



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, November 23, 2015

1. Call to Order

2. Non Public Session

Selectman Grella moved to enter non-public session pursuant to NH RSA 91-A:3 II (b).

Selectman D'Angelo seconded. By roll call vote: Chairman Brew - yes, Selectman D'Angelo - yes, Selectman Grella - yes, Selectman Jensen - yes.

The Board entered non-public session at 6:00 p.m.

The Board, Town Administrator, James O'Mara and Fire Rescue Chief, Matt Conley discussed the hiring of public employees.

Selectmen Grella moved to exit non-public session. Selectman Jensen seconded. The vote was unanimous, 4-0.

The Board exited non-public session at 6:29 p.m.

Chairman Brew stated that in non-public session no motions were made and no votes were taken.

3. Public Session/Pledge of Allegiance

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 and Nate Jensen. Selectman Reed Panasiti was absent. Also present: Town Administrator, Jim O'Mara, and Suzanne Beauchesne taking minutes.

Others in attendance included Ways and Means Committee members John Post, Andy Ouellette, Lorelei Haberland, and Jason Lozzi.

Student Dan Hoyle led the pledge.

Chairman Brew adjusted the agenda as follows:

6. FY17 Budget

Town Administrator Jim O'Mara went over a FY17 proposed operating budget (without initiatives) of \$12,936,849 -- a 4.1% increase over the FY16 voter approved budget. The percentage increase amounts to \$509,035 -- \$245,229 of that amount is for principal and interest for roads and a small sum related to the bridge. Administrator O'Mara noted that 1.97% of the 4.1% increase would have occurred even if "nothing was done".

To cover mandated increases, continuing initiatives, and global assumptions, the actual increase is 2.13% over the FY16 approved budget. The default budget would be slightly smaller.

REVISED FY17 PROPOSED BUDGET	
Mandatory Inclusions	
Third year of Police Labor Agreement	\$ 31,683
Third election (Town Clerk)	\$ 1,455
Road Bond (FY16 due in FY17)	\$ 245,000
Continuing Initiatives	
Fire Pay – year 3 of 3	\$ 35,000
EMS Pay – year 3 of 3	\$ 60,000
DPW Stormwater FTE – year 2 of 2	\$ 43,664
Global Assumptions	
Non-union Compensation Plan	\$ 122,000
2.5% COLA, Step & 1% increase to 457(b)	\$ 21,255
Employee Share – Health Insurance Premium increase of 2%	\$ (12,763)
Health Insurance	\$ 60,681
Dental Insurance -0%	\$ -0-
Heat, Gas & Diesel	\$ (19,670)
Water, Electric & Telephone	\$ (1,135)
FY17 PROPOSED BUDGET	\$12,936,849

Administrator O'Mara also presented the detail of the FY17 proposed budget as follows:

Initiatives	Cost	% Increase to Budget
Community Development Planner FTE	\$ 64,705	0.500%
OR		
Sidewalks, Bikes & Trails MP	\$ 20,000	0.154%
Revise Regs for Utility Expansion	\$ 5,000	0.039%
Regs to Economic Vision	\$ 30,000	0.232%
Infrastructure (Sewer Feasibility)	\$ 30,000	0.232%
Patrolman	\$ 83,210	0.643%
Recreation Department Realignment	\$ 12,348	0.095%
Town Hall Windows	\$ 93,000	0.718%
Pavement Management	\$ 9,000	0.070%
Sander Hanger	\$ 12,000	0.093%
Roads	\$200,000	1.54%
Asset Management Software	\$ 60,000	0.463%

Vehicles and Heavy Equipment Lease	\$ 20,000	0.154%
Administration-HR Specialist	\$ 70,800	0.547%
	\$710,063	
Other Funding Requests/Warrant Articles		
Capital Reserves, Existing		
Computer System	\$ 15,000	
Assessing Revaluation	\$ 25,000	
Bridge Rename, add Repair	\$ 25,000	
Ambulance	\$ 50,000	
Communications Center	\$ 15,000	
Fire Truck, Replace/Refurbish	\$150,000	
Fire State Renovation	\$ 60,000	
	\$340,000	
Capital Reserves, New		
Town Buildings Repair	\$ 50,000	
Sidewalks	\$ 45,000	* Administrator O'Mara does not support
	\$ 95,000	
Warrant Articles		
Mosquitoes	\$ 36,000	
Maintenance Garage	\$145,000	
Open Space	\$100,000	
Pipeline Legal Fees	--	*The town legal account line was increased by \$45,000

Administrator O'Mara provided a listing of FY17 estimated revenues versus FY16 budgeted revenues reflecting an increase of \$5,000 (without use of Fund Balance & Contingency). The Board asked that the December 14th BOS meeting agenda be focused primarily on the FY17 budget, at which time the Ways & Means Committee will also be able to weigh in.

