



Town of Amherst, NH

BOARD OF SELECTMEN MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, May 12, 2014 at 6:30 PM

Call to Order: 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.

Pledge of Allegiance: Bruce Cordell, Robotics Team Leader, led the pledge.

V. Proclamation – First Robotics Team

Following the pledge, Chairman Brew adjusted the schedule to celebrate the Souhegan High School's FIRST Robotics Team 138 – "Entropy" – Divisional Champions of the 2014 Granite State District Event held on March 1st. Bruce Cordell indicated that the team represents a group of 43 high school students interested in the fields of engineering, math, and science. Student team members have only five weeks to put together their robot. The cost to compete is expensive so the team must hold many fundraisers and are supported by a number of sponsors, mentors, and parents. Students earn scholarships to Northeastern and other top colleges. The team demonstrated their robot's capabilities. Following enthusiastic applause, the Select Board presented Team 138 "Entropy" with a proclamation read by Selectman Grella.

IV. Citizens' Forum: No citizens came forward

VI. Board of Public Health Hearing

a) Revising the Water Pollution Control Regulations

Dr. Katherine Lockwood came forward and indicated that the Septic System Ordinance must periodically be updated due to technological changes and, in Amherst's case, because many formerly seasonal homes are now inhabited year-round.

Town Administrator O'Mara stated that the regulation was developed in accord with RSA 147-1 and had only been updated once since 1976. In accord with state statutes, changes to the ordinance require two public hearings, of which this meeting constitutes one. The changes provide for more contemporary methods of installation and streamline the inspection process. In response to a question by Chairman Brew, Administrator O'Mara stated that the Community Development office is very involved in the development of the Septic System Regulation.

Jim Sickler, a local contractor who volunteered as a committee member to help review and rewrite the Water Pollution Control regulations, stated that the State has to approve all new technology and the Community Development office is informed of such by the State's Board of Health. The town inspection process requires three inspections -- after preparation of the site, including bed bottom, and upon completion of construction and installation of all system components. A system cannot be backfilled or operated until final inspections are approved by the Town and the State.

Jim Sickler felt the town's final inspection was duplicative and could be eliminated, though when he first made the suggestion, it was not implemented. Jim Sickler estimated that 22 to 25 systems are inspected annually. Town Administrator O'Mara suggested that the final inspection may have continued for the

town's peace of mind. Administrator O'Mara will speak with Director Marchant and have the issue re-surface once a new director is on board.

Jim Sickler said that if the town wishes to continue the final inspection, it may want to consider providing the customer with a "tear off slip" that includes the date of inspection and approval -- similar to the approval slip provided by the Town of Merrimack. No public comment was offered. The second public hearing will be held on May 27th.

VII. Committee & Commission Appointments

a) Road Commission

Selectman Grella moved to nominate Christopher Kaiser to the Road Commission with a term to expire in 2017. Seconded by Selectman Galinson. Vote: 5-0

b) Communications Infrastructure Committee

Doug McAllister, Chairman of the Communications Infrastructure Committee (CIC) provided a recommendation that the CIC be disbanded since its work, as originally chartered, has been accomplished. CIC's last meeting was held prior to 2007.

Mr. McAllister further suggested that the committee be reconstituted under a new name when the time comes to renegotiate the Comcast contract in 2017, and again dissolved when the task is completed.

Discussion took place relative to separating the cable contract negotiations from the ongoing day-to-day activity. Administrator O'Mara felt that dissolving the committee and designating ACTV as a department would not hurt perception and would allow Mr. McAllister, as an unpaid department head, to be more connected to the town and make it easier for him to conduct business and help manage the one line operating budget of \$10,000. Administrator O'Mara and Mr. McAllister will discuss what ACTV becomes, where it is housed, and under what basis and bring a recommendation to the Board at its next meeting. Vice Chair Akillian moved to disband the Communications Infrastructure Committee. Seconded by Selectman D'Angelo. Vote: 5-0

