



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, June 22, 2015

1. Call to Order

2. Non-Public Session

Chairman Brew called the meeting to order at 5:31 p.m. Selectman Panasiti moved to enter non-public session pursuant to NH RSA 91-A: 3 II (b) and (d). Second by Selectman Grella. 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 hiring a public employee. Acting Fire Chief Matt Conley entered the meeting at 5:45 p.m. Acting Chief Conley exited the meeting at 6:12 p.m. The Board and Town Administrator O'Mara discussed the sale of land.

Vice Chairman D'Angelo moved to exit non-public session at 6:25 p.m. Second by Selectman Panasiti. The vote was unanimous, 5-0. Chairman Brew stated that in non-public session no motions were made and no votes were taken.

3. Public Session

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.

4. Pledge of Allegiance – Mr. John Bowler of the Fire Department led the pledge.

5. Citizens Forum – None.

Chairman Brew took agenda item **11.1 Fire Chief Recruitment** out of order and described the process taken in recruiting a Fire Chief. In the fall of 2013 and winter of 2014 the Board determined that there was a need to review how EMS and Fire services were provided to the town. The Board issued a contract to MRI on May 28, 2014 to perform a study. At about the same time, former Fire Chief Mark Boynton resigned to become Fire Chief in Townsend, MA. In July 2014, former EMS Director, Brian Gleason, resigned. The Board decided to have Deputy Chief Matt Conley serve as Acting Fire Chief and then as Acting EMS Director.

MRI delivered the preliminary report in December and the Board held two public input sessions in January. Based on the MRI report and public comments, the Board voted to combine Fire and EMS and recruit a single leader to lead the combined organization. The town hired MRI to oversee the recruitment process. 32 individuals applied for the position. MRI went through a rigorous process to evaluate the candidates. MRI forwarded to the Board the top six candidates and the Board selected four to interview. At the end of the interview process, the Board reached consensus on a top candidate, and a second choice.

Vice Chairman D'Angelo moved to name Matthew Conley as the Amherst Fire and EMS Chief. Second by Selectman Panasiti. Vote 5-0. Attendees applauded and congratulated Chief Conley. Chairman Brew announced that Fire Chief Conley's swearing-in will be held on July 13th.

6. Notice of Public Hearings

Town Administrator Jim O'Mara stated that pursuant to NH RSA 41:14-b, two public hearing notices have been posted. Hearings will be held on a proposed amendment to the "Signs on Town Property Ordinance", and on a proposed amendment to the "Septic Ordinance". The public hearings will be held on July 13, 2015 and July 27, 2015 at 6:30 p.m.

7. Cemetery Trustee Resignation

Selectman Jensen moved to accept, with regret, the resignation of Peter Bergin as a member of the Board of Cemetery Trustees. Second by Vice Chairman D'Angelo. Vote 5-0

8. Cemetery Trustee Appointment

Town Administrator O'Mara indicated that three citizens have expressed an interest in serving as a Cemetery Trustee. Michael Spencer who is moving his family to Amherst in July would not yet be eligible to serve as mentioned by Vice Chairman D'Angelo. A second interested candidate, Nye Hornor, was in attendance and addressed the Board. Mr. Hornor stated that he grew up in Amherst, is married and has three children. Mr. Hornor works in Milford as a Vice President of Operations and has served on church boards, and is interested in giving of his skills and commitment to the town. A letter of recommendation to appoint Cynthia Dokmo was received from Maria Grella and Lisa Eastland, current Cemetery Trustees. Lisa Eastland, who was in attendance, indicated that Ms. Dokmo "would be great". Chairman Brew acknowledged Ms. Dokmo's legal background and knowledge of the town's needs.

Selectman Panasiti moved to appoint Cynthia Dokmo to serve out Peter Bergin's term as Cemetery Trustee. Second by Vice Chairman D'Angelo. Vote 4-0-1 (Selectman Grella abstained). On behalf of the Board, Chairman Brew thanked Mr. Hornor for his attendance and interest in serving, and encouraged him to perhaps consider other ways to volunteer.

9. Heritage Commission Alternate Appointment

Selectman Grella moved to appoint Lisa Montesanto as an Alternate to the Heritage Commission, as recommended by Will Ludt, Chairman of the Heritage Commission. Second by Selectman Panasiti. Vote 5-0.

