



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
MONDAY, SEPTEMBER 28, 2020 6:30 PM

To join meeting: <https://us02web.zoom.us/j/85900599870>
Or Telephone 1-301-715-8592 Webinar ID: 859 0059 9870
If you cannot access the meeting please call 603-440-8248.

- 1. Call to Order**
- 2. Citizens' Forum**
- 3. Scheduled Appointments**
 - 3.1. "Goldens on the Green", Bill Swift
- 4. Strategic Plan Presentations FY22: Recreation, Library, Community Development**
 - 4.1. FY22 Strategic Plan, Recreation
 - 4.2. FY22 Strategic Plan, Library
 - 4.3. FY22 Strategic Plan, Community Development
- 5. Administration**
 - 5.1. General Updates
 - 5.2. Halloween
 - 5.3. Drought
 - 5.4. Town Hall Re-Opening Taskforce Recommendations
- 6. Staff Reports**
- 7. Approvals**
 - 7.1. Assessing Approval, Land Use Change Tax Release, 4 Trask Way
 - 7.2. Payroll, Accounts Payable and NH DMV Manifests
 - 7.3. Previous BOS Meeting Minutes: 09/14/2020
- 8. Action Items**

9. Old/New Business

**10. Non-Public Session, RSA 91-A:3, II (b)
RECONVENING OF PUBLIC SESSION - 6:30 PM:**

When: Sep 28, 2020 09:00 PM Eastern Time (US and Canada)

Topic: 09/28/2020 BOS meeting **AFTER NON-PUBLIC**

To join meeting: <https://us02web.zoom.us/j/89992274559>

Or Telephone: 1-312-626-6799 Webinar ID: 89992274559

If you cannot access the meeting please call 603-440-8248.

Adjournment

Next Meeting: October 12, 2020

A golden retriever is lying down in a field of tall, vibrant green grass. The dog is looking towards the right side of the frame with a happy expression, its mouth open and tongue visible. The background is filled with more greenery, and a bright sun flare is visible in the upper left corner, casting a warm glow over the scene.

GOLDENS

On the

GREEN

October 18th 1pm - 3pm

“GOLDENS ON THE GREEN”

Flash Mob and Social
Sunday, October 18th
1 PM to 3 PM



Bill Swift
10 Saddle Hill Road
Amherst, NH
603-759-9686 (m)



“GOLDENS ON THE GREEN”

Purpose: Social Gathering for Greater Amherst Golden Retriever owners and to raise money for the Humane Society for Greater Nashua (HSFN)

Date: Sunday, October 18th

Time: 1 PM to 3 PM, set-up begins at 9 AM

Cost: Requesting \$10 per Golden donation to the Humane Society for Greater Nashua

Participation: Estimate 20-30 Golden Retrievers, 40-50 family members/friends

Parking: Cars will be parked in the existing parking spaces around the Green

Publicity: Facebook , Flyers and word-of-mouth

Clean-Up: HSFN to provide dog waste bags and buckets (4) and remove them at end
We will “Leave it as we found it.”

“GOLDENS ON THE GREEN”

Event Activities

- | | |
|-----------------------------|---------|
| 1. Doggie Kissing Booth | 1:00 PM |
| 2. Big Bubbles for Kids | 1:30 PM |
| 3. Pool Diving Championship | 2:00 PM |
| 4. Awards Ceremony | 2:15 PM |
| 5. Parade of Goldens | 2:30 PM |

“GOLDENS ON THE GREEN”

Awards

1. Gold Medal Golden – Best service dog story will receive a gold medal
2. Youngest Golden – will receive a certificate
3. Oldest Golden – will receive a certificate

“GOLDENS ON THE GREEN”

Additional Details

1. Water bowls and fresh water jugs will be on-site
2. Wading pool will be on-site if weather is warm enough
3. Pop-ups, tables and chairs for Registration and HSFN people
4. No concessions are planned for this event
5. Short-Hair Goldens (Yellow Labs) welcome 😊

“GOLDENS ON THE GREEN”

Safety Topics (COVID-19, etc)

1. Face Masks are required
2. Social Distancing (at least 6') is required
3. Hand sanitizer will be available
4. Dogs must be on a leash – owners' responsibility
5. Dog bites or dog fights – owners' responsibility

“GOLDENS ON THE GREEN”

Requesting Town Approval

to hold event on Amherst Town Green on October 18th



WELCOME TO



AMHERST, *NEW HAMPSHIRE*



September 28, 2020

Amherst Recreation FY22 Strategic Plan



Mission

To enhance the quality of life for all Amherst residents with high-quality programming in health, leisure, fitness, and outdoor education through a series of well-maintained park(s) and recreational facilities.

In Review

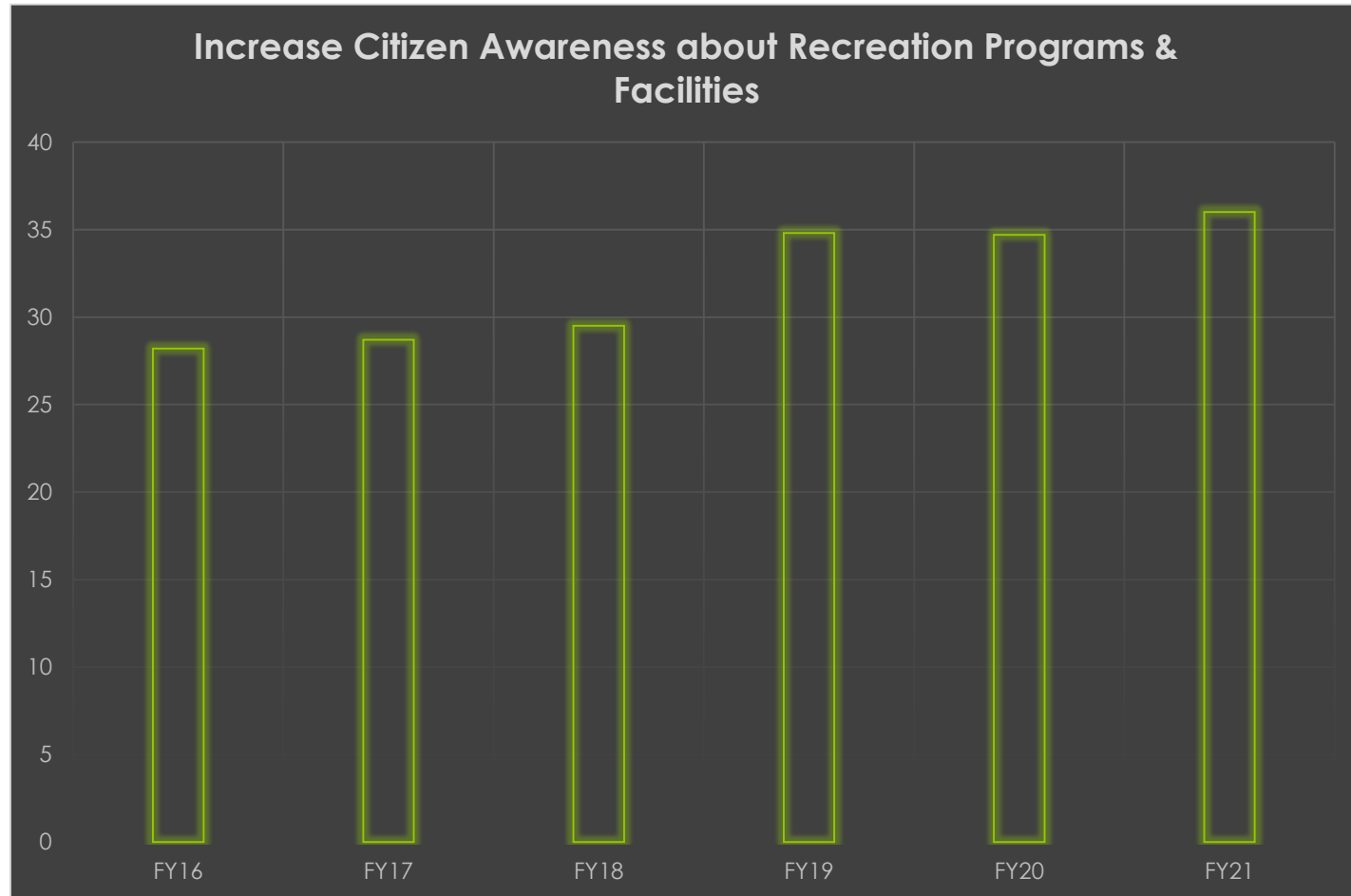
FY 21 Department Goals

- Increase Citizen Participation in Programs
- ✓ ○ Continue to enhance the use of Baboosic Lake Town Beach to Amherst Citizens.
- Increase park and recreation facilities available to citizens.
- Diversify program offerings to serve citizens of all ages.

FY 22 Department Goals

- Increase citizen awareness about Recreation Programs and Facilities.
- Increase & manage park and recreation facilities available to citizens.
- Diversify program offerings to serve citizens of all ages.

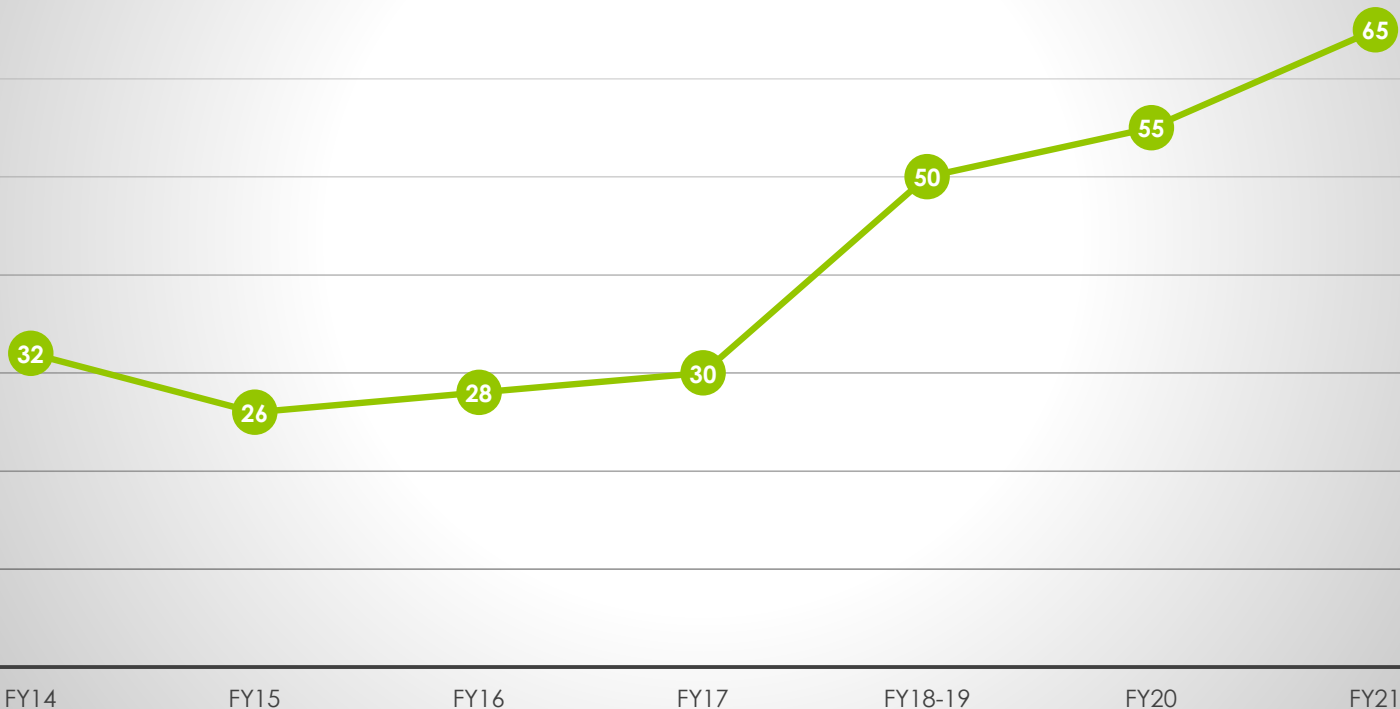
Goal 1



% open rate for department newsletter by fiscal year

Goal 2

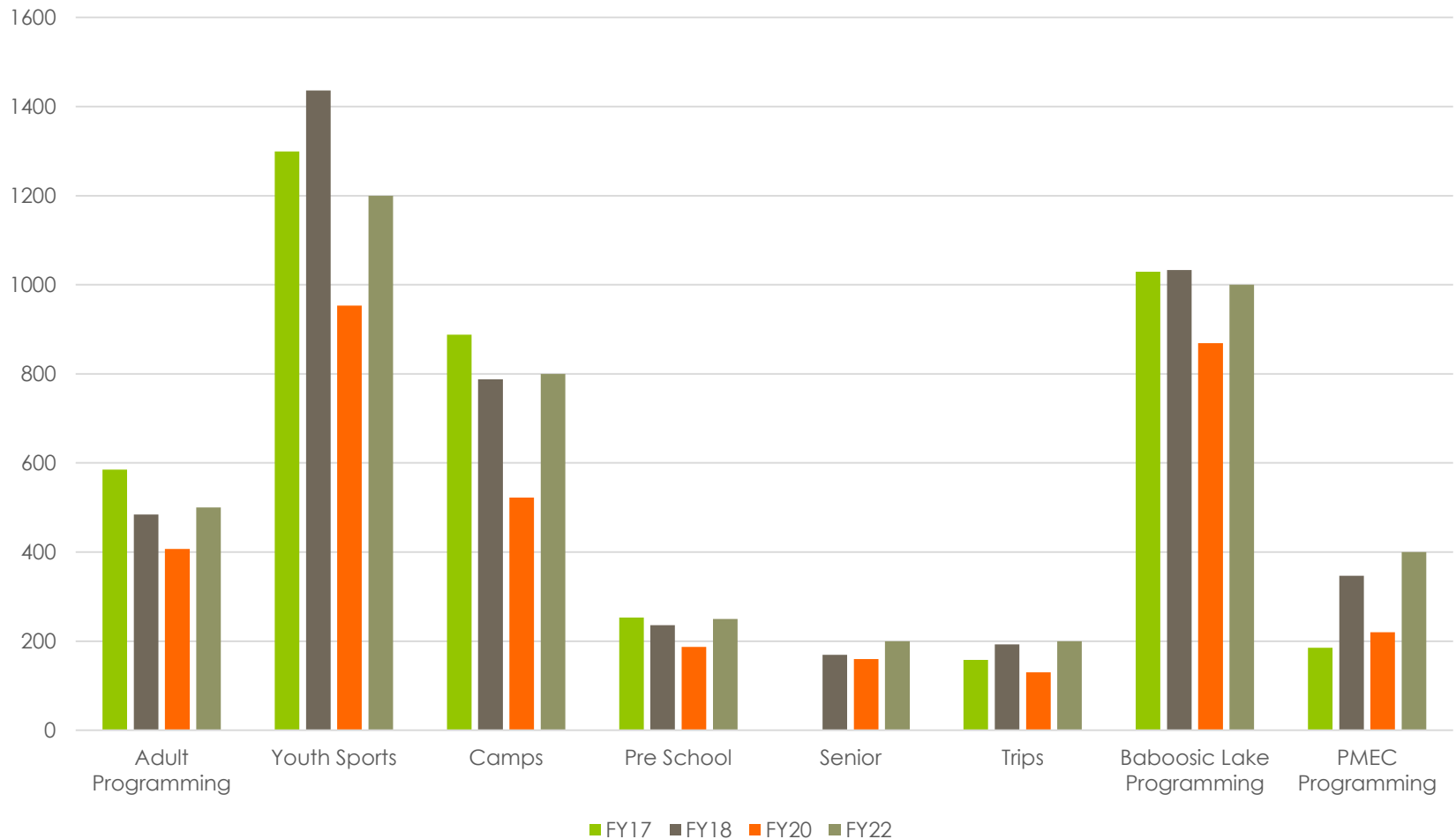
Increase Park & Recreation facilities available to citizens.



