



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, February 10, 2014 at 6:30 PM**

**Call to Order:** Chairman Dwight Brew called the meeting to order at 6:35 pm. Attendees: Chairman, Dwight Brew; Selectmen Mike Akillian, John D'Angelo and Tom Grella. Also present: Town Administrator, Jim O'Mara and Executive Assistant, Torrey Demanche taking minutes.

Vice-Chairman, Brad Galinson is absent.

**Pledge of Allegiance** – Morgan Mott and Erin Soyer, students of Saint Anselm College, led the pledge.

**Citizen Forum**

Town Moderator Steve Coughlan addressed the citizens and the Board regarding the decision to not postpone the deliberative session that took place on Wednesday, February 5, 2014 as scheduled. Mr. Coughlan consulted with the Town Administrator about the snow, which was estimated to stop by 5:00 pm. After speaking with the Town Administrator, DPW Director and the Superintendent of Schools it was determined that the roads would be safe and the parking lot at Souhegan High School would be cleared by the time the meeting starts. He made the decision to not postpone based upon the determination that the roads would be safe and cleared by the time of the meeting.

Steve Coughlan read the State of NH RSA 40:4 II: Duties. – II. In the event a weather emergency occurs on or before the date of a deliberative session or voting day of a meeting in a town, which the moderator reasonably believes may cause the roads to be hazardous or unsafe, the moderator may, up to 2 hours prior to the scheduled session, postpone and reschedule the deliberative session or voting day of the meeting to another reasonable date, place, and time certain. The date originally scheduled shall continue to be deemed the deliberative session or voting day of the meeting for purposes of satisfying statutory meeting date requirements; provided, that in towns or districts that have adopted RSA 40:13, the postponement shall not delay the deliberative session more than 72 hours. The moderator shall employ whatever means are available to inform citizens of the postponement and the rescheduled deliberative session or voting day.

Elizabeth Overholt asked that the Town Moderator consider the safety of the citizens having to get out of their own driveways when stating that the roads are safe.

Mr. Coughlan added that the statute is clear about the road safety, which it was deemed safe, and while at annual training sessions through the state it is advised under legal counsel to not postpone whenever possible.

Dennis Wheeler is a 40 year resident and addressed the Board of Selectmen about the agreement between Oliver Merrill and the Town of Amherst with regard to Cemetery Fields. Mr. Wheeler stated that the agreement was a handshake agreement to which the land was sold to the town would be used

for cemetery space. Mr. Wheeler stated he helped to build the temporary playing fields, giving the town approximately 16 years to come up with a solution to the playing field shortage. It was clear that the playing fields would be a temporary measure and he requests that the Board of Selectmen honor that agreement and stop the actions with the Cemetery Trustees. Mr. Wheeler believes the Cemetery Trustees are due an apology and should be thanked for their service. Mr. Wheeler further stated that he has been approached about some of his land for possible playing fields and is reluctant to enter into discussions because of this example of the town not keeping agreements with land owners as to the use of the property.

Donna Riley and John Bowkett – Ms. Riley advised the Board of Selectmen of a petition that is being turned in regarding the lighting on Bean Field. A copy of the petition was read in its entirety and will be given to the Board of Selectmen, the Amherst School Board, and the Amherst Planning Board. (Please see the petition at the end of these minutes.)

The Board of Selectmen stated that the lighting evaluation requested by the Planning Board has not happened yet. The School Board has withdrawn its original decision and will wait until a study is completed. The Planning Board is scheduled to discuss the topic at the next meeting.

#### **Approvals:**

#### **Abatements**

Selectman Grella motioned to approve the abatement request for Map 006 Lot 028-032 at 12 Tarleton Way in the amount of \$19. Seconded by Selectman D'Angelo. Vote 4-0

#### **LUCT**

Selectman Grella motioned to approve the Land Use Change Tax request for Map 005 Lot 059-046 at Founder's Way in the amount of \$0, Map 005 Lot 059-014 at 4 Trask Way in the amount of \$20,000, Map 005 Lot 059-013 at 3 Trask Way in the amount of \$18,000, and Map 005 Lot 059-041 at 6 Potter Way in the amount of \$20,000. Seconded by Selectman D'Angelo. Vote 4-0

