



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, August 13, 2018

1 **1. Call to Order**

2
3 Chairman Dwight Brew called the meeting to order at 6:31 p.m.

4
5 Attendees: Chairman Dwight Brew, Selectmen John D'Angelo, Tom Grella, Peter Lyon, and
6 Reed Panasiti. Also present: Executive Assistant Mary Guild.

7
8 **2. Pledge of Allegiance** – Ruthie Gordon, town citizen, led the pledge.

9
10 **3. Citizens' Forum** – none

11
12 The Board of Selectmen offered their condolences to the O'Mara family during this very
13 difficult time.

14
15 **4. Halloween 2018**

16
17 Police Chief Reams presented a plan for changing the traffic flow pattern on Halloween
18 evening, in order to ensure the safety of all trick-or-treaters. During the hours of 6-8pm, the
19 roads within the Village will be closed to traffic. The traffic pattern will be similar to that
20 used on the 4th of July, with the exception of keeping Boston Post Road open. There will be
21 lighted barricades and police officers at the crosswalks on Foundry Street and next to
22 Moulton's. He thanked Ruthie and Joel Gordon for initiating this study and helping to push
23 it along.

24
25 Selectman Lyon indicated his support for the Chief's plan as presented. In response to a
26 question from Selectman Lyon, Chief Reams explained that Boston Post Road will be kept
27 open due to the substantial amount of traffic that travels down it during this evening, and the
28 fact that it allows more access to parking for those entering the Village.

29
30 Selectman Panasiti thanked Chief Reams and the Gordons for their work on this but asked
31 for reconsideration of keeping Boston Post Road open.

32
33 Selectman D'Angelo stated that he agrees with the plan as presented and asked for an update
34 as to how it works out after Halloween.

35
36 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve*
37 *the traffic plan for Halloween evening, October 31st from 6-8pm, as recommended by Police*
38 *Chief Reams.*

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

40
41 **5. Departments' Quarterly Reports**
42

43 **5.1 Police**

44 Police Chief Reams presented his quarterly report to the Board. He explained that the number
45 of directed patrols has increased significantly in comparison to the past 3 years, due to the
46 fact that the department is now fully staffed. The reduction in the number of drug offenses
47 probably stems from the lessening of drug offenses and those cases which are reflected in the
48 statistics tend to be more serious offenses than previously. Motor vehicle stops have
49 increased significantly, which reflects the additional manpower on the force, and the
50 attention being given to the backroads in town. Chief Reams also pointed out that 180lbs. of
51 expired or unused drugs were turned in during the annual drug takeback event. The quarterly
52 employee spotlight was given to John H. Smith, who was the SRO at Souhegan High School
53 for 14 years before moving on to a new position as detective.
54

55 Chairman Brew pointed out that there is a drop box for unused/expired drugs in the lobby of
56 the Police Station which can be accessed 24 hours a day/7 day a week.
57

58 *The Board recessed at 6:59 p.m. in order for the Amherst Conservation Commission to hold*
59 *a Public Hearing.*
60

61 **6. Pursuant to New Hampshire RSA 36-A:5, The Amherst Conservation Commission**
62 **announced to the citizens of Amherst the convening of a Public Hearing to take input**
63 **on the acquisition of property by the Town. All interested citizens were invited to**
64 **participate. There was no public comment.**

65 *Map & Lot: 008-009-000*

66 *Owner of Record: John H. Arnold*
67

68 *The Board reconvened at 7:15 p.m.*
69

70 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to*
71 *approve the conditions as presented by the Amherst Conservation Commission on the*
72 *purchase of the Arnold property on Austin Road.*

73 *Voting: 5-0-0; motion passed unanimously.*
74

75 The property purchase was approved by the Board of Selectmen at their October 23, 2017
76 meeting but the conditions and restrictions were not presented at that time.
77

78 **5.2 Public Works**

79 Acting Director of Public Works, Eric Hahn, presented his quarterly report to the Board. He
80 explained to the Board that the crew is becoming much more accustomed to using the mobile
81 311 maintenance system. The newly hired Road Foreman started during the recovery from
82 the last strong storm, and his hard work during that time cemented his relationship with the
83 rest of the DPW crew. Mr. Hahn explained that the switch to 4 10-hour days has had a
84 positive impact on the town and the overall morale of the crew. The salt and sand bunkers
85 have been mostly replenished, thanks to help from the Town Administrator. Mr. Hahn plans
86 to present the roads in town, by segment, to the Board at future meetings to explain their
87 previous and current states and any future work needed.

88
89 In response to a question from Selectman Panasiti, Mr. Hahn explained that the delays on the
90 Horace Greely Road Bridge have been overcome and October 10th is still the planned
91 reopening date, at this time.

