



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, February 8, 2015

1. Call to Order

Chairman Dwight Brew called the meeting to order at 6:43 p.m.

Attendees: Chairman Dwight Brew, Vice Chairman John D'Angelo, Selectmen Tom Grella, Nate Jensen and Reed Panasiti. Also present: Town Administrator, Jim O'Mara, and Mary Guild, taking minutes.

2. Pledge of Allegiance – Amherst Resident and Town of Amherst Auditor, Erica Lussier led the Pledge of Allegiance to the flag.

3. Citizens Forum

No residents were in attendance to address the Board.

4. Financial Statements, FY15

Erica Lussier and Frank Biron from Melanson Heath, Independent Auditors, attended the Board meeting to present the Financial Statements for the fiscal year ending June 30, 2015. Overall, they reported that the Town of Amherst had a "clean" opinion. Ms. Lussier went through several sections of the report.

In response to a question from Selectman Jensen, Ms. Lussier recognized that none of the school's funds are in the report except those trusts managed by the Town's Trustees of the Trust Funds. Chairman Brew spoke to the undesignated funds remaining at year end. He questioned if having these funds remaining might be seen as either positive or negative. Mr. Biron responded that from the outside auditor's view the budget is a good tight budget. He did not see the remaining funds as either positive or negative.

Ms. Lussier then addressed the Management Letter prepared for the Town. This document addresses on a few issues such as internal controls, policies and procedures. Director Ambrosio has responded to the findings in the Management Letter. There were only a few items to be addressed.

Selectman Panasiti, in reference to the finding that dual signatures should be required on certain forms, (item #1 on the Management Letter) asked if this is something new that is required or is it something that should have been done right along? Both Ms. Lussier and Mr. Biron responded that this practice should have been in place some time ago.

Ms. Ambrosio explained that sometimes the changes to implement an auditor finding may carry over to the next year's review.

Chairman Brew asked if all required policies are in place. Director Ambrosio answered that any new policies need to come to the Board of Selectmen for approval. Some policies already exist and can be found on the website on the Board of Selectmen's page. Director Ambrosio has also drafted some new policies in response to auditors' findings.

Mr. Biron shared his opinion that the town is in "good shape", with "strong numbers." Additionally, he found the accounting staff was very good to work with and worked hard to get all the necessary records together for the audit.

Selectman Jensen moved, and Vice Chairman D'Angelo seconded the motion to accept the audit report, and place in the Town Report as written.

Selectman Panasiti asked about investment funds. Ms. Lussier pointed out that the investments were addressed on page 29 and page 30 of the Independent Auditors' Report. It was stated that Cambridge Trust represents the town proactively in its investments. Only "no risk" investments can be utilized. Town Treasurer, Liz Overholt, presents to the board each year regarding investments.

Chairman Brew expressed his thought that the data is skewed due to the year ending date but was of the opinion that the report is an accurate picture of where the Town stands financially as of June 30, 2015. Investment "counselor" is the Trustee of the Trusts. All members of the Board voted in favor. The motion passed unanimously.

5. Updates

5.3 Finance Software

Director Ambrosio reported on the difficulties within the implementation process, the errors that had to be corrected on Payrolls

Recently, Director Ambrosio contacted Springbrook Executives. She was not satisfied with an involved response from them. They did not seem engaged in the issues with the implementation in Amherst. Director Ambrosio was disappointed and has a "black mark" on Springbrook due to the interaction. Integration issues were found with the cash drawers installed. Director Ambrosio expressed her disappointment in the training of our employees. She had the impression that Springbrook would conduct the training, but it was soon apparent that the situation was considered a "Train the Trainer" situation. Instead of the company training our employees, it became Director Ambrosio's responsibility. Springbrook is still working with the Finance Department and the New Hampshire Retirement System to report monthly in the proper manner to the retirement system.

Selectman Jensen asked if there have been software updates since implementation? Director Ambrosio responded that constant updates come through and that one was significant.

Selectman D'Angelo asked for the following to be listed out:

Problems we got through.
Problems with existing work arounds
Problems with no work arounds – no solution.

Selectman Jensen surmises that the payroll system seems stable but that actually Springbrook is working behind the scenes to manipulate the system to accommodate the Town.

Chairman Brew requested that Town Administrator O'Mara include an open item list of issues with the financial software in his Friday update to the Board.

Director Ambrosio did share good news that the Accounts Payable software has worked out great. There were some small issues, but those have been mostly worked out.

The Town will have a Human Resources component, a tracking mechanism, with the software but it is blank currently. We must determine what we would like to track for our employees.

Selectman Jensen suggested Director Ambrosio create a log of major issues and minor issues.

