



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

**Barbara Landry Meeting Room
2 Main Street
Monday, May 11, 2015**

1. Call to Order

Chairman Dwight Brew called the meeting to order at 6:30 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.

2. **Pledge of Allegiance** – John Post of the Ways and Means Committee led the pledge.

3. **Citizens Forum** -- No citizens came forward.

4. **Right to Know Requests** – No requests have been received.

5. John Post – Ways & Means Committee

On behalf of the Ways and Means Committee (W&M), John Post presented a suggested budget process that incorporates a “preparation” phase and a “decision” phase that may help avoid the need for any last minute changes. Selectman Jensen who served on the W&M Committee stated that the process was not always clear and that a more formalized approach to the budget process might be helpful. Town Administrator O'Mara indicated that a calendar is drafted but adjustments are sometimes necessary. Finance Director, Lisa Ambrosio, will prepare a budget calendar and work with Town Administrator Jim O'Mara, Selectman Jensen and John Post in developing a clearer process and timeline. At the next Board meeting, Administrator O'Mara will report on when the Board might expect a draft budget process. Chairman Brew also indicated that Steve Coughlan, Town Moderator, is always looking for residents interested in serving on the Ways and Means Committee.

6. **Taken up later in the meeting.**

7. **Taken up later in the meeting.**

8. **Taken up later in the meeting.**

9. Trustees of Trust Funds

9.1 Resignation

Chairman Brew reported that Peter Bergin resigned as Trustee of the Trust Fund effective May 1, 2015. By statute, the Board must appoint a Trustee to serve out the remainder of Mr. Bergin's term which will expire March of 2016. The Board accepted, with regret, Mr. Bergin's resignation and expressed appreciation for his many years of service to the community.

Robert Grunbeck came forward and indicated his interest in serving as a Trustee and/or as an Alternate. Mr. Grunbeck stated that his knowledge of trusts, investing, and town management will be an asset to the Board and the Town. William Dunn also came forward and expressed his willingness to serve as a Trustee and/or as an Alternate. Mr. Dunn reviewed his employment and other relevant experiences. Chairman Brew thanked Mr. Grunbeck and Mr. Dunn for attending the Board and for their willingness to serve.

[continued later]

6. Tax Liens - 2014

Town Administrator Jim O'Mara referenced a memorandum from Gail Stout, Tax Collector, enclosing a copy of the 2014 Tax Lien filed with the Hillsborough County Registry of Deeds. The outstanding taxes for the 2014 tax year totaled \$312,138.27. This figure is the lowest it has been in the past eight years. Of the 76 properties included in the lien, six are commercial properties and 70 residential.

Selectman D'Angelo moved to approve and sign the notification of Lien for the 2014 tax year dated May 8, 2015 as submitted by the Tax Collector for the Department of Revenue Administration. Seconded by Selectman Panasiti. Vote 5-0

7. Fire Truck Purchase

Administrator O'Mara indicated that four bids were received for the purchase of a fire truck and recommended the bid be awarded to the lowest bidder, HME – Lakes Region. Administrator O'Mara reminded the Board that the purchase was made possible by receipt of a grant in the amount of \$325,000, requiring a match of \$16,250 that had been previously approved by the Board. An additional \$51,000 will need to be withdrawn from Capital Reserves.

Acting Fire Chief, Matt Conley, and Steve Brady, Firefighter and Truck Committee member, were available to answer questions. Vice Chairman D'Angelo asked why the bid might not have been awarded to Pierce, the second lowest bidder, since much of the fleet came from Pierce. Acting Chief Conley stated that HME offered a better warranty, the nuts and bolts of the machine, and met critical and grant criteria more specifically.

Selectman Jensen moved to award the fire engine bid to the lowest bidder, HME – Lakes Region, for a total of \$376,000. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Jensen moved to authorize withdrawal of \$51,000 from the Capital Reserve Fund for said fire truck purchase. Seconded by Vice Chairman D'Angelo. Vote 5-0

8. Conflict of Interest Policy

Administrator O'Mara sought approval of an updated Conflict of Interest Policy which reflects a number of statutory changes. Selectman Panasiti moved to adopt the Conflict of Interest Policy dated May 11, 2015. Seconded by Selectman Jensen. Vote 5-0

