



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, October 26, 2015**

**1. Call to Order**

Chairman Dwight Brew called the meeting to order at 6:35 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, Russ Thomas, Andy Ouellette, Rob Christopher, Lorelei Haberland, and Jason Lozzi.

**2. Pledge of Allegiance** – Lorelei Haberland, first year Ways & Means Committee member, led the pledge.

**3. Citizens Forum – None**

**4. FY17 Board Budget Assignments**

The Board agreed to the following Board Budget Assignments as follows:

<b>Department</b>	<b>Ways &amp; Means Committee Members</b>	<b>Board of Selectmen Members – FY17</b>
Administration	Lorelei Haberland Andy Ouellette	Nate Jensen John D'Angelo
Community Development	Colleen Lynch John Post	Reed Panasiti John D'Angelo
Assessing/Taxes	Lorelei Haberland Colleen Lynch	Reed Panasiti Dwight Brew
DPW	Rob Christopher Jason Lozzi Russ Thomas	Nate Jensen Tom Grella
Fire & Rescue	Jason Lozzi Andy Ouellette Russ Thomas	Dwight Brew Tom Grella
Library	Lorelei Haberland Jason Lozzi Colleen Lynch	Dwight Brew John D'Angelo
Police & Communications	Rob Christopher John Post Russ Thomas	John D'Angelo Tom Grella
Recreation	Colleen Lynch Andy Ouellette Russ Thomas	Nate Jensen Reed Panasiti

## 5. Strategic Plan Updates

### 5.1 Administration

Town Administrator, Jim O'Mara, provided the FY17 – FY20 Town Hall Strategic Plan (attached) that included a mission and vision statement, strategic goals and a SWOT analysis for the Town Clerk, Finance, and Administration offices. Administrator O'Mara noted that the Town Clerk's office, second only to the Tax Collector, generates the most revenue of any town department. Its net FY15 revenue amounted to \$2,376,884. Gross revenue has steadily increased over the last three years. It is also hoped that with the Deputy Clerk's position going from part-time to full-time, the office is looking into perhaps offering more services during more evening hours. As part of Strategic Goal 2 to promote sound personnel administration consistent with prevailing State and Federal laws, Administrator O'Mara proposed creation of a full-time Human Resources Specialist position. Administrator O'Mara also indicated that "succession planning" is no longer a weakness in the Finance Division. The budget impact summary includes \$2,500 for modifying software to add an additional service in the Town Clerk's office, \$65,800 for Finance software, \$2,000 to digitize personnel files, and \$70,800 to include salary and benefits of a Human Resources Specialist. Administrator O'Mara will provide a job description for the HR Specialist at the Board's next meeting.

## 6. FY17 Budget Discussion

Lisa Ambrosio, Finance Director, provided a PowerPoint presentation and walked through a number of FY17 budget global considerations, initiatives, and revenue projections.

### 6.1 Global Assumptions

Global Considerations	FY17 Global Item	FY17 Percentage
Cola 2.5% & Step Adjustment FT Employees	\$359,978	4.5 %
Call & Per Diem Employees		2.5%
Health Insurance	138,715	8.5%
Dental Insurance	3,731	0%
Heat, Gasoline, & Diesel	1,471	0%
Utilities (Water, Electric, Phones)	1,523	1%
NHRS Retirement	16,171	1.30%

### 6.2 Initiatives

Finance Director Ambrosio stated that FY17 budget initiatives include three staff positions – one in Administration, one in Community Development (CD), and another in the Police Department. Town Administrator O'Mara pointed out that this first budget review includes the costs of an additional CD employee and also the costs of contracted services -- one of which would be removed depending on the Board's decision. A number of other global items were included and identified as Annual (A), (S) Single, or (W) Warrant Article funding requests. Selectmen Jensen and Ways and Means Committee members asked that, like last year, the Town Administrator provide actual spending figures from the previous three fiscal years so the Board could compare current budget requests with actuals. Director Ambrosio will follow-up.

Chairman Brew commented that the list of all requests will increase the \$5.39 tax rate by more than a dollar to \$6.75 and asked that the staff prioritize items for the next presentation to the Board. Vice Chairman D'Angelo noted that "we're making progress" by only getting initial spending requests amounting to a 15 percent increase versus a 43 percent increase three years ago. Selectman Panasiti asked if any expenses might qualify for grants. Administrator O'Mara will explore that possibility.