Vice Chairman D'Angelo inquired about the General Ledger. Director Ambrosio feels it is currently looking good.

Tax modules must be implemented. No believable schedule for that yet.

Vice Chairman D'Angelo feels that there may be chaos on the Springbrook side of the implementation. He feels this must be fixed. They should not be sorting through their deficiencies at our expense.

Due to the inclement weather of the evening, the Financial Updates were presented before the other updates on the agenda.

6. Financial Updates

6.1 YTD Expenditures

Finance Director Ambrosio reviewed YTD Expenditures, as of December 31, 2015. The town is doing well. There are some funds over expended which Director Ambrosio explained. There was no glaring evidence of any trouble to come. Selectman Panasiti asked about mosquito control and the ZIKA virus due to an e-mail he received. Director Ambrosio explained that there are funds remaining for mosquito control as the funds were voted into FY16 which will continue until June 30, 2016. There is still some work to be done to that date as well.

6.2 YTD Revenues

Director Ambrosio presented the YTD Revenues, as of December 31, 2015. She indicated that the result to be over 50% at this date is good on the revenues side. Chairman Brew asked about the School Resource Officer line and why it is not showing any revenue. Director Ambrosio has not invoiced the school for this town provided service yet. The bill is sent once each year, in the spring.

5. Updates

5.1 Website

Administrator O'Mara reported that Community Development Director, Colleen Mailloux, continues adjustments to the website as issues are presented to her. Migration of data is continuing from dept. to dept. Chairman Brew reported that John Harvey, Chairman of the Amherst Conservation Commission is very pleased with the website and its ease of use. Selectman Jensen asked about some of the committees listed on the website and whether or not these should be reviewed and updated. The Board determined that the Solid Waste Taskforce should be removed and the Stormwater Committee needs updating. Selectman Grella acknowledged the Road Commission as still viable

5.2 Stormwater

Town Administrator O'Mara reported nothing new on Stormwater. He told the Board that the lake water has been tested and has had good results. The Town is actively recruiting for Assist. DPW Director/Stormwater Engineer. Only one resume has been received. Director Berry is looking to advertise in the Boston Globe. Selectmen Grella suggested contacting a Civil Engineers group for possible candidates. Vice Chairman D'Angelo suggested reducing the Stormwater component until the person selected is up to speed and meets the requirements of the Assistant Director. Town Administrator feels the salary offered is comparable to competitors. Chairman Brew requested that Town Administrator O'Mara keep the Board apprised of the process. Due to this discussion, it was suggested that the Board have a session scheduled to soon to review the Matrix Report.

5.3 Finance Software – taken up earlier

5.4 Pipeline

Vice Chairman D'Angelo announced a meeting of the Taskforce on February 18th, 7 p.m. at the Brick School House. He noted that the FERC receives no net budget from the Federal Government. The FERC charges fees to utilities and recovers 100% of its costs from the applicants. Kinder Morgan's application has not been formally accepted by the FERC. Governor Hassan still is not taking a stand against the pipeline.

7. Town Administrator

7.1 Code Enforcement Mutual Aid Agreement

Town Administrator O'Mara explained the Mutual Aid Agreement with the Town of Milford. The agreement allows for coverage of Building Inspector duties between the communities without bringing in outside coverage at additional costs. There was a brief discussion of the agreement. The question of whether or not the Town of Milford would accept the agreement. Town Administrator O'Mara sensed they would. Selectman Jensen motioned to accept the agreement, as written. Vice Chairman D'Angelo seconded the motion. All voted in favor, the motion passed unanimously.

7.2 Highway Safety Committee - Manchester Road

The committee researched two issues brought to them by residents. The first issue was a request for a third stop sign at the intersection with Mack Hill. The committee would like to spend some more time reviewing this question as the bridge has only been open for a short time to allow through traffic. This issue is tabled until Spring. The committee suggests thirty to sixty additional days for review. The second issue was to have more "No through trucking" signage on Manchester Road. The committee determined and recommends no new signage in regard to this issue. Upon a request from Vice Chairman D'Angelo, Town Administrator noted for the committee a review the possibility of removal of the stop sign at the bottom of Mack Hill where the road leads into the village. Selectman Panasiti thought there could be issues if the sign is removed.

7.3 Heritage Commission

The Board received a letter from William Ludt, representing The Heritage Commission. The letter was the Heritage Commission's thank you and appreciation for help from the Town's Recreation Department on January 31, 2016 with a snow shoe and hiking outing at Joe English Reservation. The letter specifically named Craig Fraley, Recreation Director, Nicole Colvin-Griffin, and Casey Jaroche "for the outstanding work and support during the day's event." Chairman Brew read the letter aloud for the Board.