9. Trustees of the Trust Funds – Continued

9.2 Appointment for Trust Funds

Selectman Grella moved to appoint Robert Grunbeck to fill the Bergin appointment as Trustee of the Trust Funds to expire in March 2016 and conditioned upon the appointee signing the Volunteer Handbook. Seconded by Vice Chairman D'Angelo. Vote 5-0

9.3 Appointment of Alternates to Trust Funds

Vice Chairman D'Angelo moved to appoint William Dunn and Richard Lefebvre as Alternates to the Trustees of the Trust Funds and conditioned upon the appointees signing the Volunteer Handbook. Seconded by Selectman Panasiti. Vote 5-0

10. Boards, Commissions & Committees – Appointments

Selectman Jensen moved to appoint the following residents to the **Conservation Commission** and conditioned upon the appointees signing the Volunteer Handbook. Seconded by Vice Chairman D'Angelo. Vote 5-0

Lee Gilman as a Full Member for a 3-year term expiring in 2018.
Anne Krantz as an Alternate for a 3-year term expiring in 2018.

Selectman Jensen moved to appoint the following residents to the **Heritage Commission** and conditioned upon the appointees signing the Volunteer Handbook. Seconded by Vice Chairman D'Angelo. Vote 5-0

Carolyn Quinn as a Full Member for a 3-year term expiring in 2018.
Andrew Ouellette as a Full Member for a 3-year term expiring in 2018.

Vice Chairman D'Angelo moved to appoint Jamie Ramsay as a Full Member to the **Historic District Commission** for a 3-year term expiring in 2018 and conditioned upon the appointee signing the Volunteer Handbook. Selectman Jensen seconded. Vote 4-1 (Selectman Grella opposed)

Vice Chairman D'Angelo moved to appoint Larry McCoy as an Alternate to the **Historic District Commission** for a 3-year term expiring in 2018 and conditioned upon the appointee signing the Volunteer Handbook. Seconded by Selectman Jensen. Vote 5-0

Vice Chairman D'Angelo moved to appoint Jeanne Rosenblatt as an Alternate to the **Historic District Commission** for a 3-year term expiring in 2018 and conditioned upon the appointee signing the Volunteer Handbook. Seconded by Selectman Jensen. Vote 5-0

Vice Chairman D'Angelo moved to appoint Mike Dell Orfano as a member to the **Nashua Regional Planning Commission** for a 3-year term expiring in 2018 and conditioned upon the appointee signing the Volunteer Handbook. Seconded by Selectman Panasiti. Vote 5-0

Selectman Jensen moved to appoint the following residents to the **Planning Board** and conditioned upon the appointees signing the Volunteer Handbook. Seconded by Vice Chairman D'Angelo. Vote 5-0

Gordon Leedy as a Full Member for a 3-year term expiring in 2018.
Sally Wilkins as a Full Member for a 3-year term expiring in 2018.
Marilyn Peterman as an Alternate for a 3-year term expiring in 2018.
Eric Hahn as an Alternate for a 3-year term expiring in 2018.

Selectman Panasiti moved to appoint Clifford Harris as a Full Member to the **Planning Board** for a term expiring in 2017 and conditioned upon the appointee signing the Volunteer Handbook. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Jensen moved to appoint the following residents to the **Recreation Commission** conditioned upon the appointees signing the Volunteer Handbook. Seconded by Vice Chairman D'Angelo. Vote 5-0

Wendy Rannenberg as a Full Member for a 3-year term expiring in 2018.
Patrick Daniel as a Full Member for a 2-year term expiring in 2017.
William Dean as a Full Member for a 1-year term expiring in 2016.
Kathleen Holt Button as a Full Member for a 3-year term expiring in 2018.
Lisa Eastland as an Alternate for a 2-year term expiring in 2017.

Stephen Amari as an Alternate for a 3-year term expiring in 2018.
Danielle Pray as an Alternate for a 1-year term expiring in 2016.

Selectman Jensen moved to appoint Seth Potter as a member to the **Road Commission** for a 3-year term expiring in 2018 and conditioned upon the appointee signing the Volunteer Handbook. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Jensen moved to appoint Gordon Leedy, William Wichman, Colleen Mailloux, and Bruce Berry to the **Stormwater Committee** for one-year terms expiring in 2016 and conditioned upon the appointees signing the Volunteer Handbook. Seconded by Vice Chairman D'Angelo. Vote 5-0

No action was taken on Marilyn Peterman's appointment as a member of the Merrimack Valley Regional Water District which expires in 2016.

