



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Monday, June 18, 2018

1 **1. Call to Order**

2
3 Chairman Dwight Brew called the meeting to order at 6:00 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. Non-Public Session per RSA 91-A:3, II (c)**

9
10 The Board entered the non-public meeting at 6:00 p.m. The Board resumed the public
11 meeting at 6:36 p.m.

12
13 **3. Pledge of Allegiance** – Retiring middle school principal, Porter Dodge, led the pledge.

14
15 **4. Citizens' Forum** – none

16
17 **5. Clark School Drainage**

18
19 Mr. Adam Steele, Mr. Porter Dodge, and Mr. Brad Mezquita, of Tighe & Bond, addressed
20 the Board regarding the Clark School roof drainage.

21
22 Mr. Brad Mezquita explained that the existing roof drainage drains into the existing septic
23 system. This has led to the system treating more water than it needs to and, ultimately,
24 being overloaded. The plan is to create a separate underground stormwater retention
25 system which will be set up so that there is no increase of drainage to the Foundry Street
26 system, unless there is a huge storm. This plan will include infiltration everywhere that it
27 can, including hoods on the drains and perforated lines. He assured the Board that the
28 school district would accept responsibility, including EPA stormwater regulations, for any
29 future liability which may occur as a result of the school connecting to the town storm
30 drain system.

31
32 In response to a question from Selectman Panasiti, Mr. Brad Mezquita explained that, at
33 some point in the past, the plumbing for the roof system was incorporated into the septic
34 system at the school. This created a significant additional flow from the rain runoff which
35 eventually caused the system to fail. Selectman Grella suggested that this incorporation
36 may have occurred back in the early 1970's, when the addition was put on.

37

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve the request contingent upon Town Administrator O'Mara (on the Board's behalf) and Mr. Adam Steele working together to put an agreement of responsibility on the school district in writing.

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

6. Town Administrator

6.1 Budget Transfers

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve budget transfer request 18-08 for \$8,952.92.

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

A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to approve budget transfer request 18-09 for \$5,714.41.

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

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve budget transfer request 18-10 for \$10,236.04.

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

A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to approve budget transfer request 18-11 for \$821.02.

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

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve budget transfer request 18-12 for \$156.15.

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

A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to approve budget transfer request 18-13 for \$4,610.00.

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

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve budget transfer request 18-14 for \$10,549.00.

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

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve budget transfer request 18-15 for \$101,950.00.

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

A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to approve budget transfer request 18-16 for \$1,843.56.

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

A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to approve budget transfer request 18-17 for \$14,240.87.

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

A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to approve budget transfer request 18-18 for \$15,000.00.

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

A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to approve budget transfer request 18-19 for \$11,165.00.

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

A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to approve budget transfer request 18-20 for \$100,385.00.

85 *Voting: 5-0-0; motion passed unanimously.*
86 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
87 *approve budget transfer request 18-21 for \$6,455.00.*
88 *Voting: 5-0-0; motion passed unanimously.*
89 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to*
90 *approve budget transfer request 18-22 for \$500.00.*
91 *Voting: 5-0-0; motion passed unanimously.*
92 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
93 *approve budget transfer request 18-23 for \$630.00.*
94 *Voting: 5-0-0; motion passed unanimously.*
95 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
96 *approve budget transfer request 18-24 for \$30,788.99.*
97 *Voting: 5-0-0; motion passed unanimously.*
98 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
99 *approve budget transfer request 18-25 for \$13,250.00.*
100 *Voting: 5-0-0; motion passed unanimously.*
101 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
102 *approve budget transfer request 18-26 for \$7,240.00.*
103 *Voting: 5-0-0; motion passed unanimously.*
104 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
105 *approve budget transfer request 18-27 for \$1,470.00.*
106 *Voting: 5-0-0; motion passed unanimously.*
107 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
108 *approve budget transfer request 18-28 for \$1,000.00.*
109 *Voting: 5-0-0; motion passed unanimously.*
110 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
111 *approve budget transfer request 18-29 for \$60,000.00.*
112 *Voting: 5-0-0; motion passed unanimously.*
113 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
114 *approve budget transfer request 18-30 for \$5,000.00.*
115 *Voting: 5-0-0; motion passed unanimously.*
116 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
117 *approve budget transfer request 18-31 for \$1,800.00.*
118 *Voting: 5-0-0; motion passed unanimously.*
119 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
120 *approve budget transfer request 18-32 for \$60.00.*
121 *Voting: 5-0-0; motion passed unanimously.*
122 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
123 *approve budget transfer request 18-33 for \$47,805.00.*
124 *Voting: 5-0-0; motion passed unanimously.*
125 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
126 *approve budget transfer request 18-34 for \$1,760.00.*
127 *Voting: 5-0-0; motion passed unanimously.*
128 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
129 *approve budget transfer request 18-35 for \$2,600.00.*
130 *Voting: 5-0-0; motion passed unanimously.*