10. Budget Transfers & Encumbrance Requests

Town Administrator, Jim O'Mara, sought approval for the following budget transfers.

10.1 Budget Transfers 15-05 to 15-10

Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve budget transfer 2015-005 in the amount of \$123,500 from various DPW and Cemetery surplus accounts to cover purchase of the F550 and F250 trucks, unanticipated tree work, and additional year-end encumbrances for cemetery and building repair and maintenance. Vote 4-0-1 (Selectman Grella abstained).

Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve budget transfer 2015-006 in the amount of \$4,200 from DPW and Landfill accounts with forecasted surpluses for unanticipated additional office equipment needs and an employee recognition event. Vote 5-0

Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve budget transfer 2015-007 in the amount of \$5,862 from legal account with expenses lower than anticipated for additional unanticipated MRI consultant support of audit and finance transition (originally charged to prior year encumbrance). Vote 5-0

Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve budget transfer 2015-008 in the amount of \$9,000 from the Vacation Buyout-Union Contract to cover vehicle repairs, which budget line is currently overspent by approximately 17 percent due in part to higher than normal winter-related cruiser accident costs and the DPW mechanic vacancy. Funds will also help offset unanticipated cruiser and unmarked detective vehicle equipment repair and upgrade for FY15 into FY16 projects currently underway. Vote 5-0

Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve budget transfer 2015-009 in the amount of \$6,148 from Recreation wages and lower than anticipated gas price to the Baboosic Lake Fence replacement. Vote 5-0

Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve budget transfer 2015-0010 in the amount of \$3,500 from Recreation electric and OT funds for new doors at the Pavilion Building at Baboosic Lake Beach. Vote 5-0

10.2 Encumbrances

Town Administrator O'Mara read through encumbrances for Board approval, many of which are commitments or contracted services.

FY15 ENCUMBRANCES			
Department	Description	Amount	Account
Public Works	Painting/South Fire Station (work began this week)	\$ 5,000.00	01-4194-10-2430
Public Works	APD Carpeting	\$ 6,397.00	01-4194-10-2430
Public Works	Town Hall Sidewalk Repair	\$ 2,500.00	01-4194-10-2430
Public Works	Roofing/South Fire Station	\$ 27,000.00	01-4194-10-2430
Public Works	Road Maintenance (Baboosic/Merrimack)	\$547,287.95	01-4194-10-2430
Public Works	F550 Truck	\$ 72,040.00	01-4194-10-2430
Public Works	F250 Truck	\$ 29,404.00	01-4194-10-2430

Public Works	Tree Care (will start within the week)	\$ 50,000.00	01-4194-10-2430
Public Works	Gravel	\$ 23,839.02	01-4194-10-2430
Recreation	Lake/Garage Doors/Fencing	\$ 9,648.00	01-4520-50-2610
Health	Mosquito Program	\$ 13,500.00	01-4411-10-2451
Police	Re-outfitting Cruisers (5)	\$ 5,900.00	01-4210-50-2425
Library	Renovations (CRF)	\$ 3,765.50	01-4995-10-8748
Library	Renovations (CRF)	\$ 4,973.40	01-4995-10-8748
Cemetery	Digital Mapping/Meadowview (software for all cemeteries)	\$ 3,000.00	01-4195-10-2451
FY 2013-2014 – PRIOR YEAR ENCUMBRANCES (Remaining Balance)			
Finance	Springbrook Software	\$106,017.00	01-2440-10-1400
CD	Digitize Files	\$ 8,529.00	01-2440-10-1400

In response to Selectman Grella, Administrator O'Mara said that the FY15 encumbrances totaled \$804,254.87. Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to approve all encumbrances as presented and to authorize Administrator O'Mara to sign each recommendation.

11. Town Administrator's Report

11.1 Fire Chief Recruitment – Taken up at the start of the meeting.

11.2 DPW Bids

Administrator O'Mara presented bid #07-15 for the purchase of gasoline and diesel fuel and recommended the award go to the town's current vendor. Selectman Grella moved to award bid #07-15 for gasoline to Dennis K. Burke at \$0.08 over Journal of Commerce pricing. Seconded by Selectman Jensen. Vote 5-0

Selectman Grella moved to award bid #07-15 for diesel fuel to Dennis K. Burke at \$0.08 over Journal of Commerce pricing. Seconded by Selectman Panasiti. Vote 5-0

Administrator O'Mara presented information on bids received for the police station carpet replacement. Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to award the police station carpet replacement work to the lowest bidder, The Carpet Center of Nashua, at a price of \$6,397. Vote 5-0

Administrator O'Mara presented bid #08-15 for the purchase of propane and home heating oil. Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to award bid #08-15 for propane to Bot-L-Gas at a fixed price of \$1.40/gallon and \$0.58 plus Journal of Commerce variable. Vote 5-0.

Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to award bid #08-15 for home heating oil to Ciardelli Fuel at a fixed price of \$2.279/gallon. Vote 5-0

Selectman Panasiti suggested that next season the town coordinate energy discussions with the schools.

Administrator O'Mara presented bid #09-15 for the purchase of an F-250 pick-up truck and F-550 dump/utility truck. Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to award the bid to the lowest bidder, Colonial Ford of Plymouth, MA for the F-250 truck at a cost of \$29,404. Vote 5-0

Selectman Grella moved, seconded by Selectman Jensen, to award the bid to the lowest bidder, AutoFair Ford of Manchester, for the F-550 truck at a cost of \$72,040. Vote 5-0

11.3 Recreation Bids

Administrator O'Mara presented bids for the fence replacement at the Baboosic Lake Beach, and indicated the work was a continuation of the project started last year. Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to award the bid to Crowe Fence of Amherst, the lowest bidder, at a cost of \$6,148. Vote 5-0

Administrator O'Mara presented bids for the purchase of a mini-bus for the Recreation Department which will be purchased from the '03 revolving fund. The purchase would fill transportation needs for the after-school programming at the Peabody Mill Environmental Center (PMEC), and open up a variety of offerings for seniors, campers, and others. Craig Fraley, Recreation Department Director, stated that the bus is a 14-passenger bus that has ample storage and does not require a CDL driver's license. Board members suggested that a policy be developed about the use of the bus and felt the lifespan of the bus (approximately 15 years) might be extended if the bus could be covered. Director Fraley said he hopes to get a cover for the bus within the next few years.

Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to award the bid for a mini-bus to Patsy's Bus Sales of Concord, NH at a price of \$52,244. Vote 5-0

11.4 Fire Truck Update - No update at this time.

11.5 Employee BBQ Luncheon

Town Administrator O'Mara announced that an Employee Appreciation Cookout will be held on Wednesday, June 24th from 11:00 a.m. to 1:30 p.m. All Board members are welcomed and encouraged to attend. Administrator O'Mara stated that given the harsh winter and all of the efforts of staff, he felt it was time to resurrect the luncheon which has not been held for several years.

11.6 NHIT – Holiday Credit

Administrator O'Mara indicated that the NH Interlocal Trust (NHIT) Board had voted to return accumulated FYE June 30, 2014 funds to Members of the Trust as of August 2015. The amount that the Town of Amherst will receive is \$9,998.97. Administrator O'Mara authorized that the return be applied as a "premium holiday" to contributions beginning in

209 August 2015 until paid in full.

210 **11.7 Continental Paving – Change Order**

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212 Administrator O'Mara presented Change Order No. 1 to the Continental Paving contract for the
213 exact amount of the encumbrance approved earlier. Vice Chairman D'Angelo moved to approve
214 Change Order No. 1 to add 8,700 feet of Baboosic Lake Road and 835' of Merrimack Road to the
215 existing contract at an additional cost of \$547,287.95. The motion was seconded by Selectman
216 Jensen. Vote 5-0
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218 **11.8 Donations**

219 Administrator O'Mara advised the Board of the following donations which are all below the
220 statutory requirement for a public hearing.
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222 **11.8.1 4th of July** – a \$500 check was received from Bot-L Gas.
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224 **11.8.2 D.A.R.E.** – Checks were received as follows:
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226 \$300 from the Amherst Junior Women's Club
227

228 \$400 from Richard and Susan Carpenter
229

230 \$100 from Laura Hunt
231

232 \$418 from Milford Masonic Temple Association
233

234 **11.8.3 Amherst Junior Women's Club**

235 In its 50th anniversary year, the Women's Club asked the Board to present a gift of a quilt that was
236 made by several former members that could be hung at the Town Hall along with its history.
237 Selectman Jensen moved to accept the gift, with appreciation. Seconded by Selectman Grella.
238 Vote 5-0
239