11. Finance Director Lisa Ambrosio

11.1 Revenue Update

Finance Director, Lisa Ambrosio, provided the Board with a FY15 revenue report through March which reflects 80 percent of revenues in – a better position than last year at the same time. Each revenue line item is tracking well with some coming in ahead of schedule. In response to Selectman Grella, Director Ambrosio stated that the SAU reimbursement (3379) includes salary and benefits for two police officers. Director Ambrosio will follow-up on what specifically entailed the sale of municipal property (3501).

11.2 Finance Software Update

Director Ambrosio indicated that she was planning to meet with department heads for input in responding to implementation questionnaires. Information sought includes a list of the top five or 10 goals (prioritized) to be achieved by the software, how the town plans to utilize the portal, various statistical information and objectives. Director Ambrosio expects to go "live" in December with finance and payroll. How "tax" is integrated is still unclear.

12. Town Administrator's Report

12.1 Hawker, Peddlers & Vendor Application

The Board discussed the application of Sharon and James Sweeney d/b/a Kona Ice of NH for a vendors permit allowing the mobile sale of shaved ice and ice cream novelties through the end of 2015. Selectman Panasiti asked whether restrictions could be placed on approved vendors. Liz Overholt, Town Treasurer, stated that the July 4th festivities do raise funds. Follow-up will be made with Nancy Head, Chairwoman of the July 4th Committee. Chairman Brew also suggested passing the proposal by Town Counsel as well. Pending approval of the July 4th Committee and checking in with Town Counsel, the Board approved the application as follows:

Selectman Grella moved to approve Sharon and James Sweeney's application for a vendors permit allowing the mobile sale of shaved ice and ice cream novelties through the end of June 2015. Seconded by Selectman Jensen. Vote 4-0-1 (Selectman Panasiti abstained).

12.2 Disposal of Obsolete Equipment

Selectman Jensen moved to allow the sale of the used docks by asking for sealed quotes with a reserve price of \$3,000. Vice Chairman D'Angelo seconded. Vote 5-0. Administrator O'Mara noted that the funds from the sale will be returned to the 02 revolving account.

12.3 Budget Transfer

Administrator O'Mara submitted a budget transfer request to replace the Recreation Department's 2001 pick-up truck which can no longer pass inspection. Vice Chairman D'Angelo moved to authorize Budget Transfer Number 2015-001 in the amount of \$30,701.00 from Account 01-4711-22-2011, Principal and Interest, to Account 01-4520-10-2760, Recreation, for the purchase of a new pick-up truck (\$25,440) and a new gator (\$5,261.00). Seconded by Selectman Grella. Vote 5-0

12.4 Vehicle Bid – Recreation Pick Up

Selectman Jensen moved to award Colonial Ford of Plymouth, MA, the lowest bidder, for a Ford F250 Truck in the amount of \$25,440. Seconded by Selectman Panasiti. Vote 5-0. It was noted that Colonial Ford does hold a NH State Bid Contract.

12.5 Sign Ordinance

Colleen Mailloux, Community Development Director, came forward seeking the sense of the Board regarding signage on town property and how strictly policies should be enforced. Director Mailloux suggested the Board consider adopting a policy prohibiting event signs on town-owned property as does Milford and Bedford. Director Mailloux also suggested including guidelines for political signage on town-owned property even though political signage is regulated by the State. The Board discussed the matter and offered guidance. Director Mailloux will draft a policy for the Board's consideration and adoption.

12.6 Primex CAP Program

Selectman Jensen moved to extend the town's participation in Primex' Contribution Assurance Program (CAP) through June 30, 2018 which guarantees that Amherst's annual workers' compensation contribution increase will not exceed ten percent (10%) of the prior year's contribution. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Jensen read and moved to execute the resolution to extend the town's participation in the Primex Workers' Compensation Contribution Assurance Program (CAP) through June 30, 2018. Seconded by Vice Chairman D'Angelo. Vote 5-0

12.7 Landfill Policy

Town Administrator O'Mara asked the Board to waive its "no cash" policy relative to its fee structure for demolitions until the Department of Public Works is able to replace its broken scale. The Board authorized the purchase of a new scale in March 2014; however, DPW's focus during the summer of 2014 was diverted to roads and bridges. Vice Chairman D'Angelo moved to amend the subject fee structure to temporarily allow cash payments. Seconded by Selectman Jensen. Vote 5-0

12.8 Roofing Bid

Selectman Grella moved to award bid #05-15 for the Recreation Office and South Station roof repairs to Adam Vaillancourt Roofing and Construction of Milford in the amount of \$27,000. Seconded by Selectman Panasiti. Vote 5-0

12.9 Painting Bid

Selectman Panasiti moved to award bid #06-15 for the South Station painting work to Amherst Painting Company in the amount of \$5,000. Seconded by Vice Chairman D'Angelo. Vote 5-0

Chairman Brew asked if bid requests could be more widely distributed. It was suggested that perhaps bid requests could be placed on the town's website and Facebook page.