131 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
132 *approve budget transfer request 18-36 for \$26,735.00.*

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

134 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
135 *approve budget transfer request 18-37 for \$6,400.00.*

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

137 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
138 *approve budget transfer request 18-38 for \$5,250.00.*

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

140 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
141 *approve budget transfer request 18-39 for \$1305.00.*

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

143
144 The Board discussed how they would like to handle budget transfer requests in the future.
145 They discussed interdepartmental transfers versus transfers between departments.

146 147 **6.2 Document Management Software Bid – OCD**

148 Director of Community Development, Gordon Leedy, explained to the Board that an RFP
149 was created in March and proposals were submitted by 5 vendors. The 2 most competitive
150 vendors were then interviewed by Mr. Leedy, Chairman Brew, Selectman D'Angelo, and
151 Steve Wolsky. The group agreed that Ricoh USA was similar in cost, but rose above the
152 alternative option in a number of ways. Their bid is for \$13,480 which includes 1st year
153 licensing and deployment of the system. Initially this will only be available to use for
154 Community Development records, but it can be deployed to other departments in the
155 future.

156
157 In response to a question from Selectman Panasiti, Mr. Leedy explained that the price
158 difference between the Ricoh bid and some of the higher competitors comes from
159 consulting fees, higher coding capabilities, etc.

160
161 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Lyon to*
162 *approve the bid to Ricoh USA and to allow the Town Administrator to sign as an agent for*
163 *the Board as necessary.*

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

165 166 **6.3 Encumbrances**

167 The Board reviewed a number of FY 2018 Encumbrances.

168
169 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
170 *approve the 6 encumbrances requested by the Amherst Conservation Commission.*

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

172
173 The Board discussed an engine repair request from the Fire Rescue department.

174
175 Selectman Panasiti asked for some additional information on what type of repairs this
176 encumbrance is for.

178 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
179 *approve the Fire Rescue encumbrance for engine repair.*
180 *Voting: 5-0-0; motion passed unanimously.*

181
182 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
183 *approve the Police department encumbrance for architectural fees for the Police*
184 *Renovation.*
185 *Voting: 5-0-0; motion passed unanimously.*

186
187 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
188 *approve the 2 encumbrances requested by Community Development.*
189 *Voting: 5-0-0; motion passed unanimously.*

190
191 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Lyon to*
192 *approve the DPW encumbrance request for Continental Paving for road rebuild.*
193 *Voting: 5-0-0; motion passed unanimously.*

194
195 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Lyon to*
196 *approve a change order to the current Continental Paving contract for \$150,821.00.*
197 *Voting: 5-0-0; motion passed unanimously.*

198
199 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Lyon to*
200 *approve the DPW encumbrance request for Continental Paving for \$150,821.00.*
201 *Voting: 5-0-0; motion passed unanimously.*

202
203 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Lyon to*
204 *approve the DPW encumbrance request for \$39,017.27.*
205 *Voting: 5-0-0; motion passed unanimously.*

206 207 **6.4 Undesignated Fund Balance**

208 The Board discussed the fund balance and what percentage they would like to see it be
209 retained at. Selectman D'Angelo discussed using some of the fund balance in order to
210 fund known capital expenses coming down the road.

211
212 Selectman Lyon explained that they want to have a sufficient backdrop in the balance in
213 case there is ever a need to respond in an emergency situation. In order to make sure that
214 the balance stays at a responsible level, the town needs to budget tighter and continue to
215 move in the right direction.

216
217 Selectman D'Angelo stated that he believes the current amount retained by the town is too
218 high, and that the amount could be lowered by using some of the funds to prefund
219 projects, thus lowering the annual amount requested of the taxpayers.

220
221 Selectman Panasiti stated that the town is in a good position to have as much in the
222 undesignated fund balance as it does. If the economy were to turn sour and the amount had
223 been lowered, the town may find itself in a shortfall position where it then has to ask the
224 taxpayers for more money.

Selectman D'Angelo stated that there was a recession in 2007, when the fund was lower than it is today, and yet it wasn't tapped into at that point. He stated that he reserves the right to bring up this topic again during the budget process.