#### **Veteran Tax Credit**

Selectman Grella motioned to approve the Veteran Tax Credit request for Map 002 Lot 002-008 at 16 Appleton Way #8 in the amount of \$500. Seconded by Selectman D'Angelo. Vote 4-0

Selectman Grella motioned to approve the Veteran Tax Credit request for Map 006 Lot 068-004 at 4 Laurel Lane in the amount of \$500. Seconded by Selectman D'Angelo. Vote 4-0

Selectman Grella motioned to approve the Veteran Tax Credit request for Map 004 Lot 045-015-001 at 19 A Deerwood Dr. in the amount of \$500. Seconded by Selectman D'Angelo. Vote 4-0

Selectman Grella motioned to approve the Veteran Tax Credit request for Map 008 Lot 119-000 at 8 Red Gate Lane in the amount of \$500. Seconded by Selectman D'Angelo. Vote 4-0

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94 **Accounts Payable**  
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96 Selectman D'Angelo motioned to approve one (1) FY14 Accounts Payable Manifest in the amount of  
97 \$1,475 dated February 3, 2014 subject to review and audit. Seconded by Selectman Akillian. Vote 4-0  
98

99 Selectman D'Angelo motioned to approve one (1) FY14 Accounts Payable Manifest in the amount of  
100 \$253,870.51 dated February 10, 2014 subject to review and audit. Seconded by Selectman Akillian.  
101 Vote 4-0  
102

103 **Payroll**  
104

105 Selectman D'Angelo motioned to approve one (1) FY14 Payroll Manifest in the amount of  
106 \$172,170.86 dated February 1, 2014 subject to review and audit. Seconded by Selectman Akillian.  
107 Vote 4-0  
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109

110 **Town Administrator**  
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112 **Withdrawal Request – Communication Capital Reserve Fund**  
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114 Town Administrator O'Mara presented a request by Fire Chief Mark Boynton regarding the July 2013  
115 Federal Assistance to Firefighter Grant (AFG) previously accepted by the Board in amount of  
116 \$111,402 with a 10% required match of \$12,378. One of the anticipated costs of the communication  
117 project is Federal Communication Commission licensing and fees that are not eligible for  
118 reimbursement by the grant. However these costs will be considered part of the requested matching  
119 funds.  
120

121 On behalf of the Communication Center Oversight Committee Chief Boynton respectfully request the  
122 Board of Selectmen authorize the withdrawal of \$4,050 from the Communication Capital Reserve  
123 Fund to cover the cost of licensing the New Boston Air Force Station radio site and new microwave  
124 links. These funds will be placed in account 01-4999-29-3011 to cover the expense of the attached  
125 invoice leaving a required matching funds balance of \$8,328. The Communication Center Capital  
126 Reserve Fund was established in 2006 for the purchase of new and/or replacement communication  
127 equipment. The Board of Selectmen is named as agents to expend from said fund in accordance with  
128 RSA 3515 II. The current balance of fund is \$50,136.  
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130 Selectman D'Angelo motioned to authorize the withdrawal of \$4,050 from the Communication  
131 Capital Reserve. Seconded by Selectman Akillian. Vote 4-0  
132

133 **Homeland Security Grant (SHSP)**  
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135 Town Administrator O'Mara advised the Board that the Amherst Fire Department has been awarded a  
136 Homeland Security Maintenance Grant in the amount of \$1,832. These funds are awarded under the  
137 State Homeland Security Program (SHSP) portion of the 2013 Homeland Security Grant Program

(HSGP) for the purchase of monitoring and remote remediation of the microwave network we have installed over the last year. There are no matching funds required for this award.

Selectman Akillian motioned that the Board accept the State Homeland Security Program (SHSP) 2013 Homeland Security grant in the amount of \$1,832. Seconded by Selectman D'Angelo. Vote 4-0

#### **NEW HIRES – AMHERST EMS**

Town Administrator O'Mara presented a request by EMS Director Gleason to hire five new EMS employees: Christopher Wareing is a Paramedic and Flight Instructor NH Army National Guard. Raymond LaRue is a Paramedic from Milford EMS. Justin Doty is an Advanced-EMT from Milford EMS. Steve Belmont is a Paramedic Intern from American Ambulance and Brett LaFosse is an EMT/Firefighter from Life-Line Ambulance.

