



Town of Amherst, NH
BOARD OF SELECTMEN MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, June 23, 2014 at 6:30 PM

Non Public Session

5:30 PM

NON-PUBLIC SESSION MINUTES

Non Public Session: Chairman Brew called the meeting to order at 5:30 PM.

Mr. Galinson moved to enter non-public session pursuant to
NH RSA 91-A: 3 II (b). Second by Mr. Akillian.

Roll Call: D'Angelo -yes, Brew-yes, Grella-yes, Galinson-yes, Akillian-yes. Vote was
unanimous.

The Board entered non-public session at 5:30 PM

The Board and Town Administrator Jim O'Mara discussed the hiring of a public employee.

Mr. Grella moved to exit non-public session. Second by Mr. Galinson. The vote was unanimous
5-0.

The Board exited non public session at 6:29 PM

Public Session Call to Order: Chairman Dwight Brew called the meeting to order at 6:37 p.m. Attendees:
Chairman, Dwight Brew, Vice Chairman Mike Akillian, Selectmen John D'Angelo, Brad Galinson, and
Tom Grella. Also present: Town Administrator, Jim O'Mara, and Suzanne Beauchesne taking minutes.

Pledge of Allegiance: Craig Fraley, new Parks and Recreation Director, led the pledge.

Chairman Brew then welcomed Director Fraley and his wife, Nicole, daughter, Kate, and son, Ben.
Director Fraley is a NH native from New London, currently resides in Peterborough, and has recently
served as Recreation Director for the Town of Rindge. Director Fraley stated that the transition to his new
position has been good and he looks forward to hearing of new ideas and helping to make the Amherst
recreation department the best in the State. All in attendance provided applause and a warm welcome.

IV. Citizens' Forum

Linda Kaiser came forward and reiterated her concerns about the Manchester Road Bridge. Ms. Kaiser
referenced a letter *[attached]* sent to the Board of Selectmen, and indicated that she had attended a recent
meeting of the Historic District Commission where a representative of Hoyle Tanner was present. Ms.
Kaiser continues to request more information about a study done on the closure of the bridge; i.e., when
was the study done, by whom, impact of closing or not closing the bridge, any outreach done advising
residents of the upcoming study, and the findings and conclusions of the study. Ms. Kaiser questioned why
the Master Plan was not being followed and stated that it was "just a matter of time before someone gets

hit". Ms. Kaiser said she had lived at her home for 10,650 days and has had her animals killed by speeding traffic and large trucks, and would like to see more speed bumps and stop signs in place.

Bev Mille of 5 Manchester Road expressed the same concerns as Ms. Kaiser and would very much like to keep the village center a "pedestrian village". Mrs. Mille also asked how secure the bridge would be given the flooding in the area. Bob Mille came forward and asked how many citations have been issued in the town center area compared to the outskirts. Mr. Mille feels that there is more police presence outside the town proper rather than inside.

Jake Marcella of 1 Church Street indicated that he and his wife, Jennifer, and two children moved to Amherst two years ago and his home is two feet off the road at its closest point.. Mr. Marcella stated that he has not experienced the house shaking as his neighbors have but feels it is not unreasonable to restrict traffic coming down the road. Having come from Massachusetts, it is not unusual that towns impose road closures.

V. CERT – Coordinator Update

Don Holden, Coordinator, and Gene Kuczewski, Manager, of the Souhegan Community Emergency Response Team provided handouts and expanded on the facts and figures provided. The Souhegan CERT was formed in 2008 by town emergency managers as required by FEMA. Today, the CERT covers the towns of Amherst, Lyndeborough, Milford and Mont Vernon. CERT services are activated by police and fire departments. Members of CERT are trained in emergency preparedness, CPR, first aid, and traffic control. Additional training is anticipated going forward. Members, who currently number 24, meet monthly. Besides activation, CERT goals include educating communities relative to emergency situations and non-emergency projects that help improve the safety of the community. The handout listed the number of activations that CERT has been involved in over the last 12 to 18 months. Mr. Holden and Mr. Kuczewski asked that a link be placed on the town's website and will provide Administrator O'Mara with copies of their meeting minutes. Mr. Kuczewski further stated that all CERT personnel require a background check. Toward that end, any financial assistance the town can provide would be welcomed and appreciated. Chairman Brew expressed thanks for the valuable services CERT provides.