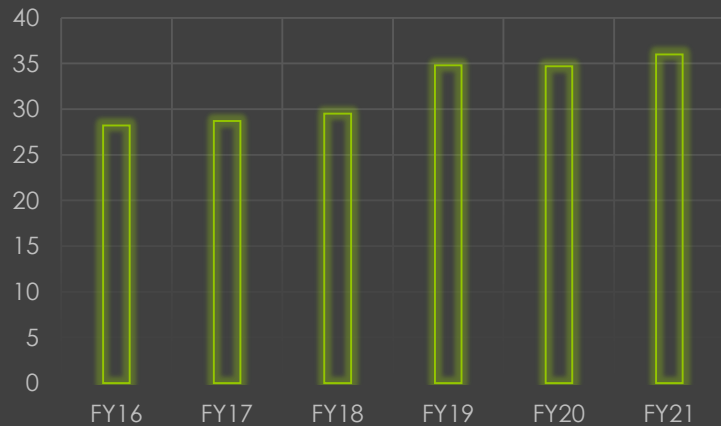
Acres of land maintained by Recreation Department by year

Goal 3

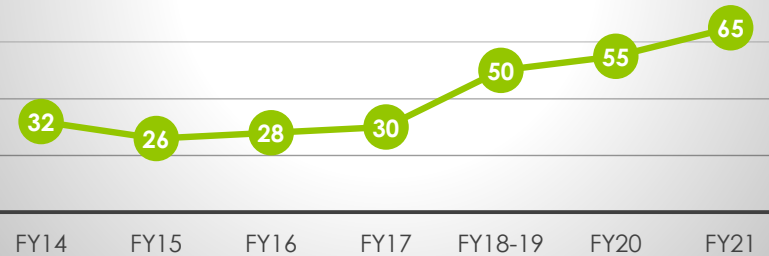
Diversify program offerings to serve citizens of all ages.



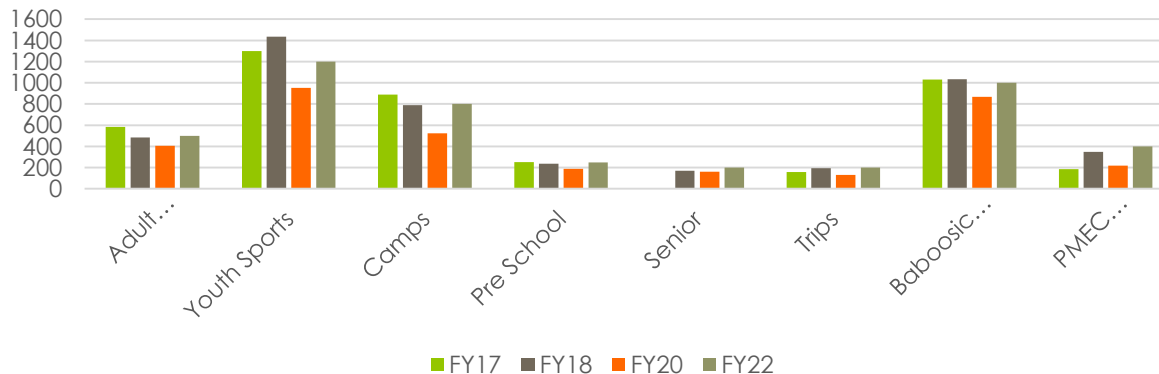
Increase Citizen Awareness about Recreation Programs & Facilities



Increase Park & Recreation facilities...



Diversify program offerings to serve citizens of all ages.



FY22 Initiatives

- **Initiative 1:** Development of Buck Meadow Conservation and Recreation Area for usable fields and indoor space.
- **Initiative 2:** Add additional part time Parks Crew staff to assist with the growing demands of Amherst Parks & Recreation.
- **Initiative 3:** Re-surface AMS courts to allow for basketball use and create a shaded picnic area by courts to allow space for outdoor classrooms and team meeting spaces.
- **Initiative 4:** Build an indoor facility to act as a community center for Amherst Residents of all ages. – ***Tabled but still important***

Initiative #1

Development of Buck Meadow Conservation and Recreation Area for usable fields and indoor space.



Buck Meadow Conservation & Recreation Area

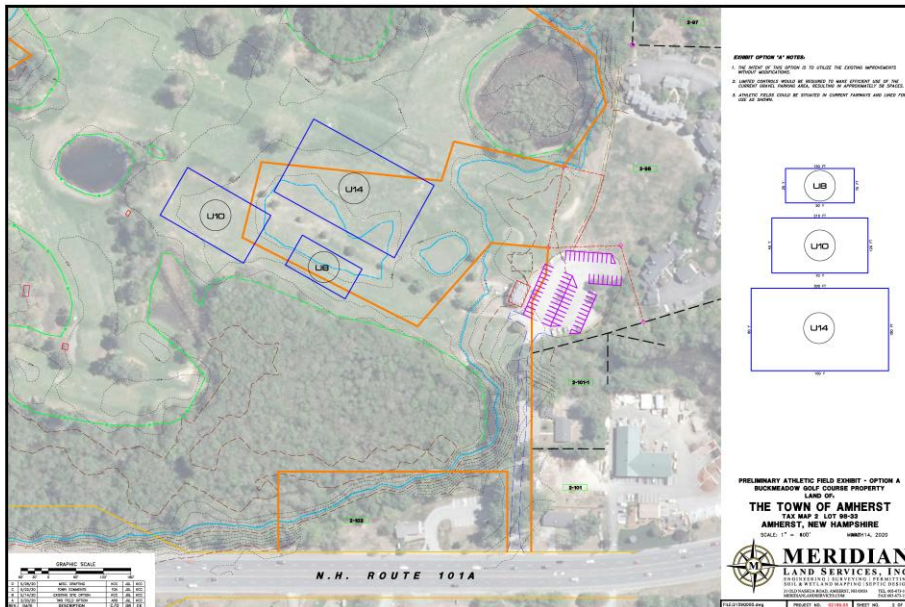
- Purchased in March 2020
- Roughly 10 Acres of flat field area
- Club house – 2,000 Sq. Feet
- Hiking trails
- Irrigation partially in place
- Storage for program equipment



Initiative #1

Development of Buck Meadow Conservation and Recreation Area for usable fields and indoor space.

Phase I - FY21

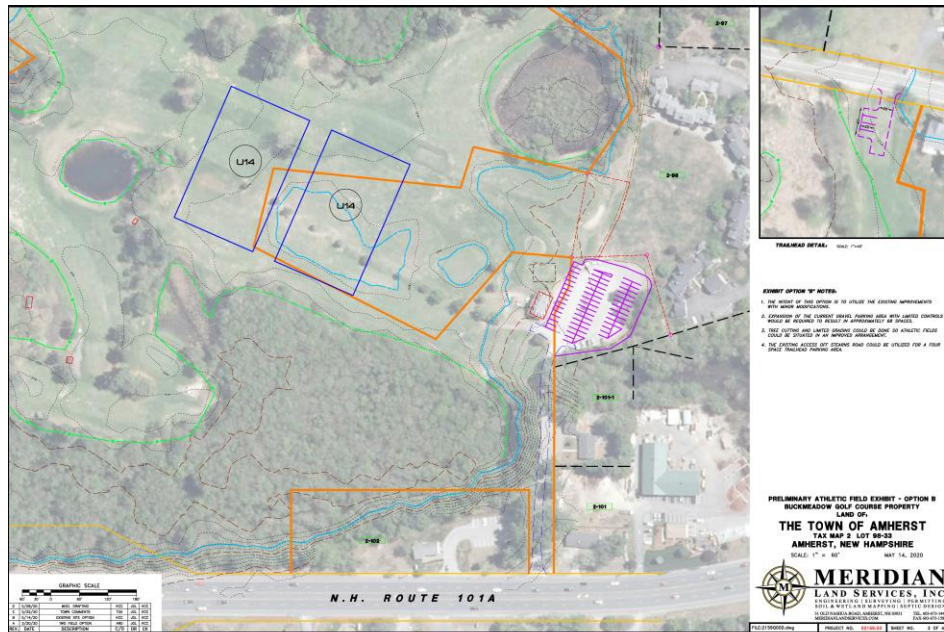


- Paint field on current land
- No major changes to parking lot in.
- Sell off any un-needed equipment/golfing supplies to help offset original purchase.
- Clean up entrance way and obtain driveway permit from DOT
- Install accessible ramp to clubhouse
- Install fire rated sheet rock ceiling in basement of clubhouse.

Initiative #1

Development of Buck Meadow Conservation and Recreation Area for usable fields and indoor space.

Phase 2 - FY22

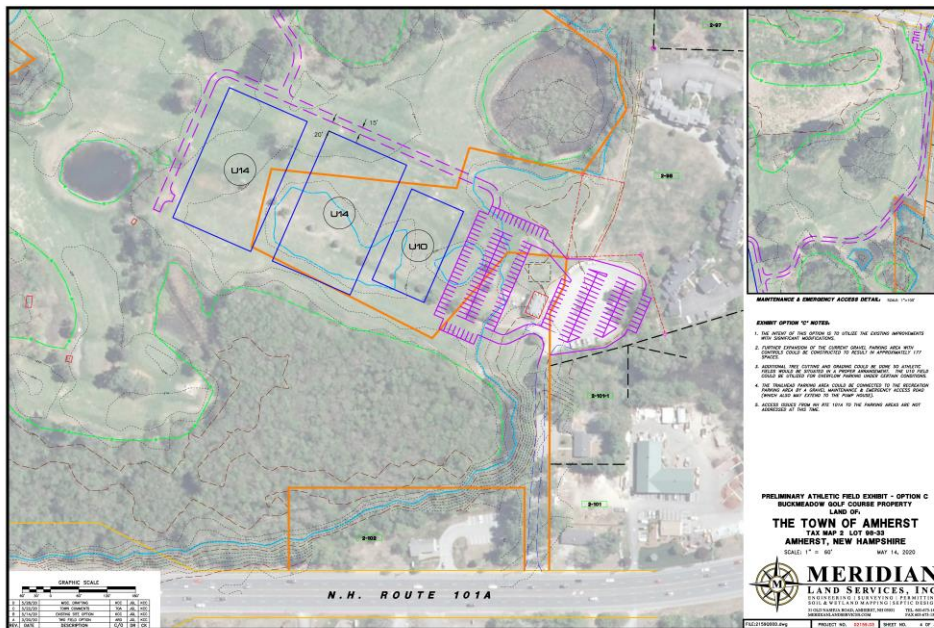


- Re-Configure existing Parking lot and install fencing to put a barrier between parking area and Buck Meadow Condo Association.
- Fix rot and Paint exterior of Buck Meadow Clubhouse
- Install new carpeting on main level of clubhouse
- Test irrigation system and replace lines where needed
- Grade and install two full sized soccer fields
- Add a second egress from the Club House to allow for use of the upstairs

Initiative #1

Development of Buck Meadow Conservation and Recreation Area for usable fields and indoor space.

Phase 3 - FY23



- Add additional parking on north end of Club House
- Install final practice field
- Install playground (fundraiser event)
- Install a gravel road around property to allow for better emergency accessibility.

Initiative #1

Development of Buck Meadow Conservation and Recreation Area for usable fields and meeting spaces.

Funding Sources for Initiative #1

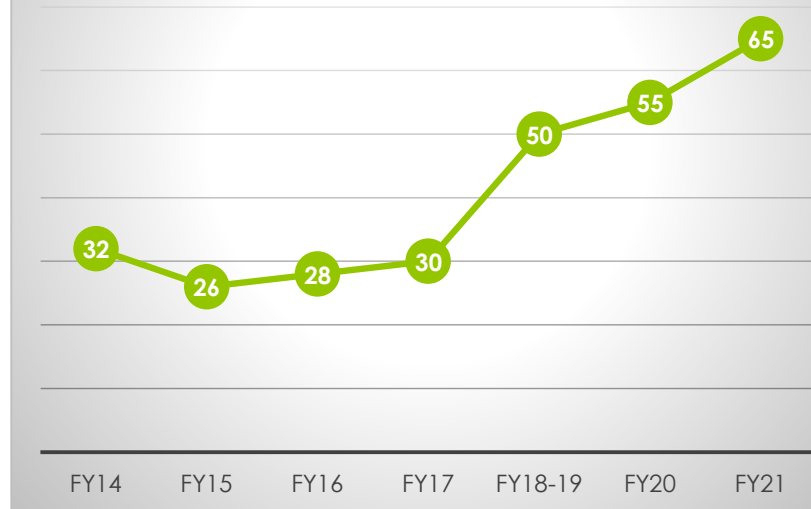
- Land Water Conservation Grant (LWCF)
 - 50/50 Grant where the town's portion of the match can be in-kind service.
 - Grant is an annual program through NH Department of Natural & Cultural Resources.
- Local Grants/Fundraising
- Warrant Article/ Capitol Reserve fund for Buck Meadow

Initiative #2

Add additional part time Parks Crew staff to assist with the growing demands of Amherst Parks & Recreation.

- No additional Parks Crew staff since 2017.
- Many of the new parks are not direct revenue generators.
- Currently unable to complete any new projects.

Acres maintained by Recreation



Initiative #3

Re-surface AMS courts to allow for basketball use and create a shaded picnic area by courts to allow space for outdoor classrooms and team meeting spaces.

- AMS tennis courts have been underused and in need of resurfacing for 5-6 years.
- We have a major lack of outdoor basketball facilities in town
- Create the ability to have both basketball and tennis happen at the same facility.
- Utilize the wooded area next to the courts to build a shaded picnic/learning area.



Initiative #4 – Tabled but still important

Build an indoor facility to act as a community center for Amherst Residents of all ages.

- With the potential for increased housing units to be built in Amherst, the desire for more recreational programming will increase, including indoor activities.
- Amherst is lacking accessible indoor space for daytime and weekend programming.
- This creates a lack of Adult and Senior Programming.
- The idea of aging in place is not happening in Amherst due to lack of programming and offerings to citizens once their children are out of school.



