



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
MONDAY, SEPTEMBER 14, 2020 5:30 PM

To join meeting: <https://us02web.zoom.us/j/82072799324>
Or Telephone: 1-312-626-6799 Webinar ID: 820 7279 9324
If you cannot access the meeting please call 603-440-8248.

1. **Call to Order**
2. **Non-Public Session, RSA 91-A:3, II (b)**
RECONVENING OF PUBLIC SESSION - 6:30 PM:
3. **Reconvening of Public Session 6:30 PM: Please copy and paste into your browser to join the webinar: <https://us02web.zoom.us/j/81384121919> Or Telephone: 312-626-6799 Webinar ID: 813 8412 1919 If you have trouble accessing this meeting, please call 603-440-8248**
4. **Citizens' Forum**
5. **Strategic Plans: Tax & Assessing, Amherst Police and Amherst Fire Rescue**
 - 5.1. Tax & Assessing Strategic Plan for FY22
 - 5.2. Amherst Police Department Strategic Plan FY22
 - 5.3. Amherst Fire Rescue Strategic Plan FY22
6. **Administration**
 - 6.1. Discussion of Election Officials pay during covid emergency
 - 6.2. Town Hall Re-Opening Task Force Update
7. **Staff Reports**
 - 7.1. APD Sole-source cruiser computer bid
 - 7.2. Stop sign ordinance recommendations
 - 7.3. DPW Staff Report: Vehicle Lift
 - 7.4. DPW Staff Report: Heating Oil and Propane Contract Extension

8. Approvals

- 8.1. Payroll August 27, 2020
- 8.2. ACH Payment to Schools
- 8.3. **AP1-AP4** Accounts Payable Manifests
- 8.4. Previous Meeting Minutes: 08/24/2020

9. Action Items

10. Old/New Business

Adjournment

Next Meeting: 09/28/2020



WELCOME TO
AMHERST, NEW HAMPSHIRE



September 2020

TAX & ASSESSING STRATEGIC PLAN UPDATE

MISSION STATEMENT

To deliver fair and equitable taxation to all property owners in Amherst with respect, integrity, and compassion.

VISION STATEMENT

To serve the taxpayers of Amherst, demonstrating the highest ethical and professional standards and quality assessment services, in response to the needs of our community.

TAX AND ASSESSING OVERVIEW

✘ Staffing

- + 2 Full Time Employees

- + KRT Appraisal – Contracted Assessing Firm

✘ Services

- + Public Service & Resource Provider

- + Inventory and Valuation of Real Estate

- + Property Tax Collection

- + Customer Consultation

- + Central Depository for all Town Departments

CURRENT VALUATION DATA

TAXABLE PROPERTY TYPE	VALUATION	PERCENTAGE
COMMERCIAL/INDUSTRIAL	\$ 217,786,250	12.4%
RESIDENTIAL	\$ 1,490,735,250	84.9%
UTILITIES	\$ 47,420,900	2.7%
VALUATION BEFORE EXEMPTIONS	\$ 1,755,942,400	
EXEMPTIONS	\$ (10,095,700)	
*NET VALUATION	\$ 1,745,846,700	

*Valuation used to calculate the 2020 tax rate set by DRA in late October.

RESPONSE TO COVID-19

- ✘ Assessment Data Collection Halted March 13th
- ✘ Exterior Only Resumed August 10th Notice Prior
- ✘ Delayed 2019 Tax Lien 4 Months (Sept 3rd)
- ✘ Delayed 8% Interest Charge on July 2020 Taxes
- ✘ Offices Open To Public By Appointment
- ✘ Installation of Drop Box/Intercom System
- ✘ Staggered Staffing/Face Coverings/Sanitization

AMOUNT OF TAX COLLECTED BY THE STATE

STATE OF TEXAS

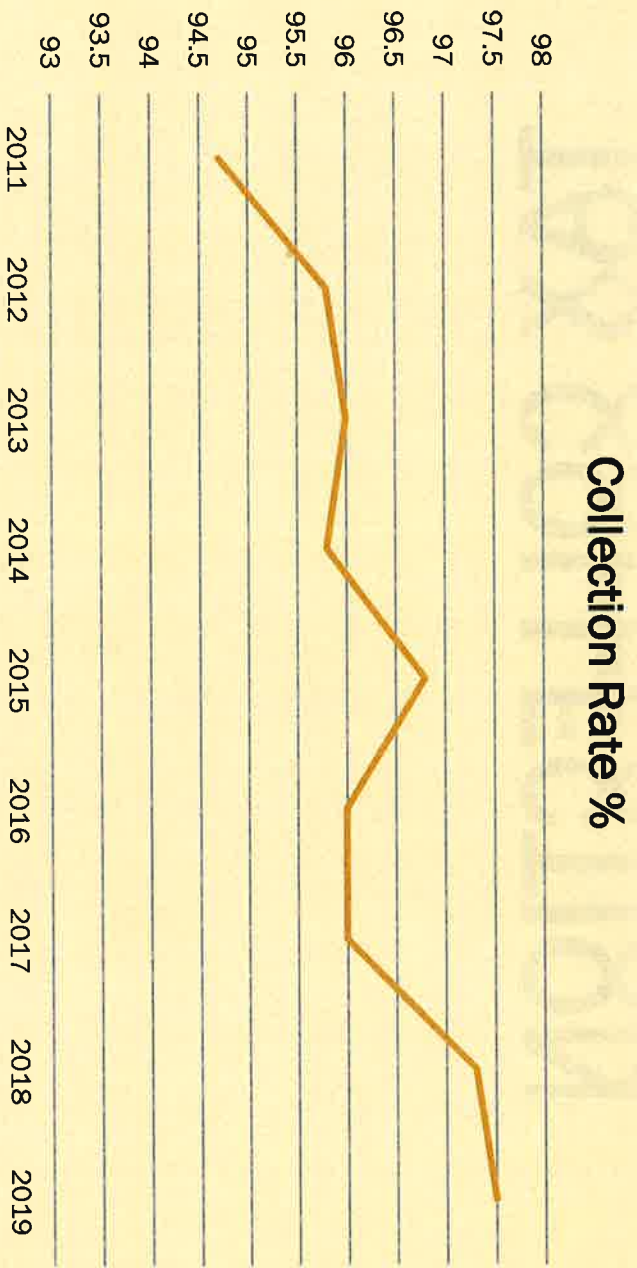
AMOUNT OF TAX COLLECTED BY THE STATE

TAX COLLECTION

ANNUAL TAX COLLECTION RATES

Goal #1: Maintain a collection rate of greater than 94%

- Annual tax warrant for town, school, and county budgets is approximately 46 million dollars
- Collection rates in Amherst historically range from 94 to 97% at calendar year end



HISTORY OF PROPERTY LIENS

TAX YEAR	# OF PROPERTIES (Originally)	DUE AT LIEN	# OF PROPERTIES (Currently)	BALANCE AS OF 9/8/2020
2019	47	\$ 268,257	47	\$ 268,257
2018	58	\$ 264,771	15	\$ 96,437
2017	52	\$ 235,672	6	\$ 14,821
2016	72	\$ 284,673	3	\$ 5,919
2015	72	\$ 269,762	2	\$ 4,412
2014	76	\$ 312,138	1	\$ 1,194
2013	79	\$ 318,922	1	\$ 1,183
2012	85	\$ 344,661	1	\$ 5,671
2011	90	\$ 876,168	1	\$ 5,490

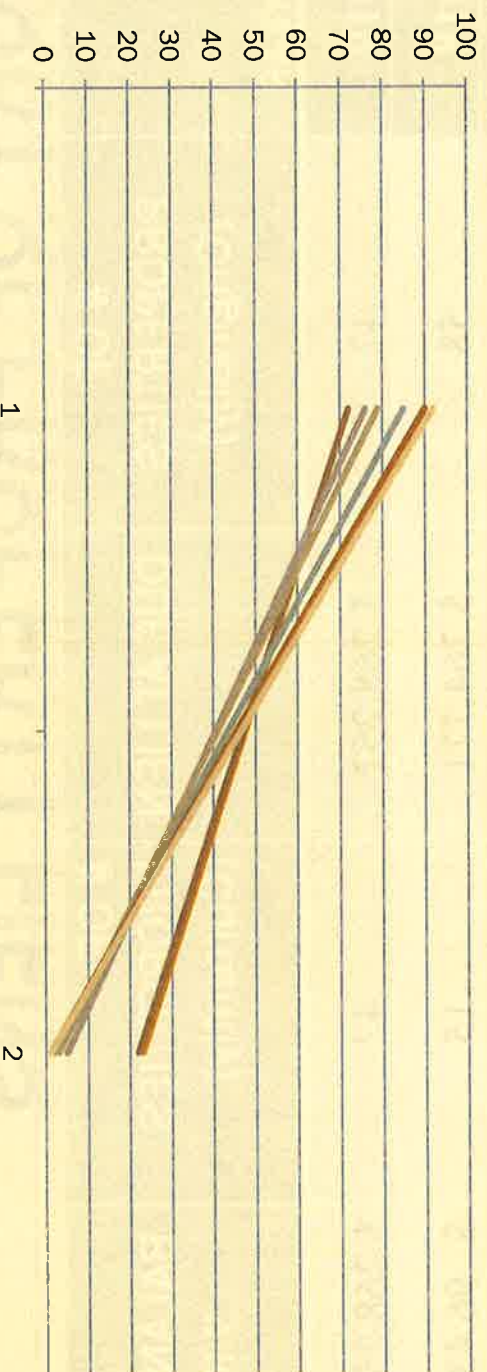
Totals:

631 \$ 3,175,024 117 \$ 540,981

ACHIEVING TARGETED OUTCOMES

Goal #2: Maintain the downward slope of property tax liens

- Uncollected taxes (typically less than 1% as of May 1st) are placed in a lien status in May of each year for the previous tax year
- The number of properties in a tax lien status continues to decline each year as collections increase



631 PROPERTIES ORIGINALLY LIENED

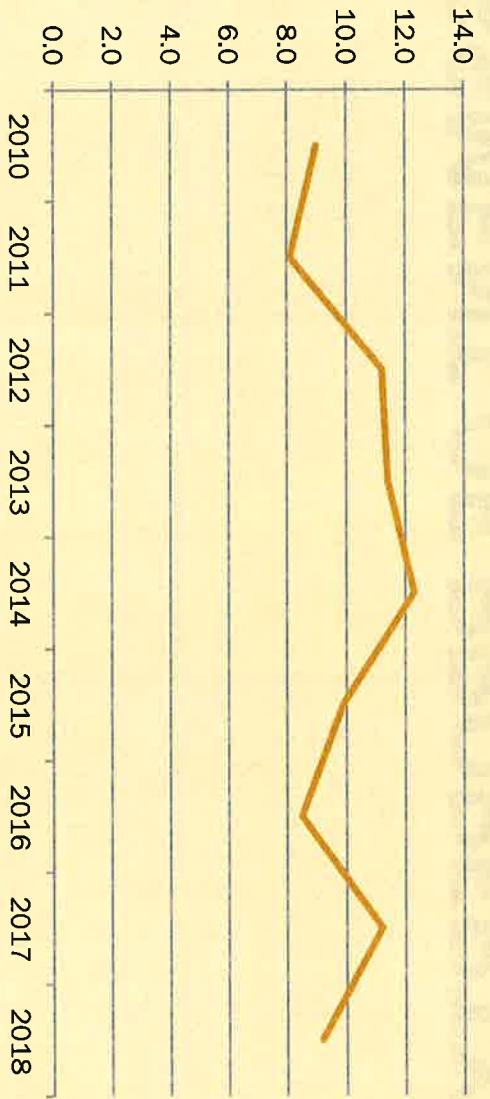
117 PROPERTIES CURRENTLY LIENED

ASSESSMENT OF PROPERTY VALUES

ACHIEVING TARGETED OUTCOMES

Goal #3: Maintain DRA issued COD rating of 12 or below

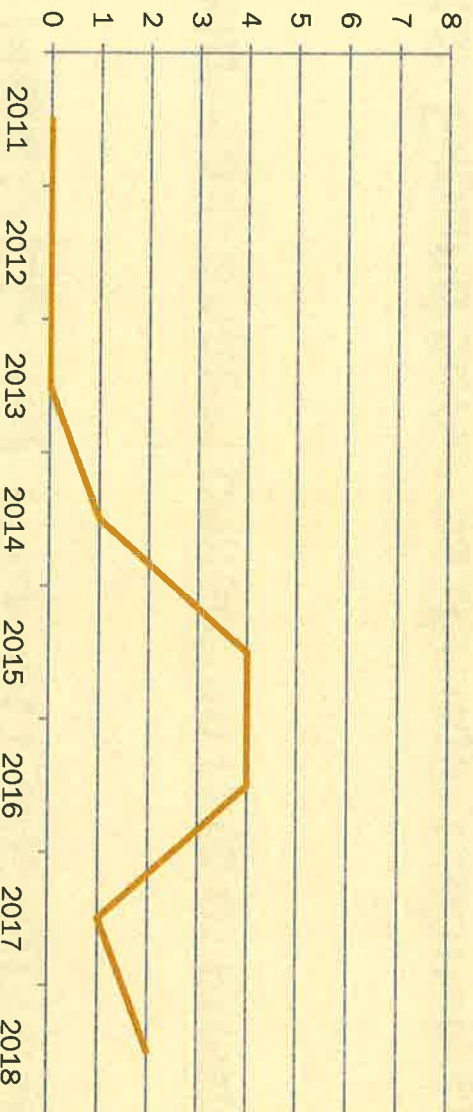
- The NH Department of Revenue Administration conducts an annual ratio study of Amherst property sales versus property assessments which results in a Coefficient of Dispersion (COD) rating
- A COD rating of 20 or less is considered to be in an acceptable range
- Historically, Amherst's COD ratings have ranged from 8 to 14



ACHIEVING TARGETED OUTCOMES

Goal #4: Maintain an acceptable rating of 4 or less on DRA's annual Cyclical Review of Assessment Data

- Each year the NH Department of Revenue performs a review of the assessment data collected in the previous year by our contracted Assessor
- A total rating of 6 or less is considered acceptable with 0 being a perfect score



INPUTS NEEDED TO REACH DESIRED GOALS

Goal #1: Maintain annual collection rate of greater than 94%

- **Inputs: Expand services through technology, maintain quality services, staffing**
 - Expanded payment options
 - Access to tax information online
 - Electronic billing and payments
 - Maintain current staffing level

INPUTS NEEDED TO REACH DESIRED GOALS

Goal #2: Maintain a downward slope of property tax liens

Inputs: Maintain quality collection services, staffing, and professional development

- **Expanded payment option**
- **Secure payment plans**
- **Continue to encourage open communication with property owners**
- **Continued professional training**

INPUTS NEEDED TO REACH DESIRED GOALS

Goal #3: Maintain DRA issued COD rating of 12 or below

Inputs: Software upgrades, staffing, continued professional development

- Continue to closely monitor sales and COD's of all property types
- Continue to perform statutorily required revaluation of property values every 5 years
- Adjusted revaluation schedule if necessary
- Assessing software version 8 upgrade (Completed FY20)

INPUTS NEEDED TO REACH DESIRED GOALS

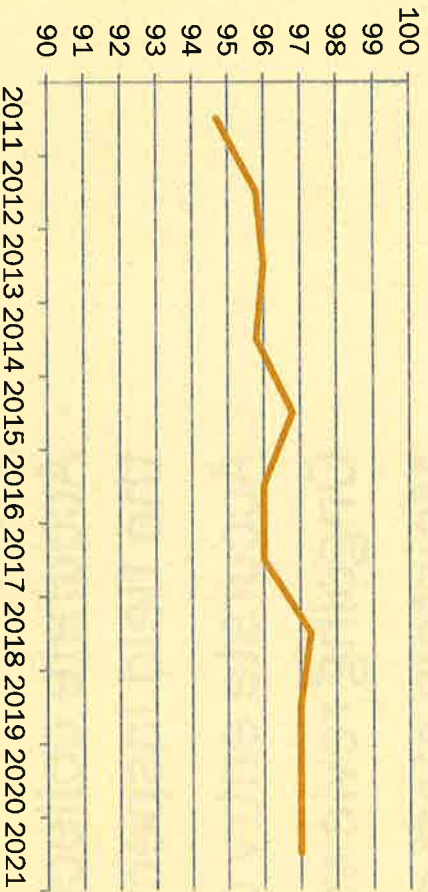
Goal #4: Maintain a rating of 4 or less on DRA's annual cyclical review of assessment data

Inputs: Staffing, routine software updates, professional development

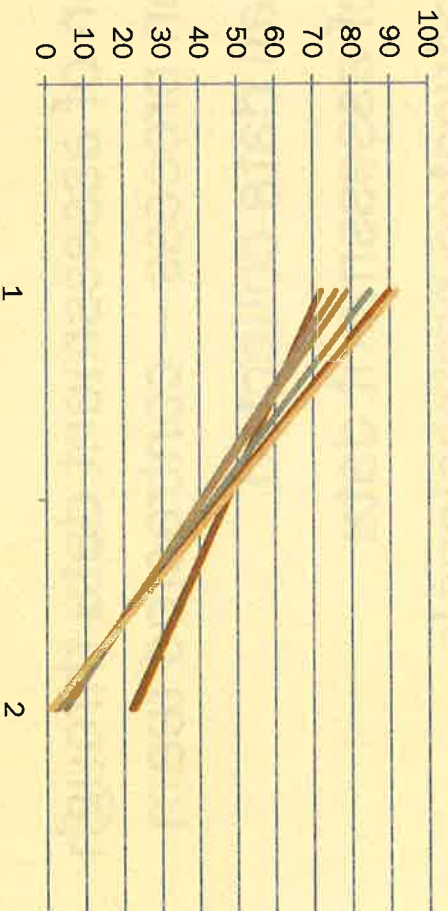
- **Accurate collection of assessment data through the field inspection process – contracted team**
- **Accurate entry of all data collected**
- **Ongoing reviews of assessment data**
- **Maintain staff of educated professionals**