VI. Public Hearing

Selectman Grella moved to open the public hearing to accept and expend unanticipated revenue pursuant to RSA 31:95-b: III (a). Seconded by Selectman Galinson. Vote 5-0

Administrator O'Mara read through the acceptances and expenditures of revenue totaling \$277,112.50.

Vice Chairman Akillian moved to accept and expend the following: State of NH to Fire Department, \$231,400.00; HUD to Planning and Zoning, \$18,000; Capital Reserve Fund to Recreation Department, \$14,000; State Grant to Department of Public Works, \$7,712.50; and Bertha Rodgers Foundation to the Recreation Department, \$6,000. Motion seconded by Selectman D'Angelo. Vote 5-0

Selectman Grella then moved to accept and place in the General Fund the refund of \$10,000 from the Merrimack Valley Regional Water District. Seconded by Selectman Galinson. Vote 5-0.

There were no comments from the public. Selectman Galinson moved to close the public hearing. Seconded by Selectman Grella. Vote 5-0

Administrator O'Mara read through acceptances and expenditures of those items below the threshold amount of \$5,000 and, therefore, not requiring a public hearing.

Selectman D'Angelo motioned to accept and expend \$2,500 from the Hidden Pond Account to Finance Administration; \$1,450 from the Milford Rotary Club Foundation to the Police Department; and \$1,450 from the Amherst Lions Charities to the Police Department. Vice Chairman Akillian seconded. Vote 5-0

VII. Town Administrator

a. Hoyle-Tanner Manchester Road Bridge

Town Administrator Jim O'Mara said that the Hoyle Tanner representative was unable to attend the meeting. A report will be provided at the Board's next meeting.

b. Finance Department Personnel

Town Administrator Jim O'Mara asked that the part-time secretarial position be eliminated and a new departmental assistant position be created. Administrator O'Mara felt that the upcoming year end closing and audit work coupled with staff time on learning the new finance software warranted the full time position. The net difference in time would be 14 hours plus the cost of benefits. Selectman Grella motioned to eliminate the part-time secretarial position in the Finance Department and create a full-time departmental assistant position. Seconded by Selectman Galinson. Vote 5-0

c. Department of Public Works Personnel

Selectman D'Angelo motioned to hire Christopher Wilkins onto the Department of Public Works. Selectman Grella seconded. Vote 5-0

d. Office of Community Development Personnel

Town Administrator Jim O'Mara proposed the hiring of Debra Butcher to fill the Secretary I position in the Planning and Zoning Department. Administrator O'Mara mentioned that newly-hired Planning and Zoning Director, Colleen Mailloux, participated on the Selection Committee. Selectman D'Angelo motioned to hire Debra Butcher as Secretary I in the Planning and Zoning Department. Seconded by Vice Chairman Akillian. Vote 5-0

e. Police Department Personnel

In response to a written request from Chief Mark Reams, Selectman D'Angelo moved to hire Pamela McKinney as a part-time Police Department assistant, effective July 1, 2014. Vice Chairman Akillian seconded. Vote 5-0

f. Business Operations Assessment

Administrator O'Mara provided an update and handout on the benefits of a Business Operations Assessment (BOA) which provides for a review of the workflow and control processes that the town uses to conduct its financial and day-to-day business affairs. Municipal Resources, Inc. (MRI) has conducted cursory, introductory interviews and will be conducting more in-depth interviews over the next few weeks.

g. Information Security Policy

Finance Director, Paul Hebert, came forward and presented a proposed Information Security Policy in light of the town now accepting credit cards in payment for various services/fees. Director Hebert worked with Security Matrix, and with the help of MicroTime, developed the policy which is PCI compliant at a level 4. This allows acceptance of credit card payments online as well as at Town Hall. In response to a question by Chairman Brew, Director Hebert stated that customers would be redirected from the town website to a charging portal when making payments. Selectman D'Angelo suggested talking with Director Fraley since the Recreation Department has been accepting credit card payments for a while. Vice Chair Akillian thought that getting the sign-off from all department heads would be appropriate. Director Hebert stated that he had spoken to a number of department heads and will continue to do so and report back at the next Board meeting. Director Hebert further indicated that the document is generic and could be changed as necessary. Vice Chair Akillian moved to accept the Information Security Policy effective June 23, 2014. Seconded by Selectman D'Angelo. Vote 5-0

158
159 **h. Encumbrance Request**

160 Administrator O'Mara stated that the encumbrances being requested *[attached]* will cover all expenses
161 incurred prior to June 30th, and he expects to keep the books open through July 15th. Administrator O'Mara
162 stated that the Department of Public Works encumbrance in the amount of \$101,956.81 was not monies
163 related to the bond, nor extra monies. The funds are within the existing DPW budget and re-allocated to
164 different DPW accounts.

