



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, September 28, 2015**

**1. Call to Order**

**2. Non-Public Session**

Chairman Brew called the meeting to order at 6:05 p.m. Selectman Grella moved to enter non-public session pursuant to NH RSA 91-A: 3 II (b). Seconded by Vice Chairman D'Angelo. Roll Call: Brew-yes, D'Angelo-yes, Grella-yes, Jensen-yes, and Panasiti-yes. Vote was unanimous, 5-0.

The Board and Town Administrator Jim O'Mara discussed a personnel matter. Selectman Jensen moved to exit non-public session at 6:25 p.m. Seconded by Selectman Grella. The vote was unanimous, 5-0. Chairman Brew stated that in non-public session no motions were made and no votes were taken.

**Call to Order – Public Session**

Chairman Dwight Brew called the meeting to order at 6:36 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 Suzanne Beauchesne taking minutes.

Others in attendance included Ways and Means Committee members John Post, Chair, Colleen Lynch, Andy Ouellette, Rob Christopher, Lorelei Haberland, and Jason Lozzi.

**3. Pledge of Allegiance** – Lisa Eastland, Cemetery Trustee, led the pledge.

**4. Citizens Forum – None**

**5. Nashua Regional Planning Commission (NRPC) Presentation**

Tim Roache, Executive Director, and Jennifer Czysz, Assistant Director, of the NRPC came forward to introduce themselves and describe the main focuses of the NRPC to include transportation, land use planning, GIS and mapping, energy and environmental issues. Mr. Roache has extensive experience working in the transportation and environmental fields. Assistant Director Czysz supports the agency in the areas of policy formation, planning projects, and budget maintenance.

36  
37 Mr. Roache said the agency is always looking for more opportunities to combine efforts with  
38 neighboring towns on issues that are mutually beneficial such as the electric aggregate program  
39 that has saved the Town of Amherst \$10,000 per year. Mr. Roache and Ms. Czysz handed out a  
40 flyer entitled "The Statewide Snapshot" that listed priorities of different subjects across the state.  
41 The information presented was a compilation of nine regional plans, technical studies, and  
42 outreach efforts conducted at the state and regional level. A Nashua Region planning document  
43 was also provided. Live maps GIS are included on the NRPC website and work continues on  
44 projecting future populations which is led by Ms. Czysz.  
45

46 Mr. Roache said that the NRPC has a great relationship with the Amherst town staff and indicated  
47 how important it is for the Commission to reflect the views of the community. Toward that end,  
48 he suggested that the Select Board meet with the Amherst representatives to the Commission at  
49 least twice per year. (Amherst representatives on NRPC include Michael Dell Orfano, Martin  
50 Michaelis, and Susan Ruch). In response to a question posed by Selectman Grella, Mr. Roache  
51 said that bus and rail have to work together and the Commission continues to focus on  
52 transportation planning initiatives such as the NH Capitol Corridor project that examines rail and  
53 transit alternatives. More recently, the NRPC agreed to help the Nashua Transit System in its  
54 initial stages of drafting a transit capital investment plan. Selectman Panasiti asked if the  
55 Commission got involved in economic development. Mr. Roache stated that all communities  
56 would be better served with a community development planner. Chairman Brew asked if there  
57 was any interest in combining purchases of propane, diesel, and the like, as is done with sand.  
58 Chairman Brew also inquired about the possibility of bringing in wireless capabilities at more  
59 affordable rates as was done in Maine through Red Zone.  
60

61 Chairman Brew thanked Mr. Roache and Ms. Czysz for coming in, and asked Town Administrator  
62 O'Mara to schedule twice yearly meetings with Amherst representatives to the NRPC.  
63 Administrator O'Mara also reminded the Board of the Commission's work on the Town's Hazard  
64 Mitigation Update.  
65

66 **Pipeline Update (Agenda Item 8.5).** Chairman Brew called upon Vice Chairman D'Angelo to  
67 provide an update on the Pipeline. Vice Chairman D'Angelo briefly recapped the history of the  
68 BOS's involvement with the proposed pipeline. He referenced the Selectmen's letter sent to the  
69 Federal Energy Regulatory Commission in March of 2015 objecting to the route proposed through  
70 Amherst. In June 2015, the Selectmen sent a second letter to the FERC questioning the need for  
71 the NED pipeline and questioning the legal basis for moving 71 miles of the proposed route for  
72 this pipeline from Massachusetts to New Hampshire, especially since Massachusetts may need the  
73 gas to be supplied by this pipeline, while New Hampshire does not appear to need it. Kinder  
74 Morgan (KM) proposed an alternative route proposal (Option 1) that the Town still had concerns  
75 about between the Milford town line and Bon Terrain.  
76

