



# **Town of Amherst, NH**

## **BOARD OF SELECTMEN MEETING MINUTES**

**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, August 27, 2018**

1       **1. Call to Order**

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

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

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8       **2. Pledge of Allegiance** – Sue McCarthy, Amherst resident, led the pledge.

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10       **3. Citizens' Forum**

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12       Sue McCarthy asked the Board if they had any thoughts as to what would happen with the  
13       revised policy for Baboosic Lake next year. The Board explained that they will hear  
14       formally from the Recreation Director, Craig Fraley, regarding this issue at the September  
15       24<sup>th</sup> Board meeting. There will be discussion on the topic at that point.

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17       **4. 1881 School District Map & Donation Acceptance**

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19       Katrina Holman, town historian, presented to the Board a restoration project of an historic  
20       Amherst document, completed by the Nipmugs. When the map was found it had a large  
21       crease, with tearing and plastic tape across the middle. During the 19<sup>th</sup> century it was  
22       probably folded up and glued inside of an unrelated reference book. It stayed in that book,  
23       in the town vault, until recently discovered. There was also a 2-3 inch layer of glue at the  
24       top of the map. The map shows 12 school districts in Amherst, and Ms. Holman believes it  
25       was drawn in 1881. There is a faint marking in pencil at the bottom of the map that  
26       explains it to be “presented to the Selectmen by Edward Aiken.” Edward Aiken was an  
27       Amherst doctor who passed away in 1890 and was probably the one who drew the map.

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29       The map has been restored and will now be preserved in a microclimate box. The  
30       intention is for the original map to remain safe in the vault, and to make a digital print of it  
31       which can then be framed and hung somewhere in town.

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33       In response to a question from Town Administrator O'Mara, Ms. Holman explained that  
34       districts 11 and 12, in the southeast corner of the map, were union districts with  
35       Merrimack. District 9 was also a union district with New Boston, and district 8 was one  
36       with Mont Vernon. At the time there was actually a piece of legislature that determined  
37       which farms in Mont Vernon would send their children to the district 9 school.

Ms. Holman also unveiled a vintage bookcase, donated by Will and Jeanne Ludt, which will house some historic New Hampshire publications. This public display will be an homage to the fact that Town Hall began as a court house, with a municipal court being held in it in the 20<sup>th</sup> century.

*A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to accept the donation.*

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

## **5. Hoyle, Tanner & Associates, Inc. – HGR Bridge Information**

Sean James and Josef Bicja, of Hoyle Tanner, presented to the Board the option of using concrete on the Horace Greely Road bridge deck, instead of asphalt. They explained that the DOT is updating their bridge manual and is going towards using concrete decking more often. The benefits to using concrete are: in the short-term that it will eliminate the need for special contractors on the project, and in the long-term any issues occurring will be seen on the deck; they won't be hidden under the pavement only to be discovered at a later date. One negative is that concrete is slightly louder, due to it being a rougher surface.

In response to a question from Chairman Brew, Mr. Bicja stated that if they were designing the Horace Greely Bridge today, they would design it using cement.

In response to a question from Chairman Brew, Mr. Bicja explained that when the bridge deck needs to be re-coated every 4-5 years, the town shouldn't need to shut it down, but should be able to use just one lane of traffic during the short time it takes for the liquid to dry.

In response to a question from Selectman Panasiti, Mr. Bicja explained that a gallon of the liquid to re-coat the deck costs about \$75, and the town will need about 8-10 gallons for this bridge.

In response to a question from Selectman Grella, Mr. Bicja stated that there won't be a difference in how slippery a concrete bridge is in the winter, due to the friction created by its rough surface. They see no anticipated issues with using this type of decking and no difference in how it will be treated.

In response to a question from Selectman Lyon, Mr. Eric Hahn stated that he believes the change will actually allow the DPW to reduce some maintenance that is not currently being done properly. He also explained that there is a concrete slab outside of the gas pumps that the DPW is already used to having to re-coat and it has always held up well.

*A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to approve the request of a change order from Hoyle, Tanner & Associates for a concrete deck for the Horace Greely Road Bridge, and for the Town Administrator to sign on behalf of the Board, subject to DOT approval.*

In response to a question from Selectman Grella, Mr. James explained that submittals to the state of this sort can take weeks or months, but they will work to make sure it is fully expedited.

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

The Board discussed two other bridges in town, the Mont Vernon and Thornton Ferry roads bridges, which will need to be presented to the Board within the next few months.

## **6. TAP Grant Application**

Director of Community Development, Gordon Leedy, presented to the Board the plan for applying for a TAP grant from the state, for the creation of a multi-modal trail along the B&M rail trail. This segment is the trail will run from Baboosic Lake up to Walnut Hill. It is approximately 8,300 linear feet in distance and will cost approximately \$675,000. The TAP grant, if received, will cover \$540,000 of this cost, and the town will need to raise the other 20%, approximately \$135,000. Mr. Leedy requested of the Board to sign a letter pledging to seek this funding from the town, in one form or another. This grant runs on a two year cycle, and thus this project could fall into two budget years for the town.

