



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, February 23, 2015**

**I. Non- Public Session 91-A:3 II (a)**

**II. Public Session**

Chairman Dwight Brew called the meeting to order at 6:35 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.

**III. Pledge of Allegiance** – Colleen Mailloux, Director of Community Development, led the pledge.

**IV. Citizen Forum** – No citizens came forward.

**V. Public Health Emergency Preparedness Plan**

Patty Crooker, Public Health Network Services Coordinator for the City of Nashua, addressed the Select Board on the mission of the Division of Public Health and Community Services which is to promote, protect, and preserve the health and well-being of the Greater Nashua region through leadership and community collaboration. There are five programs that serve the area including the Public Health Advisory Council (PHAC), Emergency Preparedness (EP), Substance Misuse Prevention (SMP), Community Health Improvement Program (CHIP) and Healthy Homes.

Ms. Crooker indicated that the PHAC is a network of organizations and individuals that work collaboratively to improve the health of the region and its residents. The PHAC Executive Committee is comprised of decision-makers from a variety of PHAC partner organizations. Amherst can have a representative serve on the Council.

Ms. Crooker provided information on Nashua's Community Health Assessment (CHA) and mentioned that the Public Health Network, a quarterly report, lists events and is posted on their website. It was mentioned that Don Holden (Emergency Management Operations) has served as the primary point of contact for Amherst. Board members thanked Ms. Crooker for her attendance and were pleased to hear the effort was regional.

**VI. Town Administrator**

**a. Requested Information KM Environmental Consultant**

Colleen Mailloux, Community Development Director, reported that the Office of Community Development and the Health Officer received requests from AECOM, an environmental consulting firm conducting an assessment of the Northeast Energy Direct (NED) project on behalf of the Tennessee Gas Pipeline. As part of the National Environmental Policy Act (NEPA) process required of all Federal projects, the project proponents must conduct an assessment to determine the potential impacts of the project. Similar information requests were made of other communities along the proposed project route. The Nashua Regional Planning Commission (NRPC) prepared a draft response letter directing AECOM to contact NRPC who is serving as a clearinghouse in pulling together information.

Director Mailloux prepared a supplemental response to AECOM identifying sensitive areas within the Town that would require further review and evaluation in the NEPA process. The Board discussed the matter and authorized submission of the response.

**b. 2017-2022 CIP Process**

Director Mailloux asked the Board's buy-in to begin this year's CIP process by inviting last year's committee members to a meeting to review the process and address any necessary changes. The goal would be 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 approved by the Board, 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 CIP Committee. The Board authorized moving forward and asked Director Mailloux to incorporate a discussion of funding, given DPW purchases moving from Capital Reserve financing to Lease Purchasing.

**c. Stormwater Committee**

The Board authorized Director Mailloux to reconvene the Stormwater Committee in light of upcoming changes/regulations. Director Mailloux will come back to the Board with a proposed slate of committee members.

**d. NRPC – Metropolitan Transportation Project Solicitation**

Director Mailloux indicated that the NRPC is soliciting new projects for inclusion in the region's Metropolitan Transportation Plan (MTP) and the NHDOT's Ten Year Plan. NRPC and NHDOT are required to prepare plans for proposed improvements to the state transportation system every two years. The focus is on Federal aid-eligible projects. In Amherst, Route 101 and Route 101A are eligible roadways. The NRPC has asked member communities to review projects that are included in the current MTP to determine if they are still a local priority, and to identify any new projects for inclusion in the plan.

The Board authorized submission of project forms for the two existing projects currently included in the 2015-2040 MTP; that is,

- DOT Project ID LRTP18 – Bridge deck replacement on the Route 122 bridge over Route 101 (Bridge ID 135/109).
- DOT Project ID LRTP9 – Reconstruct railroad crossings at 5 locations adjacent to Route 101 (Route 101A, Amherst Village, Old Nashua Road, Northern Boulevard, North Hollis Road).

Director Mailloux pointed out that even if projects are placed on the list, projects may not qualify for federal funding. Only \$2 million per year gets allocated. Director Mailloux also identified two additional projects that may require further consideration and study to determine if inclusion on the MTP is warranted: 1) construction of a right turn lane on Route 101 westbound at the Horace Greeley Road intersection; and 2) intersection improvements at the Route 101A-Route 122 intersection.

**e. DPW Winter Maintenance Update**

DPW Director Bruce Berry came forward to provide a departmental report given the extremely challenging winter that has set records statewide.