VIII. Safety Discussion

Selectman D'Angelo presented a proposal submitted by Municipal Resources, Inc. (MRI) which is a company that specializes in aiding municipalities assess and evaluate the demands on the services. MRI can assist the Town of Amherst evaluate fire and EMS resources to help determine if merging the divisions is in the best interest of the community. Currently Amherst has two separate departments with two separate department heads -- one paid/per diem and the other is on-call. MRI will provide an outside perspective on whether Amherst could benefit from an integrated system. MRI is proposing a team of individuals which is subject to the Board's approval. The study is expected to cost between \$38,000 and \$40,000, and take 90-120 days to complete. Full community involvement is emphasized in the proposal. Pending the Board's review and approval of the proposed MRI team, Selectman D'Angelo moved that Administrator O'Mara be authorized to sign the final MRI proposal. Seconded by Selectman Grella. Vote 5-0. Town Administrator O'Mara indicated the letter would be on website on Tuesday.

IX. Approvals

a) Accounts Payable

Selectman D'Angelo motioned to approve one (1) FY14 Accounts Payable Manifest in the amount of \$370,983.77 dated May 5, 2014 subject to review and audit. Seconded by Vice Chairman Akillian. Vote 5-0

Selectman D'Angelo motioned to approve one (1) FY14 Accounts Payable Manifest in the amount of \$32,938.34 dated May 12, 2014 subject to review and audit. (State DMV OneCheck remittance).
Seconded by Vice Chairman Akillian. Vote 5-0

b) Payroll

Selectman D'Angelo motioned to approve one (1) FY14 Payroll Manifest in the amount of \$189,405.38 dated May 12, 2014 subject to review and audit. Seconded by Vice Chairman Akillian. Vote 5-0

c) Board of Selectmen Minutes

Selectman D'Angelo motioned to approve the April 28, 2014 Board of Selectmen meeting minutes, as amended. Selectman Grella seconded. Vote 4-0-1 (Selectman Galinson abstained)

d) Sale of Fireworks Permit

Selectman D'Angelo motioned to approve the application and permit for Wholesale/Retail Sales of Permissible Fireworks to Atlas Fireworks Factory located at 105 Route 101A, Amherst, NH. Seconded by Selectman Grella. Vote 5-0

e) 2013 Disabled Tax Deferral

Selectman Galinson motioned to approve the 2013 Disabled Tax Deferral application for Map 002, Lot 146-027 in the amount of \$4,740. Seconded by Selectman Grella. Vote 5-0

f) Un-table 2013 Elderly Tax Deferral

Selectman Galinson motioned to take off the table a 2013 Elderly Tax Deferral application for Map 006, Lot 023-000. Seconded by Selectman Grella. Vote 5-0.

The item was tabled from the previous meeting due to a question about the dollar amount of the deferral. Clarifying documentation was supplied to support a \$1,397 deferral.

Selectman Galinson motioned to approve the 2013 Elderly Tax Deferral application for Map 006, Lot 023-000 in the amount of \$1,397. Seconded by Selectman Grella. Vote 5-0.

X. Town Administrator

a.) Manchester Road Bridge Update

Public Works Director, Bruce Berry, went over a written update. NHDOT has approved preliminary plans on the Manchester Road Bridge with two concerns: 1) the cost of the brown powder coating would not be reimbursable by DOT; and 2) the design speed of 25 MPH is less than the 30 MPH minimum state requirement. Director Berry stated that he had spent about one hour with citizen Linda Kaiser. Ms. Kaiser asked for the following information from Hoyle Tanner: 1) type of bridge and why; 2) right of way impact; 3) easement impact; 4) vehicle speed; 5) types and color of rails. From the town, Ms. Kaiser wants to know whether a third stop sign can be placed at the intersection and what can be done about traffic speed. Ms. Kaiser wants to understand all of these issues before signing off on any permits. Director Berry scheduled a site visit for May 15th. Administrator O'Mara and Selectman Grella will accompany Director Berry.

Director Berry indicated that he was working on several permanent easements needed prior to the start of construction. Director Berry will report back on the extra costs of the brown power coating. The construction work is expected to take about 5 or 6 months to complete and it would be preferable to do prior to the first frost. Bids will be put out in two different ways – start time and price – so that discounts may be applicable.