In response to a question from Selectman Lyon, Mr. Leedy explained that these cost are only estimates, as there is no set design yet. However, the plan is for the trail to be soft surface, aside from one bridge over the brook, which will need to be paved due to the steepness and switchbacks there. The bridge will need to be able to handle emergency vehicles.

In response to a question from Selectman Grella, Mr. Leedy stated that this is Phase II of the project; Phase I will go through Birch Park and most of the Phase I trail is already there.

In response to a question from Selectman Panasiti, Mr. Leedy explained that the town will continue to apply for federal funding for this project every two years.

Selectman D'Angelo stated that, even if only Phases I and II are completed, this will still allow people to gain access on trails from Baboosic Lake to the Village – which is great. He also believes that if the grant is received, the town will find a way to match it as needed.

The Board discussed amending the current letter of support. Mr. Leedy explained that the TAP grant will be awarded mid-January. Selectman Lyon stated that he would be more agreeable to this if it was sought as a two year capital reserve, or something similar.

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella for the Board to support applying for the TAP grant and authorize the Chairman to sign the letter, as amended.*

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

## **7. Departments' Quarterly Reports**

### **7.1 Library**

Library Director, Amy Lapointe, presented her quarterly report to the Board. She stated that the library had 534 kids sign up for the summer reading program this year, which is an increase of 11% from last year. The children reported reading around a total of 7,200 hours. In general, over the past year, attendance numbers were down a bit; teen program attendance was also down. Increases in e-books and audiobooks have offset the decrease in circulation numbers. There were 3,235 adults attended a program in FY18', which is over a 40% increase from the previous year. The library has started creating an Instagram presence over the summer, as a way to reach out to people in town who might not already use the library or know about all that it offers. The Friends of the Library book sale will take place on September 15<sup>th</sup>, and volunteers are needed. This fall there will be new programs, a new book group for teens, and a new judgement-free reading animal, Buttercream the rabbit.

### **7.2 Recreation**

Recreation Department Director, Craig Fraley, presented his quarterly report to the Board. He stated that Birch Park has now been open for a year and they recently added a second set of holes there. The bocce ball court opened last Friday and there are plans to have a league next year. The irrigation project on lower Wilkins field is currently on hold until it is decided if the school needs to expand or a new one needs to be built. There seems to be an over usage of certain fields in town, and so the department will work to spread this out throughout the fall. Town beach revenue has been down for the year, but Mr. Fraley believes that's mostly due to the weather. The beach has gone 5 years now without having to close due to bacteria levels.

In response to a question from Selectman Panasiti, Mr. Fraley stated that there have been no reports of milfoil at the beach this year. They do ask people who rent boats to stay out of Washer Cove and off of other people's property, but they don't wash rented boats because if they're contaminated it's from something already in the lake.

In response to a question from Selectman D'Angelo, Mr. Fraley stated that there were a few design ideas for the dedication sign for the Rountrees. Mr. Fraley hopes to have a sign ready in the next few weeks.

In response to a question from Selectman Lyon, Mr. Fraley explained that he feels that the bathrooms at the beach are in good shape, especially since the renovations were completed there.

### **7.3 AFR**

Fire Chief, Matt Conley, presented his quarterly report to the Board. He reviewed the calls for service in this fiscal year versus previous years'. He stated that there are two additional members of the department that are now part of the Regional Swift Water Rescue Team. Three members have also begun their driver training program in order to become driver operators. The department's project with the Red Cross culminated in 12 residents having smoke detectors installed in their homes.

In response to a question from Selectman D'Angelo, Chief Conley explained that he believes the increase in medical call volume might come from the new Limbo Lane medical facility being in town.

In response to a question from Selectman Lyon, Chief Conley stated that the number of mutual aid calls is not a strain currently for the department, due to having a group of members willing to take on the additional med calls that come in. These mutual services are billed for, and it is a reciprocating service.

In response to a question from Selectman Panasiti, Chief Conley explained that training process that junior members go through in order to be promoted.

Chairman Brew gave his thanks to the many volunteer members of the department, without whom there is no way the department could meet the Fire and EMS needs with as little mutual aid as we do.

#### **7.4 Finance**

Town Administrator O'Mara presented the quarterly Finance report to the Board. He explained that the overage in projected vehicle registration line probably comes from more expensive vehicles being registered, not from more vehicles. The town revenue for FY18 is currently about \$381,000 over the projected amount.

The Board discussed where some of these overages might be coming from and how to address this for the upcoming budget cycle.

Administrator O'Mara presented the expenses to the Board and stated that there is currently less than 1% of the budget remaining. The town is currently about \$131,000 under what the voters were asked for, and that number is the lowest it's been in at least 7 years.

The Board reviewed why certain expense lines were over by modest amounts. Chairman Brew stated that the General Government Executive line may have been over, in part, due to the money spent on the architect for the new police station. Selectman D'Angelo explained that there was a later budget transfer from Chief Reams to cover this amount, as well.

Administrator O'Mara reviewed the process of budget transfers with the Board and they decided to keep with the current system for now.