VISION DASHBOARD

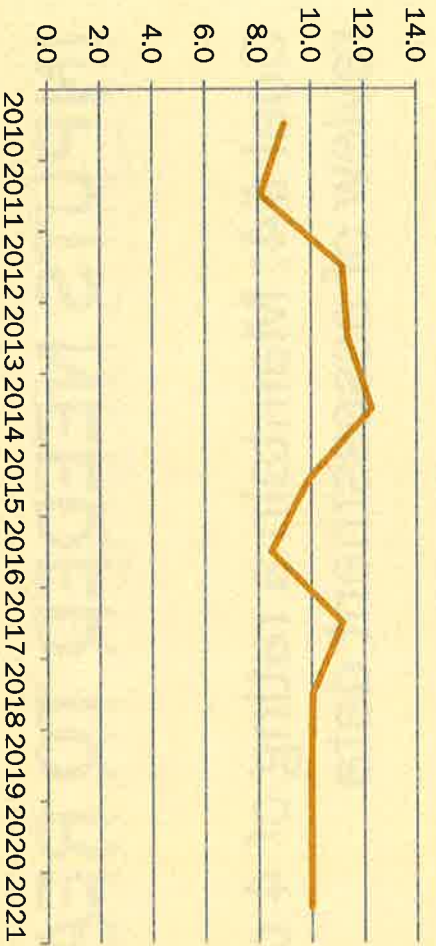
COLLECTION RATE PERCENTAGE



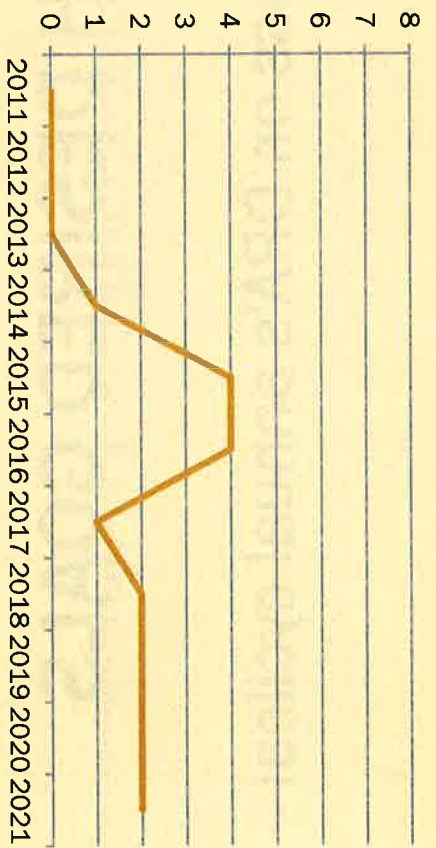
TAX LIENS - DOWNWARD TREND



DRA - COEFFICIENT OF DISPERSION RATING



CYCLICAL REVIEW OF ASSESSMENT DATA



FISCAL IMPACT SUMMARY

	FY21	FY22	FY23
Goals & Initiatives			
Tax Collection			
Assessing			
Cost of Initiatives	\$0	\$0	\$0
Total Fiscal Impact	\$0	\$0	\$0
<hr/>			
Projected Warrant Articles			
Revaluation 2021	\$25,000	\$25,000	\$25,000

MISSION AND VISION STATEMENT

MISSION:

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VISION:

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TOWN OF AMHERST

TAX AND ASSESSING STRATEGIC PLAN UPDATE

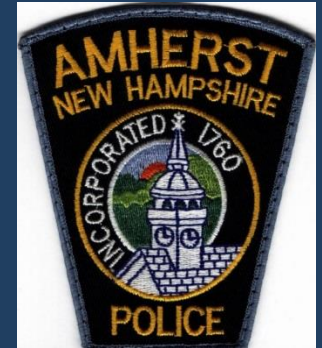
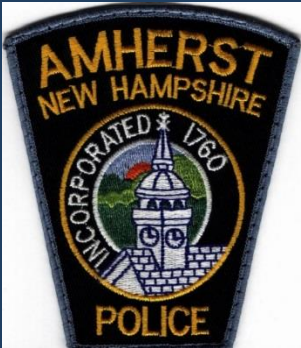
DISCUSSION



Amherst Police Department
Annual Strategic Plan Review
September 14, 2020

MISSION

To strengthen the quality of life in Amherst
as we
Deliver exemplary service to the public with compassion
and respect whenever called upon
Enforce the laws of our town, state, and country
in a firm, fair, and impartial manner
and
Maintain a reputation built upon commitment,
professionalism, and uncompromising ethics



VISION

To promote safety, foster justice, and inspire trust

Strategic Plan: 2013-Present

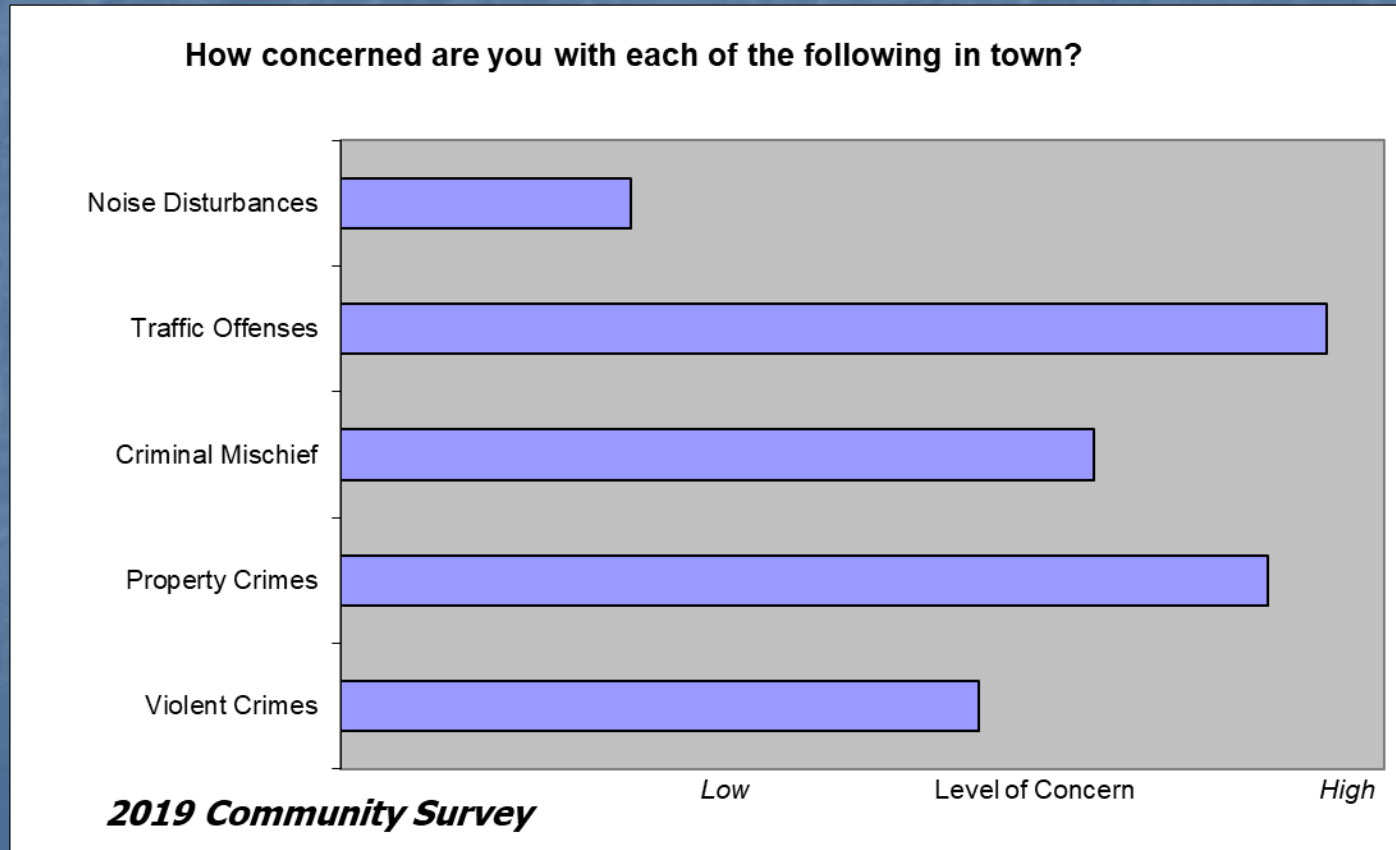
- Strategic planning process implemented seven years ago
- Identified individual goals, and developed strategies with supporting initiatives to achieve those outcomes
- Goals and initiatives tied in part to feedback gained through four biennial community surveys conducted to date by the Department
- Strategic planning process has facilitated advancement of initiatives in the following areas:
 - Community programming
 - Officer training and education
 - Undercover operations
 - Organizational structure
 - Vehicles and equipment
 - Capital reserve funding
 - Facility infrastructure

Achieving Targeted Outcomes

- Initiatives tied to four goals aimed at improving public safety and maintaining overall level of service to the community:
 - *Reduce neighborhood property crime*
 - *Increase traffic safety along town roads and through residential areas*
 - *Reduce the use and availability of illicit drugs*
 - *Maintain professional policing standards and level of service*

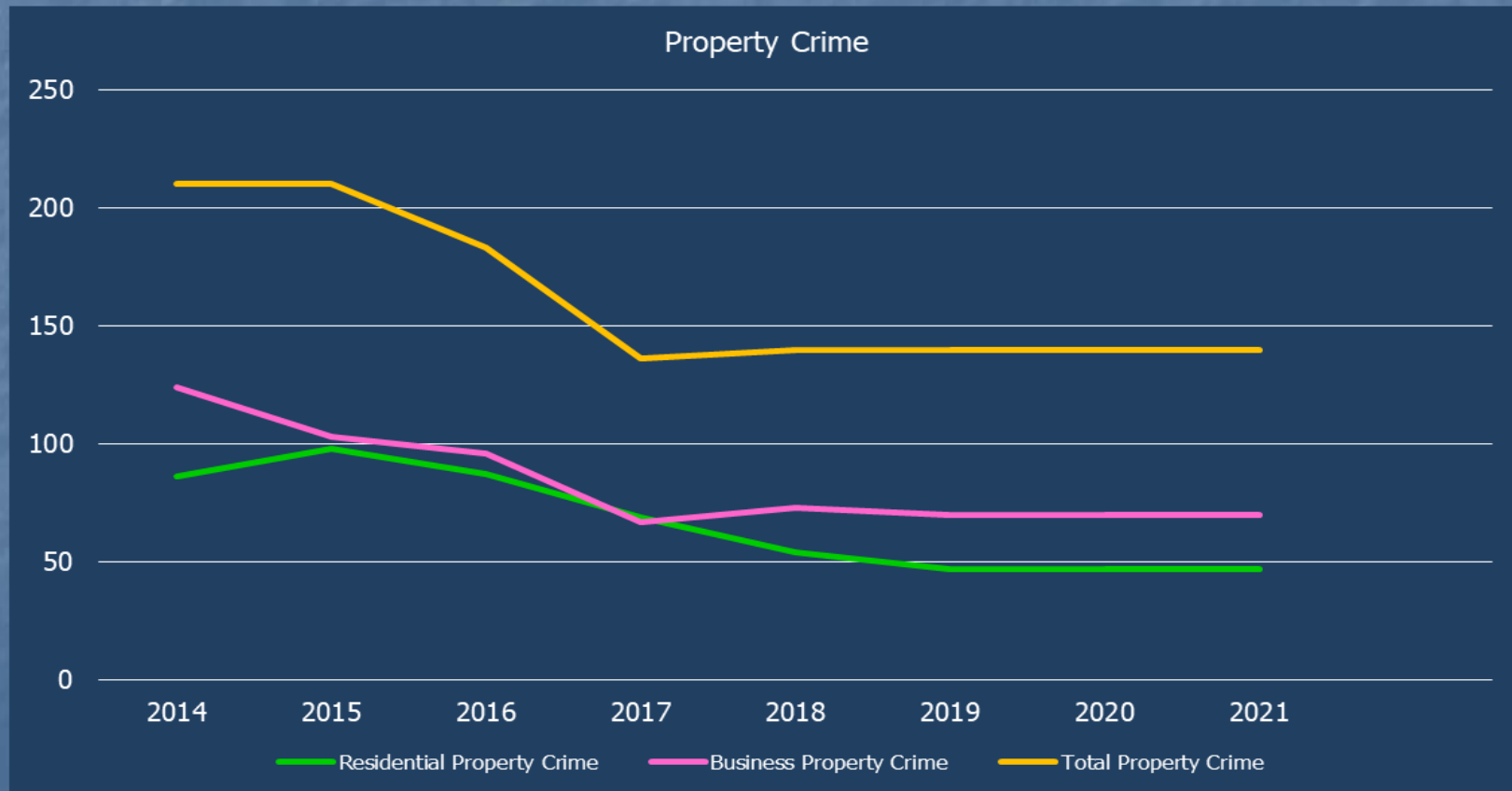
Goal #1: Maintain reduction in neighborhood property crime

- Four community surveys since 2013 consistently list property crime as one of the top two citizen public safety concerns alongside traffic offenses



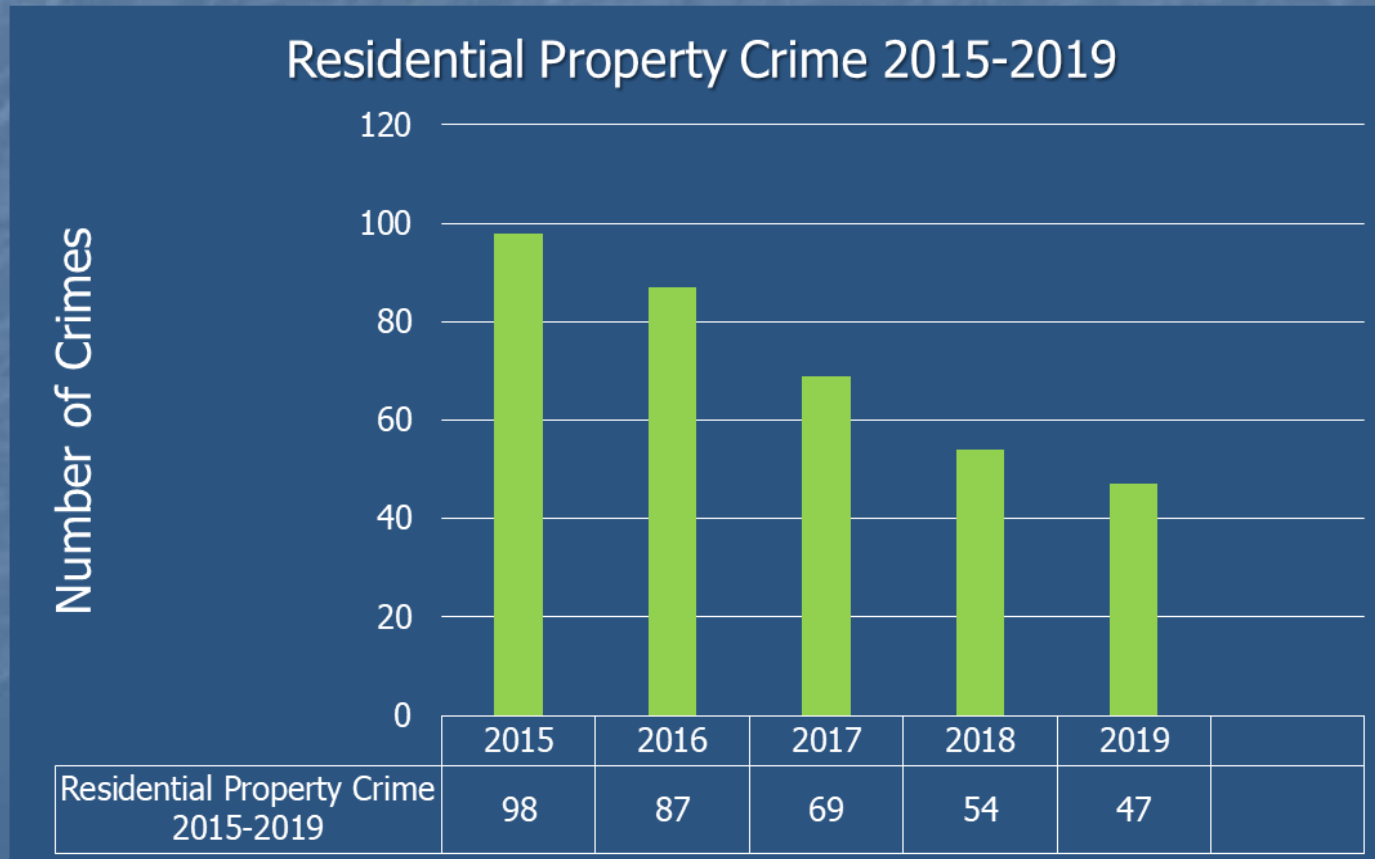
Goal #1: continued...

- Officer staffing increase in FY18 and scheduling improvements have helped maximize officer visibility with goal of deterring residential property crime
- Original goal aimed at reducing neighborhood property crime by 15% over the course of 4-5 years



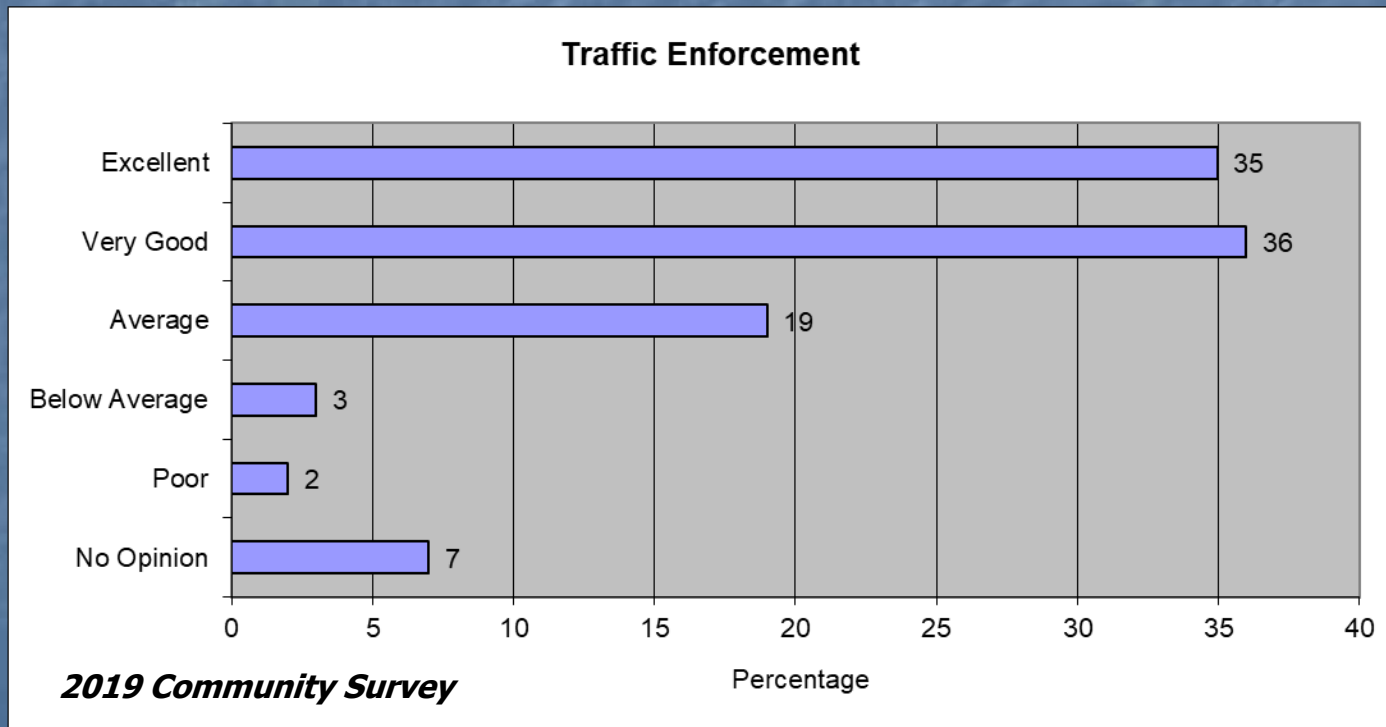
Goal #1: continued...