240 **12. Updates**

241 **12.1 Right to Know Requests – None**

242 **12.2 Manchester Road Bridge**

243 Bruce Berry, Director of Public Works, indicated that all of next week will be devoted to finishing
244 the Pennichuck water main relocation. The original bridge project called for replacing the water
245 main only at the bridge, but after identifying the water main location, and exposing it, it was
246 decided that this was the appropriate time to replace the pipe and bring a new main into the center
247 of town. The project is still expected to conclude in the fall.
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249 **12.3 Road Construction**

250 Regarding Standish Way, Director Berry indicated that if work goes as planned, on or
251 about Thursday, an excavator and dump truck will be cleaning the detention basin on the
252 right hand side at the bottom of the hill. This will reduce the intersection to one lane and
253

excavation work will take about a day.

Last Friday, Pennichuck's contractor hit an unmarked service line to Spaulding Field. If all comes back favorable from test results, individual water hook-ups to the new main will take place on Thursday and Friday.

Boxing and reclaiming Stearns Road between Veterans Road and Route 122 continues. Paving along Veterans and Boston Post Roads will take place tomorrow, which will result in delays and sometimes closure.

Vice Chairman D'Angelo thanked Director Berry and asked that a document be prepared capturing the knowledge attained as the road and bridge construction has moved along.

12.4 Davis Lane Tennis Courts

Director Craig Fraley provided a timeline for the Davis Lane Tennis Courts that included cleanup, tree cutting and pruning and fencing removed over the next two weeks. During the weeks of July 6th and July 17th, pavement reclaimed, base layers put in, paving, net anchors installed. Fencing will be reinstalled the week of July 20th. During the week of August 3rd, the courts will be painted. Re-opening of the tennis courts is expected during the week of August 10th.

12.5 Pipeline

Vice Chairman D'Angelo said that the Task Force continues to work on documents to be posted on the website. Kinder Morgan (KM) has agreed to a meeting scheduled on June 30th at 3:00 p.m. The meeting is open to the public and it is hoped KM will respond to the town's request to change the route of the pipeline. Articles have appeared in the Cabinet and Telegraph. Peter Hansen has asked Governor Hassan to do what the Board has asked. Administrator O'Mara stated that citizens are pleased with the efforts of the task force and the Board. Chairman Brew stated that the town had declined participation with 12 other towns to hire an attorney because the Board felt it was premature since KM hasn't filed an application yet, and the 12 towns may not have common objectives. Vice Chairman D'Angelo stated that certainly if a constitutional challenge is mounted, and possibly if other challenges are contemplated to the proposed pipeline, a Warrant Article may be necessary to fund the cost of a high-powered attorney, environmental consultants and engineers.

13. Approvals

13.1 Payroll Manifest – None

13.2 Accounts Payable Manifests

Selectman Jensen moved to approve one (1) FY15 Accounts Payable Manifest in the amount of \$20,191.00 dated June 10, 2015, subject to review and audit. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Jensen moved to approve one (1) FY15 Accounts Payable Manifest in the amount of \$39,760.16 dated June 16, 2015, subject to review and audit. (Town Clerk Transfers to the State

of NH). Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Jensen moved to approve one (1) FY16 Accounts Payable Manifest in the amount of \$2,949,157.16 dated July 1, 2015, subject to review and audit. (School Disbursements). Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Jensen moved to approve one (1) FY15 Accounts Payable Manifest in the amount of \$593,922.66 dated June 18, 2015, subject to review and audit. Seconded by Vice Chairman D'Angelo. Vote 5-0

13.3 Minutes Meeting of June 8, 2015

Vice Chairman D'Angelo moved to approve the Board of Selectmen meeting minutes of June 8, 2015, as amended. Seconded by Selectman Jensen. Vote 5-0. Amendment: Line 142 – The Flumes should be The Flume.

14. Old/New Business

Selectman Jensen recapped new action items to include signing Change Order 1 and the development of a document to capture “lessons learned” from bridge/road construction projects

15. Adjournment

Vice Chairman D'Angelo moved to adjourn the meeting at 8:05 p.m. Seconded by Selectman Panasiti. Vote 5-0

Selectman Nate Jensen
Clerk, Board of Selectmen

Date