Staff: After being down as many as three full-time employees, the department is back to full staff.

Equipment: From the start of the plowing season, staff has been minus the use of two 6-wheel plow/sander trucks. One truck was lost to replacement scheduling and the other to an engine fire. Delivery of a new truck is expected in the next two weeks and the truck with a burned engine awaits a back-ordered wire harness. To cover the loss, pick-up trucks used primarily for clean-up and the 29-year old grader have been assigned plowing routes; and, at least one additional piece of plow equipment has been out of service for repairs each and every storm. On multiple occasions an additional backhoe was rented from Chappell Tractor to aid in pushing back intersections. DPW also used a local contractor's front end loader for intersections.

Salt: The State contract vendor was unable to deliver salt so staff had to truck salt from Portsmouth.

Town Buildings: Besides road maintenance, crew members have shoveled town building roofs multiple times.

Budget: Of the 17 snow storms to date, 13 have occurred since January 1<sup>st</sup> – 7 fell on weekends, and additionally two others were multi-day events. Overtime is all but spent. The equipment repair line is in the red. The vehicle repair line, while still in the black, will be in the red soon. Equipment Rental, Tree Care, DPW Building Repairs, and Engineering budget lines are also in the red.

To cover overruns, Director Berry expects to stop the spring road ditching program and the Merrimack Road realignment paving project and/or the Border Street drainage project.

#### **f. Financial Report Update**

Finance Director, Lisa Ambrosio, provided the Board with a FY15 expense budget review effective February 19<sup>th</sup>, and indicated that a surplus is likely. The Board discussed using the Contingency Fund if necessary and advised staff to move forward on planned, budgeted projects. Town Administrator O'Mara indicated that Contingency Funds may be necessary for software, and stated that even with the DPW overruns due to the record-breaking winter storms, the Town's budget is sound and "we'll be OK come June 30<sup>th</sup>". Administrator O'Mara also commented on the DPW crew's long hours away from home ensuring the safety of all residents during snow storms. Board members expressed their verbal appreciation for a job well done. Director Berry will pass along the message to the crew.

#### **g. Police Department – New Hire**

Selectman D'Angelo moved to hire Eric J. Haglund as a Patrolman effective March 2, 2015. Mr. Haglund is a UNH graduate and comes from the Concord PD. Seconded by Selectman Grella. Vote 5-0

#### **h. EMS Department – New Hire**

Selectman Grella moved to hire Jeremy Provencher as an Advanced EMT. Seconded by Selectman D'Angelo. Vote 5-0

#### **i. Fire Department – New Hire (postponed)**

#### **j. Souhegan Regional Landfill District (SRLD) Resignation**

Town Administrator O'Mara stated that Judith Jones has submitted her resignation. Bruce Berry, DPW Director, has learned that Steve Morgan is willing to fill the vacancy. The Board asked Administrator

O'Mara to post the vacancy and a selection can be made at the next Board meeting. The Board also expressed appreciation to Ms. Jones for her service.

## **VII. Pipeline Update**

Selectman D'Angelo stated that an Open House is being held on February 24<sup>th</sup> at 6:00 p.m. at the Hampshire Dome in Milford. The Pipeline Task Force (PTF) has been unable to meet because of snowstorms over the last two weeks. The PTF will meet Wednesday evening (February 25) and next Tuesday (March 3) to put together a draft response to FERC by the deadline of March 18<sup>th</sup>. The response will not include alternatives; only that the current proposed route is not a good one. Selectman D'Angelo also stated that an invitation has been extended to Kinder Morgan to come answer questions from Amherst residents which is expected to be scheduled by the end of March.

## **VIII. Right to Know Requests – None to Report**

## **IX. Old and New Business**

Administrator Jim O'Mara stated that an RFP was issued and a signed contract from MRI has not yet been received. MRI has been hired to assist in identifying three finalists for the position of Fire Chief. Work should be completed within 60 days and Administrator O'Mara has asked MRI NOT to rank the candidates. Chairman Brew stated that the interview process can be discussed further.

Selectman Galinson moved to enter into a Lease/Purchase agreement with First Colebrook Bank for a DPW Trackless Sidewalk Machine at 1.75 percent for a total \$126,255.60 for 60 months (\$92 monthly payment). Seconded by Selectman D'Angelo. Vote 5-0

## **X. Approvals**

### **a. Ordinance – Stop Sign Hillside Drive at Broadway**

Vice Chairman Akillian moved to establish a stop sign at the intersection of Hillside Drive at Broadway on Hillside Drive. Seconded by Selectman D'Angelo. Vote 5-0

### **b. Amherst School District and Town of Amherst Agreement**

Town Administrator O'Mara referenced an Addendum to the Lease Agreement between the Amherst School District (ASD), the Souhegan Cooperative School District and the Town of Amherst that includes the Baboosic Lake Road to the listing of ASD properties.