Selectman D'Angelo motioned that the Board approve the hiring of Christopher Wareing, Raymond LaRue, Justin Doty, Steve Belmont and Brett LaFosse as EMS providers for the Town of Amherst. Seconded by Selectman Grella. Vote 4-0

#### **FY2016-2021 CIP Committee**

Town Administrator O'Mara presented a request from Office of Community Development Director Marchant to kick off this year's CIP committee process. Based on this meeting the hope is to distribute Project Request forms to Department Heads in early March and have the committee finalized to begin work on the FY2016-2021 CIP by the end of March. If the Board supports moving forward with the committee, Staff will work to secure volunteers from the appropriate Boards and Committees and return to the Board in March to officially appoint this year's committee.

The Board discussed the process of the CIP Committee and the implementation of the Strategic Plans. Although this is a committee overseen by the Planning Board, the Board of Selectmen will work with Department Heads to determine capital projects going forward to be sure they bring the CIP, budget process, and strategic planning in line as they move forward into the next budget cycle. The Board discussed that the CIP does not decide what to include in future planning, the committee is tasked with organizing all needs and determining the best timing to implement those projects to keep the tax rate as even as possible.

Selectman D'Angelo motioned that the Board support Community Development Director Marchant in establishing the CIP Committee for the FY2016 – 2021 planning cycle. Seconded by Selectman Akillian. Vote 4-0

#### **No Outlet/Dead End Sign**

Town Administrator O'Mara presented a request through Chief of Police Mark Reams. Susan Fischer, a 16 year resident of 1 Old Jailhouse Road submitted a request to DPW Director Berry for a No Outlet or Dead End sign to be places on her street due to tan increase in traffic caused by the Manchester Road Bridge closure. The Amherst Highway Safety Committee finds no safety concerns with Mrs. Fischer's proposal should the Board intend to discuss the approval of such signage.

Selectman Akillian motioned that the Board support the erection of a No Outlet sign to be placed at Church Street and Jailhouse Road. Seconded by Selectman D'Angelo. Vote 4-0

### **Cruiser Bid**

Town Administrator O'Mara withdrew the request at this time, pending updated documentation.

### **Voters' Guide**

The Board of Selectmen reviewed voters' guides created by the Town over the past three years. All formats vary with regard to size (16 page new paper style to six page double sided handouts). The Board discussed prior public feedback and locations that the Voters' Guides will be available. The Board suggested designing a sample to be printed on 11x17 color stock paper and folded to make 8 ½ x 11 booklet. Once reviewed and approved the documents will be sent out to the public through the Amherst Citizen newspaper.

### **Right-To-Know**

Town Administrator O'Mara confirmed that the latest Right-to Know request is being finalized and mailed out on Friday, which is within the time frame promised to gather and send out the information.

**Stormwater Coalition** - no updates at this time.

### **Old And New Business**

Chairman Brew asked if the 2013 Town Audit will be available in the Town Report. Town Administrator O'Mara confirmed that both the 2012 Audit and the 2013 Audit will appear in the 2013 Amherst Town Report. Chairman Brew expressed he appreciation for everyone's work to accomplish get the audit completed in time for the Annual Town Report. The conclusion of this audit brings the Town up to date and in compliance with all audit requirements.

February 10, 2014  
Non Public Session

Mr. Grella moved to enter non public session at 7:30 pm pursuant to NH RSA 91-A: 3 II (a), seconded by Mr. D'Angelo. Roll Call: Akillian-yes, Brew-yes, Grella-yes, D'Angelo-yes. Vote was unanimous.

The Board and the Town Administrator discussed compensation of public employees.

Mr. D'Angelo motioned to exit non public session at 10:05 pm, seconded by Mr. Brew. Roll Call: D'Angelo-yes, Brew-yes, Grella-yes, Akillian-yes. Vote was unanimous.

230 Chairman Brew stated that in the non public sessions no motions were made and no votes were taken.

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232 Mr. Grella moved to adjourn the meeting at 10:06 pm, seconded by Mr. Akillian. Motion passed  
233 unanimously.

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235 The meeting ended at 10:06 pm.

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