- Goal exceeded as residential property crime has decreased by an average of 10% *each year* since 2015
- Agency focus to now maintain that reduction and assess potential for even further improvement



Goal #2: Increase traffic safety along town roads and through residential areas

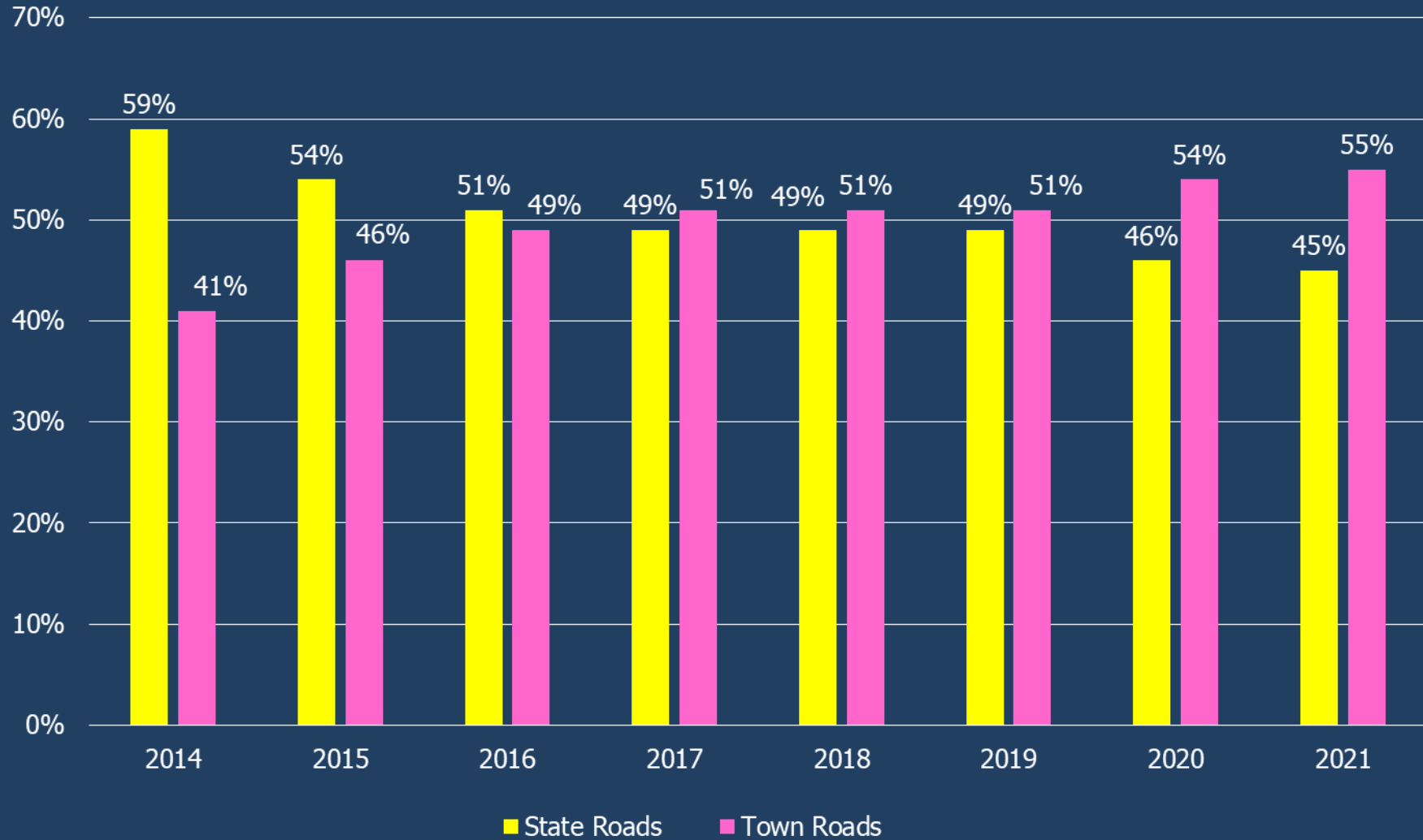
- Most recent (2019) community survey shows a 75% *Very Good – Excellent* rating for traffic enforcement
- Agency remains focused on increasing traffic enforcement visibility along town and neighborhood roads



Goal #2: *continued...*

- Steady officer presence is still required along our two major state roads due to enormous traffic volume
 - Routes 101 and 101A alone account for roughly 66% of total yearly motor vehicle accidents
 - Routes 101 and 101A also account for approximately 60% of total DWI and drug-related arrests
- Increased staffing in FY18 and modified sector coverage aimed at improving traffic safety along town roads with an initial increase in enforcement presence of 10-15% by 2021
- Efforts have begun to shift majority of traffic enforcement activity from state to town roadways
 - 51% of all traffic enforcement efforts have occurred on town roads for the last three years
 - Data shows a 10% increase in focus on town roads since 2014

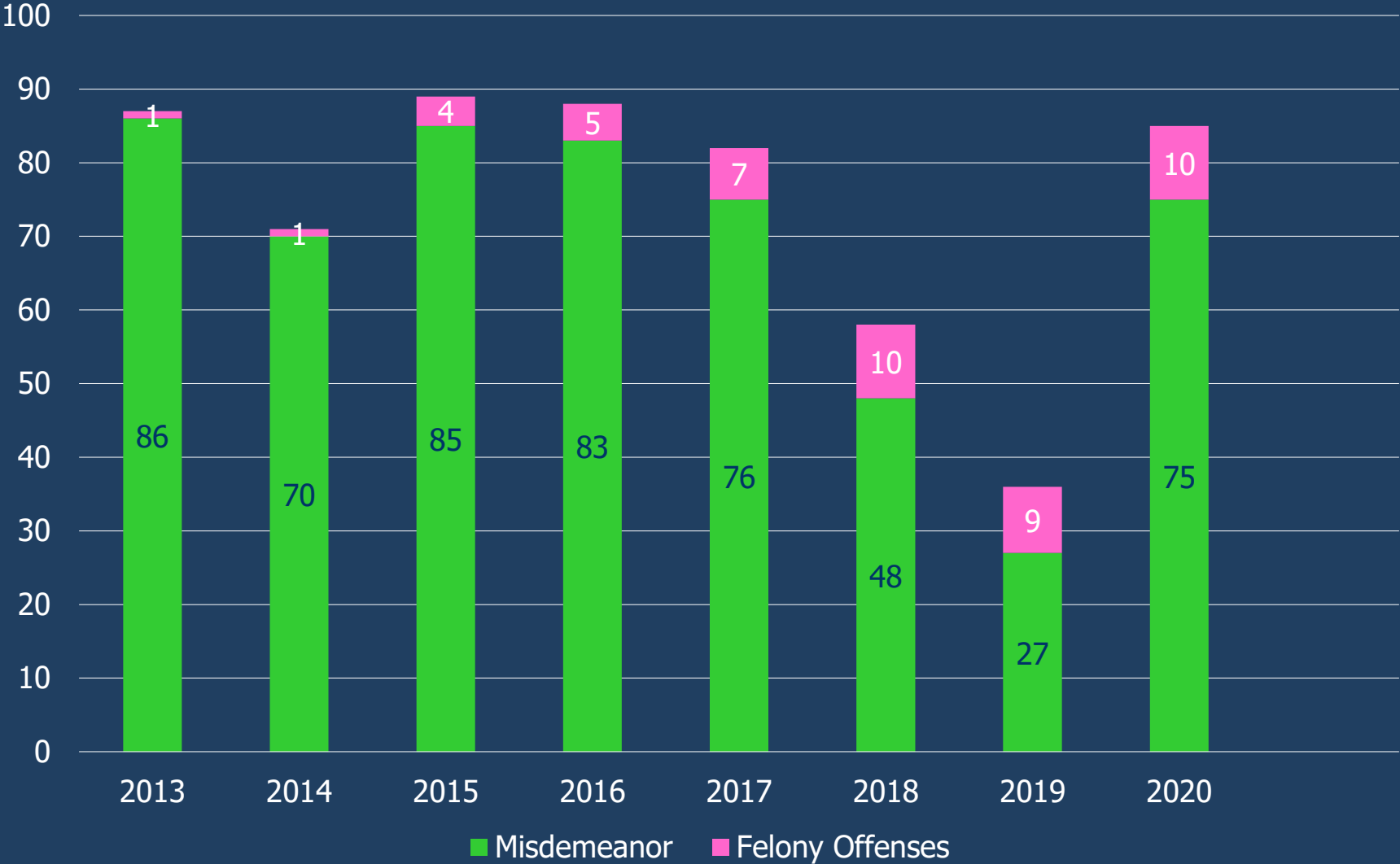
Percentage of Citations Issued on State vs. Town Roads



Goal #3: Reduce the availability of illicit drugs

- Department's drug enforcement efforts have always focused on drug resistance education and aggressive investigation/arrest of drug offenders
 - Drug awareness and education
 - Drug Abuse Resistance Education (D.A.R.E.) in place at Amherst Middle School since 1991, having grown from a one-year to a two-year program with approximately 6,000 graduates
 - Additional drug awareness and intervention occurs also at Souhegan High School through the department's school resource officer
 - High school SRO also a member of Greater Milford Community Action for Safe Teens (CAST) aimed at preventing substance abuse and promoting healthy choices for Souhegan Valley youth, with recent focus on state and national opioid crisis
 - Investigation and arrest of drug offenders
 - Department's drug enforcement efforts have historically centered around traffic enforcement and motor vehicle-related drug interdiction (i.e., arrests and drug seizures during the course of traffic stops)
 - Enforcement efforts over the last four years have shifted in part to identification and arrest of drug distributors through undercover investigation and participation in the Hillsborough County Street Crimes Task Force formed in 2015
- Continued impact on drug distribution at its source is necessary alongside drug resistance education and other drug enforcement and treatment efforts
- Department goal to increase major drug arrests by an average of roughly 15% each year through 2020, though Covid-19 disrupted undercover operations in early 2020 and will likely impact overall goals for remainder of the year

Drug Arrests



Goal #4: *Maintain professional policing standards and level of service*

- Biennial community survey implemented as part of strategic planning in the summer of 2013, and again conducted in 2015, 2017 and 2019



Goal #4: *continued...*

- Agency goals and initiatives tied to community input received through biennial surveys and periodic community feedback
- Agency standing and perception is tied directly to police performance and professionalism
- Current police station renovation plan is central to maintaining and building upon professional policing level of service
 - Renovation on first stage of the project began last week, September 8th, with work completion anticipated in 4-5 months
 - Current construction will address all issues on the lower and main floors
 - Additional funding to be sought for final stage of project in FY22 (completion of the third floor which has remained unfinished since 1996)
 - \$600,000 in capital reserve funding approved over the last three years,
 - Additional \$175,000 to be requested in FY22 to complete the third floor
 - Cost increases due primarily to unanticipated need for a new, code compliant HVAC system resulting in third floor construction delay
 - Third floor work to include expansion of overcrowded locker room, new investigative/joint operations meeting space, and expanded evidence and records storage

Goal #4: *continued...*

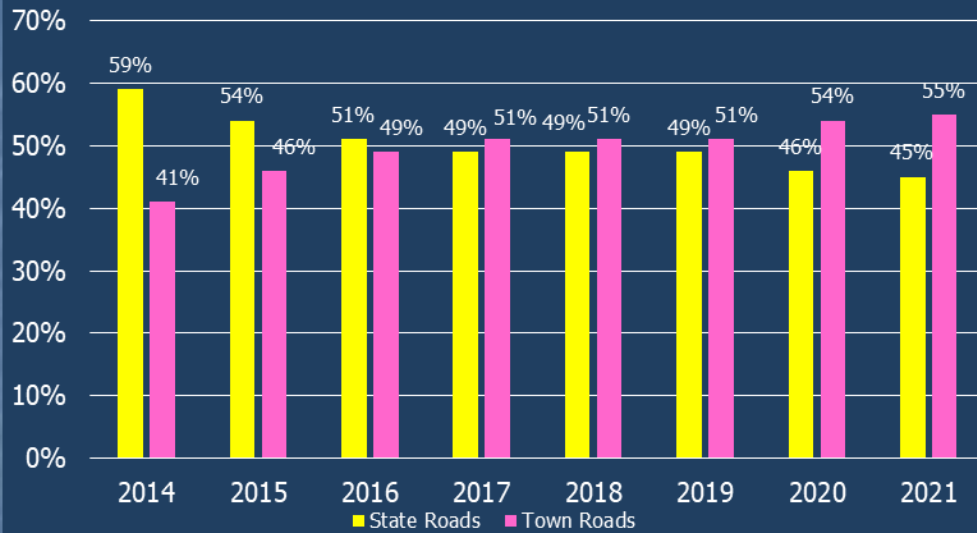
- Alongside infrastructure improvements is the Department's continual commitment to maintaining professional policing practices
- The Department has a long standing tradition of building and maintaining a culture of professionalism as evidenced through, among other areas:
 - Effective police officer candidate selection and hiring practices
 - Maintaining and updating operational policies consistent with nationally accepted best practices
 - Intensive collaboration with the Amherst and Souhegan Cooperative School Districts
 - Commitment to yearly officer training which exceeds required state training standards
 - Fair and impartial interactions with the community and public at large

Goal #4: continued...

- In response to nationwide events surrounding issues of law enforcement training, bias, and accountability, the newly formed *New Hampshire Commission on Law Enforcement Accountability, Community, and Transparency* released their report to the Governor on August 31, 2020. <https://www.governor.nh.gov/sites/g/files/ehbemt336/files/documents/accountability-final-report.pdf>
- Among other discussion points, the report outlines 48 recommendations for NH state and local law enforcement to develop and implement in the coming years
- As always, the Amherst Police Department remains committed to building upon its current professional standards, in this instance through the observance of Commission recommendations which may require further implementation or development
- In furtherance of that commitment, the Department will finalize its ongoing evaluation in the coming year regarding the topic of body worn cameras to include efficacy, cost options, public opinion, and implementation.

Vision Dashboard

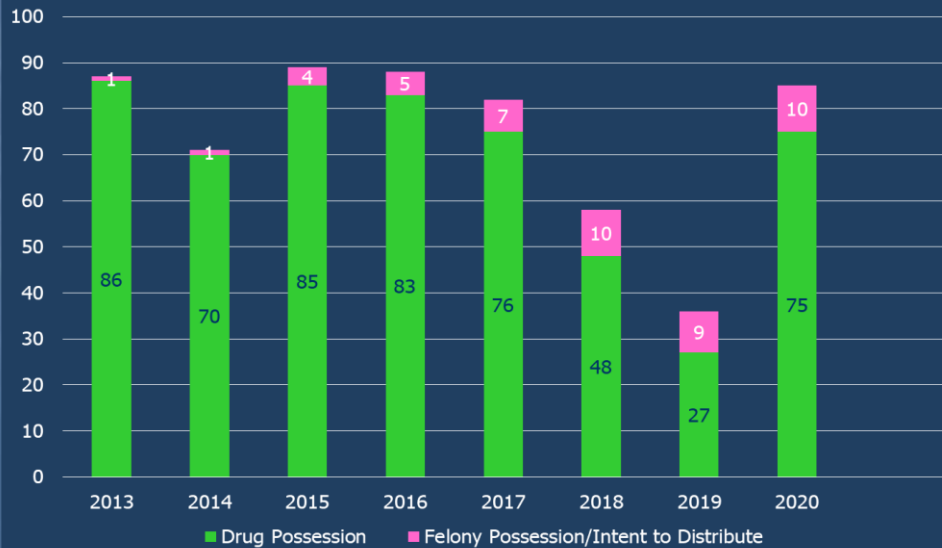
Percentage of Citations Issued on State vs. Town Roads



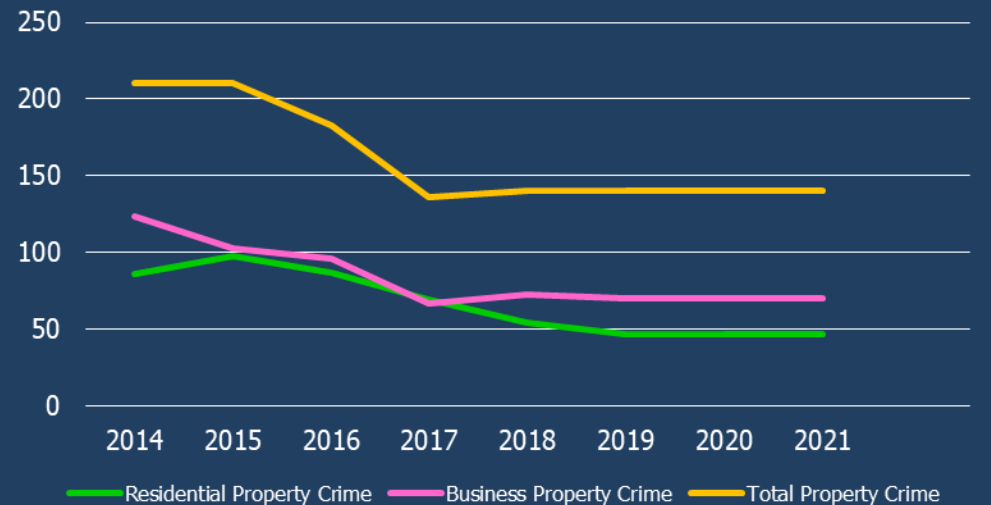
Community Survey Results for Overall Service



Drug Arrests



Property Crime





Amherst Public Safety Communications Center

Achieving Targeted Outcomes

- Goal #1: Maintain caller satisfaction rating of 90% or better
 - *Inputs: In-service training and professional development, management and supervision, employee recruitment and retention*

- Goal #2: Maintain communications infrastructure to provide continued quality public safety services to the community
 - *Inputs: Continued voter support for yearly Communications Center Capital Reserve Fund warrant articles, prioritized schedule for equipment replacement/upgrade, regular systems maintenance*

Goal #1: Maintain Caller Satisfaction Rating \geq 90%

- Dispatchers are first point of contact for emergency and other public safety services
- Strong focus on continual quality improvement
- Steady increase in caller satisfaction rating reflected in four biennial surveys beginning in 2013 (81%) through 2019 (94%)
- Same attention to services exemplified throughout current Covid-19 crisis
 - Safety protocols were put into place in early March to minimize exposure and transmission, however, the Communications Center lobby and service windows have never closed
 - Communications Center Personnel have continued to provide emergency walk-in services to any in need throughout the entire duration of the ongoing pandemic

Goal #1: continued...