Budget Impact summary

	FY22	FY23		Funding Source
Initiative #1 Buck Meadow				
Warrant Article split between two years for matching grant	\$75,000	\$75,000		Warrant Article
Initiative #2 Parks Crew Staff				
1 staff member at 29 hours per week	25,000			Increase to budget
Initiative #3 AMS Courts				
Resurfacing of AMS Courts		\$85,000		02 Revolving
Picnic Area		\$2,000		02 Revolving
Initiative #4 Community Center				
Tabled but still important				

Questions??



AMHERST TOWN LIBRARY



Amherst Town Library

Professional service with a personal touch

2020
Strategic Plan

MISSION STATEMENT

**Connecting
People,
Stories,
and Ideas**

VISION STATEMENT

The Amherst Town Library is an essential, innovative community service and an accessible resource for people of all ages and backgrounds, enhancing our quality of life and affirming our sense of community.

As Trustees and Staff we strive to accomplish the library's mission and commit ourselves to the following:

- **Caring**

Library services will be guided by a sense of caring with consideration to the needs of the individual and the community at large.

- **Innovation**

Technology will maximize access to information resources. The staff will respond enthusiastically to changing community needs and demands.

- **Quality**

The Library will contribute to the overall quality of community life by its commitment to quality in the development, selection and delivery of materials and services to library users. A wide variety of educational and leisure resources in accessible formats will meet diverse community needs.

- **Professionalism**

The staff will conduct themselves in a manner that creates confidence among library users and the community.

STAFFING

- Governed by a 7-member elected board of trustees, plus alternates
- 7 full-time, 8 part-time, 7 pages
 - *(currently 7 p/t and no pages)*
- About half of regular staff have M.L.S degree
- **Wages + benefits is 80% of our operating budget**

GENERAL OVERVIEW

OPEN 7 days a week (63 hours) during the school year, 6 days (54.5 hours) during the summer

**COVID-19: currently 33 hours*

COLLECTION of about 60,000 items including bestselling books and magazines for all ages, latest DVDs and CDs, ebooks, audiobooks, newspapers + access to thousands of digital items

CIRCULATE about 180,000 items/ year and welcome over 80,000 visits

PROGRAMS: concerts, lectures, demonstrations for adults, storytimes for children, craft and language programs, STEM **COVID-19: most programs virtual*

SERVICES: information and research assistance, printing (including wireless)/ copying, meeting room space, notary service, discount coupons to local and Boston area museums

**COVID-19: not all programs available*

TECHNOLOGY: 30 computers = a staff and public network, wifi, laptops to checkout, wireless printing

BUILDING is 13,000+ square feet, built in 1892, renovated in 1911, 1971 and 1987

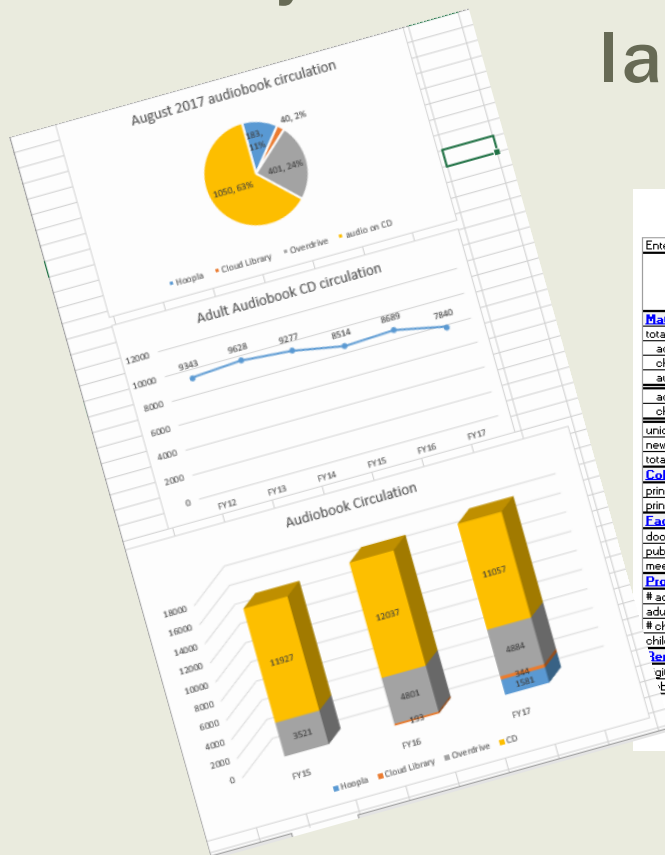
MATERIALS AND SERVICES FOR ALL AGES.

ENVIRONMENTAL SCAN

- Over next 20 years, age 70+ cohort expected to double, while school age population increase less than 2% (*per NH Dept of Strategic Initiatives, but really???*)
- Nationally, adults are reading less, more of what they are reading is in eBook form (though print still dominates)
- Millennials are the generation most likely to have used the library in the past year
- Americans go to libraries more than 3 times more often than they go to movies
- Explosion of number of books published
- Increasing demand for public space
- ***What long-term changes as a result of COVID-19***

HISTORICAL DASHBOARD

The Library Trustees examine usage statistics monthly and have extensive use data for the last decade.

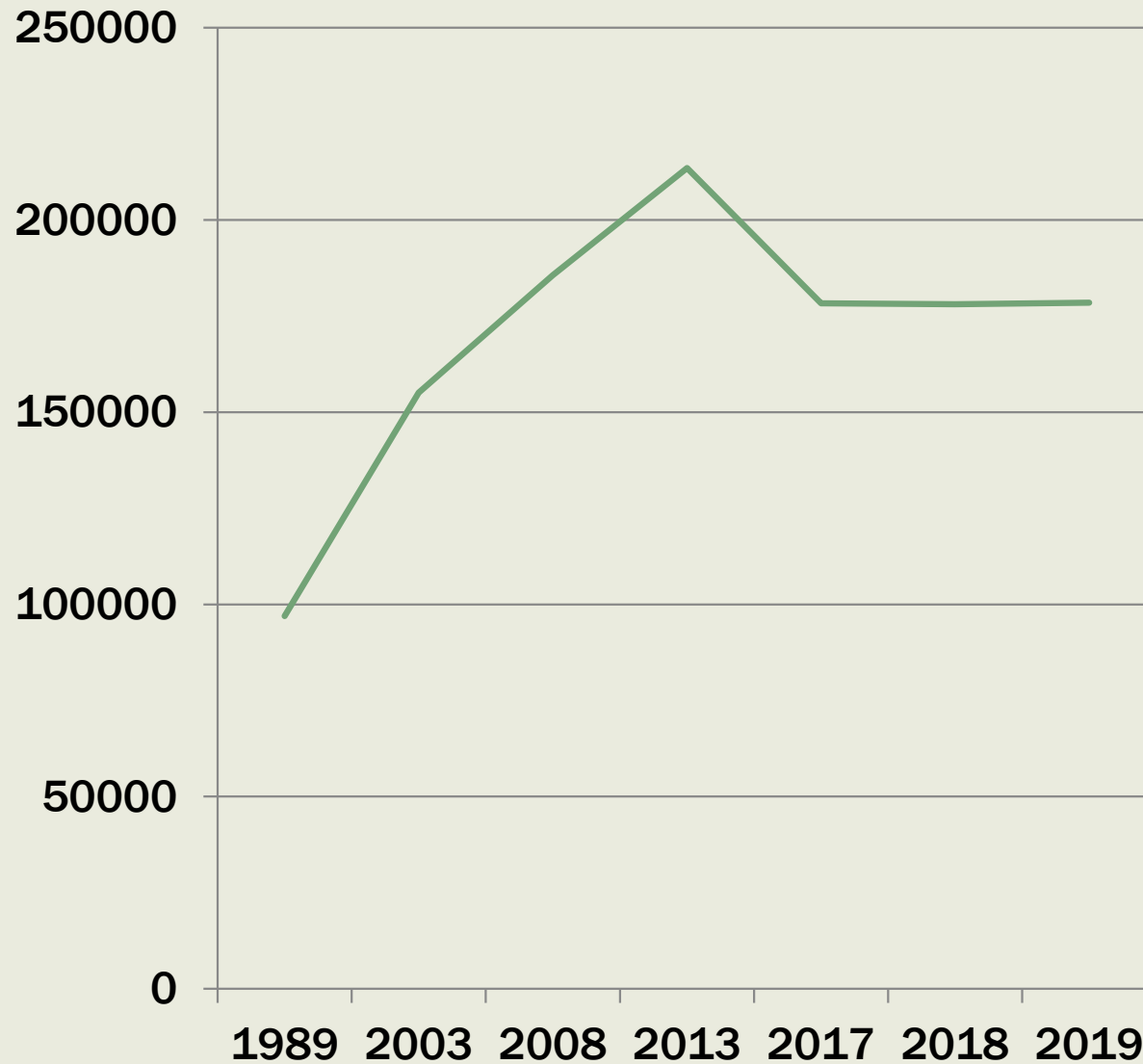


Amherst Town Library 2017
Monthly Statistics

Enter Current Month and Year: **June**

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	YTD total	% Change Over Last Year	% Change YTD
Materials Use															
total circulation	17,835	17,835	17,835	17,835	17,835	17,835	17,835	17,835	17,835	17,835	17,835	17,835	178,358	-3.31%	#####
adult print	5,597	5,459	4,621	4,435	4,165	4,053	4,472	4,142	5,043	4,581	4,424	4,647	55,639	-8.50%	#####
children's print	6,387	6,140	4,440	4,491	4,681	3,779	4,447	4,550	5,393	5,156	5,402	6,753	62,219	0.06%	#####
audiovisual/ digital	5,851	5,543	4,340	4,430	4,372	4,343	4,654	4,379	5,082	4,344	4,423	4,856	56,617	-10.44%	#####
adult materials	9,905	9,946	8,597	8,451	8,007	8,042	8,636	7,955	9,379	8,394	8,256	8,608	104,176	-5.75%	-2.16%
children's materials	7,930	7,523	5,171	5,249	5,569	4,461	5,239	5,469	7,170	6,042	6,363	7,397	74,183	-0.68%	#####
unique borrowers	1,737	1,739	1,547	1,520	1,445	1,388	1,455	1,433	1,541	1,443	1,441	1,609	14,141	-6.36%	#####
new patrons	61	86	95	50	41	29	33	32	50	49	37	78	641	8.97%	7.80%
total active patrons	-	5,930	5,953	5,972	-	5,965	5,954	5,950	5,945	5,912	5,896	5,487	54,887	-7.63%	#####
Collection															
print items added to collection	427	645	553	223	681	262	572	505	578	652	747	751	6,596	7.06%	1.49%
print items withdrawn from collection	208	336	1,176	328	718	456	681	281	490	428	178	367	5,647	-14.71%	#####
Facility/ Equipment Use															
door count	9,302	9,186	7,735	9,435	9,706	8,067	9,543	8,575	11,405	9,483	10,861	9,655	112,953	3.46%	0.03%
public computer use (sessions)	307	407	369	301	298	241	315	202	281	287	307	321	3,636	1.25%	#####
meeting room use total	59	31	43	60	62	37	57	50	79	60	84	50	672	8.00%	#####
Programming															
# adult programs	4	1	5	4	3	2	10	2	8	5	1	3	48	33.33%	6.25%
adult program attendance	157	61	122	165	122	128	439	29	349	180	8	86	1,906	13.77%	#####
# child/teen programs	30	14	18	37	45	25	34	30	43	40	46	26	388	38.46%	-4.12%
child/teen program attendance	948	499	432	769	850	543	553	564	744	733	951	722	8,368	18.84%	3.50%
Remote Services															
digital media circulation	1,309	1,520	1,459	1,478	1,402	1,368	1,525	1,409	1,643	1,460	1,441	1,439	17,453	38.71%	#####
website visits	6,123	5,396	5,781	5,420	5,117	4,938	5,741	5,244	5,397	5,312	5,229	5,680	66,578	-5.85%	#####

Total Circulation



**TOTAL
CIRCULATION
PEAKED IN
2013.**

Detailed
breakdowns
show:

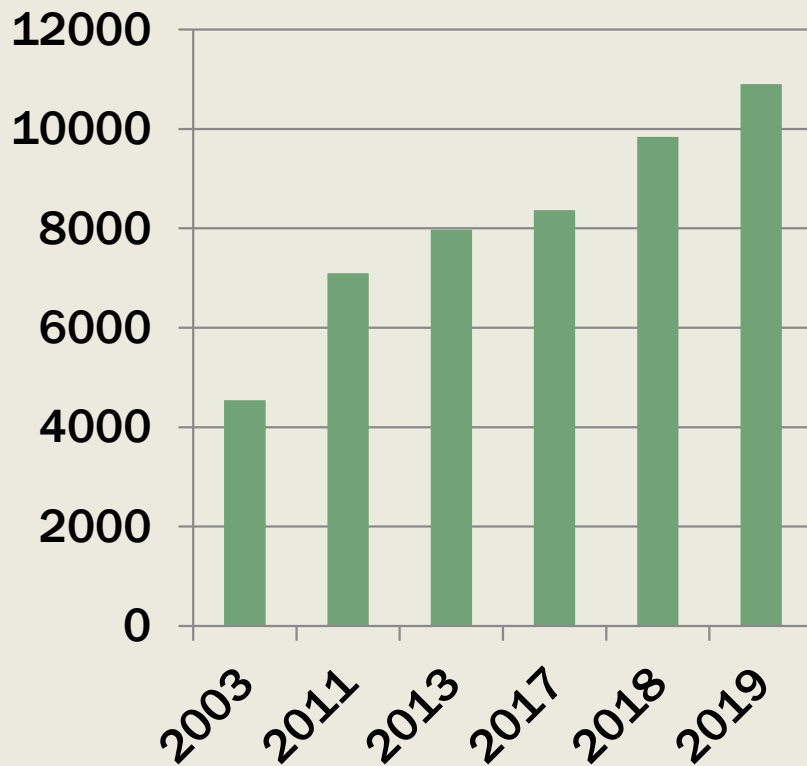
Increase in
e-materials

Decrease in
audiovisual
(DVD, CD)