6.5 Middle Street Property Update

The Board discussed carrying through on the action of the 2007 Board, which agreed on installing a sign for Buchanan Park. They also discussed installing plaques on the backstops of the new bocce ball courts, dedicating them to the Rountree's. Chairman Brew stated that there will be a public hearing during the July 9th meeting to address these items.

6.6 New Hire – AFR

Town Administrator O'Mara asked that this item be tabled.

6.7 Raffle Permits, RSA 287-3, II (a)

Town Administrator O'Mara informed the Board that only they can approve a raffle held within the city limits. The Board made some amendments to the raffle application for Town Administrator O'Mara to review.

6.8 Souhegan River Local Advisory Committee

Chairman Brew explained that there is currently a vacancy on the Souhegan River Local Advisory Committee (SoRLAC) for a representative from the town. The Board agreed that the vacancy should be advertised on the website and that the Conservation Commission chair should be informed.

6.9 Memorial Day Committee Resignation / Appointment

Town Administrator O'Mara stated that Marie Grella has decided to retire as the Memorial Day Parade Chairperson after 15 years. Her daughter, Theresa Marie Grella, will step up as the new chair.

The Board thanked Marie Grella for everything she's done for the town in this position. They also thanked Theresa Grella for carrying on the tradition.

A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to accept, with regret, Marie Grella's resignation as the Memorial Day Parade Chairperson, and to approve Theresa Grella as her replacement.

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

7. Approvals

7.1 Dog Warrant

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to approve the issue of the annual dog warrant by the Amherst Police Department.

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

7.2 Assessing

A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to deny the disabled exemption, due to late filing:

Property Map/Lot 002-149-011

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

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

Property Map/Lot 010-028-008 in the amount of \$49.00.

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

7.3 Payroll

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve one (1) FY18 Payroll Manifest in the amount of \$213,397.51 dated June 7, 2018, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve one (1) FY18 Payroll Manifest in the amount of \$188.39 dated June 7, 2018, subject to review and audit.

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

7.4 Accounts Payable

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY18 Accounts Payable Manifest in the amount of \$45,532.55 dated June 1, 2018, subject to review and audit (Town Clerk Transfers to the State of NH).

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY18 Accounts Payable Manifest in the amount of \$111,709.85 dated May 30, 2018, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY18 Accounts Payable Manifest in the amount of \$282,968.25 dated May 31, 2018, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY18 Accounts Payable Manifest in the amount of \$246,853.45 dated June 12, 2018, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY18 Accounts Payable Manifest in the amount of \$40.00 dated June 13, 2018, subject to review and audit.

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

319 **7.5 Concentration Accounts**

320 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
321 *to approve one (1) FY18 Concentration Account Manifest in the amount of \$1,111.37*
322 *dated May 30, 2018, subject to review and audit.*

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

324 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
325 *to approve one (1) FY18 Concentration Account Manifest in the amount of \$1,340.10*
326 *dated June 12, 2018, subject to review and audit.*

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

328
329 **7.6 Previous Meeting Minutes – May 29, 2018**

330 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Lyon, to*
331 *approve the Board of Selectmen public meeting minutes of May 29, 2018, as presented.*

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

333
334 **8. Action Items**

335
336 Selectman Panasiti reviewed the action items with the Board.

337
338 **9. New/Old Business**

339
340 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
341 *approve the request to hire Eric Slosek as the DPW Road Foreman.*

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

343
344 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
345 *allow Town Administrator O'Mara, as an agent of the Board, to sign the necessary*
346 *documents relating to the acquisition of the Arnold property.*

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

348
349 Selectman Lyon stated that Craig Fraley presented the bocce ball court plans to the ACC
350 at their last meeting. The ACC had no issues with these plans.

351
352 Selectman Panasiti stated that he attended the first meeting of the police renovation
353 committee. There was a walk-through of the building and they discussed formal
354 recommendations to be made.

355
356 Chairman Brew stated that the Board meeting for Monday, June 25, 2018 is cancelled.

357
358 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
359 *approve the signing of the application for outside sales of alcoholic beverages by the*
360 *Black Forest Café by Chairman Brew.*

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 *award a three year lease agreement to Nextiva for a town-wide VoIP telephone system.*

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

10. Non-Public Session, RSA 91-A:3, II (a)

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to adjourn the public meeting and enter into non-public session, RSA 91-A:3, II (a) at 8:55 p.m.

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

By roll call vote: D'Angelo: yes, Panasiti: yes, Brew: yes, Grella: yes, Lyon: yes, the Board went into non-public session.

NEXT MEETING: July 9, 2018 - Monday

SIGNATURE ON FILE

07.09.2018

Selectman Reed Panasiti

Date