### **6.3 Revenue Projections**

Director Ambrosio reported estimated revenue at \$4,744,154 and stated that revenues will remain flat except for the \$100,000 contingency and \$200,000 tax rebate. Chairman Brew stated that the Conservation Commission will be requesting funds. Vice Chairman D'Angelo said funds may also be necessary for legal and engineering fees related to the pipeline project. Chairman Brew asked that two lines be included for these two possible warrant articles. Chairman Brew also asked that three single lines include both salaries and benefits for the three new employee requests.

### **Chairman Brew then asked Director Ambrosio to provide the 1<sup>st</sup> Quarter Expense and Revenue Report – Agenda Item 8.1**

Lisa Ambrosio, Finance Director, provided the FY15-16 first quarter (July, August, September) revenue and expense review. At this point in the annual cycle, expenditures should be at 25 percent or below. Items well above this percentage (Account 4196 Property/Liability Insurance, Account 4290 Emergency Management, Account 4415 Health Agencies and Hospitals, Account 4525 PMEC Subsidy, and Account 4583 Patriotic Purposes) have been paid out. However, this is largely a timing issue for these line items.

## **7. Updates**

### **7.1 Stormwater**

Bruce Berry, Department of Public Works (DPW) Director, reported that the comment period to the Environmental Protection Agency's (EPA) revised MS4 Permit, the Small Municipal Separate Storm Sewer Systems permit, ends November 4<sup>th</sup>. At its last meeting, the Board approved Amherst to work with other communities with the guidance of the Sheehan, Phinney, Bass, and Greene law firm. DPW Director Berry and staff from the Town of Merrimack have followed up with the law firm whom have not returned communications. Director Berry will be getting together with Kyle Fox, the Merrimack Town Engineer, and Colleen Mailloux, Amherst's Community Development Director, as schedules permit, to jointly prepare comments prior to the deadline.

### **7.2 Manchester Road Bridge**

DPW Director Berry stated that the remaining work on the Manchester Road Bridge includes six subcontractors. Any hiccup from any one of the subcontractors could create a delay. The project is currently on schedule. Pouring the sidewalk will occur on Friday. Next week's work will include the bridge membrane, fine grading, base paving, and guardrail. Director Berry continued with the following update on road construction.

### 7.3 Road Construction

Columbia Drive -- waiting on an available excavator for minimal boxing.

Standish Way -- complete except for some incidental setting of mailboxes, shoulder gravel, and paving finished driveways.

Old Nashua Road -- this will stay on base asphalt for the winter, shoulders have been stabilized and hydro-seeded, some mailboxes need to be adjusted, and driveways need a second coat of asphalt.

Border Street/Merrimack Road – Director Berry has measured and calculated what pavement needs to be reclaimed and the tonnage necessary to repave the disturbed area. Director Berry met with the Milford Water Utilities Director and conceptually discussed who would be responsible for what part of the overall cost. Director Berry met with Steve Chabot of Continental Paving. Continental has agreed to reclaim and base pave this area under our existing unit pricing contract. Milford Water Utilities still needs two to three weeks to change residents over to the new water Main -- looking at the third week of November for paving.

Center of Town -- shoulder work is almost complete, there are three locations on Foundry with cobbles and brick further offset that require additional attention.

Nichols Road -- the shoulders on this road along with Standish still need closure.

Merrimack Road 800' – we're still having a tough time with one utility pole. Eversource and Comcast have relocated their wires; still waiting on Fair Point. Plan to work on this section this Fall.

### 7.4 Pipeline

Vice Chairman D'Angelo referenced a letter from U.S. Senator Kelly Ayotte to the Board along with letters to the Inspector General of the U.S. Department of Energy and Chairman of the Federal Energy Regulatory Commission (FERC) sent by the State's Congressional Delegation. The letters will be included on the website. Kinder Morgan (KM) has announced its intention to file its application with FERC on November 20<sup>th</sup>.

Vice Chairman D'Angelo asked Colleen Mailloux, Director of Community Development, to prepare a summary identifying the impact of KM's originally proposed route through Amherst and the currently proposed alternative route. From the preliminary analysis, it appears that the revised alternate route identified in September 2015 substantially avoids the areas of concern identified by the Amherst Pipeline Task Force. While the proposed route still impacts six residential properties (two are undeveloped), it avoids impacts to significant environmental resources and sensitive populations and reduces the overall length of the route in Amherst from 4.1 miles to 2.8 miles.