92
93 Chairman Brew noted that the state is currently in the midst of deciding if the bridge decking
94 will be changed from paved asphalt to cement. This might be a better solution for the bridge
95 as well as buy more time for the project.. This has not yet been approved though, so the
96 change is not currently listed in the schedule. The Board will need to agree to this change, if
97 it is approved by the state.

98
99 Selectman D'Angelo offered, and Mr. Hahn agreed, for the two to sit down together to work
100 on the road plan.

101
102 In response to a question from Selectman Grella, Mr. Hahn stated that the trial period for the
103 10-hour day shifts will probably end before October, as daylight will be changing around that
104 point and it will become a less useful solution.

105
106 Chairman Brew explained that there is always someone from DPW working, Monday-
107 Friday. He also explained that the paving on Route 122 was done by the state, but was
108 unbudgeted work by them. They were able to fill in the potholes, but the paving was not
109 extended all the way to the edges of the road.

110 111 **5.3 Community Development**

112 Director of Community Development, Gordon Leedy, presented his quarterly report to the
113 Board. He explained that the move over to a new document management program should be
114 up and running by the end of the month. They are also moving toward an all-electronic
115 submittal process, permitting, and record-keeping. Mr. Leedy explained that the MS-4
116 Stormwater permit is in place, so they're now working on a stormwater management plan.
117 The Notice of Intent, as required by the permit, is about 90% complete. The department has
118 been supporting the Conservation Commission in their development of a strategic plan. The
119 Bicycle Pedestrian Advisory Committee plans to apply for a trail grant to the NH DOT; it is
120 due by September 7th.

121 Mr. Leedy also explained that, since receiving the CLG grant, they have received 4 proposals
122 from consultants to perform a year-long survey to catalog every property in the Historic
123 District and map those using GIS.

124
125 Selectman Panasiti and Mr. Leedy discussed the possibility of installing solar panels at the
126 landfill, in order to bring revenue to the town.

127 128 **7. Town Administrator**

129 130 **7.1 Phone/Radio Recording System Bid – Comm. Center**

131 Chief Reams explained that the current instant retrieval and archival record system has been
132 in place since 2005. It is failing and obsolete now. They received 3 bids for similar systems,
133 the lowest of these being from Acorn Recording Solutions at \$9,800. The funds for this
134 system will come from the Communications Capital Reserve Fund.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to award the Communications Center Dispatch Recording System bid, in the amount of \$9,800, to Acorn Recording Solutions, being the lowest most qualified bidder, with funds to come from the Communications Center Capital Reserve Fund.

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

7.2 Tree Removal - #13 Chestnut Hill Road

Chairman Brew explained that there was a tree on Chestnut Hill Road, which was obviously dead, and there was a real concern with it falling into traffic. Town Administrator O'Mara sent a picture of it to the Board via e-mail, and asked for responses in regard to removing it. There were 5 votes in favor of doing so.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to ratify the removal of a tree at #13 Chestnut Hill Road.

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

7.3 Old Home Day, Liquor Sales – Amherst Historical Society

Chairman Brew explained that there is a plan to have a beer tent at the Amherst Old Home Day event. It will be served at the Wigwam garden, which is not town owned, thus the Board only needs to give their approval for the outside consumption of liquor sold during this event on September 8th.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to allow the outside consumption of liquor in the Wigwam garden (13 Middle Street) for the Old Home Days festivities on September 8, and authorize the Town Administrator or the Chairman of the Board of Selectmen to sign an required paperwork.

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

Selectman Lyon suggested that the Historical Society provide the town with a certification of liability insurance for the whole event.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to allow the use of Buchanan Park for the Old Home Days event.

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

7.4 El Arroyo Retail Liquor Sales

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to authorize the Chairman to sign the letter to tell the State Liquor Commission that there is no objection to the outside consumption of liquor at the El Arroyo Authentic Mexican Restaurant.

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

7.5 Revised BOS Meeting Schedule

The Board reviewed the additions to their 2019 meeting calendar. The public hearing will be held on January 14th and the deliberative session will be held on February 6th.

184 **7.6 FY20 Budget Timeline**

185 The Board reviewed their FY20 Budget Timeline. The 1st draft budget will be reviewed on
186 October 22nd. Individual department meetings will be held between October 23rd and
187 November 9th.

188
189 **7.7 Raffle Policy Approval**

190 The Board reviewed this updated policy.

191
192 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to*
193 *approve the raffle policy.*

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

195
196 **7.8 John Thibodeaux, DBA Simple Livery Request**

197 Chairman Brew explained that this business is located out of Amherst, driving down to
198 Logan Airport. Massachusetts Port Authority is requesting a letter stating that the town gives
199 permission for this livery business to operate.