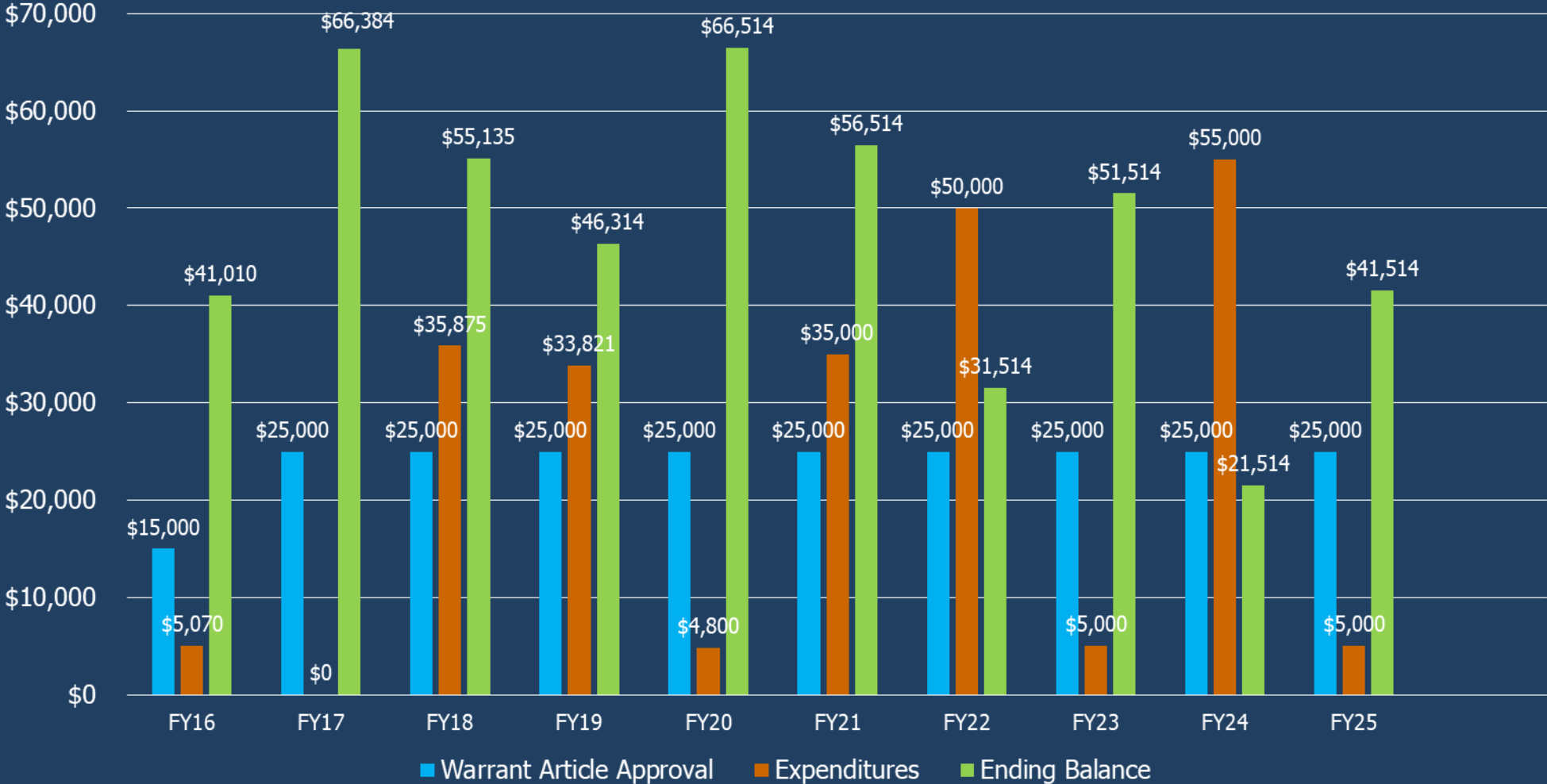
- The Amherst Public Safety Communications Center remains focused on providing the highest possible level of service to our residents
- Continued performance evaluation via community survey feedback and public input aimed at maintaining a satisfaction rating of no less than 90%



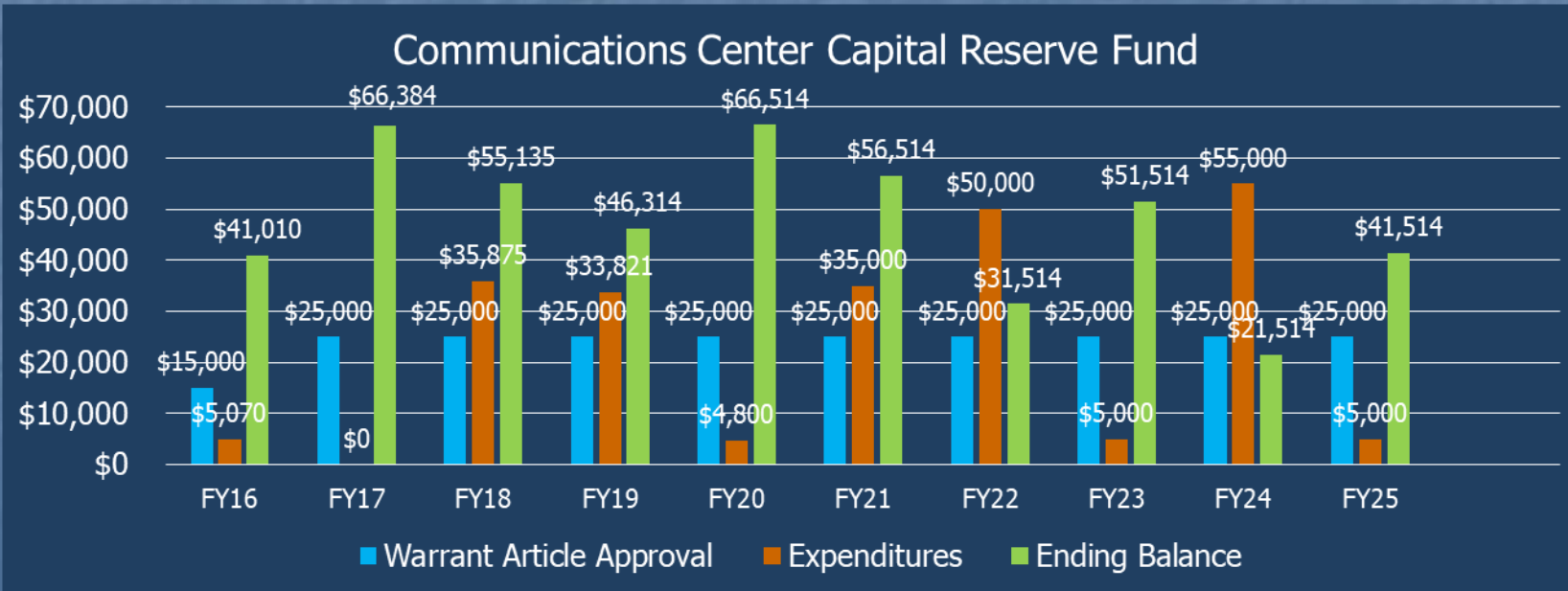
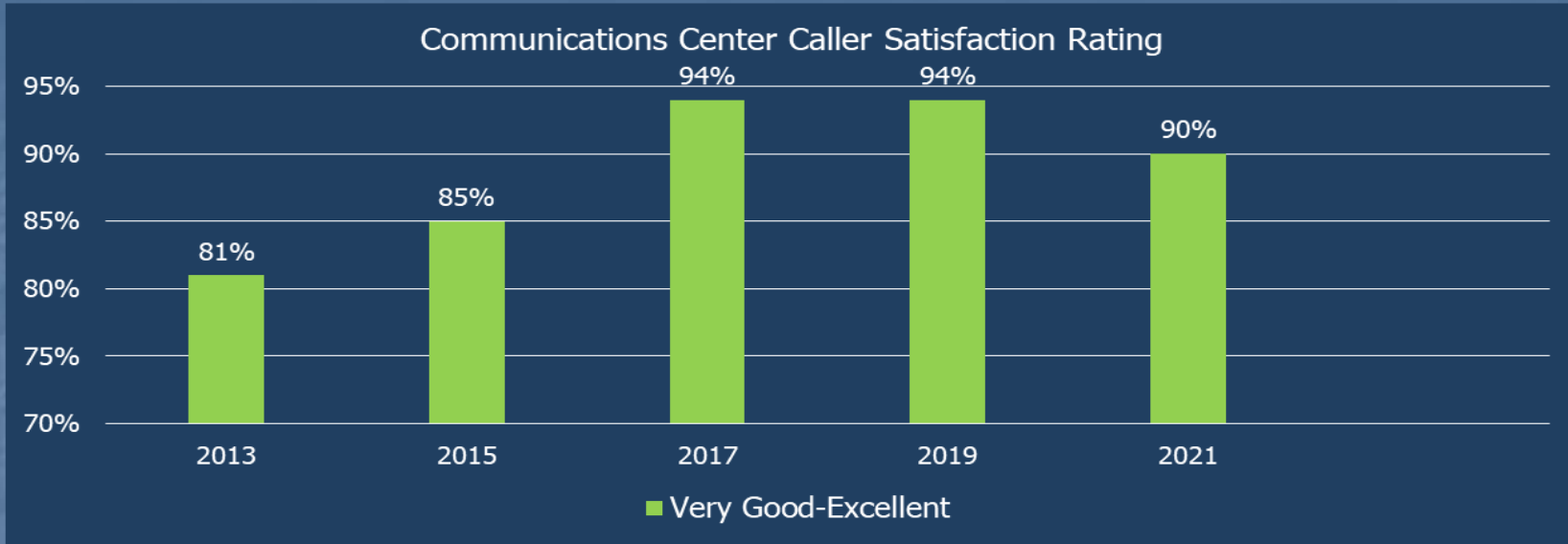
Goal #2: Maintain Communications Infrastructure to Provide Continued Quality Public Safety Services to the Community

- Amherst Public Safety Communications Center represents starting point for effective response, coordination, and deployment of emergency services
- Maintaining current communications technology is also essential to ensuring safety of first responders and fortifying cross-agency interoperability
- Communications Capital Reserve Fund (CRF) established to address major repairs and long term equipment replacement
- Approximately \$120,000 expended on major repairs and federal grant matches in last seven years
 - Most recently, \$30,000 allocated for replacement of failed microwave radio equipment on agency's north radio tower in August of 2020
- Annual Communications CRF contributions maintained for emergency repairs and anticipated major equipment upgrades and replacement
 - Radio tower replacement in 2022 (approximate grant match of \$50,000)
 - Radio console replacement in 2024 (approximate grant match of \$55,000)
- *Voters again supported continued annual capital reserve fund contribution of \$25,000 for FY21*

Communications Center Capital Reserve Fund

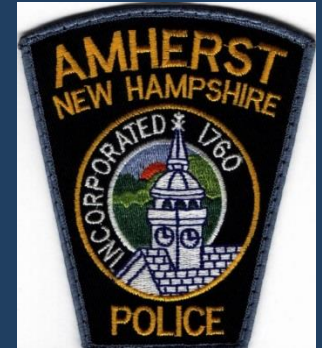
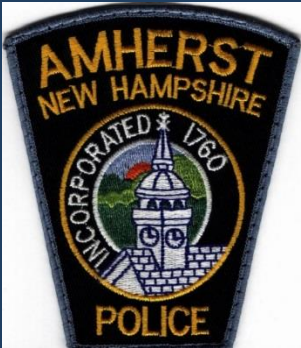


Vision Dashboard



MISSION

To strengthen the quality of life in Amherst
as we
Deliver exemplary service to the public with compassion
and respect whenever called upon
Enforce the laws of our town, state, and country
in a firm, fair, and impartial manner
and
Maintain a reputation built upon commitment,
professionalism, and uncompromising ethics



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WELCOME TO



AMHERST, *NEW HAMPSHIRE*



September 14, 2020

AMHERST FIRE RESCUE STRATEGIC PLAN UPDATE FOR FY22

MISSION STATEMENT

- ❑ Amherst Fire Rescue is a community all-hazard emergency services organization comprised of members dedicated to the health and well-being of its citizens by providing high quality, prompt, skillful, caring and professional emergency response, prevention education, life safety code enforcement and community support services.

VISION STATEMENT

- It is the vision of Amherst Fire Rescue to be recognized as an all-hazards, all-risk service provider by developing and maintaining strategic community partnerships, hiring and training exceptional people, developing efficiencies in service provision to ensure fiscal sustainability for the entire organization and maintaining our core infrastructure.

MOTTO



EXCELLENCE

-DO YOUR JOB
-TREAT
PEOPLE RIGHT

IS MY

-HAVE AN ALL
IN ATTITUDE
-GIVE ALL OUT
EFFORT

RESPONSIBILITY

HISTORICAL PERSPECTIVE

- ❑ Goals for Amherst Fire Rescue.
 - Goal # 1 Continuously improve our high level of service.
 - Goal # 2 Infrastructure Stability.
 - Goal # 3 Continue to meet the needs of the community with the protection of life and property.

- ❑ Strategic Initiatives for Goal #1
 - Retain our experienced providers and recruit additional high quality providers.
 - Offer training and educational opportunities for our providers to increase knowledge and skills.

HISTORICAL PERSPECTIVE (CONT)

□ Strategic Initiatives for Goal #2

- Continue to maintain safe and dependable fire rescue vehicles via an established vehicle replacement program.
- Continue to provide high level of emergency medical care while meeting or exceeding national standards and regulations.

HISTORICAL PERSPECTIVE (CONT)

- Strategic Initiative for Goal #3.
 - Continue with the current model.
 - Safely and effectively reduce response times to meet the national standards.
 - Increase the level of compensation.
 - Stick with our cross-training program, allowing for efficient use of our available manpower for fire and medical calls.

WHAT DOES AMHERST FIRE RESCUE DO?

□ Amherst Fire Rescue Provides...

- Emergency Medical Services.
- Fire suppression, rescue and all hazards mitigation.
- Fire prevention, code enforcement and inspections.
- Community public education.
- Emergency management.

DEPARTMENTAL OVERVIEW

□ Fire Services:

- 38 members.
- 19 have EMS Certification.

□ Vehicles

- Four Class A Pumpers.
- One Tower Ladder.
- One Tanker (3000 gallons).
- One Forestry Tanker (all wheel drive).
- One Forestry (pick-up 4 wheel drive with skid unit).
- One Chevrolet SUV with 4 wheel drive (command).
- One Ford Pick-up with 4 wheel drive (utility / command).

DEPARTMENTAL OVERVIEW (CONT.)

□ Rescue:

- 39 members:
- 15 are paramedics.
- 15 are advanced EMT.
- 9 are emergency medical technicians.
- 21 members have fire certification.

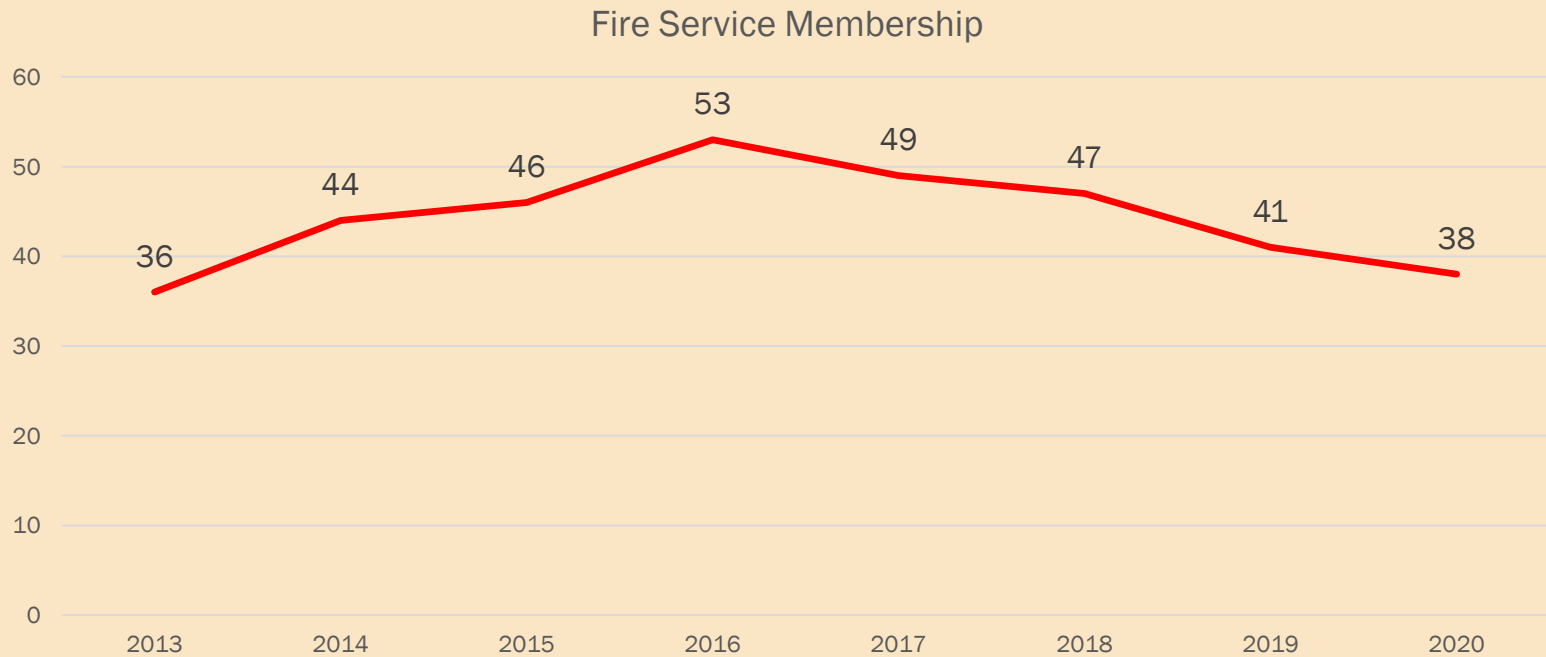
□ Vehicles:

- Two Type I Ambulances with 4 wheel drive.
- One Ford Explorer SUV with 4 wheel drive.

MEMBERSHIP HISTORY

□ Fire membership trends:

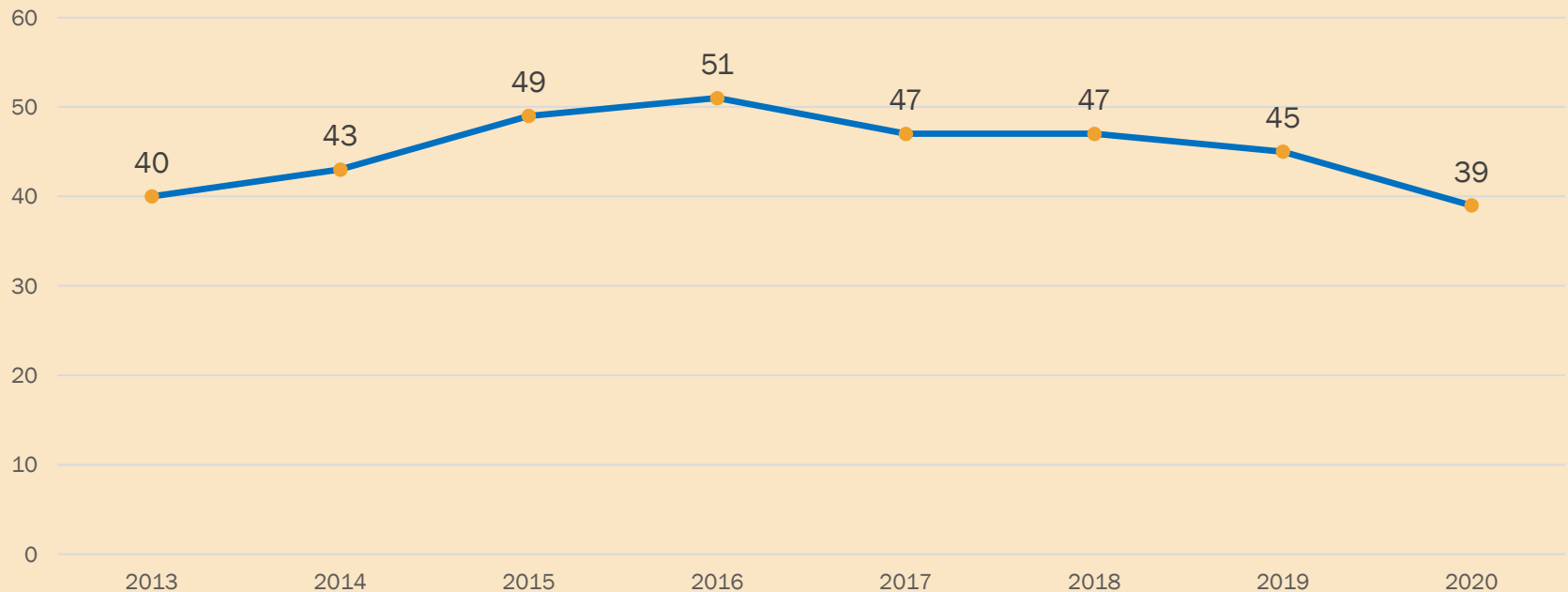
- Over the past three years we have seen our membership fluctuate.



