



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Tuesday, May 29, 2018

1 **1. Call to Order**

2
3 Chairman Dwight Brew called the public meeting to order at 6:30 p.m.

4
5 Attendees: Chairman Dwight Brew, Selectmen John D'Angelo, Tom Grella, Peter Lyon,
6 and Reed Panasiti. Also present: Town Administrator Jim O'Mara.

7
8 **2. Pledge of Allegiance** – Amy Lapointe, Library Director, led the pledge.

9
10 **3. Citizens' Forum** – none

11
12 **4. Quarterly Department Updates**

13
14 **4.1 Library**

15 Ms. Amy Lapointe presented the Library's quarterly update to the Board.

16
17 Ms. Lapointe explained that Ruslyn Vear, Head of Reference & Adult Programming, will
18 be retiring after 23 years. The Library staff will be taking the summer to study the current
19 needs of the position before listing it as open.

20
21 In response to a question from Selectman D'Angelo, Ms. Lapointe stated that the full-time
22 salary costs for the Library are anticipated to be lower during this budget cycle, due to
23 recent turnovers.

24
25 **4.2 Tax & Assessing**

26 Ms. Gail Stout, Tax Collector, presented the Tax & Assessing Department's quarterly
27 update to the Board.

28
29 In response to a question from Selectman Lyon, Ms. Stout stated that the number of
30 abatements from 2017 (23), is slightly lower than the number seen in past years (30-40).

31
32 Selectman Grella commented on the fact that, in the past 52 years since he's moved to
33 town, there have been only three excellent Tax Collectors (Landry, Duval, and Stout) –
34 which is impressive. Ms. Stout stated that she has worked for the town for 32 years.

35
36 Chairman Brew commented on the fact that Ms. Stout works with the residents to make
37 sure everyone is current on their property taxes. It is a testament to her that she has found
38 a solution that works well.

39

40 **4.2a. Property Tax Liens**

41 Ms. Gail Stout presented the 2017 Tax Lien Report to the Board. This was filed with the
42 state on May 11, 2018.

43
44 **4.3 Fire Resuce**

45 Chief Matt Conley presented the Fire Rescue's quarterly report to the board.

46
47 *Selectman Grella exited the meeting at 6:55p.m.*

48
49 Chief Conley stated that a couple members of the department have taken on the project of
50 upgrading the current inflatable boat in order to install a new motor.

51
52 In response to a question from Selectman D'Angelo, Chief Conley stated that there is
53 currently one (1) Lieutenant position open in the department, and that the five (5) potential
54 candidates for the position will be further examined for that position.

55
56 The Board discussed reviewing the numbers for mutual aid received to Amherst, as well
57 as mutual aid given.

58
59 *Selectman Grella returned at 7:15p.m.*

60
61 Selectman Grella thanked Chief Conley for sending the fire truck down to the high school
62 on such short notice for the high school boys' tennis teams' win in the state championship.

63
64 **5. Sewer Feasibility Study**

65
66 Director of Community Development, Gordon Leedy, presented to the Board the Sanitary
67 Sewer Feasibility Study. He explained that this study began in 2016 with a consultant
68 looking at the feasibility of bringing a sewer service to the commercial areas of Amherst.
69 The general office/commercial areas along 101A, including some nearby residential areas,
70 were examined.

71
72 Neighboring communities were looked at to possibly make a deal with. Only Merrimack
73 has some available capacity in their system that could be used by Amherst, but the
74 expense would be high and there isn't interest on their part.
75 The other option would be to build a local plant, but this would again be quite expensive.
76 If a development partner could be found to help fund the plan, then it might be a
77 possibility in the future.

78
79 Selectman D'Angelo suggested looking into another study evaluating using only 20% of
80 the commercial area originally looked at, so as to get an expert's benchmark number.

81
82 Chairman Brew stated that there doesn't seem to be a need to proceed at this time if
83 residential taxes will go up and the quality of life will be reduced, due to increased traffic,
84 from this plan.

87 **6. Town Administrator**

88
89 **6.1 Middle Street Property**

90 Town Administrator O'Mara explained that the Buchanan Park property was originally
91 gifted to the town by the Rountree's. The family has agreed to support the Recreation
92 Department's plan to build a bocce ball court on the property. The hope is that a plaque
93 can be placed recognizing the Rountree's gift.

94
95 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
96 *add a sign recognizing the Rountree's donation of the property to the town, at Buchanan*
97 *Park.*

98
99 The Board discussed why the property is called Buchanan Park and the history behind it.

100
101 *The MOTION was amended by Selectman D'Angelo and SECONDED by Selectman*
102 *Panasiti to include holding a public hearing on the advisability of adding a plaque*
103 *recognizing the Rountree's donation of the property.*
104 *Voting: 5-0-0; motion passed unanimously.*

105
106 **6.2 Town-wide Telephone System Upgrade**

107 Town Administrator O'Mara stated that there were three telephone vendors being
108 examined to replace the current voice-over-internet phone system at a lower cost.

109
110 The Board agreed to table this item until it is further discussed with the IT provider.