Vice Chair Akillian expressed concern about the potential additional traffic congestion that would be caused if bridge construction coincided with road and water construction in the village this summer. He urged a look at the traffic impact before a decision is made to do that work simultaneously. The Board inquired about the work to be done on the New Boston Road Bridge and the Horace Greeley Bridge

Director Berry stated that the bridges are inspected annually. New Boston Road Bridge is still viable, not a safety issue. The rest of the work to be done on the bridge will not be reimbursed by the state. The Horace Greeley Bridge is $\frac{3}{4}$ submerged under water. Work on the Horace Greeley Bridge is scheduled to be done after the Manchester Bridge work is completed, and the town cannot get reimbursed until the bridge is deemed closed.

Director Berry indicated that logistically work could be done on both bridges at the same time, but is not planned as such due to budget considerations. Director Berry reminded the Board that seven percent of the budget is paying interest on road work. The Board suggested going out to bid as soon as possible and all agreed the work should begin no later than March 2015.

It was reported that the cost of bridge work was: Mack Hill \$1.1 M, Horace Greeley \$950,000 and New Boston \$200,000. Since the three bridges will consume all of the money approved by the voters, Chairman Brew suggested finding funds from the operating budget for the engineering fees. Town Administrator O'Mara will look across all departments for possible funding sources and report back to the BOS.

Director Berry then mentioned that the Pennichuck water line was posing a challenge on the retaining walls. Beams have to be put in and a temporary mortar line needs to be worked out.

b.) Recreation Director Selection Process Update

Town Administrator O'Mara indicated that applications closed on April 18, 2014 with 45 resumes received. The selection committee reviewed all applications and selected the top 8 candidates to interview. Interviews will be conducted May 13th and May 14th. The Selection Committee is composed of two Selectmen (Chairman Brew and Selectman Galinson. Vice Chair Mike Akillian as Alternate), two Recreation Commission members, an Amherst Middle School Principal, an Amherst Town Library Director, the Town Administrator, and the Recreation Director from the Town of Milford. It is expected that the top candidate's name will be brought forth at the next Board of Selectmen's meeting on May 27th, 2014.

c.) Office of Community Development Selection Process Update

Application closed on May 9th with 16 resumes received. The proposed selection committee includes two Selectmen (Vice Chair Akillian and Selectman D'Angelo. Selectman Galinson as Alternate), a Planning Board Member, a ZBA member, a local Community Development Director, and one Amherst Department head. Applications will be reviewed and ranked. Interviews expected to be scheduled for June 3rd and 4th with the top candidate's name brought to the BOS on Monday, June 9th, 2014.

A brief discussion took place relative to the composition of both selection committees. In the end, it was agreed to accept the original suggested groups.

d.) State of NH DOL Inspection Update

Town Administrator O'Mara reported that the State Department of Labor is requiring every community to have a barrier installed between the public and town personnel, especially those handling money. A proposal from Portland Glass was discussed. The barrier was not designed to prevent a robbery. There

was general consensus that the glass would detract from the historic beauty of the lobby and would not provide any protective barrier or serve as a deterrent to possible criminal actions. The Board also felt that the risk was minimal given the small amounts of cash exchanged at the service window. Selectman Galinson moved to inform the DOL that the town disagreed with the need to install a barrier between citizens and town personnel and ask if DOL would re-consider. Motion was seconded by Selectman Grella. Vote 5-0

e.) Cemetery Fields/Memorandum of Understanding (MOU) with Cemetery Trustees

Town Administrator O'Mara read through a signed Memorandum of Understanding (MOU) between the Town of Amherst and The Amherst Board of Cemetery Trustees wherein parties agreed to the disposition of property to be removed from and/or to remain on Cemetery Fields/Forestview Cemetery by August 31, 2014. The parties also agreed that some identified town property would be retained for use by the Cemetery Trustees beginning September 1, 2014, and at no cost to the Trustees. The MOU was signed by Peter Bergin, William Belvin, and Marie Grella on May 7, 2014. All Selectmen were in favor, and the MOU was signed and executed as written.