MEMBERSHIP HISTORY (CONT.)

□ Rescue Membership trends:

- We have become an attractive and highly competitive organization as a result of our initiatives.



MEMBERSHIP HISTORY (CONT.)

- Combined staffing:

Cross-Trained Members

Overall number is
77

Fire Service Members
Cross-Trained

Rescue
Members Cross-Trained

40

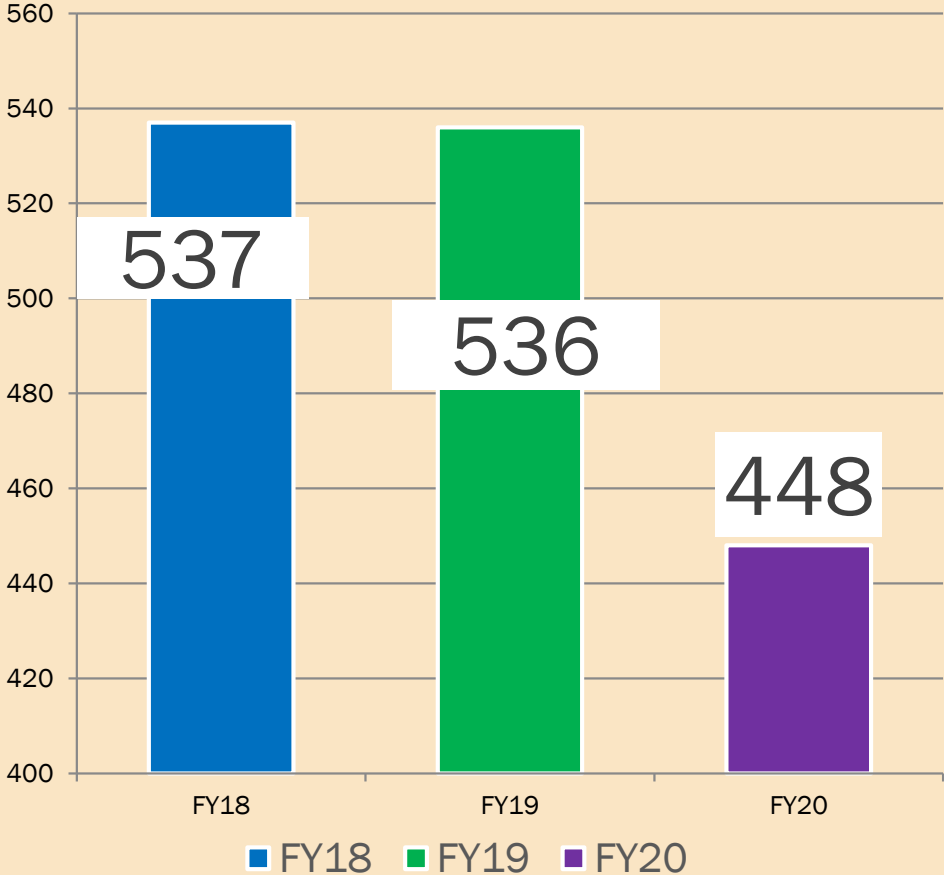
19

21

Total Fire Members
38

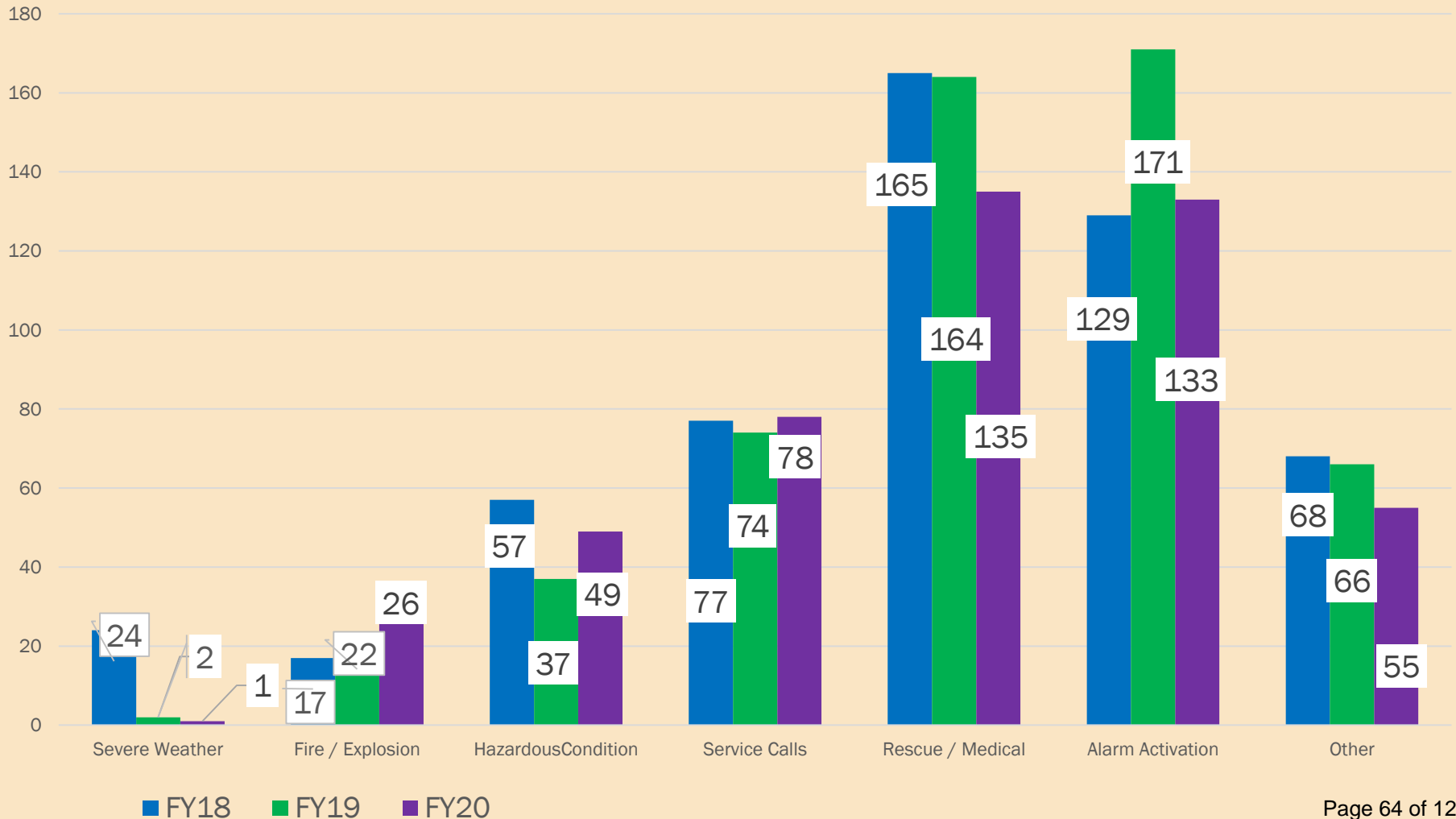
Total Rescue Members
39

HISTORICAL FIRE FACTS



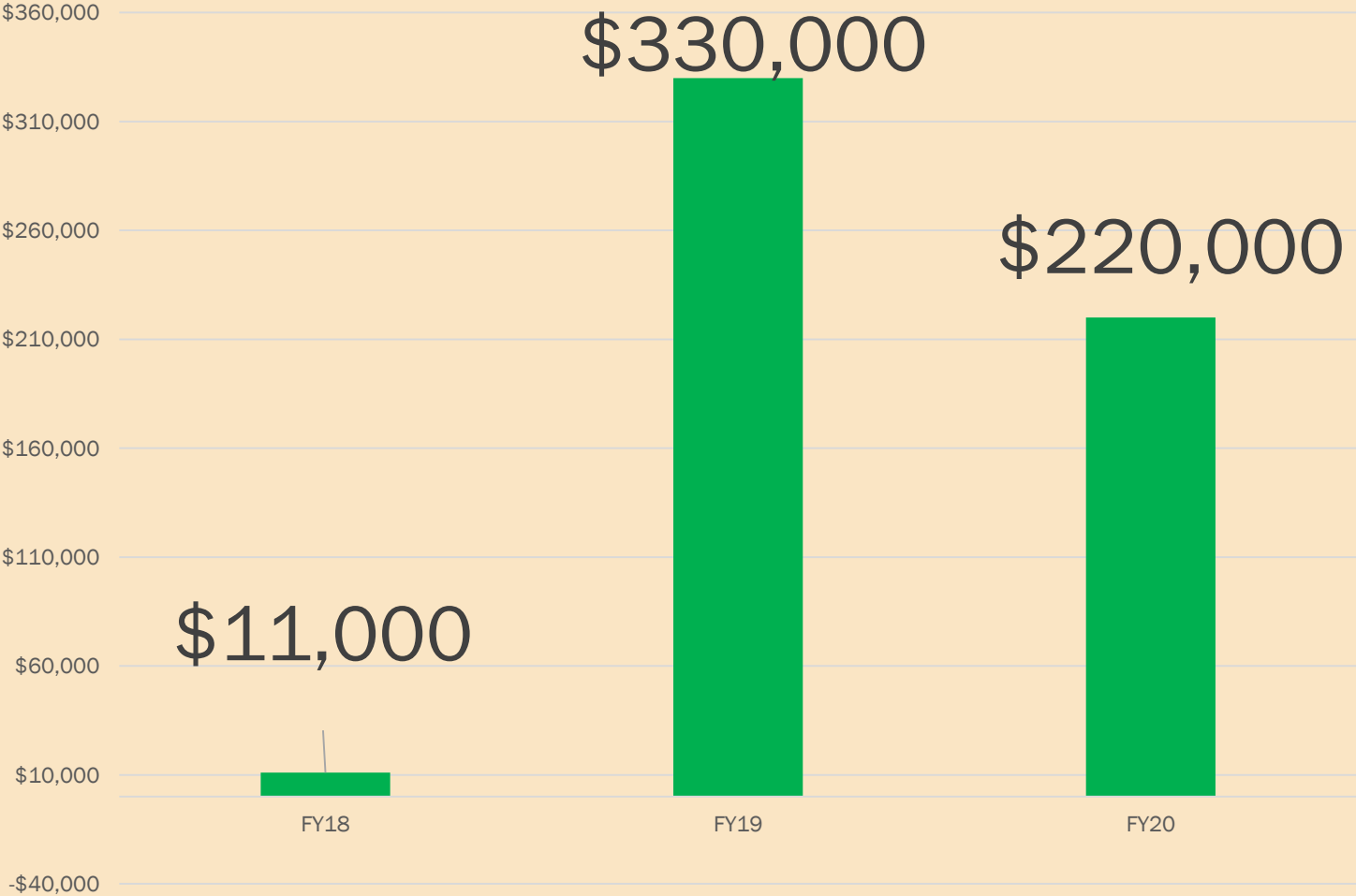
HISTORICAL FIRE FACTS (CONT.)

Fire Call Types and Frequency

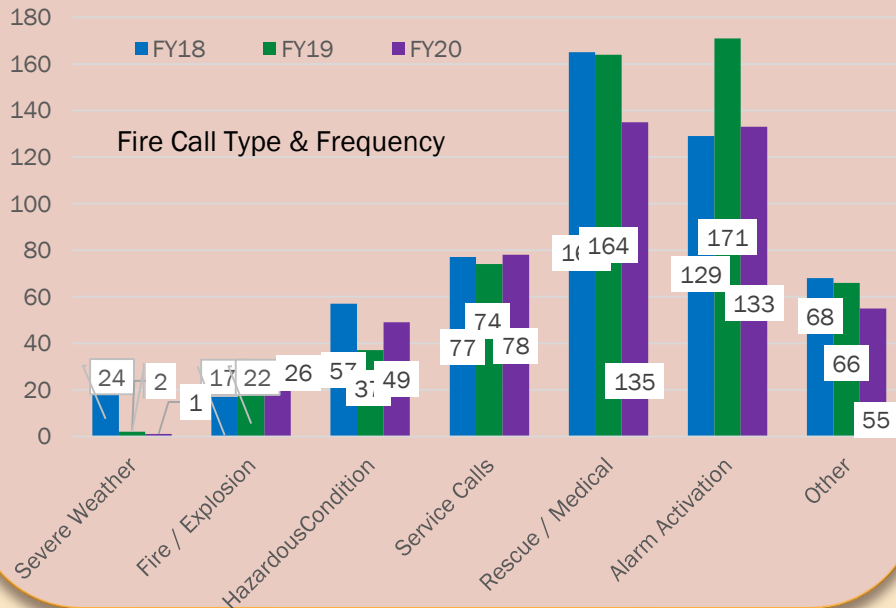
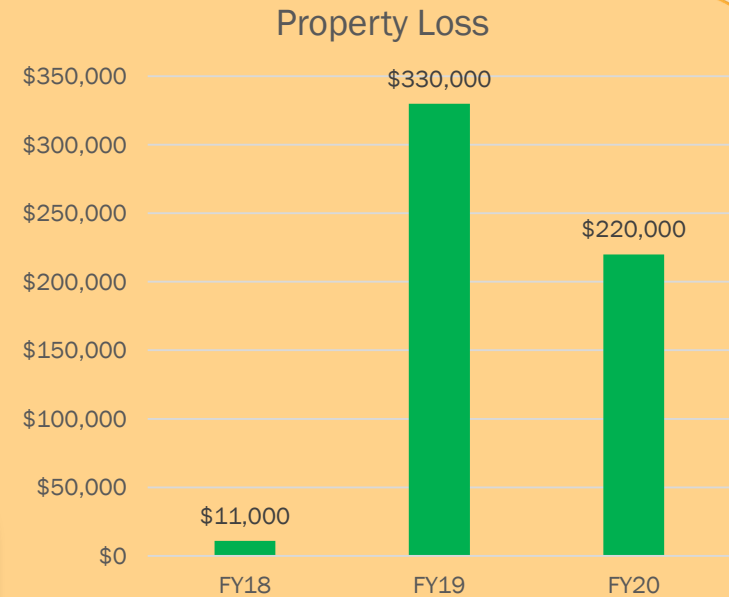
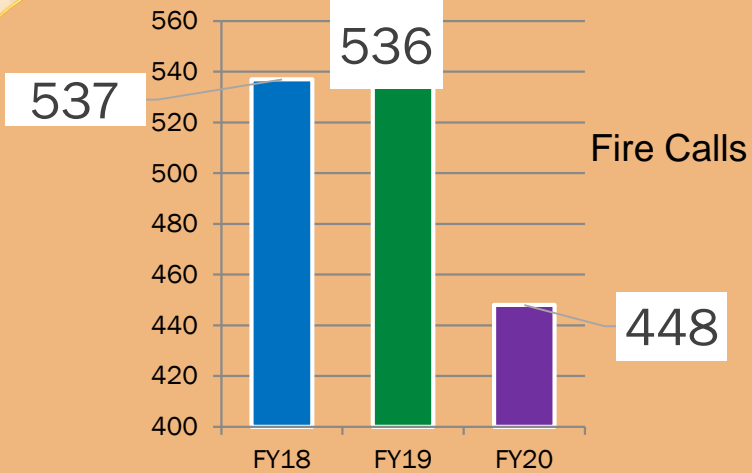


HISTORICAL FIRE FACTS (CONT.)

Property loss:



HISTORICAL DASHBOARD



FIRE PREVENTION

□ Code Enforcement:

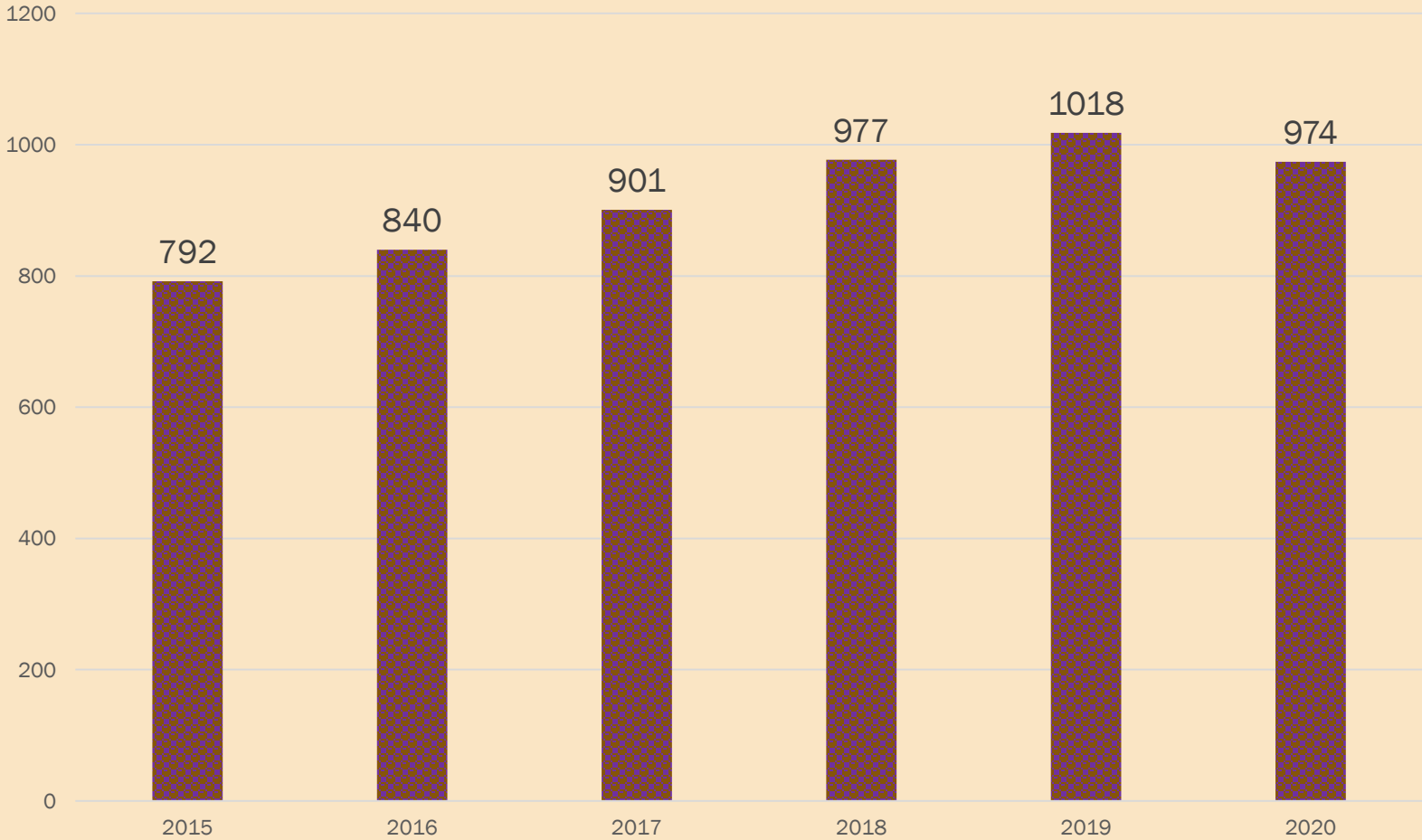
- Inspections
 - Connection to residents and contractors before, during, and after projects or mechanical installations.
 - Additional layer of public/occupant safety in ensuring NFPA guideline adherence.
- Site Plan review
 - Consultations and evaluations of public safety concerns and foreseeable issues.
- Building Plan review
 - Collaborative approach to aiding project development and management from a life safety position.