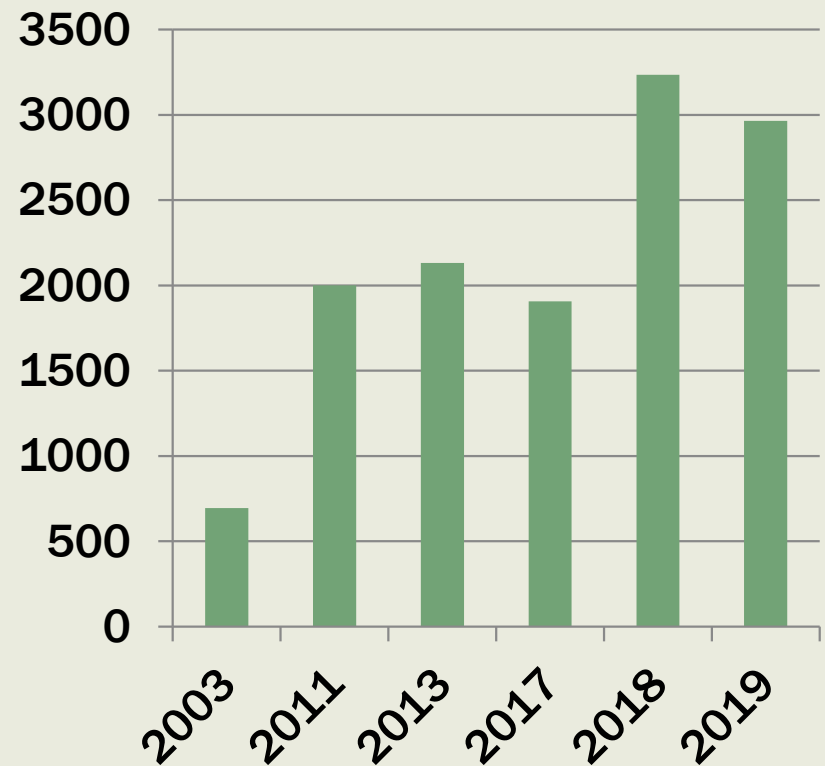
Steady
overall

PROGRAM ATTENDANCE

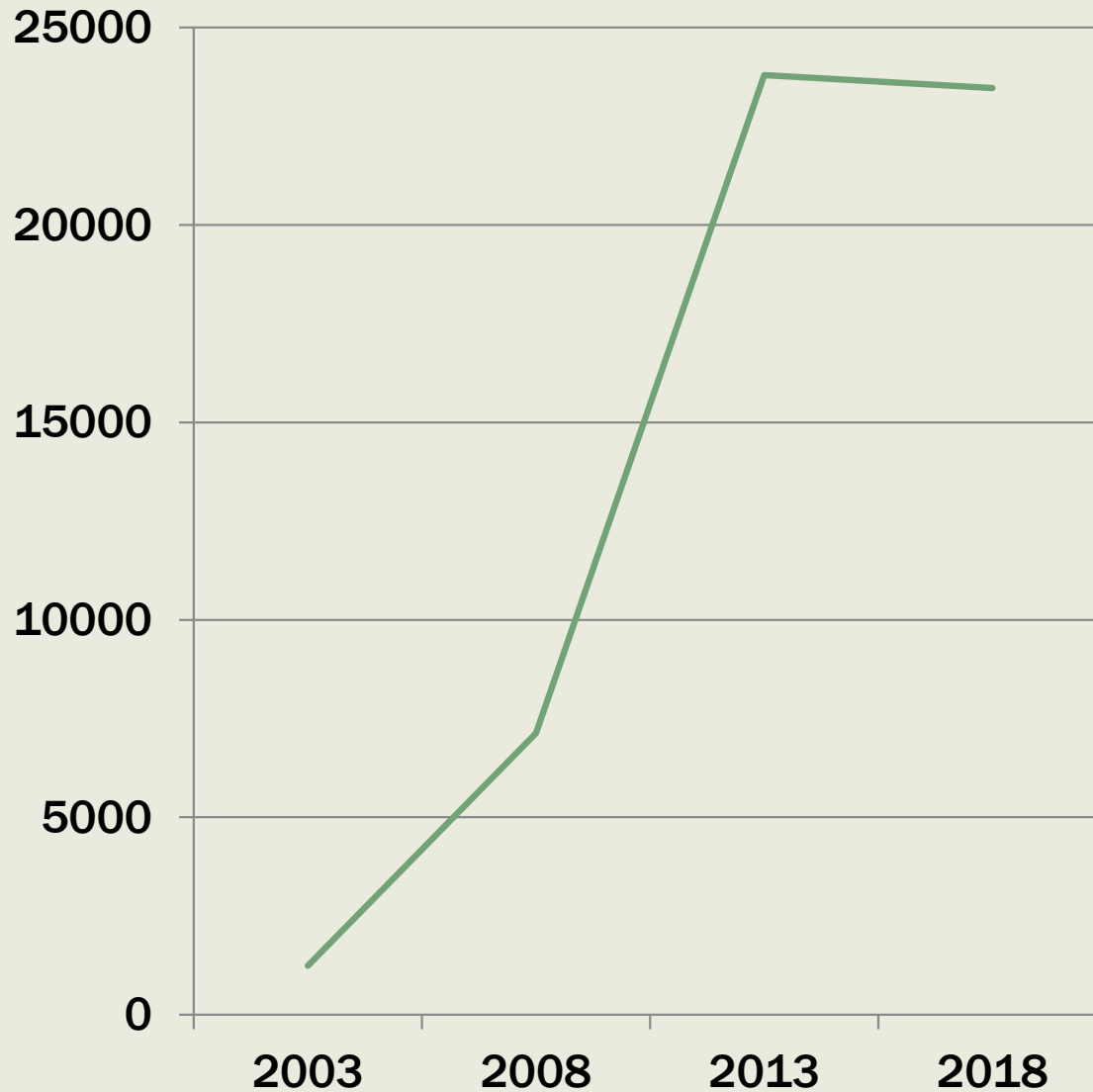
Kids & Teens



Adult



Items Borrowed from Other Libraries



**DRAMATIC
GROWTH→**

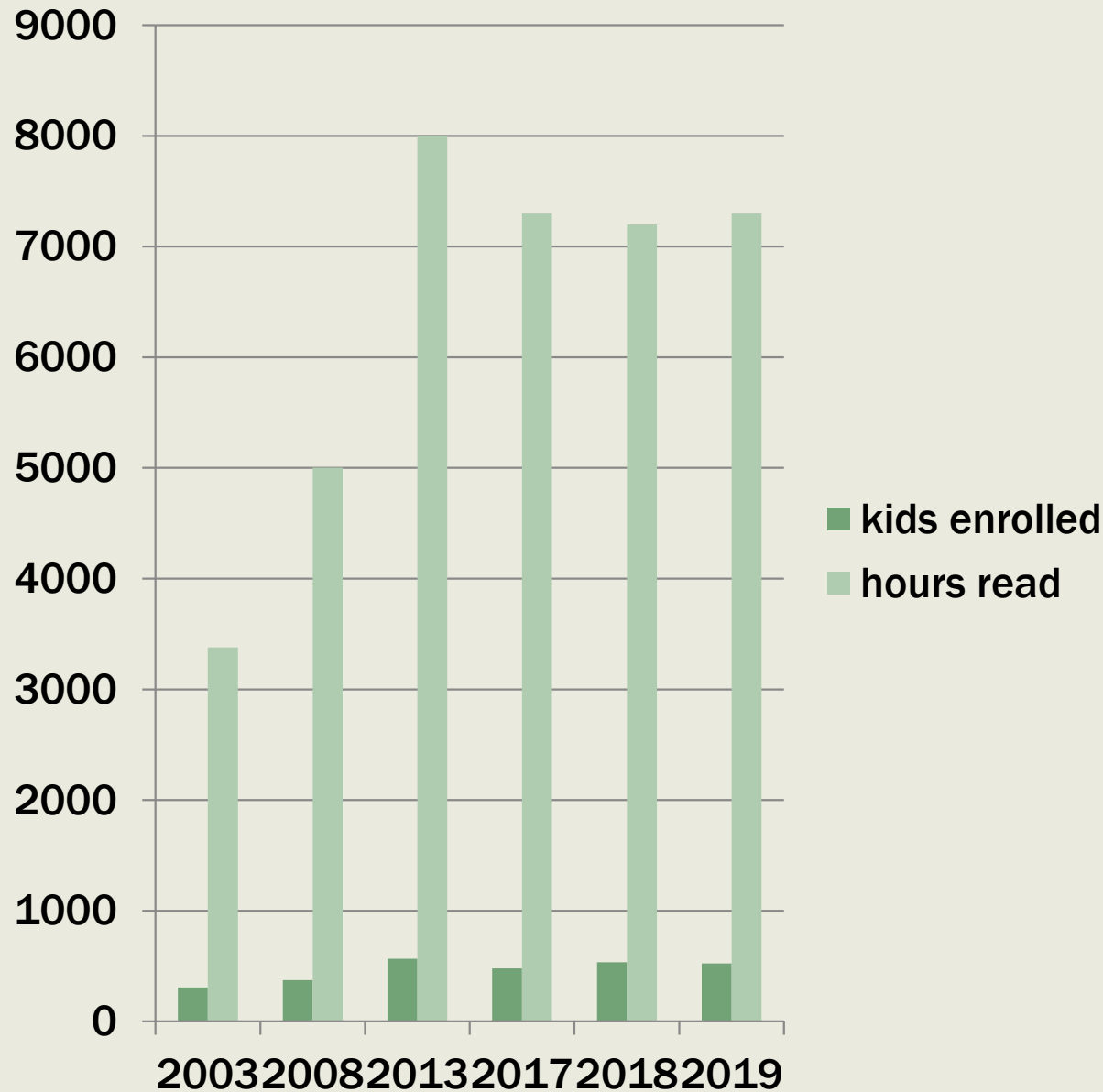
**CHANGES IN
PROCEDURE
AND
COLLECTION
DEVELOPMENT
POLICY**

*****materials
handling*****

FY19 total circ:
about 15%
digital, of the
physical
materials about
15% from other
libraries

SUMMER READING PROGRAM

The amount READ has increased disproportionately to the number of kids registered. The kids in the program are reading MORE now than they did 10 years ago.



Staffing - FTE



STAFFING

Steady staffing
for over a decade
despite rapid
growth in service
2003-2013

Added half-
time in 2005

Added 200
hour summer
help in 2006

SWOT ANALYSIS

Strengths:

Staff
Programming – children and adult
Friends of the Library
Relationship with town / community groups
Patrons
Maintenance of building
Professional network - GMILCS

Weaknesses:

Parking
Teen services
Physical space limitations
Reactive advocacy

Opportunities:

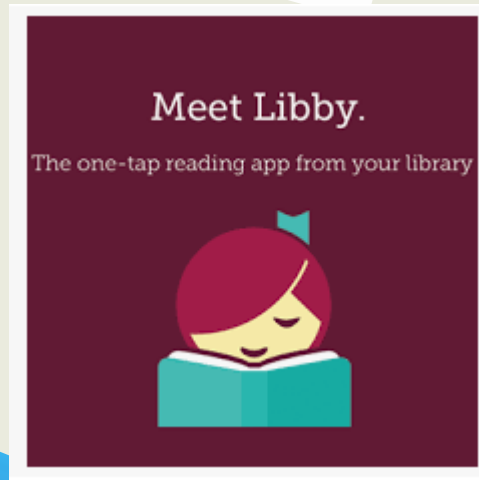
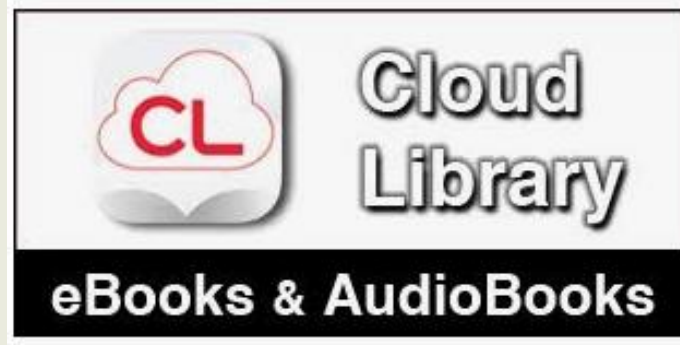
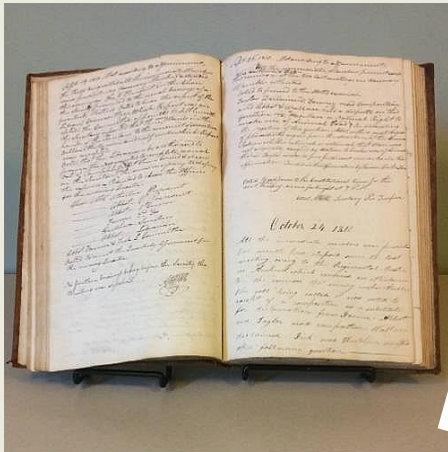
Outreach
Website/ email news/ social media
Virtual services
Demographic shifts
Town facilities
Technology

Threats:

Decline in reading
Desire for instant gratification
Commercial competition
Budget/ politics

SAMPLE OF SPECIFIC ACCOMPLISHMENTS SINCE 2013

- Rearranged collections to facilitate ease of use
- Introduced new digital formats
- Inventoried Archives Room (local history) collection
- Digitized Franklin Society Book & Library Record Book
- Implemented 1000 Books Before Kindergarten program
- 3D Printing initiative
- Increased comfortable/ lounge seating in library
- Installed additional self-checkout
- Upgraded network for increased speed and stability
- Installed new LED lighting
- Implemented new website and domain name
- Created “new member” packet
- Embraced use of Facebook
- Improved AV equipment in Main Reading Room
- Implement “hot books” collection
- Renovated service desks and staff workspaces

