



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, March 7, 2016**

1     **1. Call to Order**

2  
3     **2. Public Session**

4  
5     Chairman Dwight Brew called the meeting to order at 6:31 p.m.

6  
7     Attendees: Chairman Dwight Brew, Vice Chairman John D'Angelo, Selectmen Tom Grella,  
8     Nate Jensen and Reed Panasiti. Also present: Town Administrator, Jim O'Mara, and Suzanne  
9     Beauchesne taking minutes.

10  
11    **3. Pledge of Allegiance** – Finance Director, Lisa Ambrosio, led the Pledge of Allegiance.

12  
13    **4. Citizens Forum** -- No residents were in attendance to address the Board.

14  
15    **5. Updates**

16  
17         **5.1 Finance Software**

18  
19     Lisa Ambrosio, Finance Director, provided a software implementation timeline as requested by  
20     the Board at its last meeting. The update was broken out as follows: Payroll, Accounts Payable,  
21     Purchase Orders, General Ledger, Cash Receipts (Revenue), Bank Reconciliation, Human  
22     Resources, Employee Self-Service Online, Ancillary Modules, and Property Taxes. Ms.  
23     Ambrosio said she is doing fixed assets training next week. Chairman Brew commented that a  
24     number of modules on the two page timeline are listed as TBD and Delayed and asked what it  
25     will take to get SpringBrook to work with the town. Selectman Panasiti suggested bringing the  
26     SpringBrook staff in. Vice Chairman D'Angelo said "we want more than what we're getting –  
27     in resources, people, and time." Chairman Brew asked that Director Ambrosio meet with the  
28     program manager and set completion dates by each action item listed on the timeline that will  
29     then serve as a baseline and can be reported to the Board at its next meeting.

30  
31         **5.2 Pipeline**

32  
33     Vice Chairman D'Angelo said the Pipeline Task Force met on February 18<sup>th</sup>. Presentations from  
34     legislators and the Chair of the Site Evaluation Committee were heard. The Task Force will  
35     meet again on March 10<sup>th</sup>. Kinder Morgan (KM) has still not filed with the Public Utilities

Commission and Site Evaluation Committee. Vice Chairman D'Angelo said that the town of Merrimack has hired a second attorney, Attorney Carolyn Elefant. One attorney already represents the town; Ms Elefant is representing their Conservation Commission. Vice Chairman D'Angelo noted that Merrimack spent over \$100,000 last year. Amherst has spent nothing (except for postage to mail letters to State and Federal Representatives); all of the work has been done by volunteers on the Task Force and the Amherst Conservation Commission. At this point, the Pipeline Task Force is on standby, waiting for KM, the FERC, or the NH SEC to do something. Selectman Jensen read a Union Leader article quoting the state's Consumer Advocate questioning how the pipeline will help ratepayers. Vice Chairman D'Angelo said that the Federal Energy Regional Commission (FERC) tends to allow states to follow their own processes at their own pace, as long as they don't actively try and undermine a decision the FERC has made to allow a pipeline.

## **6. Town Administrator**

### **6.1 Annual Report**

Annual Reports were made available to Board members. Administrator O'Mara said that copies of the reports have been distributed strategically throughout town for residents to pick up. Board members were pleased with the report. Administrator O'Mara said that Executive Assistant, Mary Guild, did "a wonderful job" pulling the report together, especially given this was the first Annual Report she has worked on.

### **6.2 Community Development Director**

Selectman Panasiti moved, second by Selectman Grella, to accept, with regret, the resignation of Community Development Director, Colleen Mailloux. Her last day working for the Town is March 25, 2016. Motion passed unanimously, 5-0.

The Board authorized Town Administrator, Jim O'Mara, to begin the recruiting process immediately. Vice Chairman D'Angelo stated that adding a planner to the department would ease the burdens placed upon the Director and the reason he argued vigorously to include the planner position in the proposed FY 2017 budget. He hopes the position is approved by the voters.

### **6.3 FY16 Cruiser Purchase**

On behalf of Police Chief, Mark Reams, Administrator O'Mara presented bids received for the purchase of two new 2016 Ford Police Interceptor Sedans. Three bids were received. Chief Reams and Administrator O'Mara recommended the bid be awarded to the second lowest bidder who is willing to deliver the vehicles directly to the town facility. The cost for pick-up of the vehicles from the lowest bidder is greater than the savings from the bid. Vice Chairman D'Angelo moved, second by Selectman Jensen, to award the bid for two cruisers to Ford of Londonderry at a cost of \$51,054. Motion passed unanimously, 5-0.