FIRE PREVENTION (CONT.)

- Educating the community:
 - Contact during call responses.
 - Code enforcement inspections.
 - Outside burning safety, permit requirements and site inspections.
 - Station/apparatus tours.
 - Other public interaction opportunities.

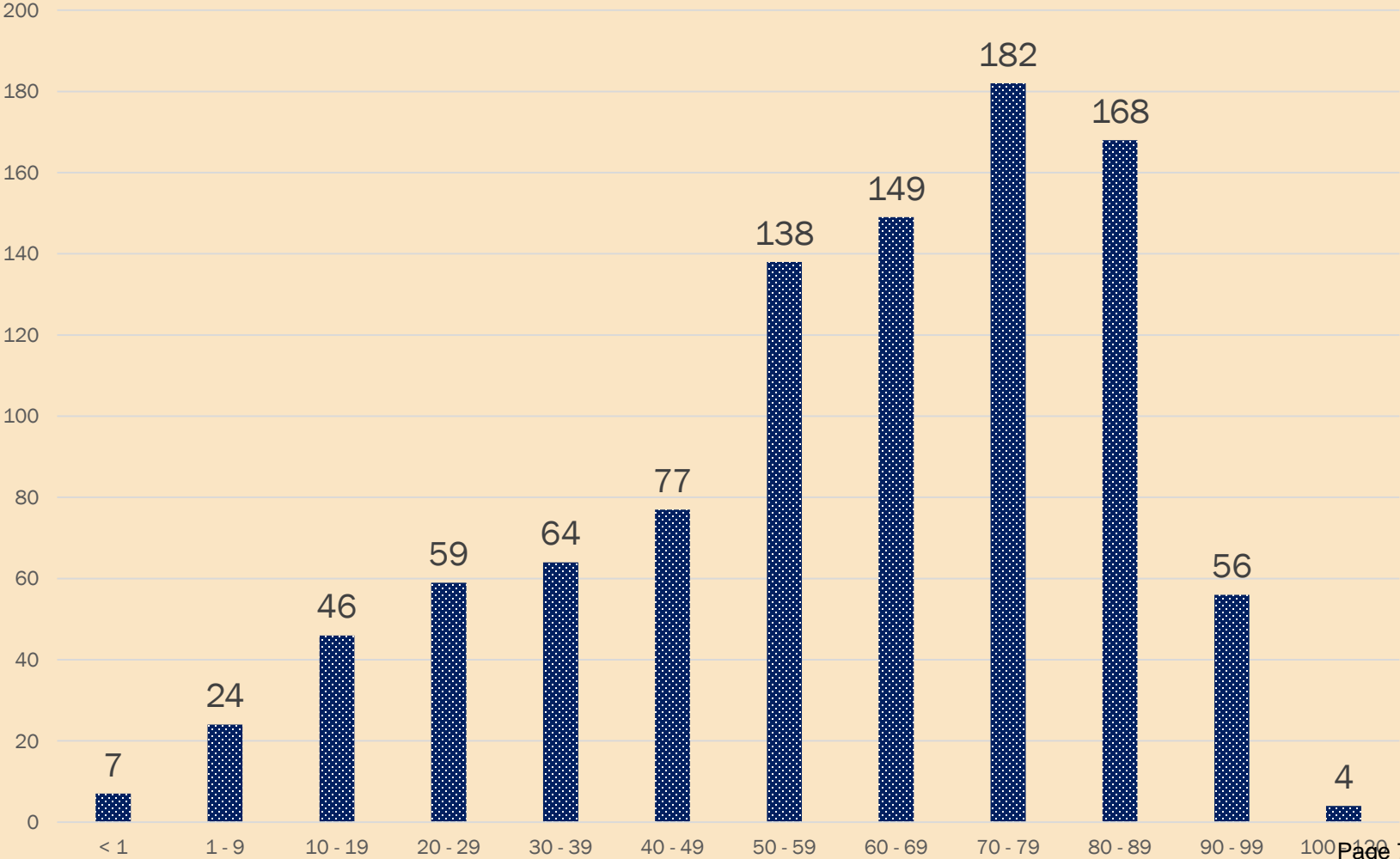
HISTORICAL RESCUE FACTS

EMS (Medical) Calls



HISTORICAL RESCUE FACTS (CONT.)

Age of EMS Patients:



HISTORICAL RESCUE FACTS (CONT.)

EMS Calls by Complaint

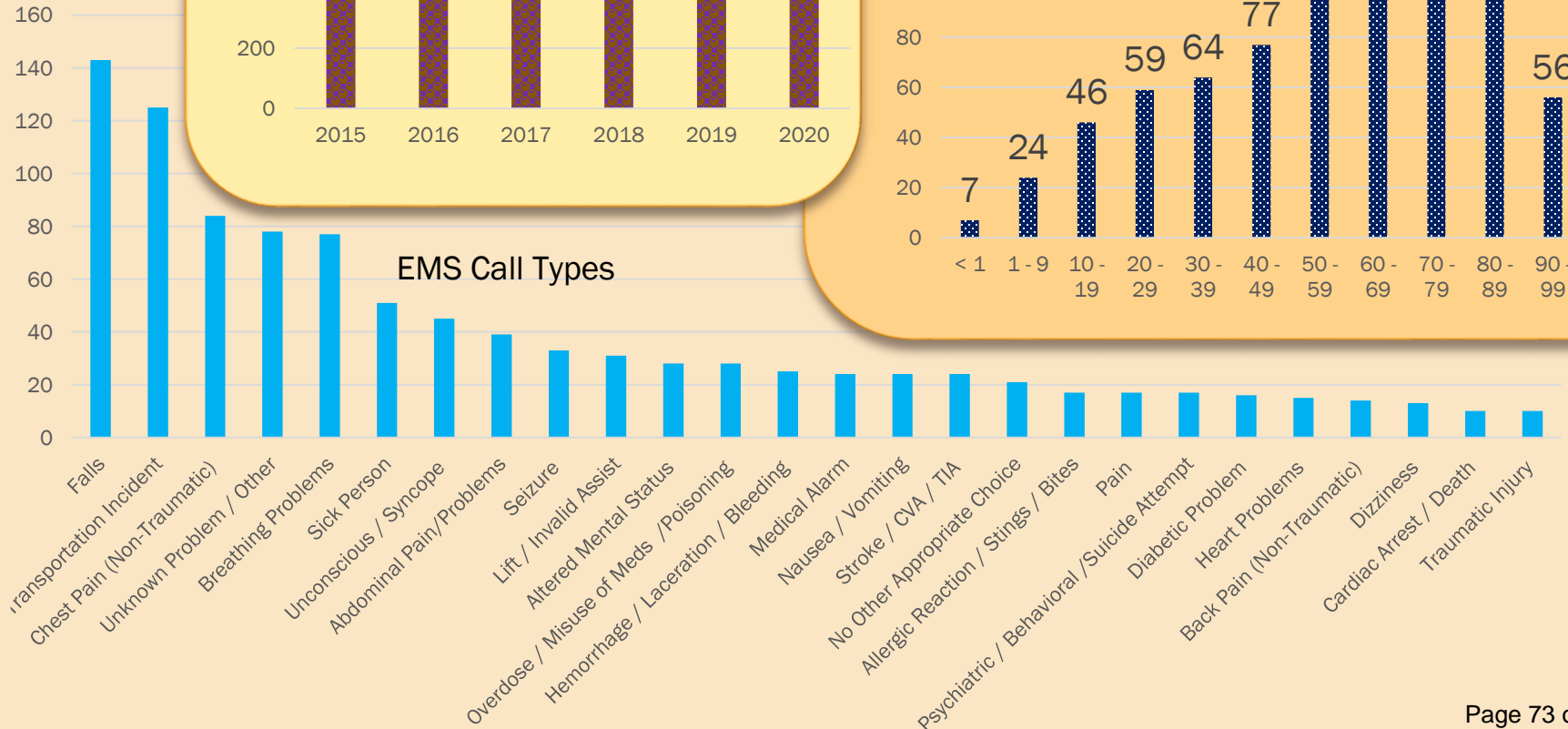
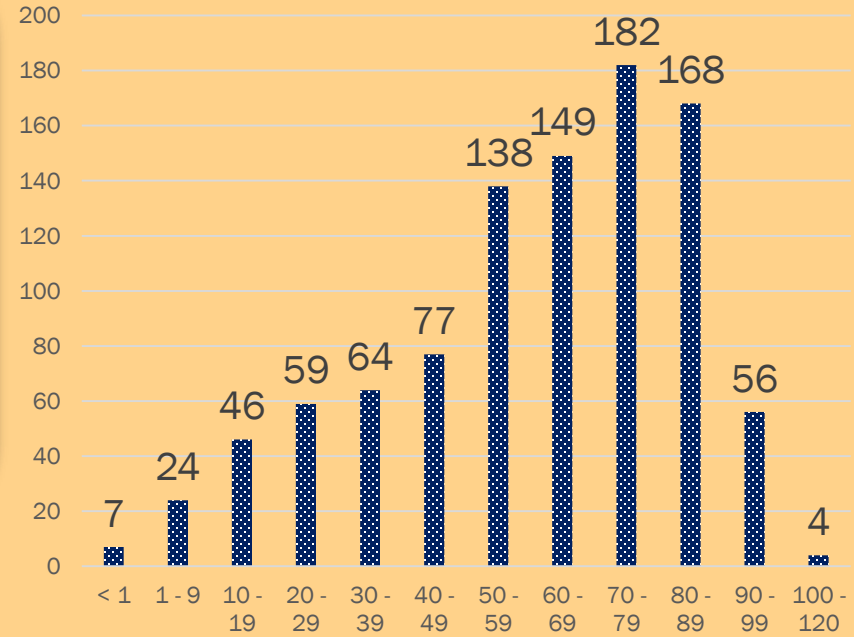
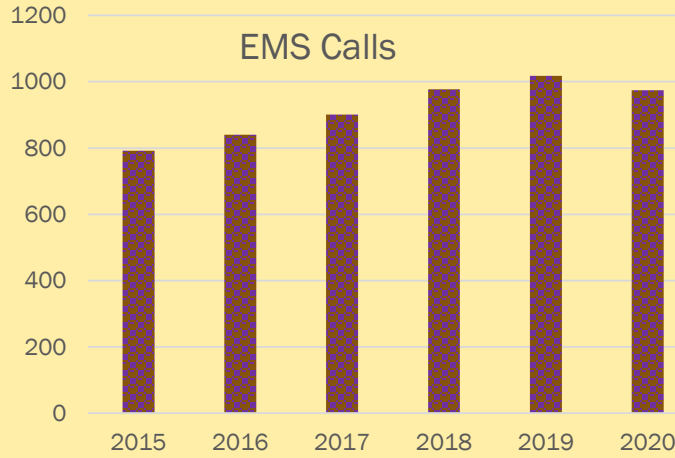


EMERGENCY MEDICAL SERVICES PREVENTION

□ Education:

- Interaction through medical call responses.
- Public presence.
- Station tours.
- Community CPR classes.

HISTORICAL DASHBOARD



AMHERST FIRE RESCUE GOALS & INITIATIVES UPDATED FOR FY22

□ Goal #1

- Stay the course with our current model.

□ Initiative #1

- Deliver professional emergency services to the residents and visitors of the Town of Amherst efficiently, expeditiously, and cost-effectively with a primary goal of preserving life and property.

GOALS & INITIATIVES (CONT.)

- Cross use of personnel that are certified in both disciplines, which enables us to meet the response standards that are set by the NFPA for Rural Zones with an emphasis to better our response times and do so 95% of the time.

Cross Trained Members

Overall Total
77

Fire Service Members
Cross Trained as EMT's

Emergency Medical Service
Members Cross Trained as FF's



Total Fire
38

Total Rescue
39

GOALS & INITIATIVES (CONT)

□ Goal #2

- Maintain our high level of quality services.

□ Initiative for goal #2

- Recruitment and retention of quality employees.
- Continue with the current model.
 - Reduce response times.
 - Increase the level of compensation.
 - Continue the cross training allowing for increase manpower use for fire and medical calls.

GOALS & INITIATIVES (CONT.)

□ Goal #3

- Maintain and replace our capital assets.

□ Initiative for goal #3

- Replacing aging apparatus.
- Retention of a 3rd ambulance.



GOALS & INITIATIVES (CONT.)

□ Goal #4

- Maintain our current programs and develop new community outreach opportunities.

□ Initiatives for goal #4

- Become a Heart Safe Community.
- AED's restaurants, businesses and mercantile buildings.
- File of Life
 - Critical medical information for our responders about our patients during emergencies.

GOALS & INITIATIVES (CONT.)

□ Initiatives for goal #4 (cont.)

- Community paramedicine.
 - Reach out to the folks (mostly the elderly) we transported to a medical facility that has returned home with the intention of preventing another transport in the coming days.
 - Reach out to the folks that we have provided lift assists to for the purpose of preventing falls or other issues requiring lift assists.

GOALS & INITIATIVES (CONT.)

□ Goal #5

- Working through COVID-19

- Initiatives for goal #5

- Change and adapt from our normal method of prevention visits to the schools from inside the classroom to delivery of Public Service Announcements (PSA's) through interactive video presentations.
- Provide PSA's through our website and social media outlets for greater public presence.

GOALS & INITIATIVES (CONT.)

□ Potential costs of our initiatives and goals.

Vehicle Replacement			FY18	FY19	FY20	FY21	FY22	Funding Source
1994 Fire Engine replacement					\$575,000			Fire Vehicle CRF
2005 Command replacement					\$45,000			Fire Vehicle CRF
1991 Fire Engine replacement						\$575,000		Fire Vehicle CRF
2006 Pick Up Forestry 2							\$35,000	Fire Vehicle CRF
Capital Improvement Deposits								
Fire Vehicle CRF			\$257,000	\$257,000	\$257,000	\$257,000	\$257,000	Warrant
Totals			\$257,000	\$257,000	\$257,000	\$257,000	\$257,000	

GOALS AND OUTCOMES

□ Goal #1

- Continue with current model.

□ Outcome for Goal #1

- The current model continues to work; however we need to monitor it with the projection of 300+ new homes and the build out of the industrial park beginning with Ashbrook Furniture.

□ Goal #2

- Maintain our high level of quality services.

□ Outcome for Goal #2

- Retain our current quality employees and have the ability to attract new when the need arises.

GOALS AND OUTCOMES (CONT.)

□ Goal #3

- Maintain and replace our capital assets.

□ Outcome for Goal #3

- Continue to effectively and safely respond to the emergency calls that Amherst Fire Rescue has to mitigate.

GOALS AND OUTCOMES (CONT)

□ Goal #4

- Maintain our current programs and develop new community outreach opportunities.

□ Outcome for Goal #4

- By utilizing our resources (personnel and equipment) and maintaining focus on community needs, we will have the greatest impact on the public before, during, and after emergencies occur.

GOALS AND OUTCOMES (CONT.)

□ Goal #5

- Working through COVID-19

□ Outcome for Goal #5

- Continue to get our fire prevention messages out to the schools.
- Continue to get our fire prevention and emergency medical service messages out to the public.

Discussion



**Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT**

Title: Discussion of Election Officials pay during covid emergency **Department:** Administration

Meeting Date: September 14, 2020 **Staff Contact:**

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



**Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT**

Title: Town Hall Re-Opening Task Force Update **Department:** Administration

Meeting Date: September 14, 2020 **Staff Contact:**

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



**Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT**

Title: APD Sole-source cruiser computer bid **Department:** Police Department

Meeting Date: September 14, 2020 **Staff Contact:**

BACKGROUND INFORMATION:

See attached memos

BUDGET IMPACT:

(Include general ledger account numbers)

Budgeted item.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

Request approval

SUGGESTED MOTION:

I move that we approve the sole source bid for police cruiser computers to Advanced Electronic Design, Inc. for \$12,234.74.

TOWN ADMINISTRATOR RECOMMENDATION:

Concur

ATTACHMENTS:

1. APD Staff Report-Sole Source Bid 08.26.2020



Memorandum

To: Board of Selectmen
Cc: Dean Shankle, PhD, Town Administrator
From: Mark O. Reams, Chief of Police
Date: August 26, 2020
Re: *Sole source bid – police cruiser computers- Stage II of III*

Please refer to the attached memo with regard to this FY21 request relating to **year two** of the Department's **three-year plan** to replace obsolescent cruiser computer equipment. The sole source vendor letter and attached quote are the exact same materials and figures approved by the Board last May (with the exception of a slight decrease in shipping and handling costs of roughly \$70). Thank you.



Memorandum

To: Dean Shankle, PhD, Town Administrator
Cc:
From: Mark O. Reams, Chief of Police
Date: May 20, 2020
Re: *Sole source bid – police cruiser computers*

As mentioned previously, our Department has had a plan in place for last several years to begin upgrading our outdated cruiser laptops with a new computer platform that has gained statewide acceptance and prevalence in recent years (in use by roughly 85% of police agencies in the state). The Department has held off on this transition in lieu of other matters which took precedence (e.g., other equipment purchases and upgrades, police station renovation funding requests, etc.). I write this memo in part to highlight this purchase as a necessary operational expenditure for which funds have already been appropriated in this fiscal year (in light of our town-wide efforts to minimize spending during the Covid-19 pandemic), and also to accompany the attached bid sheet which identifies this product supplier as the sole source vendor (i.e., since the per unit price exceeds the \$5,000 threshold set in our Town purchasing policy). The total price includes the product, shipping costs, and onsite installation. Please see the attached quote.



Patrol PC Sole Source Letter

Advanced Electronic Design, Inc.

**344 John Dietsch Blvd.
North Attleboro, MA 02763**

To Whom it May Concern:

Patrol PC, a division of Advanced Electronic Design, Inc., is a sole-source US manufacturer of ultra-rugged, advanced mobile data terminals/computers (MDT's/MDC's) that are customized for use in mobile Police, Fire and EMS vehicles. Our products are designed and manufactured at our headquarters facilities in North Attleboro, MA, and we certify that we meet all requirements of the "Buy America Act".

We are a "direct-from-the-factory" manufacturer with one mission, and that is to produce tablet computers that are "purpose-built" to support the unique mission and duties of mobile Police, Sheriff, Fire and EMS work. We do not build computers for the general public or for other industries. As a result, our computers are not generally available through traditional retail computer distribution channels.