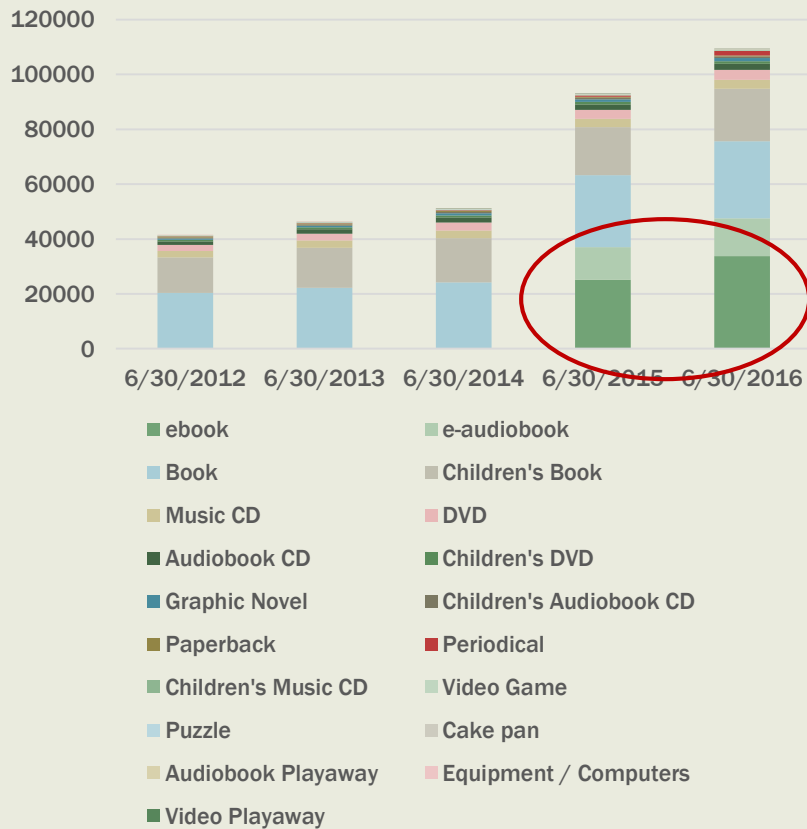


GOAL 1

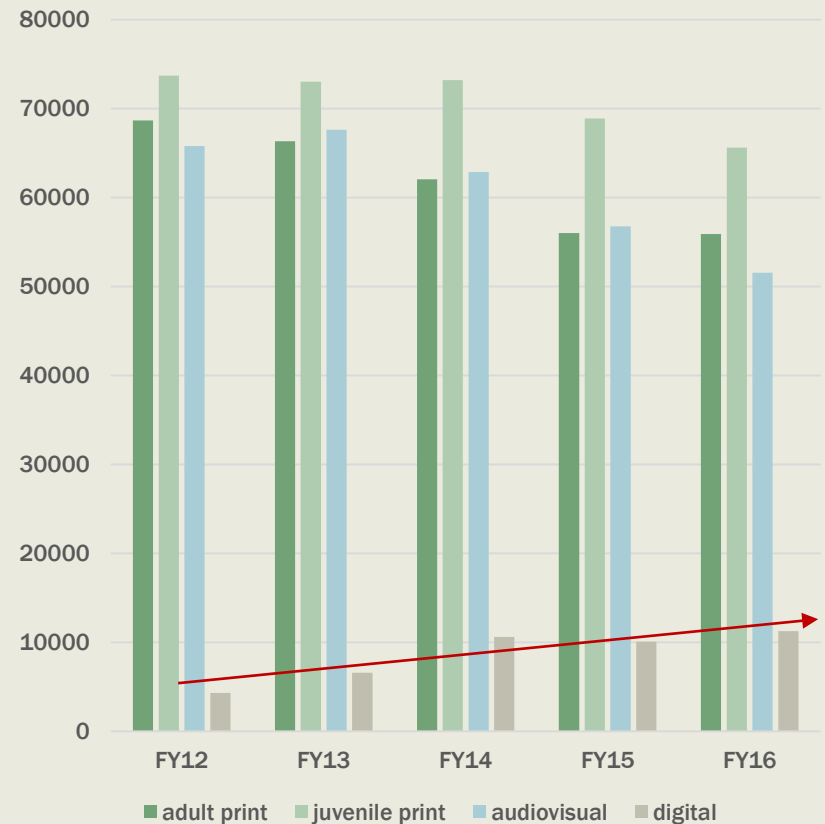
Provide a collection that supports library patrons in their information education and recreational needs.

THE COLLECTION IS CHANGING

Collection by Material Type



Circulation by category



GOAL 1: COLLECTION

- Analyze print and digital collection use
- Continue to enhance Reader's Advisory services
- Make the local history collection more accessible
- Make library metadata available on the semantic web



GOAL 2

Provide educational, informational and recreational opportunities that meet the needs and interests of the community.



GOAL 2: PROGRAMMING

- Refine program planning workflow
- Explore various types of virtual programs
- Implement/ increase particular tracks/ themes (ex. Literary, programs related to library collections, events relevant to town issues)
- Investigate options for enhanced accessibility during programs



GOAL 3

Ensure that the facility and technology infrastructure are configured and maintained to support the community in their individual and collective use and the staff in their provision of services.



GOAL 3: FACILITY

- Configure facility to support social distancing and phased plan as need for social distance evolves
- Evaluate technology infrastructure (staff remote work, virtual programming, patrons remote work)
- Create Safety Plan

Amherst Town Library
Professional service with a personal touch

Mystery

September 2019

Recent Releases

When Hell Struck Twelve
by James R. Benn

The problem: Two months after D-Day, a French traitor has been delivering classified plans to German leaders in Nazi-occupied Paris.

The solution: The Allies leak false information, and U.S. Army Captain Billy Boyle and his friend Kaz must prevent the traitor's capture by the French Resistance until the fake plans are delivered, while also investigating a murder.

Series alert: This well-researched 14th Billy Boyle novel provides a fascinating mystery and a compelling look at the realities of war.

Twisted at the Root: A Jane Lawless Mystery
by Ellen Hart

Starring: Minneapolis restaurateur/private detective Jane Lawless, her retirement-age lawyer father Ray, and her best friend, vibrant theater director Cordelia Thom.

What happens: When new evidence surfaces, Jane helps her dad work to free an innocent man (whom he defended in court four years earlier) and try to locate the real murderer.

Series alert: This is the tightly-plotted 26th entry in the Lambda Award-winning Jane Lawless series, and newcomers can start here.

Amherst Town Library
Professional service with a personal touch

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SEARCH Catalog Our Site

search the library catalog

Home Tools & Collections Community Services Children's Room Teen Space Reader's Shelf About

Latest News

Banned Books Week
Banned Books Week is an annual event celebrating the freedom to read! This year... [More](#)

Goodbye to summer...hello to school!
What a wonderful summer we've had here in the Children's Room! We had 525... [More](#)

Summer Wrap-up
Well, it's that time again... summer is winding down, and our thoughts... [More](#)

Third Annual Harry Potter Festival
Get sorted and join us for some Harry Potter fun on Sunday, Oct. 27th, 1:00-3:00pm.

Upcoming Events
3 Oct Little Listeners
1 Oct Microsoft Club / Sun Lin

New Arrivals
ATWOOD STEPHEN KING DONCHICK



USPS.COM



THE AMHERST CITIZEN
AMHERST, NEW HAMPSHIRE'S COMMUNITY NEWSPAPER

SEPTEMBER 14, 2019

AMHERST, NEW HAMPSHIRE'S COMMUNITY NEWSPAPER

Our Business Link Consultants
Work to Save You Time & Money

Allen Mello
WE ARE RAM TRUCKS!
13 Marion Drive Nashua NH 03060 (603) 888-7500

RAM DEALER

Morning Meeting
Amherst Garden Club Presents Program on "Miniature Indoor Landscapes"

Wreaths Across Amherst Project Under Way

Fall Library Book Sale

GOAL 4

Improve communication to build community awareness of and engagement with the library.

Amherst Town Library

Page Inbox Notifications Insights Publishing Tools Settings Help

A More Engaging Look for Your Page Profile
Starting in August, the shape of your Page profile picture will change from square to circular in News Feed and on your Page timeline. The larger profile picture on your Page cover area will remain square. We created a preview to help you see how this change will look and decide whether you want to make any updates.

Amherst Town Library
@AmherstTownLibrary

Home Services and Collections Photos Join My List Reviews Videos Posts Events Services Shop

Library in Amherst, New Hampshire
5.0 ★★★★★ Open Now

GOAL 4: COMMUNICATION

- Continue developing and measuring social media presence.
- Create new website.
- Streamline marketing efforts
- Support Friends of the Library

A word cloud visualization on a light gray background. The words are arranged in a roughly rectangular shape, with 'Revise' being the largest and most central word. Other prominent words include 'technology', 'organization', 'Maintain', 'training', 'management', and 'implement'. Smaller words scattered around include 'regular', 'circulation', 'Reports', 'supervision', 'manual', 'fiscally', 'identify', 'usage', 'effective', 'competencies', 'Maximize', 'program', 'staff', 'policy', 'schedule', 'desk', 'include', 'minimum', 'health', 'through', 'investments', 'job', 'revision', 'Page', 'patterns', 'staffing', 'hiring', 'based', 'descriptions', 'Update', 'process', 'best', 'Document', 'Evaluate', 'long-term', 'practices', 'Monitor', 'Treasurer's', and 'implement'.

technology regular
circulation Reports
supervision manual fiscally
identify usage effective
competencies Maximize
staff policy schedule program
desk
organization include
minimum
health
Revise
through investments job revision
Page patterns staffing hiring
based descriptions
Maintain Update
process
Document Evaluate best
long-term
practices training
Monitor Treasurer's
management implement

GOAL 5

Maintain the long-term health of the organization through responsible management.

GOAL 5: MANAGEMENT

- Update policy manual
- Maximize effective staffing
 - Review job descriptions, update evaluation process, identify tech competencies
- Maintain fiscally responsible organization
 - Monitor investments
 - Update Technology Plan to guide spending
- Annual staff-trustee discussion on future planning

SUMMARY OF FINANCIAL IMPACT

It is the expectation of the Library Board of Trustees that the implementation of this 3-year Strategic Plan will have little tax impact, but will be very instrumental in guiding the allocation of the budget and the work priorities of the staff.

*****prioritization vs. spending*****

TikTok

@janepollio



Welcome Back

WE'VE MISSED YOU.

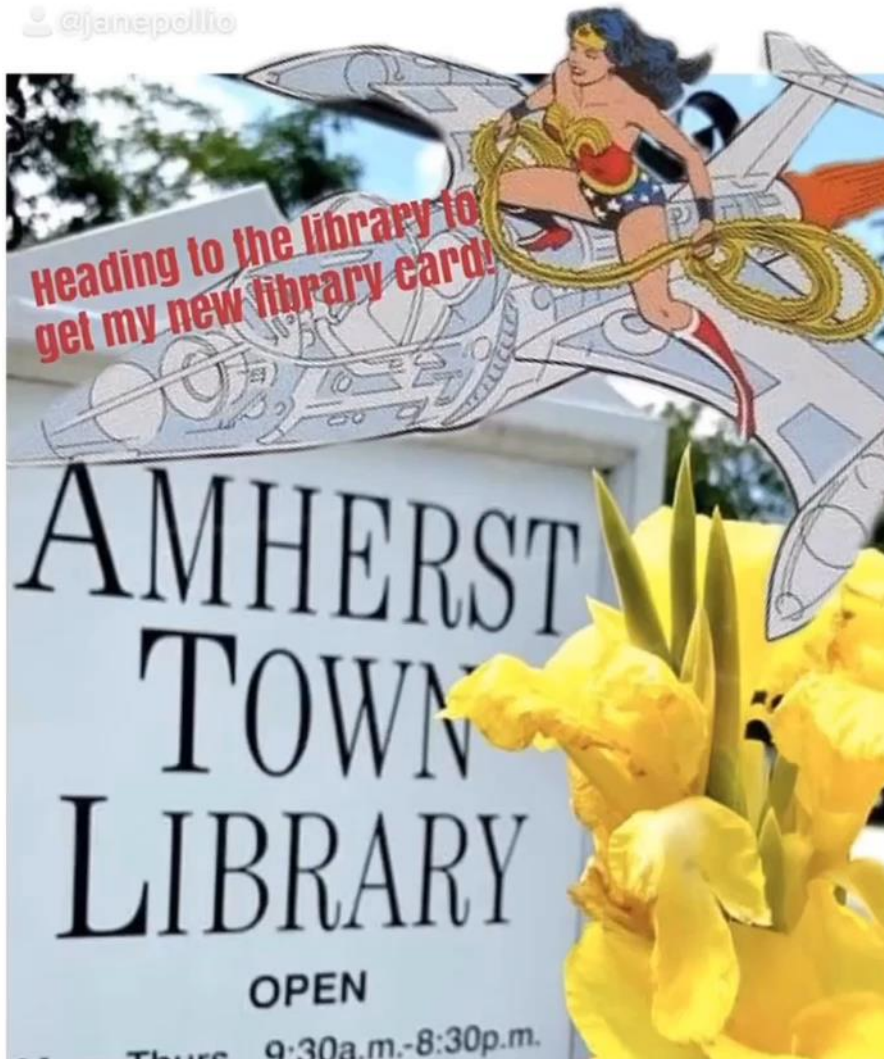
We're excited to welcome you back and are committed to a safe reopening.

Welcome back to the
Amherst Town Library! We
missed you!

THE
LIBRARY
IS OPEN
FOR
WALK-
THROUGH
SERVICE



@janepollio



September
is...

Library
Card
Signup
Month!

AMHERST TOWN LIBRARY

AMY LAPOINTE, LIBRARY DIRECTOR

KIM AYERS, ALTERNATE
NANCY BAKER, CHAIRMAN
BILL CASSIDY, ALTERNATE
MIKE ENRIQUEZ, ALTERNATE
LUCIENNE FOULKS, SECRETARY
NANCY HEAD, VICE CHAIRMAN
TED KRANTZ
ELISABETH LARSON
STEVE MANTIUS, TREASURER
GRETCHEN PYLES



Amherst Town Library

Professional service with a personal touch

14 Main St.
Amherst, NH
673-2288

www.amherstlibrary.org

WELCOME TO



AMHERST, *NEW HAMPSHIRE*



September 28, 2020

COMMUNITY DEVELOPMENT FY 2022-2026 STRATEGIC PLAN

MISSION

The Amherst Office of Community Development provides excellent customer service, professional assistance and technical expertise in a consistent and fair manner to all its users on:

- the implementation of land use ordinances, regulations and policies;
- the issuance of building permits and the provision of inspections during the construction process;
- the enforcement of codes and ordinances.

Through community outreach and engagement, and support to appointed and elected Boards and Commissions, the Amherst Office of Community Development works to plan for the future sustainable development of the community while respecting individual rights and protecting historical and cultural resources and the natural environment.

VISION FOR 2026

The Amherst Office of Community Development:

- is a streamlined and efficient point of service for all who seek to use and develop land in town;
- has worked with stakeholders to translate the vision of the updated Master Plan into a physical reality for the community;
- is a trusted source of information and guidance in the community.

VALUES

The following core values represent the beliefs and behaviors that guide us in all the Office of Community Development's activities:

- ✕ **Customer service**
- ✕ **Integrity**
- ✕ **Equitable service**
- ✕ **Support**
- ✕ **Transparency**
- ✕ **Efficiency**
- ✕ **Knowledge**

OVERVIEW

The Amherst Office of Community Development includes building, code enforcement, planning, zoning, and economic development functions.

The Office provides support to the Town's Zoning Board of Adjustment, Planning Board, Historic District Commission, Conservation Commission, and the Heritage Commission. The Office also supports the Capital Improvement Program Committee and assists other Town Departments and Boards as needed.