### **6.4 ACC Donations**

Town Administrator O'Mara mentioned that financial gifts to the Conservation Commission (ACC) were received in memory of Bill Wichman. New Hampshire state law requires the Board

of Selectmen approve the acceptance of all gifts to the ACC. Selectman Jensen moved, second by Vice Chairman D'Angelo, to accept the sum of \$3,005, in memory of Bill Wichman, to be placed in the Conservation Commission's gift account. Motion passed unanimously, 5-0.

## **6.5 Historic District Commission Appointment**

Town Administrator O'Mara proposed the appointment of Charlie Duval to the Historic District Commission. Selectman Jensen moved, second by Selectman Grella, to appoint Charles Duval to a one year Alternate position of the Historic District Commission. Selectman Grella said that Mr. Duval was a founding member of the Heritage Commission and does not live in the historic district but he was born in the historic district. Motion passed unanimously, 5-0.

## **6.6 Unanticipated Revenue**

## **7. Approvals**

### **7.1 Baboosic Lake Community Septic Warrants**

Selectman Panasiti moved, second by Selectman Jensen, to approve the Quarterly Maintenance charges for the Baboosic Lake Community Septic bills due April 1, 2016 as follows: Phase I - \$4,320.60; Phase II - \$4,946.71; Phase III - \$5,379.12; Phase IV - \$3,946.67. Motion passed unanimously, 5-0.

### **7.2 Payroll Manifests**

Selectman Jensen moved, second by Vice Chairman D'Angelo, to approve one (1) FY16 Payroll Manifest in the amount of \$195,570.46 dated February 18, 2016, subject to review and audit. Motion passed unanimously, 5-0.

Selectman Jensen moved, second by Vice Chairman D'Angelo, to approve one (1) FY16 Payroll Manifest in the amount of \$194,752.76 dated March 3, 2016, subject to review and audit. Motion passed unanimously, 5-0.

### **7.3 Accounts Payables Manifests**

Selectman Jensen moved, second by Vice Chairman D'Angelo, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$31,921.09 dated February 17, 2016, subject to review and audit. (Town Clerk Transfers to the State of NH) Motion passed unanimously, 5-0.

Selectman Jensen moved, second by Vice Chairman D'Angelo, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$145,509.72 dated February 10, 2016, subject to review and audit. Motion passed unanimously, 5-0.

Vice Chairman D'Angelo moved, second by Selectman Jensen, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$57,717.05 dated February 12, 2016, subject to review and audit. Motion passed unanimously, 5-0.

Vice Chairman D'Angelo moved, second by Selectman Jensen, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$96,496.00 dated February 23, 2016, subject to review and audit. Motion passed unanimously, 5-0.

Vice Chairman D'Angelo moved, second by Selectman Jensen, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$2,096,787.00 dated March 1, 2016, subject to review and audit. (School Disbursements) Motion passed unanimously, 5-0.

#### **7.4 Previous Meeting Minutes**

Vice Chairman D'Angelo moved, second by Selectman Jensen, to approve the Board of Selectmen meeting minutes of January 29, 2016, as presented. Motion passed unanimously, 5-0.

Vice Chairman D'Angelo moved, second by Selectman Jensen, to approve the Board of Selectmen meeting minutes of February 8, 2016, as presented. Motion passed unanimously, 5-0.

#### **7.5 Supplemental 2015 Tax Warrant**

Selectman Panasiti moved, second by Selectman Grella, to approve the Supplemental 2015 Tax Warrant for Map 4, Lot 62-15 in the amount of \$10,473.00. Motion passed unanimously, 5-0.

#### **7.6 Land Use Change Tax**

Chairman Brew asked whether the portion of the properties that are in current use should be reviewed. Administrator O'Mara will get more information and re-submit for Board approval. Selectman Panasiti moved, second by Selectman Grella, to table Land Use Change Taxes for Map/Lot 4-149, 5-166, and 5-166-3. Motion passed unanimously, 5-0.

#### **7.7 Veteran Tax Credit**

Selectman Panasiti moved, second by Selectman Grella, to approve the Veteran Tax Credit for Map/Lot 5-103-3 in the amount of \$500. Motion passed unanimously, 5-0.