165
166 Selectman D'Angelo motioned to accept FY2014 Encumbrances in the amount of \$343,941.81 and as
167 proposed by Administrator O'Mara. Seconded by Selectman Galinson. Vote 5-0
168

169 **i. Budget Transfers**

170 Vice Chair Akillian moved to transfer the sum of \$25,471.77 from DPW Town Buildings and Public Works
171 and Solid Waste Divisions to Town Buildings (Budget Transfer Number FY14-28). Seconded by
172 Selectman D'Angelo. Vote 5-0
173

174 Vice Chair Akillian moved to transfer the sum of \$12,549.44 from DPW Administration and Public Works
175 Division to DPW Administration (Budget Transfer Number FY14-29). Seconded by Selectman D'Angelo.
176 Vote 5-0
177

178 Selectman D'Angelo moved to transfer the sum of \$33,463.87 from DPW Public Works and Solid Waste
179 Divisions to Public Works Division (Budget Transfer Number FY14-30). Seconded by Selectman Grella.
180 Vote 5-0
181

182 Selectman Grella moved to transfer the sum of \$101,956.81 from DPW Public Works Division to Public
183 Works (Budget Transfer Number FY14-31). Seconded by Selectman D'Angelo. Vote 5-0
184

185 Selectman D'Angelo moved to transfer the sum of \$17,000 from Solid Waste Division to DPW
186 Administration (Budget Transfer Number FY14-32). Seconded by Vice Chair Akillian. Vote 5-0
187

188 Selectman Galinson moved to transfer the sum of \$2,000 (Budget Transfer Number FY14-33) from Solid
189 Waste Division (leave/phones/electricity/maintenance) to Solid Waste Division (heavy equipment and scale
190 maintenance). Seconded by Selectman Grella. Vote 5-0
191

192 Selectman Galinson moved to transfer the sum of \$1,028.85 (Budget Transfer Number FY14-34) from
193 Cemetery Division (equipment and headstone repair/overtime) to Cemetery Division
194 (water/electricity/outside hire). Seconded by Selectman Grella. Vote 5-0
195

196 **j. Letter Brad Knight**

197 Town Administrator O'Mara shared a letter from Brad Knight along with a copy of Judge Arthur Brennan's
198 2002 decision on the use of property located at 12 Stearns Road and owned by Mr. Knight. Administrator
199 O'Mara asked Acting Director of Planning and Zoning, Ms. Oglesbee, to review the information vis-à-vis
200 zoning ordinances. Ms. Oglesbee will render a decision by midweek. Mr. Knight has agreed to hold off the
201 start of activities pending the town's response. Administrator O'Mara mentioned that appeals must be
202 made to the Zoning Board of Adjustment and the Board's role is limited to enforcement. At the request of
203 the Board, Administrator O'Mara will talk further with Mr. Knight concerning his preferences, terms, and
204 conditions for allowing the town access to use his fields for recreation and report back at the Board's next
205 meeting.
206

207 **k. Cemetery Finance Committee Report**

208 Selectman Galinson reported that the Cemetery Finance Committee met three times. The committee came
209 up with a very detailed statement of findings and recommendations prepared by Robert Grunbeck and
210 Stephanie Grund. Cemetery Trustees have designated Bill Belvin to work with the Board's designee on a
211 Memorandum of Understanding (MOU). Chairman Brew asked that the report be placed on the website.

Vice Chair Akillian moved to designate Selectman Galinson as the Board's designee to work with Mr. Belvin. Selectman D'Angelo seconded. Vote 5-0

I. Discussion of Summer Schedule

In consideration of summer schedules, the Board adjusted the Board meeting schedule for the months of July and August. **Meetings will be held on July 14th, August 4th, and August 25th. There will be NO meetings on July 28th and August 11th.**

m. NH DOL Update

Town Administrator O'Mara read a letter received from the Department of Labor indicating that their audit is closed since Amherst is in full compliance with all State safety requirements.

n. Stormwater Coalition – No updates at this time.

o. Right-to-Know – None at this time.