7.4 Amherst Conservation Commission - Wetlands Impact Review

Town Administrator O'Mara brought forth a proposal he received from Dr. Paul Indeglia of the ACC for an independent assessment on the impacts to Amherst's wetlands by the proposed Kinder Morgan pipeline construction. CEI is the organization submitting a proposal for the assessment. The ACC has unanimously approved the scope of work and the cost of the proposal. The ACC is requesting the waiver of the policy for competitive bid and to hire CEI. This company already knows the issues of the pipeline. Selectman Jensen moved to grant the requests to waive the competitive bid requirement and to engage the services of CEI. Selectman Grella seconded the motion. All members of the Board voted in favor. The motion passed unanimously. Town Administrator O'Mara also informed the Board of his role working with the ACC and other committees to help them operate as a viable part of town government. When the ACC arranged for razing of the Wheeler property, the town assisted with the costs.

8. Deliberative Session Review

Town Administrator O'Mara suggested a review of the Deliberative Session and the preparation leading to it. What did the Board feel worked and what did not work? There was no meeting following the Deliberative Session because there were no changes made at the public meeting other than the changes proposed by the BOS. There was some discussion regarding two questions asked by a resident for which an answer was not provided at the Deliberative Session. Town Administrator O'Mara now has answers to those questions. The LUCT balance is currently \$130,000. The unassigned fund balance is currently \$4,353,535. Selectman Jensen felt the evening went well and was surprised there was not more discussion on Warrant Article 31. He thought the budget was well presented and felt confidence from the members of the community who attended. There was general agreement that Article 31 should be promoted throughout town leading up to Election Day. Vice Chairman D'Angelo also thought all went well. He expressed some disappointment in the amount of community attendees. There was some agreement that the low attendance was due to the Town Deliberative Session was the third one in the same week. Chairman D'Angelo felt the presentation was fairly straight forward. Selectman Grella was impressed that the information was in front of all presenters to refer to. Selectman Panasiti was also impressed with the planning that went into the presentation. He felt that a good job had been done presenting articles. Chairman Brew expressed his enjoyment of the evening, as he felt the process was more of a dialogue with residents and there was not a defensive feel to the meeting.

9. Approvals

9.1 Payroll Manifests

Selectman Jensen moved to approve one (1) FY16 Payroll Manifest in the amount of \$193,637.10 dated February 4, 2016, subject to review and audit. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Jensen moved to approve one (1) FY16 Payroll Manifest in the amount of \$695.42 dated February 8, 2016, subject to review and audit. Seconded by Vice Chairman D'Angelo. Vote 5-0

9.2 Accounts Payable Manifests

Vice Chairman D'Angelo moved to approve one (1) FY15 Accounts Payable Manifest in the amount of \$32,501.93 dated July 31, 2015, subject to review and audit. (Town Clerk Transfers to the State of NH). Seconded by Selectman Jensen. Vote 5-0

Selectman Jensen moved to approve one (1) FY15 Accounts Payable Manifest in the amount of \$207,165.66 dated August 10, 2015, subject to review and audit. Seconded by Vice Chairman D'Angelo. Vote 5-0

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269 **9.3 Meeting Minutes –**
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271 **February 1, 2016**
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273 Vice Chairman D'Angelo moved to approve the Board of Selectmen meeting minutes of February
274 1, 2016. Seconded by Selectman Jensen. Vote 5-0.
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276 **February 3, 2016**
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278 Vice Chairman D'Angelo moved to approve the Board of Selectmen meeting minutes of February
279 3, 2016. Seconded by Selectman Jensen. Vote 5-0
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281 **10. New/Old Business**
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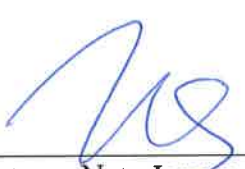
283 The minutes of the Non Public Meeting of the Board of Selectmen January 29th meeting still need
284 to be reviewed and approved.
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286 Selectman Panasiti concerned about the ZIKA virus asked about mosquito spraying. Town
287 Administrator O'Mara responded that there was no protocol recommended from the State or
288 Federal Government at the current time. Selectman Jensen will look into GASB 68.
289 Selectman Jensen also recommended that the DPW Assistant Director's job description be
290 reviewed.
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292 The Board decided to cancel their meeting on February 22, 2016. The next meeting will be March
293 7th. The Board would like to go through the MATRIX DPW report on March 14.
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295 **11. Adjournment**
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297 Selectman Jensen moved to adjourn at 8:32 p.m. Selectman Grella seconded. All voted in favor,
298 the motion passed unanimously.
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308 Selectman Nate Jensen
Clerk, Board of Selectmen

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