13. Approvals

13.1 Abatement Recommendations

Selectman Jensen moved to approve the abatement recommendation for a 3 acres parcel located at 131 Hollis Road (Rte 122), Map/Lot 001-013-000, in the amount of \$984. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Jensen moved to approve the abatement recommendation for a 2.4 acre parcel located at Hollis Road (Rte 122), Map/Lot 001-013-004, in the amount of \$885. Seconded by Selectman Grella. Vote 5-0

Selectman Jensen moved to approve the abatement recommendation for a 3 acre vacant lot located at Hollis Road (Rte 122), Map/Lot 001-013-005, in the amount of \$1,080. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Jensen moved to approve the abatement recommendation for a single-wide, manufactured home located at 464 Boston Post Road #28, Map/Lot 002-166-028, in the amount of \$0. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Jensen moved to approve the abatement recommendation for a 2.73 parcel located at 20 Thornton Ferry Road II, Map/Lot 004-051-001, in the amount of \$3,636. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Jensen moved to approve the abatement recommendation for a colonial style property located at 100 Amherst Street, Map/Lot 005-045-000, in the amount of \$1,741. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Panasiti moved to deny the abatement recommendation for a cape style property located at 44 Christian Hill Road, Map/Lot 005-106-000. Seconded by Selectman Grella. Vote 5-0

Selectman Panasiti moved to deny the abatement recommendation for a colonial style property located at 61 Christian Hill Road, Map/Lot 005-128-000. Seconded by Selectman Grella. Vote 5-0

Selectman Panasiti moved to approve the abatement recommendation for a ranch style property located at 14 Dream Lake Drive, Map/Lot 006-038-011 in the amount of \$797. Seconded by Vice Chairman D'Angelo. Vote 5-0.

Selectman Panasiti moved to approve the abatement recommendation for a one acre colonial property located at 12 Winterberry Drive, Map/Lot 008-053-005 in the amount of \$784. Seconded by Selectman Grella. Vote 5-0.

Selectman Panasiti moved to approve the abatement recommendation for a 6.23 acre colonial style property located at 38 The Flume, Map/Lot 011-012-032 in the amount of \$3,447. Seconded by Selectman Grella. Vote 5-0.

Selectman Panasiti moved to approve the abatement recommendation for a ranch style property located at 1 Truell Road, Map/Lot 012-036-001 in the amount of \$1,021. Seconded by Selectman Grella. Vote 5-0.

Selectman Panasiti moved to deny the abatement recommendation for a restaurant located at 134 Rte 101A, Map/Lot 012-037-000-001. Seconded by Selectman Grella. Vote 5-0.

13.2 Disabled Exemptions

Selectman Grella moved to grant the Disabled Exemption for the property located at 33 Eastern Avenue, Map/Lot 002-072-032 in the amount of \$61,000. Seconded by Selectman Panasiti. Vote 5-0

Selectman Grella moved to grant the Disabled Exemption for the property located at 34 Blueberry Hill Road, Map/Lot 006-068-001 in the amount of \$61,000. Seconded by Selectman Panasiti. Vote 5-0

13.3 Veterans Tax Credit

Selectman Grella moved to grant the Veteran Tax Credit for Map/Lot 011-012-014 located at 35 The Flume in the amount of \$500. Seconded by Selectman Panasiti. Vote 5-0

13.4 Elderly Exemption

Vice Chairman D'Angelo moved to grant the elderly exemption for Map/Lot 002-146-019 located at 30 Cross Road in the amount of \$71,000. Seconded by Selectman Jensen. Vote 5-0

Vice Chairman D'Angelo moved to grant the elderly exemption for Map/Lot 004-097-001 located at 353 Boston Post Road in the amount of \$71,000. Seconded by Selectman Jensen. Vote 5-0