f.) AFG Matching Funds Request

Town Administrator O'Mara reported that Amherst has received a Federal Assistance to Firefighter Grant (AFG) in the amount of \$111,402. Grant requires a match of 10 percent, or \$12,378. Selectman Grella moved to authorize the withdrawal of \$12,378 from the Communication Capital Reserve Fund to cover the required match. Selectman D'Angelo seconded. Vote 5-0

g.) Communications Center CRF Expenditure

Town Administrator O'Mara presented a memorandum from Chief Reams for approval to purchase a replacement back-up dispatch radio. Selectman Grella moved to authorize the expenditure of \$3,674.69 from the Communications Capital Reserve Fund for the purchase of an updated Kenwood digital radio which will have an encoder for critical EMS and fire pager tones. Selectman D'Angelo seconded. Vote 5-0

h.) Finance Software

Town Administrator O'Mara invited Finance Director, Paul Hebert, to come forward. Director Hebert mentioned that they were settling on the choice of one vendor for the finance software. Vice Chair Akillian stated that at one time there was discussion of purchasing various software modules and asked which modules were slated for purchase under this contract. Town Administrator O'Mara stated that this proposal covers more modules than previously discussed. The proposal indicated a summary page followed by more detail of the six modules and related costs. The modules include: Accounting (AP, GL, and Payroll), Fixed Assets, Human Resources, State Reporting, iVisions Core, and Timecard interface. Director Hebert further stated that the Cloud software would provide 24/7 IT support with backups done automatically.

Nick Haas from Tyler Technologies came forward to join Director Hebert. A number of questions from Board members revealed the following information. InfiniteVisions, Tyler Cloud, and Munis are separate companies working under Tyler. InfiniteVisions includes the General Ledger package. Munis is a robust system for tax billing. Because schools have been using InfiniteVisions for about ten years, the town will be able to get a 49 percent discount for licenses and maintenance.

The system will be able to handle online payments and reconciliations and is web-based, so, if the system goes down, information can be accessed from home, a library, or other location. Implementation should take no more than one year and could be completed by the end of FY15. Cross-over timeline will have to be discussed with the project team to weigh the pros and cons of a proposed planning cycle. Goal is to avoid any double posting. Once the contract is approved, the project team will begin work within 30 days. The issue of whether extra help might be necessary was also brought up.

Selectman Galinson moved to accept the Tyler Technologies proposal dated May 12, 2014 for the implementation of the new finance software. Seconded by Selectman D'Angelo. Vote 5-0

i.) FY14 Budget Transfer

Town Administrator O'Mara submitted a budget transfer request. Selectman Galinson moved to authorize funds be transferred from miscellaneous accounts to the Computer Software account in the amount of \$189,000. Selectman D'Angelo seconded. Vote 5-0

j.) Amherst Memorial Day Sunset Village Parade

Town Administrator O'Mara distributed an invitation to the Amherst Memorial Day Sunset Village Parade. Board members should plan to assemble on Middle Street, between the two commons, at 5:30 p.m. on Friday, May 30th.

XI. Old and New Business

Town Administrator O'Mara mentioned the Welfare Department has been searching for candidates to serve as a Fair Hearing Officer for the division. At this time, Nathaniel Jensen has stepped forward and is willing to serve as the Town's Fair Hearing Officer. Selectman Galinson moved to name Nathaniel Jensen as the Fair Hearing Officer for the Welfare Department. Seconded by Selectman Grella. Vote 5-0

Selectman Galinson reported that the Cemetery Maintenance Finance Committee held their first meeting on May 1st which was attended by attorneys from the Attorney General's Charitable Trust Unit. The committee will meet again Thursday, May 15th with questions for Attorney Drescher. Selectman Galinson expects the committee to meet again to develop a final recommendation to the Board of Selectmen.

Vice Chair Akillian stated that he had visited with the Nashua Regional Planning Board's Executive Director, and got a good sense of the array of services they offer which are underwritten by federal dollars. Vice Chair Akillian expects to bring some things forward, such as the micro-master plan for the village that would engage more citizens in the process.

XII. Adjourn

Selectman Grella moved to adjourn the meeting at 10:10 p.m. Selectman Galinson seconded. Vote 5-0