



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, September 25, 2017

1. Call to Order – Non-Public Meeting

Chairman Dwight Brew called the non-public meeting to order at 5:45 p.m.

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

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

Call to Order – Public Meeting

Chairman Dwight Brew called the public meeting to order at 6:35 p.m.

Attendees: Chairman Dwight Brew, Selectmen Mike Akillian, Tom Grella, Peter Lyon, and Reed Panasiti. Also present: Town Administrator, Jim O'Mara, and Suzanne Beauchesne taking minutes.

3. Pledge of Allegiance – Mike Foisie, Vice President of Michachunk Development led the pledge.

4. Public Hearing – Pursuant to RSA 41:14-b, the Amherst Board of Selectmen shall hereby give notice and announce the convening of two public hearings for the following proposed ordinances for the purpose of regulating traffic (NH RSA 47:17, VII and VIII):

Place stop signs on the corner of 1) Victoria Ridge at Upham Road, and 2) Victoria Ridge at Spring Road

Chairman Brew said that since the Public Hearing was posted, they've learned that the hearing is not necessary since this was approved by the Planning Board and the Safety Committee has accepted the road if all other requirements are met.

At 6:37 p.m., Selectman Lyon moved, second by Selectman Panasiti, to open the public hearings on proposed ordinances for the purpose of regulating traffic. Motion passed unanimously, 5-0.

There was no public input. Selectman Lyon moved, second by Selectman Panasiti, to close the public hearings. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Panasiti, to conditionally accept the public roadway in the subdivision referred to as Victoria Ridge upon the placement of stop signs on the corner of Victoria Ridge at Upham Road and on the corner of Victoria Ridge at Spring Road. The signs are to be posted by the developer. Motion passed unanimously, 5-0.

5. Land Use Change Tax Release – Potter Way

Attorney Thomas Quinn came forward with his client, Michael Foisie, Vice President, Michachunk Development to request abatement of a land use change tax on Lot 5-59-40 and that the tax of \$19,500, paid on or about July 28, 2017, be returned.

Attorney Quinn argued that the town did not issue a land use change tax or assert a lien for non-payment of such a tax within the statutory period. Mr. Foisie said that as a taxpayer in 2014-15 he paid \$20,000 for piling dirt. He made a mistake and paid the town. Now the town has made a mistake and he pays again. Mr. Foisie feels this is a significant injustice.

Chairman Brew indicated that the Assessing Department was not made aware by the owner or owner's agent, as is required by statute, that the parcel was no longer qualified for current use until receipt of the letter dated May 3, 2017 from Attorney Quinn.

Selectman Lyon read the recommendation of KRT Appraisal as follows: "The subject property is a vacant 1.49 acre parcel. The reason for the abatement request is the property owner's opinion that the LUCT was not issued within the statutory period. The LUCT was issued for Tax Map 005 Lot 059-040 in the amount of \$19,500. This LUCT amount is ten percent of the market value as of December 2014. The lot is no longer contiguous with other lots in current use and is less than 10 acres; therefore, no longer qualified for current use. The Assessor's Office was not made aware by the owner or owner's agent as required under RSA 79-a (c) that the parcel was no longer qualified for current use until receipt of the letter dated May 3, 2017 from Thomas Quinn. This is the date the Assessor discovered the parcel should have been removed from current use. The 18 months to administer the LUCT starts from the town's receipt of this letter and it is our opinion that the land use change tax met the statutory time period under 79-A:7 II(c)".

Selectman Lyon moved, second by Selectman Panasiti, to deny the Land Use Change Tax abatement application for Map 5, Lot 59-40. Motion passed unanimously, 5-0.

6. Citizens' Forum -- None

7. Strategic Plan Presentations

7.1 Library

Amy Lapointe, Library Director, came forward to provide the library's 2017 Strategic Plan [attached]. Library Trustees in attendance included: Nancy Baker, Chair, Ted Krantz, Gretchen Pyles, and Nancy Head.

In addition to the library's mission and vision statements, Director Lapointe's PowerPoint presentation revealed the following information:

- The library is governed by a seven member elected Board of Trustees; has seven full time, seven part time employees, and seven pages.
- Library budget equals \$950,000. Wages and benefits is 80 percent of operating budget.
- The library is open seven days a week; have a collection of over 63,000 items, circulate about 180,000 items a year, and provide services and materials for all ages.
- Total circulation peaked in 2013 with the increase in e-materials; program attendance is greatest when recreational programs are offered.
- The door count averages 37 people per hour, or a person every two minutes; staffing has remained steady for over a decade despite rapid growth in service from 2003-2013.
- Library goals include:
 - Provide a collection that supports library patrons in their information, education and recreational needs, particularly in their pursuit of lifelong learning and stimulating imagination.
 - Provide educational, informational and recreational opportunities that meet the needs and interests of the community.
 - Ensure that the facility is configured and maintained to support the community in their individual and collective use.
 - Improve communication to build community awareness of and engagement with the library.
 - Maintain the long-term health of the organization through responsible management.

Four members of the Ways and Means Committee who were in attendance did not have any questions. The Board thanked Director Lapointe for her thorough report. Chairman Brew commended her and the Library Trustees for their wonderful efforts.