7. Updates

7.1 Stormwater

Town Administrator O'Mara referenced joint comments sent to the Environmental Protection Agency (EPA) on the revised MS4 Permit, the Small Municipal Separate Storm Sewer Systems permit issued on behalf of a number of communities that comprise the NH Stormwater Coalition. NH Senator Andy Sanborn held a meeting in Concord regarding the 2012 versus 2014 EPA findings. Staff members from Senators Shaheen and Ayotte were in attendance.

7.2 Manchester Road Bridge

Administrator O'Mara stated that the bridge has been re-opened and is a functional bridge. Line striping was done today. Vice Chairman D'Angelo asked when the bridge will be inspected by the State and when reimbursement from the State can be expected. Administrator O'Mara will get a response.

7.3 Road Construction

Border Street/Merrimack Road: Reclaim and grading base coat completed. Top coat will be done in the spring.

Columbia Drive, Howe Drive, North Hollis Road: Base asphalt completed. Top coat will be in the spring.

Merrimack Road 800': FairPoint's wires (and utility pole) are the sole stumbling block from being able to realign and bring closure to that section of road.

Standish Way/Old Nashua Road driveways: Driveway completed. Closing for the season.

Eaton Road – culvert replacement: Eaton Road is reduced to one lane – 3 ton load limit – on the Mont Vernon Road end until a 54"x 36"x60' elliptical culvert pipe can be DES expedited. Awaiting permit approval.

7.4 Pipeline

Vice Chairman D'Angelo reported that Kinder Morgan (KM) filed their application with the Federal Energy Regulatory Commission (FERC) on November 20, 2015 for its proposed Northeast Energy Direct Project (NED). The application includes 250 electronic files and 20,000 pages. Vice Chairman D'Angelo has asked Colleen Mailloux, Director of Community Development, to schedule a meeting with the Pipeline Task Force to discuss next steps and evaluate the final KM application. KM is preparing to file with the State's Site Evaluation Committee. FERC has to determine within ten days whether KM's application is complete. In response to Chairman Brew, Vice Chairman D'Angelo stated that the "expected route" was included in KM's final application.

4.2 BRE Program Final Report

Chairman Brew asked André Garron, Economic Development Specialist with the UNH Cooperative Extension, to come forward. Director Mailloux joined him. Mr. Garron provided a PowerPoint presentation on key findings of the Amherst and Milford Business Retention and Expansion Program (BRE) review. The survey was conducted in April 2015 and included 100 businesses from Amherst and Milford. Forty-four surveys were returned and 28 volunteers were recruited to participate in the program. There were no trouble spots found in Amherst. A Campus Review Meeting was held on May 13, 2015 to tabulate the results of the survey which revealed the following information:

- Between 2000 and 2010, Amherst's population increased 4%
- Amherst has a highly educated workforce
- 89% of businesses are locally owned
- Amherst's industry classification: retail, professional/scientific/technology services, and construction
- Top reasons for change in employment over the past three years: 20% entered new markets, 27% expansion, and 33% growth in demand
- Top reasons for job recruiting problem: 69% inadequate labor skills, 31% competition for employees, 19% high wage rates

- Almost 50% of businesses felt that major technological innovations are on the horizon that might affect their company that will require re-training
- If considering downsizing, selling, moving or closing, what are the reasons: changing market conditions, overcrowded building, high taxes
- Community factors considered important or not important: Important – telecommunications and broadband reliability, community attitude toward business, property taxes. Not Important – railroad service, air service, proximity to raw materials
- Community factors businesses are satisfied and dissatisfied with: Satisfied – fire, police, highway accessibility. Dissatisfied – energy costs, property taxes, health care costs
- Focus of a marketing image: 1st choice = festival/events, 2nd choice = meeting and conference centers, 3rd choice = no clear choice
- What three items are the most important to be improved: 1st choice = traffic flow and signage, 2nd choice = variety of businesses, 3rd choice was a three-way tie = landscaping/street, special events or promotion in the shopping area, variety of places to eat
- As a place to conduct business, the majority's opinion was average and above average.
- As a place to live, respondents felt that Amherst was an above average or an excellent place to live

An Economic Development Summit, facilitated by UNHCE staff, was held on September 24, 2015 to review the key findings of the business survey and agree on top projects going forward.