HISTORICAL TRENDS

BUILDING PERMIT APPLICATION HISTORY

Building Permit Application History											
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 thru 9/17/20
New SF Residential (including Condos)	14	8	34	10	13	24	12	35	37	36	27
Residential Additions/Alterations	142	119	109	175	127	166	302	207	259	278	252
Commercial/Industrial new	0	1	1	2	1	2	2	1	1	3	1
Commercial/Industrial additions/alterations	15	13	25	19	15	18	18	14	12	13	12
Signs	22	26	32	34	39	50	52	22	17	14	13
Pools	15	8	7	5	10	6	1	3	9	4	18
Demolition	24	16	12	13	21	12	4	12	6	6	10
Septic Systems	47	60	50	48	92	58	40	53	56	71	52
Electrical	112	103	146	247	191	212	235	226	226	219	140
Electrical (for generator)						72	30	33	54	31	13
Plumbing	20	7	5	77	80	90	87	112	161	101	63
Mechanical	57	43	33	276	307	372	313	340	408	439	295
Home Occupations	7	1	7	4	3	6	8	2	4	3	3
Total	475	405	461	910	899	1088	1104	1060	1250	1218	899

PLANNING BOARD APPLICATIONS

Planning Board	2012	2013	2014	2015	2016	2017	2018	2019	2020 (a/o 9/24/20)
Scenic Road Hearings	2	2	1	1	3	2	2	2	1
Non-Residential Site Plans (NRSP)	7	6	3	4	3	2	3	9	3
Subdivision	3	1	8	7	6	3	6	4	2
Lot Line Adjustment	6	1	4	2	0	0	0	4	1
Conceptual Discussions	3	4	2	2	2	8	9	3	1
Sign Master Plan	3	1	0	0	0	0	0	2	0
Compliance Hearing	2	1	0	0	0	0	0	0	1
Conditional Use Permit	0	0	4	2	2	3	6	11	6
Total	26	16	22	18	16	18	26	35	15

ZONING BOARD OF ADJUSTMENT APPLICATIONS

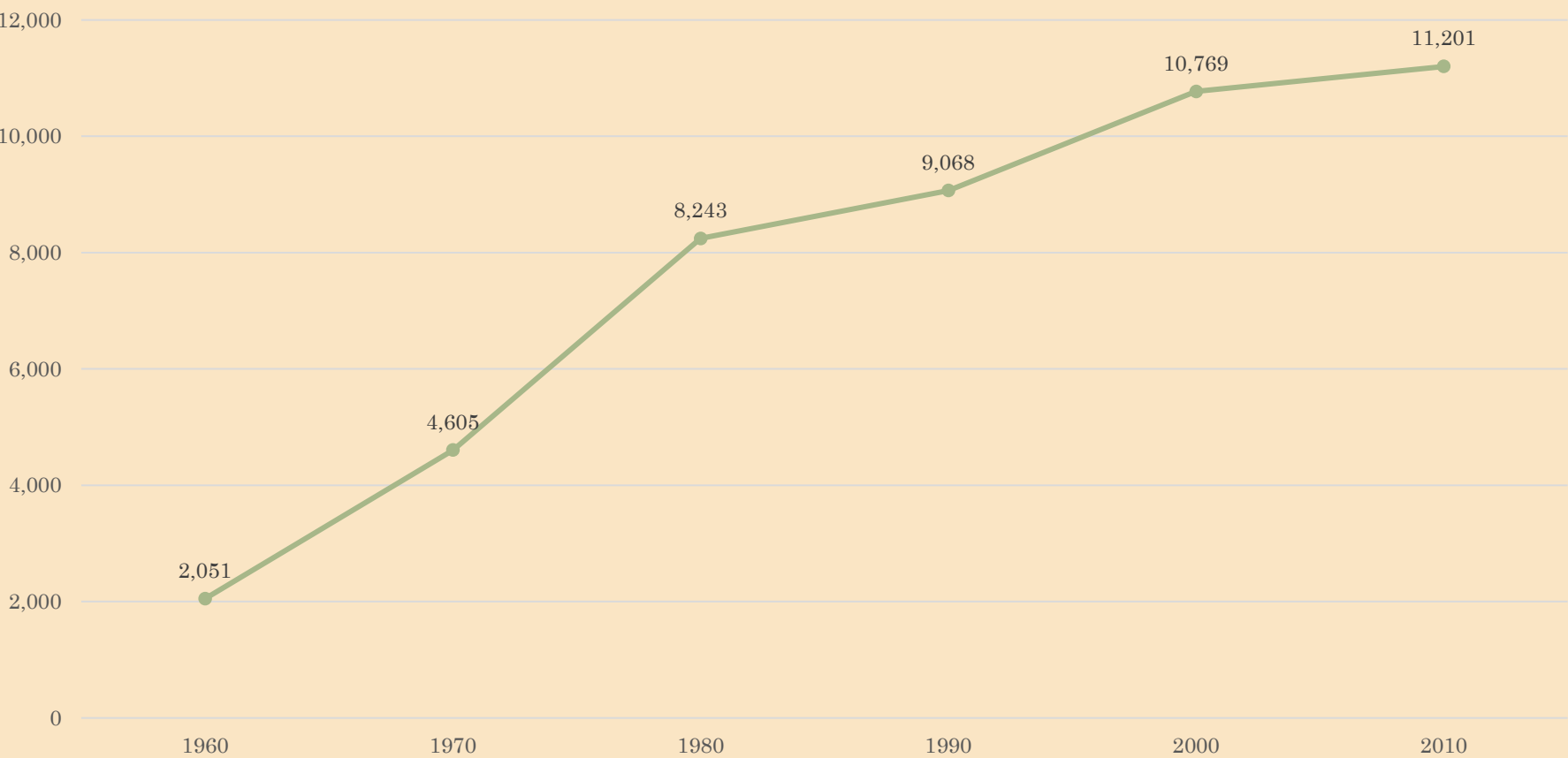
Zoning Board of Adjustment	2012	2013	2014	2015	2016	2017	2018	2019	2020 (a/o 9/24/20)
Variance	23	16	27	12	12	14	9	15	9
Special Exception	2	3	3	0	0	0	0	1	0
Appeal of Administrative Decision	3	0	1	2	1	0	0	1	1
Equitable Waiver	1	0	1	0	0	1	1	0	0
Variance for the Handicapped	1	0	0	0	0	0	0	0	0
Rehearing Request	~	~	~	~	~	~	~	~	1
Total	30	19	32	14	13	15	10	17	11

HISTORIC DISTRICT COMMISSION APPLICATIONS

Historic District Commission	2012	2013	2014	2015	2016	2017	2018	2019	2020 (a/o 9/24/20)
New Building	0	1	1	1	2	0	1	0	1
Ext. Building Mods/Alterations	36	7	10	14	10	9	14	10	4
Building Additions	0	0	0	4	5	4	1	1	1
Tree Removal	31	11	4	0	0	0	0	0	0
Fence/Landscaping	13	2	0	0	0	0	0	10	1
Mechanical Equipment	3	2	3	3	1	2	2	2	3
Demolition	0	1	0	0	0	0	0	0	2
Sheds/Accessory Structures	0	0	3	2	0	2	9	5	3
Other	0	0	3	4	4	13	4	2	1
Total	83	24	24	28	22	30	31	30	16

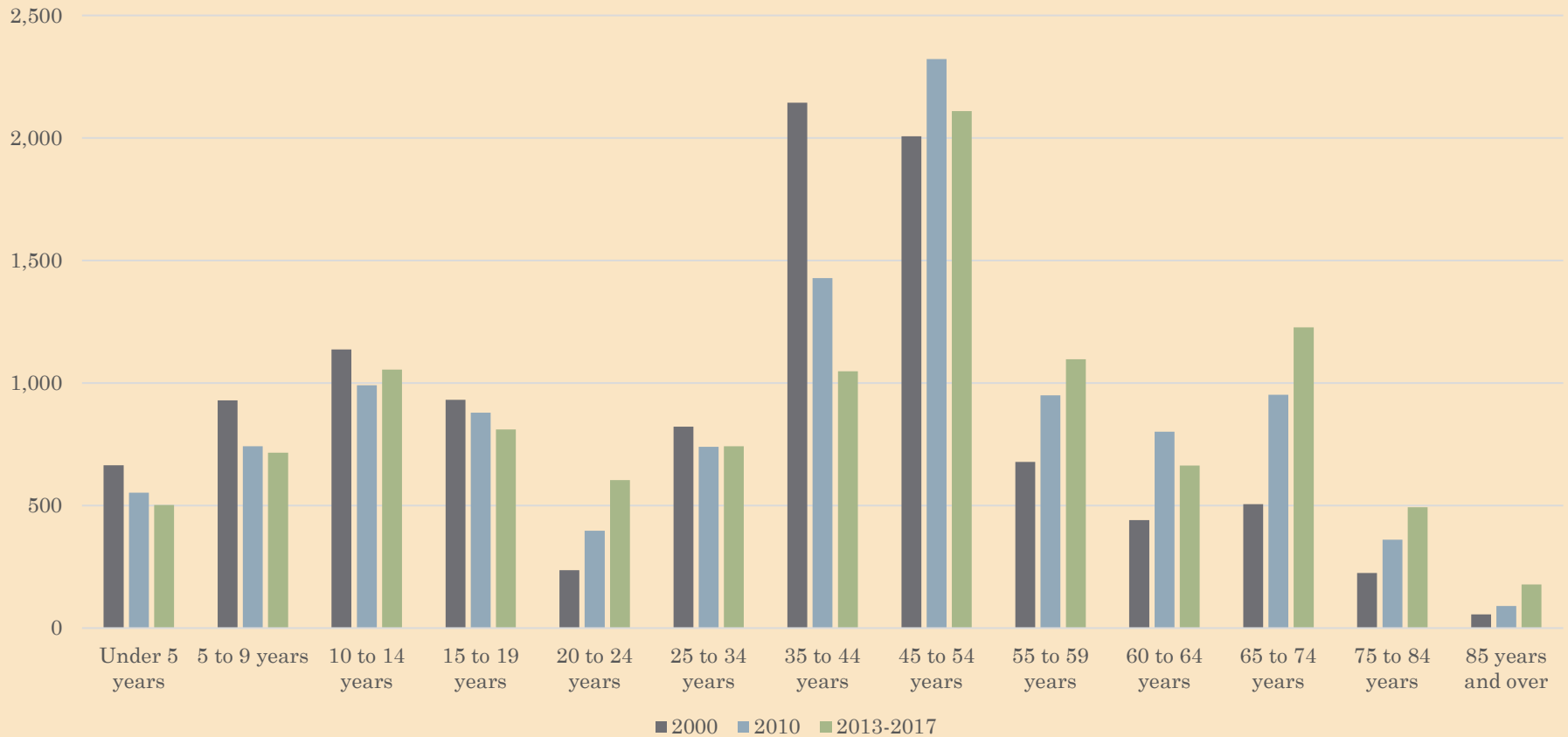
POPULATION

Amherst Population



AGE OF POPULATION

Amherst Population Age



ENVIRONMENTAL SCAN

ENVIRONMENTAL SCAN

The environmental scan is the opportunity to look at things that can impact the department from a variety of perspectives: economic, social, political, technological, demographic.

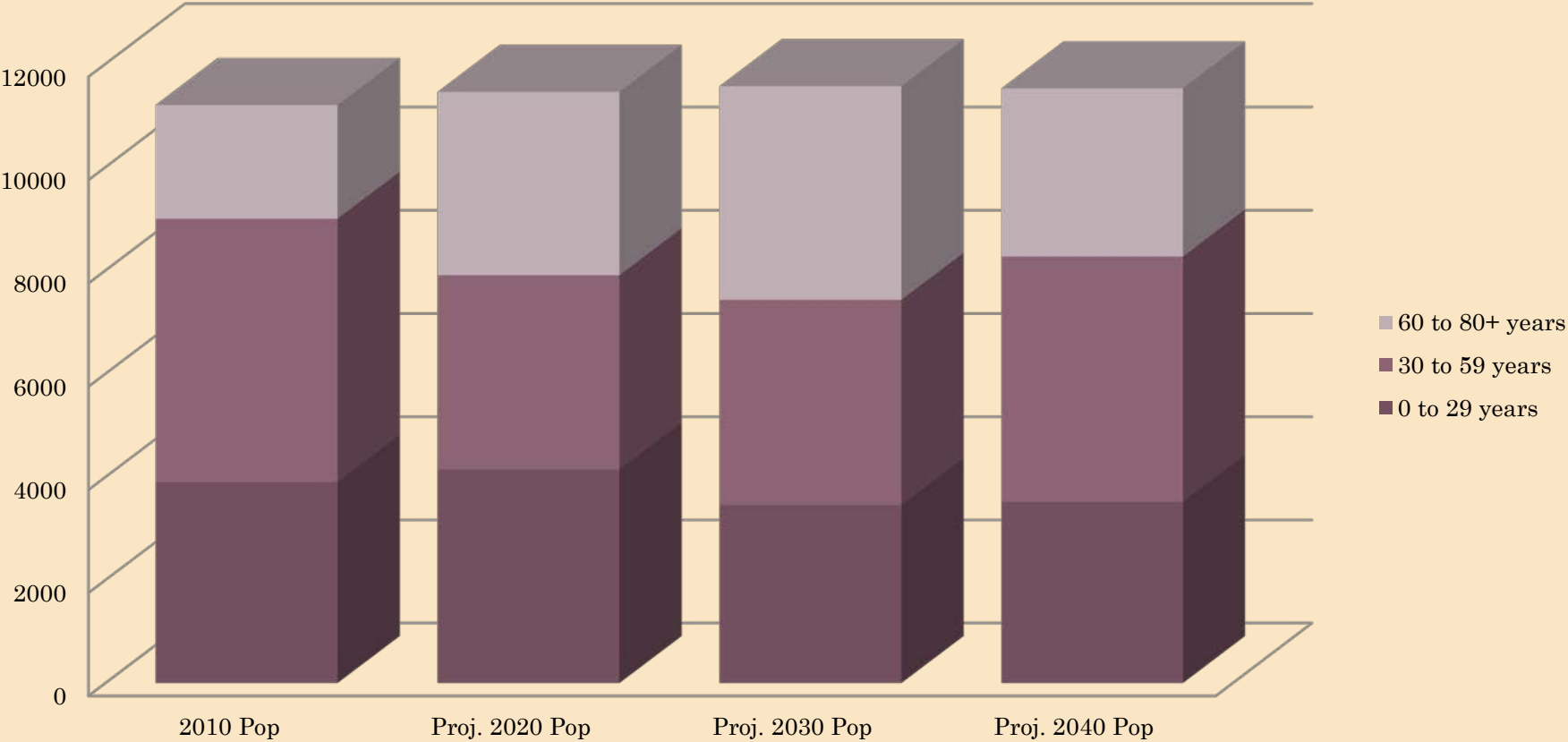
PROJECTED POPULATION

Projected Population
(NRPC Region - Nashua + New Boston + Bedford)



POPULATION PROJECTION BY AGE GROUP

Amherst Population Projections by Age Group



EMPLOYMENT/BUSINESS

- Changing working environment in Covid crisis.
- Flexibility with site plans – outdoor dining; landscaping.

TECHNOLOGICAL

- Online permitting.
- Speed and convenience.
- Fewer interruptions.
- Social media/website.

POLITICAL

- Legislative changes.
- Board member changes.
- Residents' votes and participation.