We have two main product families, our RT-12i Fixed Mount Tablets, and our RhinoTab Portable Tablets. Our products are different from traditional laptop computers, with unique features and benefits that we design specifically for first responders, including:

- Ruggedized Metal Frames to Protect Your Investment
- Sealed 1200 NITS, Ultra-Brite Daylight-View-able Displays for Outdoor Use
- Impact-Resistant Windows Touch-Screens
- Built-In eCitation Scanners
- Built-In 4G LTE Data Modems
- Programmable Buttons For Ease Of Use
- Certified to Function From -15F to +149F
- Fully Expandable and Upgradeable to Eliminate Obsolescence
- Up To 7-Year Extended Warranty to Maximize Your Investment

Thank you for your consideration of Patrol PC products for your agency, and feel free to contact me if you have any questions/issues.

Best Regards,

David J. Swithers

President

Patrol PC, a division of Advanced Electronic Design, Inc.

344 John Dietsch Blvd.

North Attleboro, MA 02763

508-699-0458



QUOTE

QUO-1029
2020-08-25

Sales Agent: Ryan Garofano
Email: rgarofano@patrolpc.com
Phone: (401)741-8361



Advanced Electronic Design Inc
344 John Dietsch Blvd, Unit 2
North Attleboro, MA, US 02763
(508) 699-0458

DRAFT

Attention		
Mark Reams	mreams@amherstnh.gov	(603) 673-4900
Bill To	Ship To	
NH - Amherst PD 175 Amherst Street Amherst, NH - 03031	NH - Amherst PD 175 Amherst Street Amherst, NH - 03031	
Expiry Date	Shipping Rate	Payment Terms
2020-10-24	GROUND	NET 30

Item	Description	Type	Unit Price	Qty	Line Total
RH-M1	RhinoTab M1 (12.1" Sunlight Readable Display - 1200 NITS+, Projected Capacitive Touch Screen, Internal Battery, Ambient Light Sensor, WiFi 802.11 2.45GHz B/G/N/AC + BlueTooth, GPS, Front 2MP Camera, Rear 5MP Camera w/ Flash, Dual Digital Microphones, Stereo Speakers)	SALE	\$3,199.00	2	\$6,398.00
MotherBoard: MB-i7-RH-M1	Motherboard [i7]: Intel Core i7-5600U Processor (2.6GHz/3.2GHz, 4MB Cache, 2 Core, HD5500 Graphics, 2 USB 3.0 ports, 2 mPCIe half card slots, TPM v2.0)		\$225.00		\$450.00
RAM: RAM-8GB-DDR3	8GB DDR3-1600 RAM		INCLUDED		INCLUDED
Hard-Drive: SSD-240GB-MSATA	240GB mSATA 6GB/sec SSD		INCLUDED		INCLUDED
Operating System: OS-W10E64-RH-M1	Windows 10 IoT Enterprise 64 Bit Operating System for RH-M1 w/ CBB License.		\$209.00		\$418.00
Overlay: OVR-S-RH-M1	Standard RhinoTab Bezel Overlay Package		INCLUDED		INCLUDED
Cellular: CELL-VER-RH-M1	Internal Verizon 4G LTE Cellular Modem (w/ Internal Antenna)		\$445.00		\$890.00
Scanner: 2DS-RH-M1	Internal 2D Imaging Scanner		\$353.00		\$706.00
Carrying Method: ACC-HANDLE-RH-M1	RhinoTab Side-Mount Rhino Handle		\$30.00		\$60.00
Warranty: WRNT-3YR-RH-M1	3 Year RhinoTab Computer Warranty (Tablet Only)		INCLUDED		INCLUDED
RD-V-1	RhinoTab Value Dock (1 10/100/1G Ethernet, 4 USB 3.0, 4 RF Pass-Thru, 2 Ports for External Power Control and Ignition Sense)	SALE	\$499.00	2	\$998.00
Power Cable: CBL-PWR-6FT	6 FT Fused Power Cable		INCLUDED		INCLUDED
Warranty: WRNT-3YR-RD-V-1	3 Year RhinoTab Dock Warranty (RD-V-1 Dock Only)		INCLUDED		INCLUDED
PWR-AC-15V-90W-NC	90W A/C Power Adapter US Plug (100-250VAC in, 15VDC Out, 1 Year Manufacturer's Warranty). Included with Computer Purchase.	SALE		1	
ANT-AP-CC-A-S22-BL	Antenna Plus - MIMO LTE/Cellular/ PCS Combo Antenna - Adhesive Mount. Omni-Directional 3dB Gain, (2) SMA Male, Black - 1 year manufacturer's warranty	SALE	\$129.00	2	\$258.00
KBD-TG3-BLT-X3818	Rugged Backlit Keyboard - TG3 KBA-BLT-X3818 82 Backlit Red Illuminated Keyboard with Touchpad / Coiled Cord - 3	SALE	\$259.00	2	\$518.00

Year manufacturer's warranty. (KBA-BLT-5RBUVS-BKC)

MNT-AP-5120-PPC	Adaptor Plate for TM-512x series mounts.	SALE	\$49.00	2	\$98.00
MNT-VEH-TM-5126-PIS	HiNT On-Dash Tablet and Keyboard Mount for Ford POLICE INTERCEPTOR SEDAN. Adapter Plate sold separately. (Specify Year of vehicle)(2) 2018	SALE	\$515.00	1	\$515.00
INSTALL	Installation service	SERVICE	\$800.00	1	\$800.00

I have read and understood the following terms and conditions.

Will a matching PO be issued for this order? YES NO

Subtotal: \$12,109.00

Shipping Cost: \$125.74

Total: \$12,234.74

Printed Name: _____

Date of Approval: _____

Signature of Approval

Note:

Antenna Installs(2) - \$100 each

Computer Installs(2) - \$300 each

(2) 2018 PIS

Terms & Conditions:

Unpaid balances accrue 1.5% interest per month.

TOWN OF AMHERST

Town Department: Police

Date: August 26, 2020

General Ledger Account Number/Description:
01-4210-60-2621 Computer Equipment

Budget Amount: 18,000

Bid #: _____ **Item:** _____

VENDOR Name and Address
Patrol PC
344 John L. Dietsch Boulevard, Units 1&2
North Attleboro, MA 02763

PRICE/UNIT 6,117.37 **TOTAL** 12,234.74

OTHER CONSIDERATIONS
Sole source vendor
Two (2) police cruiser laptop computer systems
Year two of three-year equipment upgrade initiative

Patrol PC
344 John L. Dietsch Blvd., Units 1&2, North Attleboro, MA 02763

Recommend bid be awarded to: _____

Signature of Town Administrator/Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder. Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Town Administrator at least one week prior to the Board of Selectmen meeting.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Stop sign ordinance
recommendations

Department: Administration

Meeting Date: September 14, 2020

Staff Contact:

BACKGROUND INFORMATION:

The Highway Safety Committee made a recommendation that stop signs at five intersections be added to the ordinance. The required two public hearings have been held.

BUDGET IMPACT:

(Include general ledger account numbers)

Cost of stop signs.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

Recommend.

SUGGESTED MOTION:

I move that we add the requirements for the five stop signs as described and pictured on the attached memos.

TOWN ADMINISTRATOR RECOMMENDATION:

Concur

ATTACHMENTS:

1. Stop Signs Douglas-Hickory-Maple-Town Crier
2. Ordinance- Five Stop Signs



Memo

To: Dean Shankle, PhD, T/A
From: Chief Reams, Chair/Amherst Highway Safety Committee
Date: June 17, 2020
Re: Stop Sign Ordinance Recommendations

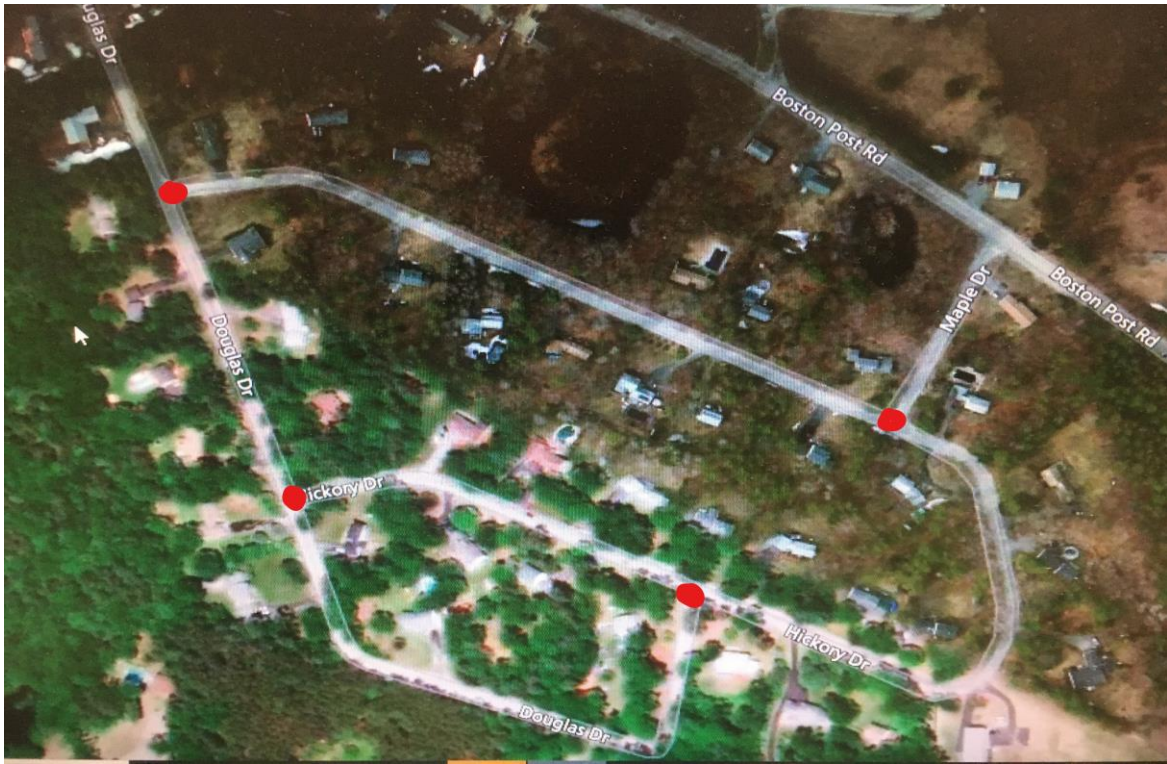
On the above date, the Amherst Highway Safety Committee met and discussed the need for stop signs at five intersection points along town maintained roads which currently lack these traffic control devices found in comparable Amherst neighborhoods.

These five intersections include the three intersections of Douglas Drive and Hickory Drive, the intersection of Hickory Drive and Maple Drive, and the southern intersection of Town Crier Road and Cricket Hill Road. The need for stop signs at these five intersections was brought to the attention of the Committee through resident complaints and/or independent observations made by one or more Committee members. The Committee discussed these intersections, and voted to recommend that the Board of Selectmen schedule the necessary public hearings regarding these proposed stop signs in consideration of a resulting ordinance(s).

I have attached the pertinent (draft) highway safety committee meeting minutes for your reference, along with photos of the proposed sign locations:

“Chief Reams informed the committee of complaints from residents regarding the absence of stop signs in the Douglas/Hickory/Maple Drive neighborhood. Complaints involved cars failing to stop at one or more intersections in the neighborhood and risking collisions with bicyclists, pedestrians, and vehicles. All roads in the neighborhood were recently repaved, and intersections are currently marked with painted stop lines which are to be used in conjunction with stop signs; however, no stop signs exist. Chief Reams noted that intersecting roads in all comparable neighborhoods throughout town are marked with stop lines and corresponding stop signs. Director Hahn also mentioned the need to address the same problem which he had observed along Town Crier Road at the intersection with Cricket Hill Road. Discussion amongst committee members recognized the need to address that intersection as well. Chief Conley made a motion for the committee to recommend to the Board of Selectmen at their next meeting that stop signs be erected at the three intersections of Douglas Drive and Hickory Drive; the intersection of Hickory Drive and Maple Drive; and the intersection of Town Crier Road Cricket Hill Road. The motion was seconded by Eric Hahn, and approved unanimously by the committee.”

I will be available at each public hearing to provide background information and answer any questions which may arise.



TOWN OF AMHERST, NH
Board of Selectmen

ORDINANCE

Pursuant to the authority granted to the Board of Selectmen of the Town of Amherst by virtue of NH RSA's 31:39, 41:11, and 47:17 for the purpose of enforcing and regulating traffic, the following traffic control regulation is hereby established for the Town of Amherst:

Five (5) STOP SIGNS at the intersections of the following Town of Amherst roads:

- Hickory Drive @ Douglas Drive (north)*
- Hickory Drive @ Douglas Drive (south)*
- Douglas Drive @ Hickory Drive*
- Maple Drive @ Hickory Drive*
- Town Crier Road @ Cricket Hill Drive (south)*

This ordinance shall take effect on September 14, 2020.

Signed this date, September 14, 2020, by the Board of Selectmen of the Town of Amherst:

Peter Lyon, Chairman

Dwight Brew, Vice Chairman

Reed Panasiti, Clerk

Thomas Grella, Member

John D'Angelo, Member



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Staff Report: Vehicle Lift
Meeting Date: September 14, 2020

Department: Public Works
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move that NE Auto Lift & Equipment be awarded the purchase and installation contract for the vehicle lift specified in DPW RFP 01-21 from the DPW Hwy equipment CRF and that the town administrator be authorized to sign related documents.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. DPW Vehicle Lift 24Sep20 STAFF REPORT
2. DPW Vehicle Lift bids



**TOWN OF AMHERST
Board of Selectmen
STAFF REPORT**

Title:

Department:

Meeting Date:

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

TOWN OF AMHERST

Town Department: Public Works

Date: 07/26/2020

Line Item: Highway Equipment CRF

Budget Amount: 17,684.19

Bid #: 01-21 **Item:** DPW Lift

Date Bid To Be Awarded: September 14, 2020

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT</u> <u>Interest Rate</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
1. Best Buy Automotive Equipment 42660 Rio Nedo Temecula CA 92590		No Bid submitted	
2. Gary Rice Equipment & Service, LLC 245 Pommogusett Rd. Rutland MA 01603		\$12,500.00	2 Rotor jacks for \$11,300 additional 2 yr. entire equip warranty N/C 1 yr. Service warranty N/C 3 yr. extended warranty \$135.00
3. NE Auto Lift & Equipment 120 Gage Rd. Pelham NH 03076		\$11,514.00.	Final air and electrical not included 1 yr. entire warranty N/C 1 yr. service warranty N/C 3 yr. extended Parts only \$135.00
4. North America Auto Equipment 86 Washington St. Unit E1 Plainville MA 02762		No Bid submitted	
5. Certified Lift Installation & Maintenance Corp. Yorktown Hts., NY 10598		\$11,983.63	5 yr. entire equip. warranty 1 yr. service warranty 3 yr. addition warranty \$300.00

6

Recommend bid be awarded to:

Recommend bid be awarded to NE Auto Lift & Equipment.

This company had the best price and is a NH Company closest in proximity to our location.



Signature of Town Administrator / Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder. Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Staff Report: Heating Oil and Propane Contract Extension **Department:** Public Works

Meeting Date: September 14, 2020 **Staff Contact:**

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move that the heating oil and propane contract is extended one year with Rymes Oil at a price of \$1.74/gallon and Suburban Propane at a price of \$1.265/gallon.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. DPW Heating oil propane 1 year extension 14Sep20 DPW STAFF REPORT (002)
2. DPW Heating oil propane 1 year extension 14Sep20 DPW STAFF REPORT (002)



**TOWN OF AMHERST
Board of Selectmen
STAFF REPORT**

Title:

Department:

Meeting Date:

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:



**TOWN OF AMHERST
Board of Selectmen
STAFF REPORT**

Title:

Department:

Meeting Date:

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:



**Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT**

Title: Payroll August 27, 2020

Department: Administration

Meeting Date: September 14, 2020

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve one (1) FY21 Payroll Manifest in the amount of \$231,322.95 dated August 27, 2020, subject to review and audit.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



**Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT**

Title: ACH Payment to Schools
Meeting Date: September 14, 2020

Department: Finance Department
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve one (1) ACH Payment to SAU39 Schools in the amount of \$3,024,202.00 dated September 1, 2020, subject to review and audit.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



**Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT**

Title: AP1-AP4 Accounts Payable
Manifests

Department: Finance Department

Meeting Date: September 14, 2020

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

AP1- I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$167,203.78 dated August 27, 2020, subject to review and audit.

AP2- I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$47,279.40 dated August 28, 2020, subject to review and audit.

AP3- I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$231,322.95 dated August 27, 2020, subject to review and audit.

AP4- I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$330.00 dated September 2, 2020, subject to review and audit.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None

Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, August 24, 2020 6:30PM



1. Call to Order

Chairman Peter Lyon called the meeting to order at 6:30 p.m.

Attendees: Chairman Peter Lyon, Selectman Dwight Brew, Selectman Reed Panasiti, Selectman John D'Angelo, and Selectman Tom Grella.

Also present: Town Administrator Dean Shankle and Minutes Taker, Kristan Patenaude

Other attendees and the public accessed the meeting via Zoom.

Chairman Lyon explained that, pursuant to the State of Emergency declared by the Governor as a result of the COVID19 pandemic and in accordance with his Emergency Order #12, this meeting is authorized to take place electronically. There is no physical location to observe and listen to this meeting. However, in accordance with the Emergency Order, we are:

Utilizing Zoom teleconferencing for this meeting. All members of the Board have the ability to communicate during the meeting through this platform and the public has access to contemporaneously listen and if necessary participate in the meeting by dialing +1 312 626 6799 and using a webinar ID of 883 1051 4581 or by using the link contained in the agenda posted at amherstnh.gov.

Notice of the meeting and means to access it were previously posted in accordance with law. Members of the public that have phoned into the meeting can raise their hand by pressing the *9 on their phone, in order to make it known that they would like to speak to the Board. If anyone has a problem accessing the meeting, please call 603-440-8248 for assistance. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

All votes will be taken by roll call and for ease, in alphabetical order.

Lastly, the meeting is being recorded and will be replayed on ACATV.

The Board started by taking a roll call vote and stating if they were alone.

Roll call vote: Selectman Brew – present; Selectman D’Angelo – present; Selectman Grella – present; Selectman Panasiti – present; Chairman Lyon – present. All noted themselves as being alone.

2. PUBLIC HEARING: Pursuant to RSA 41:14-b, the Amherst Board of Selectmen shall hereby give notice and announce the convening of a public hearings for the following proposed ordinance for the purpose of regulating traffic (NH RSA 31:39): STOP SIGNS

A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to enter the Public Hearing.

By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

Police Chief, Mark Reams, joined the meeting.

Chairman Lyons explained that this public hearing is to discuss five stop sign installations, recommended by the Highway Safety Committee: three at the three intersections of Douglas Drive and Hickory Drive, one at the intersection of Hickory Drive and Maple Drive, and one at the intersection of Cricket Hill Road and Town Crier Road.

Chief Reams agreed that this was a unanimous decision recommended by the Highway Safety Committee.