111
112 **6.3 June Meetings Discussion**

113 The Board agreed to move the June 11th meeting to June 18th, and also hold a possible
114 meeting on June 25th.

115
116 **6.4 Personnel Policies**

117 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to*
118 *approve the amendments to the Personnel Policy #303 Vacation Benefits, # 307 Sick*
119 *Leave and Maximum Accrual Benefits, and #383 Personal Time.*
120 *Voting: motion passed unanimously, 5-0-0.*

121
122 **6.5 Budget Transfer**

123 Town Administrator O'Mara stated that this budget transfer from the Fire Rescue
124 Department to the DPW's salt/sand lines represents the Captain salary/wages line that
125 was vacant last year.

126
127 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to*
128 *approve Budget Transfer #2018-02 in the amount of \$40,000.*
129 *Voting: motion passed unanimously, 5-0-0.*

134 **6.6 Girl Scout Gold Award**

135 Selectman D'Angelo read the Gold Award into the record. It will be awarded to three
136 young women tomorrow night by Selectman Lyon. May 30th will further be recognized as
137 Girl Scout Recognition Day in Amherst.

138
139 **7. Approvals**

140
141 **7.1 Baboosic Lake Septic Warrants**

142 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to*
143 *approve and sign the Quarterly Maintenance Warrants for the Baboosic Lake*
144 *Community Septic bills due July 2, 2018 as follows:*

145 *Phase I Quarterly Maintenance Warrant \$908.52*

146 *Phase II Quarterly Maintenance Warrant \$4,860.81*

147 *Phase III Quarterly Maintenance Warrant \$5,658.16*

148 *Phase IV Quarterly Maintenance Warrant \$3,988.83*

149 *Voting: motion approved unanimously, 5-0-0.*

150
151 **7.2 Assessing**

152 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to*
153 *approve and sign a Land Use Change Tax for property Map/Lot 004-117-001 in the*
154 *amount of \$11,250.00.*

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

156
157 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to*
158 *approve and sign a Land Use Change Tax for property Map/Lot 004-117-002 in the*
159 *amount of \$11,500.00.*

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

161
162 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to*
163 *approve and sign a Land Use Change Tax for property Map/Lot 005-162-004 in the*
164 *amount of \$16,500.00.*

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

166
167 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to*
168 *approve and sign a Gravel and Excavation Tax for property Map/Lot 002-034-001 in the*
169 *amount of \$172.84.*

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

171
172 **7.3 Payroll**

173 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
174 *approve one (1) FY18 Payroll Manifest in the amount of \$198,690.73 dated May 24,*
175 *2018, subject to review and audit.*

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

181 **7.4 Accounts Payable**

182 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
183 *to approve one (1) FY18 Accounts Payable Manifest in the amount of \$31,101.15 dated*
184 *May 16, 2018, subject to review and audit (Town Clerk Transfers to the State of NH).*
185 *Voting: Motion passed unanimously, 5-0-0.*

186
187 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
188 *to approve one (1) FY18 Accounts Payable Manifest in the amount of \$191,370.93 dated*
189 *May 15, 2018, subject to review and audit.*
190 *Voting: Motion passed unanimously, 5-0-0.*

191
192 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
193 *to approve one (1) FY18 Accounts Payable Manifest in the amount of \$2,866,447.00*
194 *dated June 1, 2018, subject to review and audit (School Disbursement).*
195 *Voting: Motion passed unanimously, 5-0-0.*

196
197 **7.5 Concentration Account**

198 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
199 *to approve one (1) FY18 Concentration Account Manifest in the amount of \$718.71 dated*
200 *May 17, 2018, subject to review and audit.*
201 *Voting: Motion passed unanimously, 5-0-0.*

202
203 **7.6 Previous Meeting Minutes – May 14, 2018**

204 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo,*
205 *to approve the Board of Selectmen meeting minutes of May 14, 2018, as presented.*
206 *Voting: Motion passed unanimously, 5-0-0.*

207
208 **8. Action Items**

209
210 The Board reviewed any action items from past meetings.

211
212 **9. New/Old Business**

213 Selectman D'Angelo expressed his concern regarding the Horace Greely Bridge work and
214 the fact that construction was delayed for 2 weeks while waiting for the utilities to be
215 rerouted. He hopes that in the future the lesson will be learned that utilities should be
216 delivered before construction has begun, in order to lessen any delays.

217
218 Town Administrator O'Mara stated that he talked with Attorney Bill Drescher regarding
219 the Board's denial of the application for charitable status by Southern New Hampshire
220 Medical Center. Attorney Drescher recommended speaking with a law firm out of
221 Hanover, Gardner Fulton & Waugh, which may be able to help the town strategize for the
222 upcoming ~~discusion~~appeal on this issue.

223 The Board agreed that this is a good idea.

224
225 Selectman Grella explained that the Historic District Commission heard from Mr. Eric
226 Hahn at their last meeting, that a consultant has recommended repairing all of the

windows in Town Hall. Town Administrator O'Mara stated that the Board will see a budget transfer at their next meeting for both this work and work on the handicap ramp.

Town Administrator O'Mara explained that the Nipmugs have received a grant to preserve a picture of the school from 1887. It is a color image which will need to be lifted from a piece of historic literature at Town Hall.

Selectman Panasiti stated that the Police Station Renovation Committee will meet for the first time on June 7th.

A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to adjourn the meeting at 8:38 p.m.

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

NEXT MEETING: June 18, 2018 - Monday

SIGNATURE ON FILE

Selectman Reed Panasiti

Date