Strategy 1: Create an identity to promote and develop the business environment.

- a) Develop a shared resource and technology platform for services to small businesses
- b) Create or increase opportunities for businesses to network and community to share information
- c) Create a team to reach out to businesses who have indicated moving and/or expanding in town or moving or relocating out of town

Strategy 2: Improve Amherst's workforce by connecting businesses to area's workforce development groups and higher education institutions.

- d) Address skills gap through connection between the community college system, school district and local businesses

Strategy 3: Focused infrastructure improvements to enhance the business expansion and workforce environment.

- e) Investigate or pilot a public transportation program

Mr. Garron said that a final report will be provided in digital form and hard copy. Board members found the information interesting. Director Mailloux is tasked with moving the project forward -- perhaps with the help of an Economic Development Committee if one is established by the Board. Chairman Brew thanked both Mr. Garron and Director Mailloux for their efforts.

4.1 NRPC Commissioners

Susan Ruch (pronounced Rook) and Michael Dell Orfano, Amherst representatives on the Nashua Regional Planning Commission (NRPC), came forward to provide the first of what is hoped to be

189 a twice yearly dialogue as recommended by the NRPC's new Executive Director, Tim Roache,
190 when he met with the Board in September. The Board welcomed the opportunity to improve
191 communications and better utilize the NRPC's services.

192
193 Ms. Ruch suggested that one way to keep informed on projects with a regional impact was to get
194 on the NRPC newsletter mailing list where important information is provided, announcements are
195 made, and training opportunities listed. Town Administrator Jim O'Mara will forward a list of
196 recipients to NRPC staffer Karen Baker. Ms. Ruch also stressed that effective communications
197 goes "two ways". Selectman Grella said he found the hazardous waste forum put on by NRPC to
198 be very helpful. Chairman Brew indicated that Amherst has been a member of the NRPC for four
199 years. Amherst has garnered savings through the electric aggregate program, and asked whether a
200 fossil fuel program could be expanded to the school districts throughout Southern NH.

201
202 Ms. Ruch said the full Commission meets quarterly where membership is based on population.
203 The Executive Committee, on which Ms. Ruch serves, meets monthly and always looks for ways
204 to best represent member communities. The Commission has good relations with the Town's staff.
205 Director Mailloux participates in the NRPC's Transportation Technical Advisory Committee
206 (TTAC).

207
208 Mr. Dell Orfano stated that the NRPC spearheaded a statewide Master Plan which is on their
209 website and the Town should take advantage of the services provided by the NRPC and pull from
210 them information that is not biased. Chairman Brew thanked Ms. Ruch and Mr. Dell Orfano for
211 their time and attendance.

212 213 4.2 BRE Program Final Report – Taken Up Earlier

214 215 **5. Dugouts, Eagle Scout Project**

216
217 John Mastergeorge came forward along with Craig Fraley, Director, Recreation Department, to
218 present an Eagle Scout project proposal to upgrade Amherst Fields by installing roofs on four
219 dugouts. As part of the project, all funds will be raised by donation or through fundraising. The
220 project has been approved by the Recreation Commission and Mr. Mastergeorge hopes to get
221 approval from the School Board and Eagle Board in December 2015 or January 2016. Chairman
222 Brew verified that the project will be overseen by qualified personnel. Selectman Jensen moved,
223 second by Selectman Grella, to authorize John Mastergeorge to install roofs on Amherst Fields
224 dugouts as part of his Eagle Scout project. Motion passed, 4-0.