13.5 Payroll

Selectman Jensen moved to approve one (1) FY15 Payroll Manifest in the amount of \$172,463.95 dated April 30, 2015, subject to review and audit. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Jensen moved to approve one (1) FY15 Payroll Manifest in the amount of \$613.18 dated May 5, 2015, subject to review and audit. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Jensen moved to approve one (1) FY15 Payroll Manifest in the amount of \$168,486.37 dated May 11, 2015, subject to review and audit. Seconded by Vice Chairman D'Angelo. Vote 5-0

13.6 Accounts Payable

Vice Chairman D'Angelo moved to approve one (1) FY15 Accounts Payable Manifest in the amount of \$55,520.09 dated April 23, 2015, subject to review and audit. Seconded by Selectman Jensen. Vote 5-0

Vice Chairman D'Angelo moved to approve one (1) FY15 Account Payable Manifest in the amount of \$32,674.40 dated May 1, 2015, subject to review and audit (Town Clerk Transfers to the State of NH). Seconded by Selectman Jensen. Vote 5-0

Vice Chairman D'Angelo moved to approve one (1) FY15 Accounts Payable Manifest in the amount of \$2,093,881.50 dated May 1, 2015, subject to review and audit (School Disbursements). Seconded by Selectman Jensen. Vote 5-0

Vice Chairman D'Angelo moved to approve one (1) FY15 Accounts Payable Manifest in the amount of \$226,778.26 dated May 5, 2015, subject to review and audit. Seconded by Selectman Jensen. Vote 5-0

13.7 Minutes – Meeting of April 20, 2015

Vice Chairman D'Angelo moved to approve the Board of Selectmen meeting minutes of Monday, April 20, 2015. Seconded by Selectman Jensen. Vote 5-0

14. Old/New Business

Town Administrator O'Mara provided a status report on the Manchester Road Bridge. Daniels Construction has indicated that Pennichuck must remove ??? before any work begins. Administrator O'Mara will include such an update on every Board meeting agenda going forward.

Administrator O'Mara noted that the Davis Lane Tennis Courts is listed as an Action Item on the School Board's meeting to be held on May 21 at 6:00 p.m.

Administrator O'Mara distributed a flyer indicating NH's new hands-free electronic device law going into effect July 1, 2015. Penalties for violations range from \$100 to \$500.

The Board received a letter from Pennichuck Water Works requesting a temporary easement. Selectman Grella moved to grant Pennichuck Water Works a temporary easement during construction of a second water main which is expected to start this summer and completed by June 1, 2016. Seconded by Selectman Panasiti. Vote 5-0

Vice Chairman D'Angelo moved to authorize Eversource Energy (formerly Public Service of NH) to install/replace pole 10/7 located on Mont Vernon Road in Amherst. Seconded by Selectman Grella. Vote 5-0

Selectman Jensen moved to grant a permit for the sale of permissible fireworks to Atlas Fireworks. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Grella moved to authorize the hiring of the following individuals in the EMS Department. Seconded by Selectman Panasiti. Vote 5-0

Michael Kelley as EMT-Paramedic, effective 4/30/15
Ryan Pitts as EMT-Advanced, effective 5/4/15
David Muse as EMT-Advanced, effective 5/4/15
Jonathan Connors as EMT-Advanced, effective 5/4/15
Craig Fraley as EMT-Advanced, effective 5/1/15
Scott Winslow as EMT-Intermediate, effective 4/30/15

Chairman Brew suggested cancelling the Board meeting of May 26th, the day after Memorial Day. All Board members agreed. The next regularly scheduled Board meeting will be held on June 8th, 2015.

Vice Chairman D'Angelo provided an update on the proposed pipeline. The Task Force met with Kinder Morgan. Many members of the public attended. Kinder Morgan is expected to get back to the Task Force

the first part of June with their decision of proposed alternatives. More documents are being prepared to include on the website. Vice Chairman D'Angelo expects the Task Force will suspend its activities pending new developments around the end of June.

15. Action Item Review

Selectman Jensen recapped action items to include: submitting Volunteer Handbooks to committee heads, developing a clear budget process, follow-up on sale of municipal property, follow-up on hawker's permit, purchase of new recreation vehicle, disposing of obsolete docks, repairing roof and painting South Station.

16. Non-Public Session – None necessary

17. Adjournment

Selectman Panasiti moved to adjourn the meeting. Seconded by Vice Chairman D'Angelo. Vote 5-0
The meeting adjourned at 9:40 p.m.

Selectman Nate Jensen
Clerk, Board of Selectmen

Date