Selectman Panasiti moved, second by Selectman Grella, to approve the Veteran Tax Credit for Map/Lot 4-52-32 in the amount of \$500. Motion passed unanimously, 5-0.

#### **7.8 Elderly & Disabled Exemption**

Selectman Panasiti moved, second by Selectman Grella, to approve the Elderly and Disabled Exemption for Map/Lot 4-18-20 in the amount of \$71,000. Motion passed unanimously, 5-0.

Selectman Panasiti moved, second by Selectman Grella, to approve the Elderly and Disabled Exemption for Map/Lot 6-92-1 in the amount of \$61,000. Motion passed unanimously, 5-0.

Selectman Panasiti moved, second by Selectman Grella, to approve the Elderly and Disabled Exemption for Map/Lot 25-98 in the amount of \$142,000. Motion passed unanimously, 5-0.

#### **7.9 Abatement Recommendations**

182  
183 Selectman Panasiti moved, second by Selectman Grella, to table the abatement recommendation  
184 for Map/Lot 4-147-12 located at 9 Victoria Ridge. Motion passed unanimously, 5-0.  
185

186 Selectman Panasiti moved, second by Selectman Grella, to approve the abatement  
187 recommendation for Lot/Map 17-5 located at 115 Boston Post Road in the amount of \$1,059.  
188 Motion passed unanimously, 5-0.  
189

190 Selectman Panasiti moved, second by Selectman Grella, to approve the abatement  
191 recommendation for Lot/Map 8-53-17 located at 9 Winterberry Drive in the amount of \$614.  
192 Motion passed unanimously, 5-0.  
193

194 Selectman Panasiti moved, second by Selectman Grella, to approve the abatement  
195 recommendation for Lot/Map 5-59-7 located at 7 Founder's Way in the amount of \$3,744.  
196 Motion passed unanimously, 5-0. This property is under construction. Chairman Brew asked  
197 that staff trigger a re-visit to the property next year.  
198

199 Selectman Panasiti moved, second by Selectman Grella, to approve the abatement  
200 recommendation for Lot/Map 3-86-38 located at 38 Josiah Bartlett Road in the amount of \$16.  
201 Motion passed unanimously, 5-0.  
202

203 Selectman Panasiti moved, second by Selectman Grella, to approve the abatement  
204 recommendation for Lot/Map 3-61 located at 250 Boston Post Road in the amount of \$2,561.  
205 Motion passed unanimously, 5-0.  
206

207 Selectman Panasiti moved, second by Selectman Grella, to deny the abatement recommendation  
208 for Lot/Map 2-54 located at 99 Route 101A. Motion passed unanimously, 5-0.  
209

210 Selectman Panasiti moved, second by Selectman Grella, to deny the abatement recommendation  
211 for Lot/Map 99-6 (FairPoint Communications). Motion passed unanimously, 5-0.  
212

213 Selectman Panasiti moved, second by Selectman Grella, to deny the abatement recommendation  
214 for Lot/Map 5-59-44 located at 6 Founders Way. Motion passed unanimously, 5-0.  
215

216 Selectman Panasiti moved, second by Selectman Grella, to deny the abatement recommendation  
217 for Lot/Map 5-59-41 located at 6 Potter Way. Motion passed unanimously, 5-0.  
218

219 Selectman Panasiti moved, second by Selectman Grella, to deny the abatement recommendation  
220 for Lot/Map 5-59-42 located at 4 Potter Way. Motion passed unanimously, 5-0.  
221

## 222 **8. New/Old Business**

223  
224 Vice Chairman D'Angelo asked when the Courthouse Road "one way" status would return to a  
225 "two-way". Administrator O'Mara will check and report back to the Board. Selectman Jensen  
226 went through pending action items. Action items from tonight's meeting include:  
227

- 228 • Financial Software Running Log – Finance Director to provide weekly/biweekly updates
- 229 • Reach out to Sanborn/DOJ regarding Unfunded Liability
- 230 • Review Stop Sign at Manchester and Mack Hill.

- Review LUCT status on Map/Lots 4-149, 5-166, 5-166-3, 4-147-12
- Tickle Map/Lot 5-59-7 abatement
- Status of one way on Courthouse Road
- Status of Davis Lane approaching Stop Sign

## 9. Adjournment

Selectman Jensen moved to adjourn the meeting at 7:47 p.m. Vice Chairman D'Angelo seconded. The motion passed unanimously, 5-0.

---

Selectman Nate Jensen  
Clerk, Board of Selectmen

---

Date