SWOT

Strengths

- Current full staffing
- Research skills and planning/zoning knowledge
- Customer service
- Responsive inspection scheduling
- Years of forward-thinking planning
- Dedicated and passionate Board and Commission members
- Staff support to Boards and Commissions
- Professional networks and continuing education
- Online permitting
- Inhouse plan review
- One stop shop for building, fire, planning, zoning, historic district, heritage, conservation

SWOT

Weaknesses

- Staff turnover
- Previous lack of staff engagement
- Regulations and ordinances in need of update
- Filing and accessibility of data; previous digitizing choices
- Space needs and office layout
- Lack of communication with the public about Planning Board processes/decisions

SWOT

Opportunities

- Master Plan update
- Use of internet/social media to increase public awareness and understanding of OCD function
- Outreach and engagement
- Proactive communication between Boards, Commissions and Departments
- SOP's/FAQ's to assist in staff transitions and answer questions
- Departmental staff meetings and involvement in department
- Map of pending applications with links to details
- Review fees to make sure reasonable but can help cover departmental costs

SWOT

Threats

- Regional trends forcing Amherst to have to react
- Outdated Master Plan, ordinances and regulations not getting desired development
- Boards and Commissions working individually; Departments not knowing what others are doing
- Market driven development vs. tax base
- Changes in Board of Selectmen or Planning Board members
- Aging population
- Transportation/sprawl
- Lack of infrastructure for commercial/ industrial development

INTERNAL GOALS

INTERNAL GOALS

✖ **Goal 1: The filing system will be overhauled.**

Strategy 1: Create a list of the important contents of a municipal land use file and the maintenance thereof.

Strategy 2: The existing physical files will be reorganized/refiled.

Strategy 3: Existing digitized files will be reviewed for filing/indexing protocols.

Strategy 4: A new plan for digitizing files will be created and reviewed for budgetary impacts and organizational utility.

INTERNAL GOALS

✖ **Goal 2: Office space and layout will be evaluated.**

Strategy 1: Working with the Assessing and Tax Collector departments, brainstorm ways to better utilize space in the office.

Strategy 2: Inventory all the filing cabinets and equipment/materials on top of cabinets in the office and the back hallway.

INTERNAL GOALS

✖ **Goal 3: Foster a sense of teamwork and engagement with all Office of Community Development staff.**

Strategy 1: Hold monthly staff meetings to go over applications, permits, ongoing project status, upcoming absences, staff concerns and issues.

Strategy 2: Continue to involve staff in budget preparation and monthly review of budget and revenue numbers to ensure accurate reporting and balancing of the budget.

INTERNAL GOALS

- ✦ **Goal 4: Create SOPs and FAQs for the Office of Community Development.**
 - Strategy 1: Brainstorm the most frequently asked questions that come to the Office on a regular basis.
 - Strategy 2: Assign questions to most appropriate staff person who will draft an answer to bring to the next staff meeting for review by all staff.
 - Strategy 3: Post the FAQs and responses to the Office website page.
 - Strategy 4: Over the course of the next six months, each staff person to create detailed SOPs on job duties. Expectations for content will be discussed at staff meeting.
 - Strategy 5: Draft SOPs to be discussed at staff meeting and to be tested by staff person unfamiliar with the process to make sure they are easy to follow.
 - Strategy 6: Create a binder for final SOPs to be stored; create a schedule for review and update as necessary.

EXTERNAL GOALS

EXTERNAL GOALS

- ✦ **Goal 1: Provide transparent information to the public.**
 - Strategy 1: Continue to upload documents and information to the website for public access re: land use board meetings.
 - Strategy 2: Evaluate ease of use and streamline upload procedures.
 - Strategy 3: Continue to remove outdated materials.

EXTERNAL GOALS

✘ **Goal 2: Review the Office of Community Development's fee schedule.**

- Strategy 1: Assemble a list of all the Office's fees for applications and permits.
- Strategy 2: Calculate fixed costs for any of the aspects of filing and processing applications and permits.
- Strategy 3: Determine if there are additional aspects of the process that should be assessed a fee.
- Strategy 4: Consider if the fees proposed are "reasonable".
- Strategy 5: Have Planning Board and Board of Selectmen review and adopt as necessary.

EXTERNAL GOALS

- ✘ **Goal 3:** **Create a map that shows pending applications before the Town's land use boards with links to supporting documentation.**

Strategy 1: Complete consultation with NRPC regarding feasibility of such a map and any costs involved in its creation and maintenance/upkeep.

Strategy 2: Receive appropriate training for staff to be able to upload data and maintain the map as well as remove details once an application is approved/denied/withdrawn.

Strategy 3: Evaluate results and make changes as needed.

EXTERNAL GOALS

✘ **Goal 4: Stormwater Management and MS4**

- Strategy 1: Prepare a timeline for the life of the permit with all the annual reporting requirements.
- Strategy 2: Adopt amendments to the Stormwater Management Program and Stormwater Regulations to meet the requirements of the MS4 permit.
- Strategy 3: Create a tracking system for construction projects within the MS4 to meet the requirements of the MS4 permit.
- Strategy 4: Ensure that the Town's ordinances and regulations require stormwater management techniques that meet the requirements of the MS4 permit.

EXTERNAL GOALS

✘ **Goal 4: Land Use Board Procedures**

- Strategy 1: Review each Board/Commission's Rules of Procedure with the appropriate Board/Commission for compliance with statute and to ensure they are being followed.
- Strategy 2: Propose amendments as needed per review above.
- Strategy 3: Prepare to provide training materials and references to new Board/Commission members following Town elections and for new members whenever elected/appointed.

BUDGET IMPACT

BUDGET IMPACT

- Internal goals designed to maintain the Office of Community Development on solid footing to move confidently into future planning efforts with no concerns about underlying practices and procedures.
- External goals designed to assist the Office in its pursuit of the mission and vision of the department.
- Goals are achievable inhouse and within a short window.
- Minimal to no budgetary impacts from the first year of this strategic plan.

DISCUSSION



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: General Updates

Department: Administration

Meeting Date: September 28, 2020

Staff Contact: Dean Shankle

BACKGROUND INFORMATION:

General update on items for the BOS

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: Halloween

Department: Administration

Meeting Date: September 28, 2020

Staff Contact:

BACKGROUND INFORMATION:

The Board needs to discuss what actions to take, if any, regarding Halloween events.

The US CDC has put out "considerations" regarding Halloween activities: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html>

One section of this CDC webpage includes the following:

"Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Participating in traditional trick-or-treating where treats are handed to children who go door to door
- Having trunk-or-treat where treats are handed out from trunks of cars lined up in large parking lots
- Attending crowded costume parties held indoors
- Going to an indoor haunted house where people may be crowded together and screaming
- Going on hayrides or tractor rides with people who are not in your household
- Using alcohol or drugs, which can cloud judgement and increase risky behaviors
- Traveling to a rural fall festival that is not in your community if you live in an area with community spread of COVID-19"

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:**TOWN ADMINISTRATOR RECOMMENDATION:**

I suggest that the safety of the children would be best served if the BOS set the traditional time for Trick or Treating and agree to provide Police support for traffic control during that limited time. I further suggest that we advertise as much as possible that the CDC considers traditional trick or treating to be a higher risk activity so that people can make an informed decision on whether to participate.

However, I also am aware that the State of NH may be coming out with guidelines based on the CDC recommendations and if the state's guidelines do not conform with this recommendation I would suggest that the Board leave open the possibility of revisiting any decision they make in a special meeting.

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Drought

Department: Administration

Meeting Date: September 28, 2020

Staff Contact:

BACKGROUND INFORMATION:

I received this letter last week. The state is asking the local governing bodies to consider taking action: I have highlighted that paragraph.

Dear Municipal Contacts: (Please forward to governing board.)

According to the U.S. Drought Monitor, drought has worsened across a significant portion of the state. Currently 72% of the state is experiencing “severe drought” (D2), up from 28% last week, while 28% of the state is experiencing moderate drought (D1). There are no indications of the situation improving in the next 10 days. The weather forecast through Wednesday indicates unlikely chances of receiving any significant amount of rain and the Weather Service’s 6-10 day and 8-14 day precipitation outlooks favor below normal precipitation.

Impacts to residential wells are being experienced across the state. Well drillers are reporting long waits for their services, due to increased demand by residential well owners seeking to remedy water shortage issues and water quality issues related to drought and more people at home putting higher demand on the wells. Water conservation is key, as residents may not be able to get timely service to remedy shortage issues or have the monetary means to improve their wells.

NHDES is urging municipalities to implement municipal-wide lawn watering restrictions as authorized by RSA 41:11-d, which allows municipalities, including village districts, to restrict lawn watering activities on private well owners and community water systems within municipal boundaries. Curbing lawn water usage is imperative to sustaining supplies. NHDES is also working with public water suppliers to implement restrictions.

To date, 159 community water systems serving 320,000 people and six municipalities with a total population of 47,000 have water use restrictions in place. See the Restriction List and Map for names of systems and municipalities implementing restrictions and a map of drought conditions by municipality.

See Drought Guidance for Municipalities for guidance on adopting a lawn water restriction, public messaging, and providing emergency water supplies to the public.

Please report restrictions to NHDES for posting on the NHDES website using the Restriction Reporting Form. Please also inform residents to report residential well shortages using the Residential Well Impact Survey form. NHDES will track well impacts so as to provide current information on drought impacts in your region.

Drought Update:

According to the U.S. Drought Monitor released this morning, 72% of the state is categorized as “severe drought” (D2) and 28% of the state is categorized as “moderate drought” (D1).

Tip* The restriction map includes town boundaries and drought categories, making it easy to identify if your municipality is experiencing drought.

All counties are experiencing a 90-day precipitation departures. Departures range from -1.58” in Coos County to -4.25” in Grafton (<https://w1.weather.gov/data/TAR/ESPTAR>).

The majority of the state is experiencing below normal to low groundwater levels. For more information, see the New Hampshire Groundwater Level Monitoring Report for August 2020. Reports are released monthly.

Forecast and Outlooks:

Dry weather is expected through Wednesday, with the exception of the potential for a few scattered thunderstorms in central and northern NH within the next 24-hrs. Temperatures will be cooler through the weekend and are expected to be below normal early in the week. Frost and freeze is expected in the northern part of the state with potential for spreading to the southern interior early next week. (NOAA National Weather Service).

The 6-10 day outlook favors below normal precipitation and below normal temperatures. The 8-14 day outlook favors below normal precipitation and above normal temperatures (National Weather Service Climate Prediction Center).

The U.S. Monthly Drought Outlook favors drought conditions to remain, but improve in the portion of the state of experiencing “severe drought” (D2). (Note*Since the Monthly Drought Outlook was released on August 31st, precipitation predictions have changed. It is unlikely the outlook is accurate.)

Stacey Herbold
Water Conservation Program
Water Use Registration and Reporting Program
NHDES Drinking Water and Groundwater Bureau
29 Hazen Drive, P.O. Box 95
Concord, NH 03302-0095
PH: (603) 271-6685
FAX: (603) 271-0656

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

Discuss and determine what, if any action, should be taken. I would recommend that at a minimum that we communicate the situation to the public and encourage voluntary compliance.

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Town Hall Re-Opening Taskforce
Recommendations

Department: Administration

Meeting Date: September 28, 2020

Staff Contact: Jennifer Stover

BACKGROUND INFORMATION:

The Re-Opening Taskforce has been meeting and gather data and feedback from Department Heads and staff since September 8, 2020. We present the following recommendations to the Board:

- that Town Hall re-open for business by appointment only for that which cannot be conducted remotely, under DHHS guidance of mask use, hand sanitizer, social distancing and cleaning procedures
- that Board Meetings continue remotely
- that the Taskforce will gather feedback from Town Hall Department Heads and employees two weeks after all procedures have been put into place to assess what may need adjustment.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to accept the recommendations of the Town Hall Re-Opening Taskforce.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Re Opening Recommendations Sept 25

Members: Chair- Executive Assistant Jennifer Stover, Fire Chief Matt Conley, Health Officer Scott Tenney, Building Manager Perry Day

Our goal is to make the following recommendations in order to begin to conduct business inside Town Hall in a manner that prioritizes the health and safety of employees and the public.

These recommendations include:

Employees

Masks and Hand Sanitizer:

Masks are to be worn by all who enter the building, both residents and employees. Employees working with 6 feet of social distancing could remove their mask but should wear them when moving about the building and not able to maintain 6 feet of social distance. Masks will be made available for residents who agree to wear one but have not brought one with them.

Hand sanitizer stations have been set at the entrance of all three Town Hall doors and at the entrance to the Barbara Landry Room. All entering the building should utilize hand sanitizer upon entrance. We recommend that all employees enter the Manchester Rd. corner door or the back door during business hours to limit exposure in the front vestibule and lobby. (Safer at Home 2.0)

Staff Screening:

We recommend that all Town Hall employees participate in a COVID 19 screening, consisting of a 1-page survey inquiring about COVID 19 symptoms and recording their temperature using a thermal thermometer to be provided. Hand sanitizer should be used before using the thermometer. Surveys will be considered health forms and retained as such. Any employee experiencing symptoms or a fever greater than 100.4 should leave immediately, and follow guidance from DHHS found in this link to the DHHS employee screening guide, on page 2: <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/employee-travel-guidance.pdf>

Cleaning:

Each department will have an employee designated to clean and disinfect the workspace before and after work each day and in-between appointments as needed. Pens should be made available and cleaned at the end of the day. (As residents are asked to use hand sanitizer before entering the building, we feel comfortable cleaning them at the end of the day.)

Town Hall business

Town Hall business should continue to be conducted by appointment only. We should continue to encourage residents to conduct business on-line and off-site whenever possible. Longer or confidential appointments should be conducted in the lower conference room or the Barbara Landry Room. The kitchen/mailroom door should be closed during business hours.

Board Meetings:

We recommend that board meetings continue using remote meeting software, as there is no way to limit the number of people who wish to attend or manage cleaning routines that would be necessary before and after these meetings.

Appointments:

We will have two doorbells and two buzzers allowing the Town Clerk's office and Community Development, Tax and Assessing to manage their appointments. The Town Clerk's office will have no more than three

residents allowed entrance at any one time, and Community Development, Tax and Assessing no more than one resident at any one time. **This limits the number of residents to 4 in the lobby at any one time.**

Shutters would remain down unless an appointment were allowed entrance.

Spaces will be numbered so that each department can direct an appointment to an assigned space. For instance, if Tax allowed an appointment entrance, Gail would ask them to stand at station 5 and she would be with them in a minute. This alleviates any confusion for the resident while the shutters are being raised.

Script:

We suggest use of a script when making appointments, therefore identifying those who are unable or unwilling to wear a mask and those who need to make use of the ramp entrance. Employees will work with those unwilling to wear a mask to find an alternate means of conducting business.

Suggested script (to be created with Dept. Heads):

“We are asking those who enter Town Hall to wear a mask while in the building. Are you able and willing to wear a mask?” (If YES, continue with appointment script. If NO, arrange other means of conducting business)

“Do you require special accommodations for the use of the building?” (If yes, direct resident to entrance process for ramp entrance)

“Please arrive at your appointment time and enter through the front building doors. Please use the available hand sanitizer and ring the doorbell for (either the Town Clerk or Community Development/Tax & Assessing) We will confirm your appointment, confirm that you have a mask and allow you entrance. We will make every effort to conduct your business as efficiently as possible. We look forward to serving you on (Day of appointment) at (time of appointment)”



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing Approval, Land Use
Change Tax Release, 4 Trask Way

Department: Assessing

Meeting Date: September 28, 2020

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Assessing Approval, Land Use Change Tax Release, 4 Trask Way



OFFICE OF THE ASSESSOR

2 Main Street
Amherst, NH 03031
Michele Boudreau Executive Asst.
Tel. (603) 673-6041 ex. 202 Fax (603) 673-4138

TO: Dr. Dean Shankle, Town Administrator
Jennifer Stover, Executive Assistant

FROM: Michele Boudreau, Executive Assistant Assessing
September 24, 2020

Please post on the September 28, 2020 Board of Selectmen meeting. Thank you.