77 On September 16, 2015, the Pipeline Task Force (PTF) held a meeting with representatives of KM.  
78 This served as a follow-up to earlier meetings during which sensitive areas were identified by the  
79 Amherst PTF as priority areas to be avoided – schools, senior and workforce housing  
80 developments, and residential cul-de-sacs. KM presented an amended alternate route that was  
81 shifted 300 to 500 feet south in this "Milford to Bon Terrain" area in order to avoid sensitive areas.  
82

While the Town does not endorse the NED pipeline, and does not believe this pipeline belongs in New Hampshire, the route as currently proposed represents a significant reduction in overall adverse impact to the Town from the route proposed in the project's initial pre-filing. The latest modified route based on the Town's input is shorter (3 miles instead of 4) and less disruptive (impacts fewer residences and sensitive areas).

Vice Chairman D'Angelo stated that FERC is hosting the last of its scoping meetings on September 29<sup>th</sup> (tomorrow night) in Rindge. KM cannot file their application until all scoping meetings are done. Mr. D'Angelo does not anticipate KM will file their application before November.

Vice Chairman D'Angelo said that a reply from the Governor was received to the most recent (August 10<sup>th</sup>, 2015) BOS letter to the Governor. The reply was carefully written and while the Governor does not take a position, she is asking some of the right questions. Vice Chairman D'Angelo read sections of the Governor's response as follows: "Kinder Morgan must do more to show that the NED Project will have clear energy benefits for New Hampshire and particularly for the residents and communities where the proposed project would be hosted." And, "the company must also ensure that any final proposal addresses local concerns and impacts and provides clear benefits to our people."

Vice Chairman D'Angelo also reported that Kimberley Watson, President of Tennessee Gas Pipeline Company, LLC, responded to a letter sent to KM from the New Hampshire Federal delegation. According to Selectman Jensen, U.S. Senator Kelly Ayotte called Ms. Watson's points "weak tea" and not compelling. A PTF meeting is scheduled for tomorrow night at 7:30 to discuss the latest communications, the modified route, and next steps. Letters were drafted and sent to four possible attorneys to begin the process of retaining counsel for a possible Federal court action against the NED Pipeline project. None have responded to date. It will ultimately be up to the voters to decide whether to take the matter to Court, since funding will have to be approved at the next Town Meeting if such a court challenge is to proceed.

## **6. Strategic Plan Updates**

### **6.1 Library**

Amy Lapointe, Library Director, provided a PowerPoint presentation of the Library's 2015 Strategic Plan (attached). Director Lapointe introduced library trustees that were in attendance: Robin Julian, Nancy Head, Nancy Baker and Ted Krantz.

The plan includes a mission and vision statement guided by principles of 1) caring, 2) innovation, 3) quality, and 4) professionalism. Director Lapointe listed six main goals and provided related, ongoing, and completed initiatives for each goal. Other information shared with the Board included: the library welcomes 115,000 visits per year, holds 65,000 physical collections, and a circulation of 200,000 per year. Lectures and demonstrations were attended by 2700 people at 60 events over the last year. This program is volunteer-run and led by Kim Ayers. Director Lapointe said the library is open 63 hours per week and she is very proud of the range of services provided.

Selectman Grella asked how weather impacts library visits and program attendance. Vice Chairman D'Angelo applauded the outreach to older residents and suggested Director Lapointe

look into combining efforts with the Recreation Department. Selectman Jensen suggested that because of the rapid changes in social media, perhaps the library could benefit from evolving social media similar to self-publishing software rather than hire a technology expert. Ways and Means Committee member, Andy Ouellette asked if the library could serve as a depository for town records. Chairman Brew thought the library could be made aware of how to access town records.

## **6.2 Recreation**

Recreation Director, Craig Fraley, provided his department's 2016-19 strategic plan (attached). Five initiatives were outlined as follows: 1) 8 to 80 by 2020 would provide recreational facilities and activities that fit the needs of all citizens in the Town of Amherst; 2) have the Peabody Mill Environmental Center be financially self-sustainable by FY17; 3) re-align Program Coordinator position to match other similar positions within the employee step and grade scale; 4) build a maintenance facility that can house the many pieces of equipment and vehicles that are stored outside year round; and 5) continue with vehicle/equipment replacement plan. Director Fraley ended his presentation by thanking the townspeople and the Board for their support. The Board thanked Director Fraley for his outstanding efforts in managing funds and resources.