Vice Chairman D'Angelo stated again that while the Amherst Pipeline Task Force and the Town of Amherst do not endorse the NED pipeline project, the revised proposed route appears to significantly reduce the potential impacts in the community. Going forward, the Board may want to discuss how to assist the six impacted residential property owners.

Vice Chairman D'Angelo agreed to write a letter of thanks to the volunteer members of the Pipeline Task Force and include Director Mailloux's analysis. The draft letter will be sent to Administrator O'Mara for inclusion on the Board's next meeting agenda. Director Mailloux's analysis will also be posted to the website.

## **7.5 Website**

Town Administrator Jim O'Mara reported that Colleen Mailloux who has spearheaded this project continues to meet with the committee. Information will be migrated and edited once downloaded to the new site. Go Live date remains January 1, 2016.

## **7.6 Finance Software**

Lisa Ambrosio, Finance Director, provided an update of finance software implementation. Director Ambrosio and Finance Assistant, Debbie Bender, have been working on the foundation. The chart of accounts has been included. Pay codes and employee data is all loaded. Need to determine how the salary scale will work in the system. The syllabus still needs to be finalized. Cash receipts will be decentralized and all excel files eliminated. Equipment has been ordered for the downstairs office. Director Ambrosio feels the software will prove a "good investment".

## **8. Finance**

### **8.1 Q1 Expense/Revenue – provided earlier**

## **9. Town Administrator's Report**

### **9.1 Mold Remediation Bid**

Administrator O'Mara presented DPW Bid #04-16 Mold Remediation and recommended the bid be awarded to the lowest and only bidder. Selectman Grella moved, seconded by Selectman Jensen, to award the Mold Remediation bid to EnviroVantage of Epping at a cost of \$10,985.00. The motion passed 4-1 with Selectman Panasiti opposed.

Chairman Brew noted that the town policy requires that three bid proposals be brought forward for consideration. Administrator O'Mara stated that the nature of the work which must be performed nights and on weekends may have deterred other qualified potential bidders from bidding on the project. The Board asked that fewer one bid contracts be brought forward in the future.

### **9.2 Storage Roof Materials Bid**

Town Administrator O'Mara presented a DPW bid request for roofing material for sander/vehicle storage and recommended that the bid be awarded to the lowest bidder. One of the three bidders did not meet the required specifications. Selectman Panasiti moved, seconded by Selectman Jensen, to award the roofing materials for sander/vehicle storage bid to P.J. Currier of Amherst at a cost of \$11,004.45. Vote 5-0.

### **9.3 Transfer Station Campaigning Policy**

Town Administrator O'Mara provided a current policy for campaigning and fundraising at the Transfer Station and a proposed new policy. A diagram showed the only change made to the

policy which moved back the campaigning area. Vice Chairman D'Angelo asked whether the interior gate had been changed to accommodate three lanes of traffic. Town Administrator O'Mara will follow up and report back. Vote on the motion, 4-0-1 (Selectman Jensen abstained).

#### **9.4 Manchester Road Bridge, Change Order #1**

Hoyle, Tanner & Associates has requested approval of Change Order #1 on Project No. 919101, Manchester Road over Beaver Brook. The change includes added costs for unforeseen site conditions and a proposed change of colored concrete sealer as requested by the Town's Historical Commission. The total increase to the contract price is \$35,026.00; with \$20,876.00 subject to 80 percent reimbursement from the State Aid Bridge program. Vice Chairman D'Angelo moved, seconded by Selectman Grella, to approve Change Order #1 as presented and authorize Town Administrator O'Mara to sign all related documents. Vote 5-0.

#### **9.5 FEMA Reimbursement**

For the Board's information, Town Administrator O'Mara included in the Board packet a letter from NH's Emergency Management Director, Perry Plummer, informing the Board that a project application request for disaster assistance was approved. Under Disaster FEMA-4209-DR-NH Severe Winter Storm and Snowstorm which was declared on March 25, 2015, a check or direct deposit to the Town's financial account will be sent in the amount of \$28,101.97 representing the Federal share of the total approved eligible costs. Work was done last fiscal year and received as revenue in this fiscal year.