225 226 **6. FY17 Budget – Taken Up Earlier**

227 228 **7. Updates – 7.1 through 7.4 Taken Up Earlier**

229 230 **7.5 Website**

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232 Colleen Mailloux, Community Development Director, and website project leader, indicated that all
233 is on track to "go live" on January 1st. Staff training will take place December 1st followed by
234 some edits and tweaks by those who will be managing departmental pages, which still needs to be
235 determined. Vice Chairman D'Angelo suggested that once the new site is functioning as expected,
236 a press release be issued. Director Mailloux said the new site should be well-received by the
237 community and will integrate with social media.
238

7.6 Finance Software

Lisa Ambrosio, Finance Director, stated that the payroll function was successfully implemented with the help of a number of staff including Debbie Bender, Sharon Higley, Mary Guild, Michele Donoghue, and Jennifer Stover. The first payroll of the New Year will be issued via the new system. From December 14-18 the team will be finishing up the Human Resources module. Vendors will be set up and the NH Retirement piece will be tested. Timesheet reporting will be worked on in the future. Purchase Order training will involve departmental staff and a policy developed where department heads can approve up to a certain amount. Bidding will stay the same. In response to Vice Chairman D'Angelo, Director Ambrosio said she had not received a final plan on the General Ledger interface with the tax billing cycle. Chairman Brew thanked all staff team members for their good work.

8. Town Administrator's Report

8.1 School District Lease Addendum

Town Administrator O'Mara provided an addendum to the Lease Agreement between the Amherst School District and Souhegan Cooperative School District and the Town of Amherst. Selectman Jensen moved, second by Selectman Grella, to approve Item 4, Rental Fee to read as follows and to authorize Chairman Brew to sign the subject document.

"The parties acknowledge that The Town maintains ASD Facilities and that SCSD maintains its own Facilities. In recognition of the above, commencing on July 1, 2016, The Town shall reimburse the SCSD for field maintenance in an amount equal to eighty-five percent (85%) of the monies The Town collects from user fees and revenues from rental of all SCSD Facilities. Said rental fee shall be paid by The Town to the Souhegan Cooperative School District on a seasonal basis.

"The parties agree to collaborate to establish hourly rates for the rental of the Stadium Field. The Town shall be responsible for setting all user fees and rental rates." Motion passed, 4-0.

8.2 Fire & Rescue Personnel Appointment

Vice Chairman D'Angelo moved, second by Selectman Jensen, to approve hiring Victoria Girard-Goren as EMT-Paramedic effective November 12, 2015. Motion passed, 4-0.

8.3 2016 & 2017 Meeting Calendar

Selectman Jensen moved, second by Vice Chairman D'Angelo, to approve meeting calendars as amended. Amendment to include changing meeting date to October 10, 2017 since October 9, 2017 is a holiday. Calendars should also note election dates. Motion passed 4-0.

8.4 2016 & 2017 Town Holidays

Selectman Grella moved, second by Selectman Jensen, to approve the listing of 2016 and 2017 holidays. Town Administrator O'Mara will have the listing posted to the website.

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290 **8.5 Merit Pay Policy**
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292 Selectman Jensen proposed that an Employee Merit Cash Awards policy be instituted and
293 provided a draft policy for discussion. The Board agreed to discuss the matter at a later meeting.
294

295 **9. Approvals**
296

297 **9.1 Phase I, Quarterly Maintenance Septic Warrant**

298 **9.2 Phase II, Quarterly Maintenance Septic Warrant**

299 **9.3 Phase III, Quarterly Maintenance Septic Warrant**

300 **9.4 Phase IV, Quarterly Maintenance Septic Warrant**
301

302 Selectman Grella moved, second by Vice Chairman D'Angelo to approve and sign the Quarterly
303 Maintenance Warrants for the Baboosic Lake Community Septic bills due January 1, 2016 as
304 follows: Phase 1 = \$4,366.32; Phase II = \$5,102.36; Phase III = \$5,497.77; and Phase IV =
305 \$4,045.44. Motion passed 4-0.
306

307 **9.5 2015 Intent to Cut Wood or Timber**
308

309 Selectman Grella moved, second by Vice Chairman D'Angelo, to approve and sign the 2015 Intent
310 to Cut for Map 7, Lot 42, known as the Haseltine Lot, located on Austin Road, owned by the Town
311 of Amherst and managed by the Amherst Conservation Commission. Motion passed, 4-0.
312

313 **9.6 Hawkers & Peddlers, Christmas Tree**
314

315 Vice Chairman D'Angelo moved, second by Selectman Jensen, to grant a hawkers and vendors
316 permit to David Theriault to sell Christmas Trees at The Homestead Grocery and Deli in the Town
317 of Amherst from November 25, 2015 through December 24, 2015. Motion passed, 4-0.
318

319 **9.7 Payroll Manifests**
320

321 Selectman Jensen moved, second by Vice Chairman D'Angelo, to approve one (1) FY16 Payroll
322 Manifest in the amount of \$191,986.04 dated November 25, 2015, subject to review and audit.
323 Motion passed, 4-0.
324