## **6.3 Department of Public Works**

Bruce Berry, Director of the Department of Public Works (DPW), came forward to present his department's strategic update broken out as follows: roads, bridges, sidewalks, cemeteries, town buildings, transfer station, Baboosic Lake, Stormwater, staff, vehicles/equipment. Director Berry noted that the Village Strategic Planning report suggested burying of utilities and he asked for the Board's guidance in this area. The costs of burying utilities would have to come from the operating budget. Director Berry's report included SWOT analyses and recommendations in each area discussed. Selectman Jensen felt that Director Berry's presentation was a budget request rather than a strategic plan and he would like to see a strategic plan with budget requests tied to specific department goals. Vice Chairman D'Angelo agreed and asked that priorities be identified and a rationale presented on recommended actions.

The Board discussed the draft DPW Management and Operations Study prepared by the Matrix Consulting Group and what next steps may be appropriate. Town Administrator O'Mara said he would like to release the report with an action plan to include a short paragraph indicating that the study is being reviewed by staff. A detailed review will take some time.

Chairman Brew adjusted the agenda to allow staff reports as follows and asked that future agenda combine departmental staff reports.

**8.2 Manchester Road Bridge** – DPW Director Bruce Berry indicated that this week concrete for abutment B wingwalls were put in place along with large stone to protect from erosion in the area of abutment A and a retaining wall along the Southwest wingwall. Next week, work will be done on abutment B similar to the work done on abutment A several weeks ago, Daniels will strip the forms on abutment B (Mack Hill side) and sandblast, stain and seal the structure. Once this work is completed, backfilling and compacting lifts shall begin followed by placing the large erosion stone similar to what is placed on abutment A. Weather has been very accommodating to this project and work has progressed at a very good pace. This could always

change, but as it stands right now, Daniels is about one week ahead of the recently published schedule.

**8.3 Road Construction** – Director Berry stated that Border Street will be closed on Monday in the area of #20 for a culvert crossing. On Old Nashua Road, where the last remaining few hundred feet of asphalt has been removed on the east side of the Norwood Square driveway, the crew will set back and place a 6 “ lift of stone base gravel starting on the 122 end. The stone base will be rough creating delays; but, with caution, it should be drivable. Since work goes faster when cars are not present, the “closed” signs might remain in place. The faster the work goes, the quicker the project comes to completion and life returns to normal. Weather and availability of trucks and equipment always make for unanticipated challenges.

**7.5 DPW, Sand Bid** -- Town Administrator Jim O’Mara noted that six bids were solicited for winter sand. Two bids were received. Selectman Jensen moved, second by Vice Chairman D’Angelo, to award the winter sand bid # 03-16 to the lowest bidder, Northeast Sand & Gravel of New Ipswich at a price of \$8.75 per ton. Vote was unanimous, 5-0.

**8.6 Finance Software** – Lisa Ambrosio, Finance Director, provided an update on the progress of the new finance software. The team has met with departmental staff on the system configuration and workflows. Much time has been spent on data conversion. Director Ambrosio will be meeting with Springbrook staff tomorrow to turn over the chart of accounts, employee and vendor data. Director Ambrosio intends to bring in temporary help for some extra support on the project. Testing is still pending on the NH Retirement System component and work continues on getting an editable timetable.

**7.4 Parks & Recreation, Bus Operating Procedure** – Director Craig Fraley provided the Board with “standard operating procedures for the Amherst Parks & Recreation mini-bus that included pre-trip, driving and post trip procedures, driving emergencies and procedures for the use of the bus by other municipal organizations. Selectman Jensen moved, seconded by Vice Chairman D’Angelo, to adopt the policy on a trial basis, and to be reviewed in six months. Motion passed unanimously, 5-0.

## **7. Town Administrator’s Report**

### **7.1 BSA Request, Halloween on the Village Green**

Selectman Grella moved, second by Selectman Jensen, to allow the Boy Scouts of America the use of the Village Green for a Halloween celebration. Motion passed unanimously, 5-0.

### **7.2 AJWC Request – Turkey Trot**

Vice Chairman D’Angelo moved, second by Selectman Jensen, to authorize the Amherst Jr. Women’s Club the use of the Village Green for their annual Turkey Trot to be held on November 27<sup>th</sup>, 2015. Motion passed 4-0-1 with Selectman Grella abstaining.

### **7.3 Christmas Tree Lighting Committee**

Chairman Brew mentioned that Dorothea Daniels and Michelle Arbogas have indicated their willingness to lead the Christmas Tree Lighting Committee. Vice Chairman D'Angelo moved, second by Selectman Jensen, to make the Christmas Tree Lighting Committee an official committee of the Town. Motion passed unanimously, 5-0.