### **10. Approvals:**

#### **10.1 Levy of 2015 Tax Warrant**

Selectman Panasiti moved, seconded by Selectman Grella, to approve the Levy of 2015 Tax Warrant in the amount of \$20,547,361.00. Selectman Panasiti read the Tax Warrant to be signed by all members of the Select Board. Vote 5-0.

#### **10.2 Supplement Tax Bill (2015) – Map 007, Lot 054-001**

Selectman Panasiti moved, seconded by Selectman Jensen, to approve the supplemental tax bill for Patricia Wolfe Trustee and Oline Sherman Smith for Map 007, Lot 054-001 in the amount of \$21.00 for the 2015 tax year. Selectman Panasiti read the supplemental Tax Warrant to be signed by all members of the Select Board. Vote 5-0.

#### **10.3 Abatements**

Selectman Panasiti moved, seconded by Selectman Jensen, to approve the recommended abatement for the property located at 99 Christian Hill Road, Map 005, Lot 166-002, in the amount of \$1,959.00 for tax year 2015. Vote 5-0

Selectman Panasiti moved, seconded by Selectman Grella, to approve the recommended abatements for consolidated lots, Map/Lot 005-060-001/A, located at Lyndeborough Road, in the amount of \$64.84 for 2014 and \$50.00 for 2015. Vote 5-0

Selectman Panasiti moved, seconded by Selectman Grella, to approve the recommended abatement for a property purchased by the Town of Amherst, Map 006, Lot 023-000 located at 2 Lynch Farm Road, in the amount of \$1,399.00. Vote 5-0

Selectman Panasiti moved, seconded by Selectman Grella, to approve the recommended abatement for property located at Map/Lot 006-023-000 located at 3 Tranquility Lane, in the amount of \$1,913.00 for the 2015 tax year. Vote 5-0

Selectman Panasiti moved, seconded by Selectman Grella, to approve the recommended abatement for property located at 19 Border Street, Map/Lot 014-015-000 in the amount of \$1,102.00, as a qualifying elderly exemption that was not reflected for the first issue bill of 2015. Vote 5-0

#### **10.4 Payroll Manifests**

Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to approve one (1) FY16 Payroll Manifest in the amount of \$1,326.24 dated October 20, 2015, subject to review and audit. Vote 5-0.

Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to approve one (1) FY16 Payroll Manifest in the amount of \$183,295.12 dated October 29, 2015, subject to review and audit. Vote 5-0.

#### **10.5 Accounts Payable Manifests**

Vice Chairman D'Angelo moved, seconded by Selectman Panasiti, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$33,750.01 dated October 16, 2015, subject to review and audit. (Town Clerk Transfers to the State of NH). Vote 5-0

Vice Chairman D'Angelo moved, seconded by Selectman Panasiti, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$114,109.18 dated October 21, 2015, subject to review and audit. Vote 5-0

Vice Chairman D'Angelo moved, seconded by Selectman Panasiti, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$22,229.45 dated October 26, 2015, subject to review and audit. Vote 5-0

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

#### **10.6 Minutes – Meeting of October 13, 2015**

Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to approve the Board of Selectmen meeting minutes of October 13, 2015. Vote 5-0

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

Selectman Jensen listed pending action items as follows:

- Quarterly Finance Reports – Actuals

- Track Code Enforcement - % of Inspector's Work
- Lessons Learned – Manchester Road Bridge – ongoing
- Document Strategic Planning Process as part of Budget Process
- Schedule Bi-Annual Meeting with NRPC Representatives
- Review Bus Policy in 6 months (March/April 2016)
- Lighting Update (Grella)
- Follow-up on removing traffic signals
- Response Time Update (Bi-Annual)
- Officer Response Statistics
- Retaining attorney-pipeline issue – Brew/D'Angelo/O'Mara
- Draft letter-Pipeline Task Process – D'Angelo/Jensen
- Present Actuals with Administrator's Budget
- Letter to Pipeline Task Force – D'Angelo
- Make effort to reduce one bid contracts
- Transfer Station gate to allow for three lanes

**12. Next Meeting: November 9, 2015**

**13. Adjournment**

Selectman Jensen moved to adjourn the meeting at 9:15 p.m. Seconded by Vice Chairman D'Angelo. Vote 5-0

Selectman Nate Jensen  
Clerk, Board of Selectmen

11/9/15  
Date