Selectman Grella moved to authorize Chairman Brew to sign the Addendum to the Lease Agreement. Seconded by Selectman D'Angelo. Vote 5-0

### **c. Baboosic Lake Quarterly Septic Bill**

Selectman Galinson moved to approve and sign the Quarterly Maintenance Warrants for the Baboosic Lake Community Septic bills due April 1, 2015 as follows: Phase I \$4,472.64; Phase II \$5,045.14; Phase III \$5,451.06; Phase IV \$4,021.62. Seconded by Vice Chairman Akillian. Vote 5-0

### **d. Abatement Recommendations**

Selectman Galinson moved to grant the abatement in the amount of \$293 for Map/Lot 004-015-010, a gambrel colonial style home on a one acre parcel located at 14 Corduroy Road. Seconded by Vice Chairman Akillian. Vote 5-0

Selectman Galinson moved to grant the overcharge on the first issue tax bill (elderly exemption was not included) and grant an abatement in the amount of \$706 for Map/Lot 006-023-000 located at 2 Lynch Farm Road. Seconded by Selectman Grella. Vote 5-0

Selectman Galinson moved to grant the abatement in the amount of \$432 for Map/Lot 002-098-022-E, a townhouse style condominium located at 14 Veterans Road #22. Seconded by Selectman Grella. Vote 5-0

Selectman Galinson moved to grant the abatement in the amount of \$379 for Map/Lot 004-109-015, a modern contemporary style home on a 1.75 acre parcel located at 27 Storybrook Lane. Seconded by Selectman Grella. Vote 5-0

Selectman Galinson moved to grant the abatement in the amount of \$579 for Map/Lot 002-002-008, a residential condominium in The Summerfields located at 16 Appleton Way. Seconded by Selectman Grella. Vote 5-0

Selectman Galinson moved to grant the abatement in the amount of \$1,130 for Map/Lot 005-093-000, a colonial style home on a 2.25 acre parcel located at 130 Amherst Street. Seconded by Selectman Grella. Vote 5-0

Selectman Galinson moved to grant the abatement in the amount of \$2,029 for Map/Lot 007-033-020, a colonial style home on a 4.71 acre parcel located at 3 Indian Pond Lane. Seconded by Selectman Grella. Vote 5-0

Selectman Galinson moved to grant the abatement in the amount of \$829 for Map/Lot 001-035-026, a modern contemporary style home on a 2.32 acre parcel located at 32 Standish Way. Seconded by Selectman Grella. Vote 5-0

#### **e. Payroll**

Vice Chairman Akillian moved to approved one (1) FY15 Payroll Manifest in the amount of \$202,892.73 dated February 19, 2015, subject to review and audit. Seconded by Selectman D'Angelo. Vote 5-0

#### **f. Accounts Payables**

Selectman D'Angelo moved to approve one (1) FY15 Accounts Payable Manifest in the amount of \$1,923.39 dated February 23, 2015, subject to review and audit. Seconded by Vice Chairman Akillian. Vote 5-0

Selectman D'Angelo moved to approve one (1) FY15 Accounts Payable Manifest in the amount of \$252,137.93 dated February 26, 2015, subject to review and audit. Seconded by Vice Chairman Akillian. Vote 5-0

Selectman D'Angelo moved to approve one (1) FY15 Accounts Payable Manifest in the amount of \$22,866.10 dated February 19, 2015, subject to review and audit. (Town Clerk Transfers to the State of NH). Seconded by Vice Chairman Akillian. Vote 5-0

254 Selectman D'Angelo moved to approve one (1) FY15 Accounts Payable Manifest in the amount of  
255 \$2,093,883.50 dated March 1, 2015, subject to review and audit. (Schools). Seconded by Vice Chairman  
256 Akillian. Vote 5-0  
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258 **XI. Non-Public Session – Taken up earlier in meeting.**  
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260 **XII. Adjourn**  
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262 Vice Chairman Akillian moved to adjourn the meeting at 8:20 p.m. Seconded by Selectman D'Angelo.  
263 Vote 5-0  
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