8. Budget Process

Selectman Akillian talked about proposed tools and timeline for more effective strategic and operational planning/budgeting. He said all proposed tools can be part of a single, multi-window spreadsheet like that created in 2013. He described the cycle of strategic governance as 1) understanding the past, 2) managing the present, and 3) envisioning the future. Selectman Akillian then provided proposed tools to start in August and run through October [attached].

9. Town Administrator

9.1 AFR New Hires

Selectman Lyon moved, second by Selectman Panasiti, to appoint Justin Graham to the Amherst Fire Rescue as a firefighter effective September 19, 2017, and Thomas Osborn as an EMT-Paramedic effective September 14, 2017. Motion passed unanimously, 5-0.

9.2 CRF Request – DPW

Selectman Grella moved, second by Selectman Panasiti, to approve the withdrawal of \$74,853 from the Bridge Repair and Replacement reserve account for the replacement of the Ponemah Hill Road crossing. Motion passed unanimously, 5-0.

134
135 **9.3 Surplus Equipment – DPW**

136 Selectman Grella moved, second by Selectman Panasiti, to authorize the Town Administrator to
137 surplus the vehicle used by the Director of the Public Works Department, a 2009 Crown Vic (VIN
138 – 2FAHP71V59X140356) with 139,000-plus miles. Motion passed unanimously, 5-0. Town
139 Administrator O’Mara said the vehicle suffers from a slipping transmission, a rotted fender, and
140 an invisible odometer and he plans to send it to the fall state auction on Thursday.
141

142 **9.4 Budget Transfer – DPW**

143
144 Selectman Panasiti moved, second by Selectman Akillian, to approve Budget Transfer #2018-01
145 in the amount of \$5,450 from Public Works-Highway to Public Works-Town Commons,
146 Cemeteries, and General Highway. Motion passed unanimously, 5-0.
147

148 **9.5 Barbara Landry Room Use Request**

149
150 Selectman Lyon moved, second by Selectman Grella, to approve the use of the Barbara Landry
151 Meeting Room on February 13, 2018 by the American Association of University Women
152 (AAUW) from 7:00 to 9:00 p.m. to hold a Candidates’ Night. Motion passed unanimously, 5-0.
153

154 **9.6 Town Green Use Request**

155
156 Selectman Grella moved, second by Selectman Akillian, to approve the Amherst Boys Scouts’
157 (Troop #613) request to use the Town Green on October 31, 2017. Motion passed unanimously,
158 5-0.
159

160 **9.7 Historic District Commission Resignation**

161
162 Selectman Panasiti moved, second by Selectman Grella, to accept, with regret, the resignation of
163 Helen Rowe from the Historic District Commission, and to thank Helen for her years of service to
164 the town of Amherst. Motion passed unanimously, 5-0.
165

166 **10. Approvals**

167
168 **10.1 Charitable Solicitation Permit – Front Door Agency**

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170 Selectman Lyon moved, second by Selectman Grella, to approve the Charitable Solicitation
171 Permit Application for the Front Door Agency and authorize the Chairman of the Board of
172 Selectmen to sign the registration. Motion passed unanimously, 5-0.
173

174 **10.2 Accounts Payable**

175
176 Selectman Panasiti moved, second by Selectman Lyon, to approve one (1) FY18 Accounts
177 Payable Manifest in the amount of \$25,706.91 dated September 15, 2017, subject to review and
178 audit (Town Clerk Transfers to the State of NH). Motion passed unanimously, 5-0.
179

180 Selectman Panasiti moved, second by Selectman Akillian, to approve one (1) FY18 Accounts
181 Payable Manifest in the amount of \$115,603.58 dated September 19, 2017, subject to review and
182 audit. Motion passed unanimously, 5-0.

183
184 Selectman Panasiti moved, second by Selectman Lyon, to approve one (1) FY18 Accounts
185 Payable Manifest in the amount of \$2,788,070 dated October 1, 2017, subject to review and audit
186 (School Disbursements). Motion passed unanimously, 5-0.
187

188 **10.3 Previous Meeting Minutes – September 18, 2017**
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190 Selectman Panasiti moved, second by Selectman Lyon, to approve the Board of Selectmen meeting
191 minutes of September 18, 2017. Motion passed unanimously, 5-0.
192

193 **11. New/Old Business**
194

195 Selectman Akillian said that the NH Municipal Association has published a feature article in its
196 September/October edition of *Town and City* magazine, its flagship publication, on how Amherst
197 has positively employed Strategic Governance over the past several years. They have also invited
198 town officials to give a 70 minute presentation on the process and its results at their annual
199 conference in November.
200

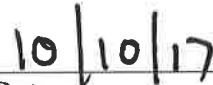
201 Town Administrator O'Mara announced that the Governor and Council meeting on Wednesday
202 will consider the TCI loan. The meeting will be held at 10:00 a.m. at the Merrimack Town Hall.
203 Administrator O'Mara will also be in touch with the NH Department of Environmental Services to
204 schedule another public meeting at Souhegan regarding the loan and other related matters.
205

206 **12. Adjournment**
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208 Selectman Panasiti moved, second by Selectman Grella, to adjourn the meeting at 8:28 p.m.
209 Motion passed unanimously, 5-0.
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211 **NEXT MEETING: October 10, 2017**
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214 
215 _____
216 Selectman Reed Panasiti
217 Clerk, Board of Selectmen
218



Date