200
201 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
202 *authorize the Chairman to sign the letter to the Massachusetts Port Authority concerning a*
203 *simple livery in Amherst, New Hampshire.*

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

205
206 **7.9 Recreation Department Employee Resignation**

207 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to accept,*
208 *with regret, Amber Kear's resignation from the Recreation Department.*

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

210
211 *A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to allow*
212 *Craig Fraley, Director of Recreation, to advertise for the position of Recreation Department*
213 *Coordinator immediately.*

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

215
216 **7.10 Contract Renewal, Video Streaming Service**

217 The Board discussed with Joe Cummings that this contract renewal is for the video on
218 demand and streaming services provided to the town for live viewing and playback of town
219 meetings.

220
221 In response to a question from Chairman Brew, Mr. Cummings explained that if this contract
222 is not renewed, the public would be able to watch the meetings back on Channel 20, but not
223 on their computers. This is a yearly recurring contract renewal.

224
225 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
226 *accept the bid from HB Communications for streaming and on-demand services for*
227 *\$4,750.00 and to waive competitive bidding.*

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

232 **8. Approvals**

233
234 **8.1 Hawkers & Vendors Application**

235 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to*
236 *approve the Hawkers & Vendors Application for Marcia Shattuck, with the restriction that*
237 *this permit applies only to Monday-Friday from 9am-5pm.*

238 *Voting: 5-0-0; motion passed unanimously.*
239

240 **8.2 Assessing**

241 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to*
242 *approve and sign the Veteran Tax Credits for:*

243 *Property Map/Lot 008-049-055 in the amount of \$500.00.*

244 *Property Map/Lot 011-011-002 in the amount of \$500.00.*

245 *Voting: 5-0-0; motion passed unanimously.*
246

247 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve*
248 *and sign the PA-16, Reimbursement to Towns and Cities exemption for:*

249 *Property Map/Lot 004-068-000 in the amount of \$18.00.*

250 *Voting: 5-0-0; motion passed unanimously.*
251

252 **8.3 Payroll**

253 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
254 *approve one (1) FY19 Payroll Manifest in the amount of \$1,387.89 dated July 25, 2018,*
255 *subject to review and audit.*

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

258 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
259 *approve one (1) FY19 Payroll Manifest in the amount of \$241,116.84 dated August 2, 2018,*
260 *subject to review and audit.*

261 *Voting: motion passed unanimously, 5-0-0.*
262

263 **8.4 Accounts Payable**

264 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to*
265 *approve one (1) FY19 Accounts Payable Manifest in the amount of \$33,909.33 dated August*
266 *1, 2018, subject to review and audit (Town Clerk Transfers to the State of NH).*

267 *Voting: Motion passed unanimously, 5-0-0.*
268

269 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to*
270 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$51,458.11 dated June*
271 *30, 2018, subject to review and audit.*

272 *Voting: Motion passed unanimously, 5-0-0.*
273

274 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to*
275 *approve one (1) FY18 Accounts Payable Manifest in the amount of \$15,496.43 dated June*
276 *30, 2018, subject to review and audit.*

277 *Voting: Motion passed unanimously, 5-0-0.*
278

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY19 Accounts Payable Manifest in the amount of \$191,700.22 dated July 24, 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) FY19 Accounts Payable Manifest in the amount of \$474,262.41 dated July 25, 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) FY19 Accounts Payable Manifest in the amount of \$2,938,852.00 dated August 1, 2018, subject to review and audit. (School Disbursements)

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

8.5 Concentration Account

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY19 Concentration Account Manifest in the amount of \$1,214.98 dated July 24, 2018, subject to review and audit.

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

8.6 Previous Meeting Minutes – July 23, 2018

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to approve the Board of Selectmen public meeting minutes of July 23, 2018, as presented.

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

9. Action Items

There were no action items at this time.

10. New/Old Business

Selectman D'Angelo stated that Director Leedy will be presenting a draft of the CIP to the Planning Board on September 15th. He will then present it to the Board and the School Boards. He believes the schools will have a few large expenditures that are not yet on the CIP. These expenditures will be due mainly to the issues that the Amherst School Board is facing with capacity at their schools. The Board discussed reconciling the idea that Amherst is not slated to grow as a community in the next 4 years, with the growth in the schools and housing.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to adjourn the meeting at 8:57p.m.

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

NEXT MEETING: August 27, 2018 - Monday

SIGNATURE ON FILE

Selectman Reed Panasiti

08.27.2018

Date