VIII. Old and New Business

Vice Chairman Akillian stated that at the Board's next meeting he will have a proposal from the Nashua Regional Planning Commission for the conduct of a village strategic plan that will include samples of work.

Town Administrator O'Mara presented a grant application from the Conservation Commission for the LCHIP (Land & Community Heritage Investment Program). The application has a deadline for submission of June 27, 2014 and the project is an easement for the Pestle Mill – Hammond Farm on Mac Hill.

Selectman Galinson motioned to support the Conservation Commission's LCHIP grant application and authorizing the Chairman of the Board to sign the document. Seconded by Selectman Grella. Vote 5-0

IX. Approvals

a. Accounts Payable

Selectman Galinson motioned to approve one (1) FY14 Accounts Payable Manifest in the amount of \$300,269.20 dated June 16, 2014 subject to review and audit. Seconded by Selectman Grella. Vote 5-0

Selectman Galinson motioned to approve one (1) FY14 Accounts Payable Manifest in the amount of \$48,548.10 dated June 13, 2014, subject to review and audit (Town Clerk transfers to the State of NH). Seconded by Selectman Grella. Vote 5-0

Selectman Galinson motioned to approve one (1) FY14 Accounts Payable Manifest in the amount of \$3,532,641.00 dated July 1, 2014, subject to review and audit (Schools). Seconded by Selectman Grella. Vote 5-0

Selectman Galinson motioned to approve one (1) Estimated FY14 Accounts Payable Manifest in the amount of \$375,000.00 dated July 3, 2014, subject to review and audit. Seconded by Selectman Grella. Vote 5-0

Selectman Galinson motioned to approve one (1) Estimated FY14 Accounts Payable Manifest in the amount of \$381,000.00 dated July 3, 2014, subject to review and audit. Seconded by Selectman Grella. Vote 5-0

b. Payroll

Selectman Galinson motioned to approve one (1) FY14 Payroll Manifest in the amount of \$177,334.69 dated June 26, 2014, subject to review and audit. Seconded by Selectman Grella. Vote 5-0

266
267 Selectman Galinson motioned to approve one (1) Estimated FY14 Payroll Manifest in the amount of
268 \$183,000.00 dated July 10, 2014, subject to review and audit. Seconded by Selectman Grella. Vote 5-0
269

270 **c. Board of Selectman Minutes**

271 Selectman D'Angelo motioned to approve the Board of Selectmen meeting minutes of June 9, 2014.
272 Seconded by Vice Chair Akillian. Vote 5-0
273

274 **d. Yield Tax**

275 Vice Chairman Akillian motioned to approve the Timber Tax Levy and Certification of Yield Tax for Map
276 001, Lots 013-002 and 013-003 in the amount of \$2,000.18. Seconded by Selectman D'Angelo. Vote 5-0
277

278 **XI. Adjourn**

279
280 Selectman D'Angelo moved to adjourn the meeting at 8:15 p.m. Seconded by Vice Chairman Akillian.
281 Vote 5-0

Town of Amherst
Encumbrances FY2014

General Government	Administration and Emergency Service Review for MRI Amount \$33,000 G/L Account: 01-4130-10-451
Finance Administration	Finance Software for Tyler Technologies Amount \$189,000 G/L Account: 01-4150-20-2621
Department of Public Works	Road Maintenance for Continental Paving Amount \$101,956.81 G/L Account: 01-4312-10-2679
Planning & Zoning	Outside Consulting in Community Development for MRI Amount \$7,000.00 G/L Account: 01-4191-10-2382
Police Department	Equipment Replacement for Ossipee Mountain Electronics, Inc. Amount \$3,000.00 G/L Account: 01-4210-50-2425
Recreation Department	Baboosic Lake Bathroom & Concession for CLD Construction Amount \$4,995.00 G/L Account: 01-4520-10-2612
Recreation Department	Baboosic Lake Fence Replacement for Gate City Fence Amount \$4,990.00 G/L Account: 01-4520-10-2612