#### **7.4 Parks & Recreation, Bus Operating Procedure – Taken Up Earlier**

#### **7.5 DPW, Sand Bid – Taken Up Earlier**

#### **7.6 Copier Replacement Bid**

Administrator O'Mara went over the bids received for copier replacements and recommended the bid be awarded to Canon Solutions America from Bedford. Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to award the digital copier bid to the lowest bidder, Canon Solutions America at a cost of \$8,518.68 for six machines and pro-rated as necessary. Motion passed unanimously, 5-0.

### **8. Updates**

#### **8.1 Right to Know Requests – None**

Chairman Brew asked that this agenda item be removed as a “standing” item on the agenda - henceforth, Right to Know requests should only be placed on the agenda if any have been received. Board members concurred with the Chairman's request.

#### **8.2 Manchester Road Bridge – Taken Up Earlier**

#### **8.3 Road Construction – Taken Up Earlier**

#### **8.4 Davis Lane Tennis Courts**

Director Fraley indicated that the three tennis courts are open. DPW needs to take care of a drainage fix and the paving costs came in at \$12,000 less than anticipated.

#### **8.5 Pipeline – Taken Up Earlier**

#### **8.6 Finance Software – Taken Up Earlier**

#### **8.7 Website**

Town Administrator O'Mara stated that consensus was reached on the design of the website home page. The “go live” date of January 1, 2016 remains. Administrator O'Mara will provide Board members with the link to the site.

### **9. Approvals:**

#### **9.1 Payroll Manifest**

Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve one (1) FY16 Payroll Manifest in the amount of \$185,725.09 dated September 17, 2015, subject to review and audit. Motion passed unanimously, 5-0.

Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve one (1) FY16 Payroll Manifest in the amount of \$1,443.01 dated September 22, 2015, subject to review and audit. Motion passed unanimously, 5-0.

## **9.2 Accounts Payable Manifests**

Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$28,141.22 dated September 28, 2015, subject to review and audit. (Town Clerk Transfers to the State of NH) Motion passed unanimously, 5-0.

Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$440,642.30 dated September 23, 2015, subject to review and audit. Motion passed unanimously, 5-0.

Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$2,949,157.16 dated October 1, 2015, subject to review and audit. Motion passed unanimously, 5-0.

## **9.3 Minutes – Meeting of September 14, 2015**

Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve, as amended, the minutes of the Board of Selectmen's meeting of September 14, 2015.

## **10. Non-Public Session NH RSA 91-A:3 II (d) -- Taken Up Later**

## **11. Old/New Business**

Selectman Jensen went through pending Action Items as follows:

- Quarterly Finance Reports – ongoing
- Lessons Learned on Road Construction – ongoing
- Baboosic Lake Road property issue - resolved
- Fire/Rescue Presentation – scheduled for next BOS meeting
- Veillette Resignation - pending
- Springbrook Schedule – pending
- Turf Committee – pending
- Follow-up on removing traffic signals – will be done this week
- Town Counsel's opinion on Field Agreement – O'Mara will send to BOS
- Retaining attorney-pipeline issue – pending
- Draft letter-pipeline task process – Jensen/D'Angelo
- Schedule NRPC Representatives – pending
- Re-organize agenda by departmental reports – ongoing
- Review Bus Policy in 6 months - pending

- Town Hall Lighting Report -- scheduled for 3<sup>rd</sup> Thursday of October -- will need funds

### **Non-Public Session**

Pursuant to NH RSA 91-A:3 II (d), Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to enter non-public session at 10:23 p.m.

Roll Call: Brew-yes, D'Angelo-yes, Grella-yes, Jensen-yes, and Panasiti-yes. Vote was unanimous, 5-0.

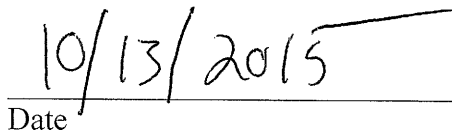
The Board and Town Administrator O'Mara discussed the acquisition of property. Selectman Panasiti moved to exit non-public session at 10:55 p.m. Seconded by Selectman Grella. Vote was unanimous, 5-0. Chairman Brew stated that in non-public session no motions were made and no votes were taken.

### **12. Next Meeting: October 13, 2015 - Tuesday**

**13. Adjournment** -- The meeting was adjourned at 10:56 p.m.



\_\_\_\_\_  
Selectman Nate Jensen  
Clerk, Board of Selectmen



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Date