325 **9.8 Accounts Payable Manifests**
326

327 Selectman Jensen moved, second by Vice Chairman D'Angelo, to approve one (1) FY16 Accounts
328 Payable Manifest in the amount of \$26,113.39 dated November 15, 2015, subject to review and
329 audit. (Town Clerk Transfers to the State of NH). Motion passed, 4-0.
330

331 Selectman Jensen moved, second by Vice Chairman D'Angelo, to approve one (1) FY16 Accounts
332 Payable Manifest in the amount of \$57,869.41 dated November 12, 2015, subject to review and
333 audit. Motion passed, 4-0.
334

335 Vice Chairman D'Angelo moved, second by Selectman Jensen, to approve one (1) FY16 Account
336 Payable Manifest in the amount of \$135,017.58 dated November 17, 2015, subject to review and
337 audit. Motion passed, 4-0.
338

Vice Chairman D'Angelo moved, second by Selectman Jensen, to approve one (1) FY16 Account Payable Manifest in the amount of \$67,406.80 dated November 23, 2015, subject to review and audit. Motion passed, 4-0.

Vice Chairman D'Angelo moved, second by Selectman Jensen, to approve one (1) FY16 Account Payable Manifest in the amount of \$2,949,157.16 dated December 1, 2015, subject to review and audit. (School Disbursements) Motion passed, 4-0.

9.9 Meeting Minutes – October 26, 2015

Vice Chairman D'Angelo moved, second by Selectman Jensen, to approve the minutes of the Board of Selectmen meeting of November 9, 2015. Motion passed, 4-0.

10. Old/New Business

Selectman Grella indicated that he would provide a "lighting" update at the next Board meeting. Selectman Jensen stated that he had attended a Cemetery Trustees meeting last Thursday. The Trustees would like to grandfather services provided by Doug Grenier who has agreed to remain engaged. Town Administrator O'Mara will review funds available and plan to attend the next Cemetery Trustees meeting.

Vice Chairman D'Angelo mentioned that the Attorney General of Massachusetts had issued a statement indicating that there was no need for the natural gas pipeline in New England, and suggesting that a copy of the statement be sent to Governor Hassan along with a cover letter asking the Governor to help put a stop to the matter. Vice Chairman D'Angelo and Selectman Jensen will draft a letter for the Board's review.

Chairman Brew asked that a meeting be set up to capture lessons learned on the Manchester Road Bridge. Administrator O'Mara will schedule a debriefing with staff and residents concerned.

Other pending items include:

- Quarterly Finance Reports – Actuals
- Track Code Enforcement - % of Inspector's Work
- 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)
- Follow-up on removing traffic signals
- Response Time Update (Bi-Annual)
- Officer Response Statistics – To be provided six months after two paid people on duty
- Retaining attorney-pipeline issue – Brew/D'Angelo/O'Mara
- Draft letter-Pipeline Task Process – D'Angelo/Jensen
- Transfer Station gate to allow for three lanes
- Signage requested by L. Kaiser – O'Mara will Follow-Up with Chief Reams - pending
- Number of Paramedics on Fire/Rescue staff – Conley
- How many EMS are fire trained -- Conley
- Abatement Questions from Chairman Brew – O'Mara

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389 **11. Non Public Session**
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391 Pursuant to NH RSA 91-A:3 II (a), Vice Chairman D'Angelo moved to enter into non-public
392 session at 8:39 p.m. Seconded by Selectman Jensen. Roll Call: Brew-yes; D'Angelo-yes, Grella-
393 yes; Jensen-yes. Vote was unanimous, 4-0.
394

395 The Board and Town Administrator Jim O'Mara discussed compensation of public employees.
396


397 Selectman Jensen moved to exit non-public session. Second by Selectman D'Angelo. The vote
398 was unanimous, 4-0. The board exited non-public session at 9:10 p.m.
399

400 Chairman Brew stated that in non-public session no motions were made and no votes were taken.
401

402 **12. Next Meeting: December 14, 2015**
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404 **13. Adjournment**
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406 Selectman Jensen moved to adjourn the meeting at 9:11 p.m. Second by Selectman D'Angelo.
407 Motion passed, 4-0.
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421


Selectman Nate Jensen
Clerk, Board of Selectmen



Date