### **8. Town Administrator**

#### **8.1 MS-61, Tax Collector's Report (Information Only)**

Town Administrator O'Mara reviewed the MS-61 document with the Board.

#### **8.2 Cruiser Bid - APD**

*A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to award the police cruiser bid to Autofair Ford, being the lowest qualified bidder, in the*

amount of \$51,108 and to authorize the Town Administrator to sign all related documents.

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

### **8.3 Brush Grinding Bid – DPW, Transfer Station**

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to award the brush grinding bid to Chappell Farms Logging, being the lowest qualified bidder, in the amount of \$5,500 and to authorize the Town Administrator to sign all related documents.

In response to a question from Selectman Panasiti, Administrator O'Mara stated that he's not sure who last did this work, as it's been quite a long time. Selectman D'Angelo suggested the Board review the work in a year or two to decide how the vendor is doing.

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

### **8.4 Handicap Ramp Repair Bid – DPW, Town Hall**

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to award the Town Hall handicap ramp repair to Anthony Luongo, being the lowest qualified bidder in the amount of \$8,500.

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

### **8.5 Cider Fest - FOTO**

Town Administrator O'Mara explained that Cider Festival will be held on September 29<sup>th</sup> from 12pm-4pm in Lindabury Orchard. The Board will need to approve the Friends of the Orchard using 5 trash barrels from DPW, support from the police and fire departments, and event coverage under the town's insurance.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to approve the use of town land for the Friends of the Orchard annual Cider Fest on Saturday September 29, 2018 at Lindabury Orchard from 12pm to 4pm.

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

## **9. Approvals**

### **9.1 MS-1, Total Assessed Value**

Town Administrator O'Mara explained that Ms. Gail Stout, Tax Collector, has stated that the total assessed valuation for the town has increased by 17.9 million dollars over last year. This is three times the increase of 2017 over 2016.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to accept and sign the Department of Revenue MS-1 report for 2018.

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

### **9.2 Septic Tax Warrants**



A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve and sign the Quarterly Maintenance Warrants for the Baboosic Lake Community Septic bills, due October 1, 2018 as follows:

Phase I Quarterly Maintenance Warrant \$1,016.04

Phase II Quarterly Maintenance Warrant \$4,886.82

Phase III Quarterly Maintenance Warrant \$5,692.74

Phase IV Quarterly Maintenance Warrant \$4,006.90

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

### **9.3 Hawkers & Vendors Application**

A MOTION was made by Selectman Lyon and SECONDED by Selectman D'Angelo to approve the Hawkers & Vendors permit applications for Patricia Whitman and Pat Chouinard, Follow the Quilting Bee, to park their truck and conduct business in the parking lot at MC Square, 135 NH Route 101A, from the period beginning August 27, 2018 to August 26, 2019.

And to authorize the Board Chair to sign the registration on behalf of the Board of Selectmen.

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

### **9.4 Petition & Pole License**

A MOTION was made by Selectman Lyon and SECONDED by Selectman Panasiti to approve the Eversource Petition & Pole License #12-0682, EON: 12-220-18, allowing Eversource to place a utility pole on New Boston Road. And to authorize the Board of Selectman to sign all related documents on behalf of the Town of Amherst.

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

### **9.5 Payroll**

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Lyon to approve one (1) FY19 Payroll Manifest in the amount of \$247,726.20 dated August 16, 2018, subject to review and audit.

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

### **9.6 Accounts Payable**

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Lyon, to approve one (1) FY19 Accounts Payable Manifest in the amount of \$33,566.63 dated August 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 Lyon, to approve one (1) FY19 Accounts Payable Manifest in the amount of \$847.00 dated August 2, 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 Lyon, to approve one (1) FY19 Accounts Payable Manifest in the amount of \$182,734.12 dated August 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 Lyon, to approve one (1) FY19 Accounts Payable Manifest in the amount of \$355,778.29 dated August 8, 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 Lyon to approve one (1) FY19 Accounts Payable Manifest in the amount of \$1,256,434.36 dated August 21, 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 Lyon, to approve one (1) FY19 Concentration Account Manifest in the amount of \$3,735.73 dated August 8, 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 Lyon, to approve one (1) FY19 Concentration Account Manifest in the amount of \$948.00 dated August 21, 2018, subject to review and audit.  
Voting: Motion passed unanimously, 5-0-0.*

#### **8.6 Previous Meeting Minutes – August 13, 2018**

*A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to approve the Board of Selectmen public meeting minutes of August 13, 2018, as amended.  
Voting: Motion passed unanimously, 5-0-0.*

### **10. Action Items**

The Board will review the town beach revised policy at their September 24<sup>th</sup> meeting.

### **11. New/Old Business**

Chairman Brew stated that he received a letter from Steve Coughlin, in his role as town moderator, reminding everyone that Tuesday, September 11 is the primary vote day.

*A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to adjourn the meeting at 9:20 p.m.  
Voting: 5-0-0; motion passed unanimously.*

**NEXT MEETING: September 10, 2018 - Monday**

**SIGNATURE ON FILE**

**09.10.2018**

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

\_\_\_\_\_  
*Date*