectman D'Angelo discussed with the Board some safety issue conversations that are being had by the schools. Town Administrator O'Mara will talk with Chief Reams and the Superintendent to see if there is any concerns on the Board's end that need to be addressed.

## **11. Adjournment**

*A MOTION was made by Selectman Grella and SECONDED by Selectman Panasiti to adjourn the meeting at 9:01p.m.*

*Voting: 5-0-0; motion passed unanimously.*

**NEXT MEETING: May 14, 2018**

**Signature on File**

**2018.05.14**

\_\_\_\_\_  
Selectman Reed Panasiti

\_\_\_\_\_  
Date