Chairman Lyon explained that this is the second of two public hearings on this topic. The Board will have a subsequent vote on this at its next meeting.

No one from the public chose to speak at this public hearing.

A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Brew to close the Public Hearing.

By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

4. Citizen’s Forum - none.

Steve Coughlan, Town Moderator, joined the meeting. He explained that the primary election will take place on September 8, 2020. This is usually a low volume voting event for the Town, with about 2,500 maximum usually expected. The request for absentee ballots this year has been strong, about 20 times more than normal numbers. He, therefore, expects far fewer in-person voters. The polls will be open for 14 hours

on September 8th. He suspected that the peak volume for this year may be around 100 voters per hour with about 1,600 total in person voters, . This would be a very low rate of voters for the Town.

Steve Coughlan explained that voting will still take place in the Souhegan High School gym. The cafeteria is also open for use that day, and so the Supervisors of the Checklist will have their table moved to the cafeteria, in order to spread people out. There will be ropes and signage to help move people along. There will be hand sanitizer for use and plexiglass on every table for election workers. He explained that there will be placemats in each ballot box. The election workers have been instructed not to disinfect the ballot box surfaces, because getting these surfaces wet could get the ballots wet and, subsequently, ruin the ballot counting machines. Voters will be strongly encouraged to wear masks, but they will not be forced to do so.

In response to a question from Selectman Brew, Steve Coughlan stated that those who refuse to wear masks will be allowed to enter the normal flow of voters in the gym, but will have an election worker that walks with them and escorts them quickly through the process.

In response to a question from Selectman Panasiti, Steve Coughlan stated that over 800 absentee ballots were requested through last week. Absentee ballots can be submitted up until the Monday before September 8th, either dropped in the mail or hand delivered to the Town Clerk. There will be town workers sweeping the post office twice a day on Election Day until 5pm. An authorized person (a person him/herself, a family member, or a person in a specific position) may also hand deliver an absentee ballot to the polling place up until 5pm on Election Day.

In response to a question from Selectman Panasiti, Steve Coughlan explained that the current requirements are that curtain blinds will still be used on the voting booths, as there is such a small transmission rate on them, per epidemiologists. There may be additional guidance on this coming down from the State, which may allow him to not have to put the blinds on the booths.

Steve Coughlan explained that the General Election Day will be much more difficult than the Primary Election Day. Even if 50% of the general number of voters use absentee ballots for the election, there will still be a large number of in-person voters and the gym space may get cramped. The absentee ballots would have to be around 70-80% for social distancing during the General Election to be easier, but this would obviously put a huge strain on town workers to process the ballots.

Chairman Lyon thanked Steve Coughlan, the Supervisor's of the Checklist, Nancy Demers, Lavern Fucci, and all the volunteers for their work to make the election days happen and to process the absentee ballots.

4. Scheduled Appointments

4.1 Amherst Bicycle & Pedestrian Advisory Committee (BPAC)

Chris Buchanan, BPAC Chair, joined the meeting. He gave the Board some general updates from the BPAC. He explained that the Amherst Conservation Commission (ACC) has completed their construction of the Atherton Trail, located on the Purtell easement. Special thanks to the BPAC, ACC, and John Harvey for their work on this project.

Chris Buchanan explained that the Amherst Street sidepath project is underway. A contract for the project was signed with Continental Paving and the process will begin this fall, with a projected completion of April 2021. The current length of the project is 1.91 miles. There are two opportunities to extend the length of this sidepath, at no cost to the Town. One option is to expand the sidepath 0.7 miles along NH Route 122 (past the Police and Fire / Rescue complex) with certain striping measures. The other option is to extend the sidepath 0.6 miles towards Milford, as part of Milford's reconstruction of their part of Amherst Street in 2021. He suggested that the Board might consider having a conversation with Milford to make sure there is a consistent design on the sidepath.

Chris Buchanan explained that the B&M Rail Trail between Baboosic Lake Road and Walnut Hill Road has been approved as part of NH's 10 Year Plan for reconstruction by NH DOT for approximately \$852,000. This was signed on July 24, 2020. Thanks to the BPAC, Gordon Leedy, and Simon Corson for their work on this project. This will be funded through the State and could become part of a potential larger expansion of the B&M Rail Trail in the future.

Chris Buchanan stated that the Boston Post Road sidepath in the vicinity of Souhegan High School has been the BPAC's number one requested project. This sidepath is currently in planning to determine the potential scope of the project. There are complexities to this project, such as engineering, surveying, and a small water crossing between Cross Road and Stearns Road. It's been determined that taking on roadside construction in conjunction with road construction can make the project about 60% cheaper. This stretch of Boston Post Road currently has no scheduled road construction, making it difficult to decide when to start this project. The required improvements to the water crossing on the street will make the project significantly more expensive than a regular sidepath construction. He suggested that the Board look into how to fund surveying of the area in order to help determine the larger cost of the project.

Chris Buchanan explained that the Souhegan Valley Rail Trail is a project through the Complete Streets Advisory Committee and NRPC along the B&M Railroad that parallels Route 101A. The owner of the railroad is allegedly looking to sell it which could lead to an opportunity for 11 miles of the railbed to be converted into a rail trail. This would not be municipally funded; federal grants would be sought. Volunteers from BPAC have been lending their time to this project. The rail trail would run parallel along Route 101A through Amherst to Nashua and Wilton.

Chris Buchanan explained that the proposed Eversource Trail looks to formalize several existing trails that run under the transmission lines from Route 101A to Horse Hill, in Merrimack. He has met with Eversource and the Merrimack Conservation

Commission on this project. If successful, this trail would connect Buck Meadow, through Parkhurst Place, to Souhegan High School, and out to Horse Hill Nature Preserve. BPAC is also discussing this project with the Amherst Land Trust, as negotiations with private landowners will be necessary.

Chris Buchanan stated that Old Manchester Road is being rebuilt by DPW in 2020. He suggested a feasibility study of an “Edge Lane Road” (aka advisory shoulder) along the road. This would come at no additional cost to the Town. If this is feasible along the road, the BPAC would then seek the Board’s counsel, along with that of the Highway Safety Committee.

In response to a question from Chairman Lyon, Chris Buchanan explained that the section of B&M Rail Trail is part of the DOT 10 Year Plan. He doesn’t believe that the project requires matching funds. This is only for a single phase of the project. The original project sought to construct six phases, from Bedford to the Souhegan High School. The other phases can be candidates for future 10 Year Plans. For example, the 10 Year Plan that begins in 2030 is currently reviewing options for candidates. Having a project in the 10 Year Plan is a good way to legitimize the project and pursue federal grant money.

In response to a question from Chairman Lyon, Chris Buchanan stated that the engineering and surveying for the Boston Post Road sidepath would be tremendously helpful in determining the cost. Federal grants could be pursued for the surveying, but Chris Buchanan stated that he believes it would be unwise to use federal grants for this portion of the project. The Town would have to wait to apply for grants until June 2021 and probably not be able to start surveying until 2022. He suggested that the surveying and engineering be funded by the municipality and then possibly pursue grant funding for the project construction itself.

Chris Buchanan explained that there are three requests for NH DOT from the BPAC. The first is for the Birch Park Trail. The first request on this item was made to DOT in 2017. This project was led by Simon Corson, Gordon Leedy, and Recreation Director, Craig Fraley. The request is to access a small portion of a DOT right of way that would allow for an extension along the north part of Baboosic Lake Road of the B&M Trail. The Board voted on January 27, 2020, to request DOT’s assistance on this item.

Craig Fraley stated that he’s been trying to contact DOT on this item since 2017. At one point he called DOT every weekday for three months straight, without ever receiving a call back. He is excited and passionate about this project.

Chris Buchanan stated that he and Craig Fraley have spoken about working with the Town staff on a new effort to pursue these projects with DOT. He suggested putting all of the suggestions into one request, including extending the request to Route 122 and eventually down to Merrimack Road.

Chris Buchanan stated that the second project is for the restriping of NH Route 122. The Board voted to request DOT’s assistance on this item on January 27, 2020. This

would allow the Amherst Street sidepath to be extended by 0.7 miles at no cost to the Town. This would also give the Town direct access to the section of the B&M Rail Trail to be rehabbed as part of the 10 Year Plan, and also to Birch Park.

Chris Buchanan explained that the third project is for a midblock crossing to connect the Atherton Trail with Joshua's Park. He requested that the Board vote to seek DOT's assistance on this item as well. This would give some neighborhoods and Atherton Commons access to Joshua's Park. The request is for a special sidewalk in the middle of the road. This section of Route 122 is scheduled to be redone in the fall. This could also be pursued at no cost to the Town.

The Board suggested that the third project be run by the Highway Safety Committee.

Eric Hahn, DPW Director, stated that DOT seems hesitant to allow the Town to stripe the proposed section of Amherst Street (past the Police and Fire / Rescue complex) in a different configuration and also allow the Town to take over maintenance of the area. He is not giving up on the project, but is finding it difficult to find the right DOT person to speak to.

Chairman Lyon suggested getting Senator Chandley or a State rep involved.

In response to a question from Selectman Panasiti, Chris Buchanan stated that the Atherton Trail is not yet completed out to Route 122. There is a large water crossing there that might need a bridge or boardwalk. It is hard to know whether it's better to finish the trail first, or complete the connection across Route 122 first. Chairman Lyon stated that he wouldn't want to encourage anyone crossing that section of road without the proper safety measures first being in place.

Chris Buchanan broached future budget ideas with the Board. He explained that it is difficult for the BPAC to know how to fund future projects without a CIP or a standing budget line.

The Board agreed that it would like to see a 2-3 year plan from the BPAC before deciding how to fund various projects. Selectman D'Angelo also explained that the CIP Committee would like to see a 3-5 year plan from the BPAC for next year's CIP process.

Chairman Lyon thanked Chris Buchanan and the BPAC for their work on creating safe multimodal projects at little cost to the Town.

4.2 Amherst Heritage Commission - Action on August 26 to recognize the anniversary of the passing of the 19th Amendment

Heritage Commission Chair, Will Ludt, joined the meeting. He explained that he received an email from the National Park Service regarding a year long celebration for the anniversary of the 19th Amendment. The 19th Amendment was ratified by all 33 states in August 1920. This Wednesday, the 26th, is the 100th anniversary of the 19th Amendment being passed into law. The National Park Service is asking towns to

highlight this anniversary in any small way. Will Ludt explained that he is suggesting casting floodlights in purple and gold, the colors of the Suffragettes, on Town Hall for the evening of the 26th.

Will Ludt stated that he recently visited the NH Archives in Concord where he was able to find the original list from the Supervisor of the Checklist for the presidential election of 1920. At the time there were 366 registered voters in Amherst, 131 of those were women, about 35.7%. He is suggesting that the lights be up from about dusk to midnight. He does not believe the lights will bother any neighbors as they will be upcast onto Town Hall only from the ground.

A MOTION was made by Selectman Grella and SECONDED by Selectman Panasiti to authorize the Heritage Commission to display purple and gold lighting on Town Hall on the evening of August 26, 2020.

By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

5. Administration

5.1 Administrator’s Report

Town Administrator Shankle explained that the Town continues to move forward towards the possibility of being in-person at Town Hall. Plexiglass has been installed at the Town Hall offices for safety. He is working on the new software for creating the agendas. He is continuing speaking to Department Heads this week regarding their Strategic Plans and getting that information into the GovMax software.

6. Staff Reports

6.1 Finance - Election Assistance Grant

Finance Director, Cheryl Eastman, explained that the Secretary of State’s Office has sent information regarding an Election Assistance Grant, through the CARES Act. This will reimburse each town for the amount spent processing each absentee ballot for the primary and general elections, over and above what was spent processing these ballots in the past. There is a simple application to apply for this grant. Amherst could be allocated up to \$30,401, depending on the number of ballots processed.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to appoint Town Administrator Dean Shankle as designated signer on all applications and correspondence regarding the Elections Assistance Grant.

By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

6.2 Finance - 2020 MS535

Cheryl Eastman explained that the MS525 is due on September 1, 2020 and is ready for the Board’s signature.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti for the Board of Selectmen to accept the MS535 and sign it.
By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

6.3 Finance - FY22 Budget Creation Questions

Cheryl Eastman explained that the Board has a number of items to address as the budget cycle approaches such as: COLA, global assumptions/initiatives, and health insurance being budgeted in individual departments. In regards to the last question, she asked that the Board consider that it is possible to figure out who takes what kind of health insurance in small departments in Town; this could be a HIPAA violation. She has seen other towns that pool all budgeted health insurance under the Personnel Administration budget. She explained that the utilities for some buildings are listed under General Government Buildings, while some are listed under the individual department budgets. These could all be pooled under General Government Buildings.

Chairman Lyon stated that he believes deciding the COLA tonight, without input from the Department Heads and Town Administrator, would be premature.

Selectman Brew stated that he would like for the expenses to appear where they were incurred. For example, he believes that if Department Heads are asked to manage their electricity and heating budgets, it might make them more keen to focus their efforts to do so wisely. He does not favor lumping those items, but would like for them to remain in their departments. In terms of the health insurance, he understands the possible issues with HIPAA, but suggested that the average unit cost could be determined per each Department’s number of full time employees, and then divided within each Department. This way the costs aren’t buried in a different place within the budget.

Selectman D’Angelo stated that the COLA might be an issue this year, as the Board usually looks at past years, but it is expected that the cost on inflation will kick up at some point. He believes that the larger costs of health insurance should remain within the larger departments. Some of the smaller departments, such as those within Town Hall, could bundle their costs together so as to avoid any issues with HIPAA. He would like for the heating costs for the buildings to remain within the departmental budgets.

Selectman Grella agreed with Selectman D’Angelo, that the utilities costs should remain without the departmental budgets and the smaller budgets could bundle their health insurance costs.

In response to a question from Selectman Panasiti, Cheryl Eastman stated that this was not a suggestion from the auditor, but suggestions from the ways she’s seen things done in other towns.

Selectman Panasiti stated that the decision on COLA this year will be a difficult one.

Town Administrator Shankle stated that he has seen these items done both ways in different towns. He agrees that bundling the health insurance costs within Town Hall is a good idea. He reminded the Board that there is a union contract with the Police Department for a 2% COLA for the next few years.

6.4 DPW Surplus Vehicles

Eric Hahn stated that, between the DPW and Recreation Department, there are seven surplus vehicles to be dealt with. There are four Police Department cruisers that were handed down, and three trucks that were recently replaced.

In response to a question from Selectman Brew, Eric Hahn stated that he typically sells surplus vehicles through the White Farm State auction, but he would like the option to sell the vehicles either through that venue, or through municipal bids online.

Selectman Brew suggested that the people of Amherst be informed that these vehicles will be going up for sale, in case there is any interest.

In response to a comment from Selectman D'Angelo regarding the revenue from these sales not being accepted as unanticipated revenue, Cheryl Eastman explained that the revenue from the sale of town property is claimed on the MS434 form.

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti that four cars: a 2008, 2009, and 2010 Ford Crown Victoria's and a 2013 Ford Taurus, and three trucks: a 2006 F550, a 2008 F350, and a 2011 F350 are surplus to the needs of the Town and be sold.

By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

6.5 DPW - Transfer Station escalating incidents

Eric Hahn stated that the interactions between the public and DPW staff at the Transfer Station has steadily become more abusive. There have been personal, physical threats made, with insulting, demeaning language. The Police Department has been called over these incidences twice in the past four weeks. Items have been forcibly taken from staff members and proper disposal rules have been disregarded.

Chairman Lyon suggested that Eric Hahn meet with himself, Town Administrator Shankle, and Police Chief Reams to come up with strategies to address these issues.

Selectman Brew agreed with Chairman Lyon.

Selectman D'Angelo stated that there is no way to convince these people with rational arguments. He believes that the employees need to be defended and suggested that they take down license plate numbers.

Selectman Grella suggested that Eric Hahn's letter be placed on the Town website.

Selectman Panasiti stated that something should be done between now and when the meeting with the Town Administrator and Police Chief happens. He also suggested that the employees take down licence plate numbers and that the Police Department possibly step up their patrols at the Transfer Station. He does not believe these members of the public should be engaged with.

Town Administrator Shankle noted that most of these incidents have occurred since recycling has been opened, and that the Board may have to consider closing it again if this continues.

Eric Hahn agreed that these incidents have increased since recycling was opened because there are more people walking around on the deck and addressing employees.

In response to a question from Selectman Panasiti, Eric Hahn stated that many surrounding towns have also reopened their recycling operations and are dealing with similar issues with the public.

7. Approvals

7.1 MS-1 Summary of Valuation

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti, to sign the Department and Revenue MS-1 Report for 2020.

By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

7.2 Baboosic Lake Community Septic Warrants

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti, to approve and sign the Quarterly Warrants for the Baboosic Lake Community Septic invoices due October 1, 2020 as follows:

Phase I Quarterly Septic Warrant: \$2,030.16

Phase II Quarterly Septic Warrant: \$5,555.20

Phase III Quarterly Septic Warrant: \$6,746.49

Phase IV Quarterly Septic Warrant: \$4,785.39

By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

7.3 Payroll

A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY21 Payroll Manifest in the amount of \$254,968.95 dated August 13, 2020, subject to review and audit.

By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

7.4 Accounts Payable

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve one (1) FY20 Accounts Payable Manifest in the amount of \$34,300.73 dated August 12, 2020, subject to review and audit (Town Clerk Transfer to the State of NH).

By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to approve one (1) FY21 Accounts Payable Manifest in the amount of \$32,641.00 dated August 12, 2020, subject to review and audit. (Town Clerk Transfer to the State of NH).

By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

7.5 Previous Meeting Minutes – August 10, 2020

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to approve the Board of Selectmen meeting minutes of August 10, 2020, as presented.

By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

8. Action Items

The Board reviewed its action items.

9. Old/New Business

Selectman Brew stated that the Master Plan Steering Committee met last week. It will meet again on the evening of September 11, 2020, to discuss initiating a communications strategy. He explained that a development on Route 101 came before the Planning Board recently and impact fees were discussed for the first time since a fee schedule was implemented. There were questions from the Planning Board members about a business paying Road impact fees on a State highway. The Planning Board voted 4-3 that all of the suggested impact fees should be implemented. The applicant has stated that he will appeal this decision. He requested that the Planning Board be given some guidance on this issue.

Chairman Lyon suggested that this item be addressed with either Bruce Mayberry or Town Council.

Town Administrator Shankle explained that impact fees were not allowed for State roads in the past, but the Town of Hooksett actually testified that these should be allowed because projects can still be done on State roads.

Selectman Brew questioned if impact fees can be collected on State roads by the Town.

Selectman D'Angelo stated that the CIP Committee has completed its work. It will go before the Planning Board to present, and then come before the Board of Selectmen. There will be a brief meeting of the Trustees of the Trust Fund at 9am on August 25th. There will be an SAU39 Joint Facilities meeting on August 27th at 4pm.

Selectman Grella stated that the State came to discuss grant funding with the Heritage Commission and Historic District Commission last week. The Historic District Commission also voted on three applications and approved all of them.

Selectman Panasiti congratulated Town Administrator Shankle for requesting and using funds from the CARES Act.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to adjourn the meeting at 8:56pm.

By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

NEXT MEETING: Monday, September 14, 2020

Selectman Reed Panasiti

Date