LAND USE CHANGE TAX

MAP/LOT	LOCATION	RECOMMENDED AMOUNT
005-059-014	4 Trask Way	\$20,000.00



OFFICE OF THE ASSESSOR

2 Main Street
Amherst, NH 03031
Michele Boudreau Executive Asst.
Tel. (603) 673-6041 ex. 202 Fax (603) 673-4138

LAND USE CHANGE TAX

To: Amherst Board of Selectmen
Dr. Dean Shankle, Town Administrator

From: George Lickiss, *GL*
KRT Appraisal

Date: June 30, 2020

RE: Land Use Change Tax Release
Map/Lot 005-059-014
4 Trask Way

Attached is a land use change tax release for Tax Map 005 Lot 059-014. The parcel was sold making this parcel less than 10 acres and not contiguous with other lots in current use under identical ownership. The Land Use Change Tax of \$20,000.00 amount represents 10% of the full and true market value of \$200,000.

Suggested Motion:

Therefore, I move to approve the Land Use Change Tax in the amount of \$20,000.00 for Tax Map 005 Lot 059-014, 4 Trask Way.

FORM
A-5

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPALITY LAND USE CHANGE TAX BILL**

STEP 1- LAND USE CHANGE TAX TO BE BILLED TO:

☒ **PROPERTY OWNER(S) OR** ☐ **RIGHT OF WAY RESPONSIBLE PARTY LISTED BELOW:**

PLEASE TYPE OR PRINT	LAST NAME / CORPORATION/ TRUST NAME	FIRST NAME / CORPORATE OFFICER / TRUSTEE(S) OF TRUST	INITIAL
	Bringardner	Eric	M
	LAST NAME / CORPORATION/ TRUST NAME	FIRST NAME / CORPORATE OFFICER / TRUSTEE(S) OF TRUST	INITIAL
	LAST NAME / CORPORATION/ TRUST NAME	FIRST NAME / CORPORATE OFFICER / TRUSTEE(S) OF TRUST	INITIAL
	LAST NAME / CORPORATION/ TRUST NAME	FIRST NAME / CORPORATE OFFICER / TRUSTEE(S) OF TRUST	INITIAL
	MAILING ADDRESS		
	237 McCollum Road		
	MUNICIPALITY	STATE	ZIP CODE
	New Boston	NH	03070

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

PLEASE TYPE OR PRINT	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED				
	(b) ACCESSIBLE STREET LOCATION		MUNICIPALITY	COUNTY	
	4 Trask Way		Amherst	Hillsborough	
	(c) TOTAL ACRES OF PARCEL	PARCEL TAX MAP AND LOT #		DEED BOOK AND PAGE #	
	1.81	5	59-14	9288	1363
	(d) CHECK ONE BELOW:				
	<input checked="" type="checkbox"/> PARTIAL RELEASE <input type="checkbox"/> FULL RELEASE <input type="checkbox"/> RIGHT OF WAY LAND USE CHANGE TAX				

NOTE: A separate land use change tax (LUCT) must be submitted for each separate parcel of land.

STEP 3 - DOCUMENTATION AND FEE FOR PROPERTY TO BE ENROLLED IN CURRENT USE (CU)

(a) Owners Name When Land Was First Recorded in Current Use:	DEED BOOK AND PAGE #	
Enright, Patrick & Thomas	3393	0059
(b) Total Number of Acres Originally Enrolled in Current Use	56	
(c) Total Number of Acres Previously Released Since The Original Recording	34.55	
(d) Number of Acres Subject to the LUCT Per This Assessment	1.81	
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	19.64	

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPALITY LAND USE CHANGE TAX BILL
 (continued)


STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification: Lot sold and is less than 10 acres	
(b) Actual Date of Change in Use (MM/DD/YYYY)	04/30/2020
(c) Full and True Market Value at Time of Change in Use	\$ 200,000
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ 20,000

STEP 5 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS

TYPE OR PRINT NAME (in black or dark blue ink) Peter Lyon	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) Dwight Brew	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) Reed Panasiti	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) Thomas P. Grella	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) John D'Angelo	SIGNATURE (in black or dark blue ink)	DATE

STEP 6 - BILL LAND USE CHANGE TAX TO: (COMPLETED BY MUNICIPAL ASSESSING OFFICIALS)

(a) LAST NAME / CORPORATION/ TRUST NAME Bringardner	FIRST NAME / CORPORATE OFFICER / TRUSTEE(S) OF TRUST Eric	INITIAL M
MAILING ADDRESS 237 McCollum Road		
MUNICIPALITY New Boston	STATE NH	ZIP CODE 03070 
(b) Actual Date of Change in Use (MM/DD/YYYY)	04/30/2020	
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)		
(d) Full and True Market Value at Time of Change in Use	\$ 200,000	
(e) Land Use Change Tax Due	\$ 20,000	

FORM
A-5

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPALITY LAND USE CHANGE TAX BILL**

(continued)

STEP 7 - CHECKS PAYABLE AND MAILED TO: (COMPLETED BY MUNICIPAL TAX COLLECTOR)

(a) MAKE CHECKS PAYABLE TO: Town of Amherst		
(b) MAIL TO: Gail P. Stout, Tax Collector		
MAILING ADDRESS: 2 Main Street		
MUNICIPALITY Amherst	STATE NH	ZIP CODE 03031
(c) MUNICIPAL TAX COLLECTOR PHYSICAL OFFICE LOCATION: 2 Main St, Amherst, NH		
(d) MUNICIPAL TAX COLLECTOR OFFICE HOURS: 9 am - 3pm Mon. thru Fri. 2nd & 4th Tues. Evening 4:30pm - 6:30pm		
(e) LAND USE CHANGE EXEMPT FROM RECORDING RSA 79-A:7, I (c): <input type="checkbox"/> Yes <input type="checkbox"/> No		
(f) RECORDING FEE: INCLUDE A SEPARATE CHECK IN THE AMOUNT OF \$ 20.50		
PAYABLE TO: Hillsborough County Registry of Deeds		
(g) PAYMENT OF THE LAND USE CHANGE TAX IS DUE NO LATER THAN 30 DAYS AFTER MAILING OF THIS BILL. INTEREST, AT THE RATE OF 18% PER ANNUM, SHALL BE DUE IF THE TAX IS NOT PAID ON OR BEFORE: _____		

STEP 8 - ACKNOWLEDGEMENT OF PAYMENT (COMPLETED BY MUNICIPAL TAX COLLECTOR)

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE OF MUNICIPAL TAX COLLECTOR (in black or dark blue ink)	DATE OF PAYMENT

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPALITY LAND USE CHANGE TAX BILL
 INSTRUCTIONS
GENERAL INSTRUCTIONS

WHO MUST FILE

The Municipal Assessing Officials shall complete the Form A-5, Municipality Land Use Change Tax Bill, to assess the Land Use Change Tax on land that has been classified as open space land and assessed at current use values on or after April 1, 1974 that has undergone a change and as such, no longer qualifies for current use assessment.

WHEN TO FILE

Municipal Assessing Officials shall assess the Land Use Change Tax within 18 months of the date upon which they receive written notice of the change of use from the landowner or his or her agent, or within 18 months of the date the Municipal Assessing Officials actually discover the Land Use Change Tax is due and payable.

WHERE TO FILE

Upon approval and signature of the Form A-5 by the majority of the Municipal Assessing Officials, the original and two copies of the Form A-5 along with the Form A-5W, Land Use Change Tax Warrant, shall be submitted to the Municipal Tax Collector for collection of the Land Use Change Tax. A copy of the Form A-5 and Form A-5W shall be retained by the Municipal Assessing Officials.

BILLING AND COLLECTION OF THE TAX

Upon receipt of the Land Use Change Tax Warrant, the Municipal Tax Collector shall mail one copy of the Form A-5 and this instruction page to the property owner of right-of-way responsible party. Payment of the Land Use Change Tax shall be due no later than 30 days after the mailing of the Form A-5 bill. If billed to the property owner, they must pay a recording fee. Interest of 18% will accrue on any unpaid tax after 30 days. Upon receipt of payment by the property owner, the Form A-5 is recorded at the country registry of deeds. Upon receipt of payment by the right-of-way responsible party, the Form A-5 is not recorded at the registry of deeds. Copies of the paid Form A-5 bills shall be given to the Municipal Assessing Officials for their records.

APPEAL OF LAND USE CHANGE TAX

Any person aggrieved by the assessment of a Land Use Change Tax may, within 2 months of the notice of tax date and not afterwards, apply in writing to the Municipal Assessing Officials for an abatement of the Land Use Change Tax pursuant to RSA 79-A:10. If the Municipal Assessing Officials neglect or refuse to abate the Land Use Change Tax, any person aggrieved may appeal within 8 months of the notice of tax date and not afterwards, to either the Board of Tax and Land Appeals or Superior Court in accordance with RSA 79-A:10 or RSA 79-A:11.

ADA

Individuals who need auxiliary aids for effective communication in programs and services of the department are invited to make their needs and preferences known to the NH Department of Revenue Administration.

NEED HELP?

Contact your Municipality or Municipal and Property Division at (603) 230-5950.

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPALITY LAND USE CHANGE TAX BILL
 INSTRUCTIONS

LINE-BY-LINE INSTRUCTIONS

The Municipal Assessing Officials shall complete Steps 1 through 6. Steps 7 and 8 shall be completed by the Municipal Tax Collector.

STEP 1

Indicate whether the property owner or the right-of-way responsible party will be assessed the tax. Provide the names and address of the party to whom the tax is being assessed.

STEP 2

- (a) If assessed to the right-of-way responsible party, list the name of the parcel landowner on which the change occurred.
- (b) Provide the parcel street location, municipality, and country on which the change in use occurred.
- (c) Provide the total acres of the parcel, tax map and lot number, and most recent deed reference for the parcel.
- (d) Indicate whether a portion of the parcel or the entire parcel is being released, or that it is a right-of-way change.

STEP 3

- (a) Provide the name of the property owner(s) that originally enrolled the land into current use including the registry of deeds book and page recording the reference.
- (b) Enter the total acres originally enrolled in current use.
- (c) Enter the total acres previously released since the original enrollment into current use.
- (d) Enter the number of acres subject to the Land Use Change Tax for this assessment.
- (e) Enter the number of acres remaining in current use, Step 3(b) minus Step 3(c) minus Step 3 (d).

STEP 4

- (a) Provide the description of the land disqualification.
- (b) Provide the actual date of the event that disqualified the land in the following format: MM/DD/YYYY.
- (c) Provide the full and true market value of the land at the time of change in use.
- (d) Calculate the Land Use Change Tax by multiplying the full and true market value of the land by 10% (.10).

STEP 5

Signature of a majority of the Municipal Assessing Officials and date of signature indicates approval.

STEP 6

- (a) Provide the name and address of the party to whom the tax is to be billed.
- (b) Provide the actual date of the event that disqualified the land in Step 4(b) in the following format: MM/DD/YYYY.
- (c) Enter the date of the Land Use Change Tax Notice.
- (d) Enter the full and true market value at the time of change in use as indicated in Step 4(c).
- (e) Enter the Land Use Change Tax owed as calculated on page 2, Step 4(d).

STEP 7

- (a) Enter the name of the municipality to which the checks are to be made payable. This should be the municipality in which the parcel of land is located.
- (b) Enter the name of the Municipal Tax Collector and the applicable mailing address to which payments should be remitted.
- (c) Enter the Municipal Tax Collector's physical office location.
- (d) Enter the Municipal Tax Collector's hours of operation.
- (e) If the Land Use Change Tax is being billed to the right-of-way responsible party, it is exempt from recording and the box should be checked "Yes". If the Land Use Change Tax is being billed to the property owner, it is not exempt and the box should be checked "No".
- (f) Enter the applicable county registry of deeds recording and filing fee for the recording of the lien release. Indicate to whom the recording fee check should be made payable.
- (g) Enter the final date that the taxpayer has to pay the bill to avoid late payment penalties.

STEP 8

The Municipal Tax Collector shall sign and date the form when the tax is paid, and if applicable, the Municipal Tax Collector shall remit the original signed Form A-5 with the recording fee to the appropriate County Registry of Deeds. Copies of the paid, and if applicable the recorded, Form A-5 shall be provided to the Municipal Assessing Officials for their record.

FORM
A-5W

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
WARRANT FOR LAND USE CHANGE TAX

STEP 1 - TAX COLLECTOR'S WARRANT FOR LAND USE CHANGE TAX IN THE MUNICIPALITY OF:

NAME OF MUNICIPALITY Amherst		
STREET ADDRESS 2 Main Street		
MAILING ADDRESS 2 Main Street		
MUNICIPALITY Amherst	STATE NH	ZIP CODE 03031

STEP 2 - COLLECTION OF LAND USE CHANGE TAX

(a) State of New Hampshire, County of: Hillsborough	
(b) To: Gail P. Stout	Municipal Collector of taxes
(c) for the municipality of: Amherst	in said County.
(d) In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: \$ 20,000 Interest at 18% will be assessed after 30 days.	
(e) Given under our hands at	
(f) This day of	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY Bringardner, Eric M	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS 237 McCollum Road New Boston, NH 03070	
(h) MUNICIPAL TAX MAP 5	LOT NUMBER 59-14

STEP 3 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS

TYPE OR PRINT NAME (in black or dark blue ink) Peter Lyon	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) Dwight Brew	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) Reed Panasiti	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) Thomas P. Grella	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) John D'Angelo	SIGNATURE (in black or dark blue ink)	DATE

FORM
A-5W

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
WARRANT FOR LAND USE CHANGE TAX

INSTRUCTIONS

WHEN TO FILE

The Municipal Assessing Officials, upon their approval of a Form A-5, Municipality Land Use Change Tax Bill, shall concurrently approve and sign the Form A-5W, Warrant For Land Use Change Tax.

WHO MUST FILE

The Municipal Assessing Officials shall complete Form A-5W, Warrant For Land Use Change Tax, as approved by the board, to serve as the warrant with which the Municipal Tax Collector shall collect the Land Use Change Tax from the landowner or the right-of-way responsible party.

WHERE TO FILE

The completed and signed original Form A-5W shall accompany the original Form A-5 and two copies to be delivered to the Municipal Tax Collector. The Municipal Assessing Officials shall retain a copy of both the Form A-5 and the Form A-5W for their records.

TAX COLLECTOR PROCEDURES

Upon receipt of the Form A-5W, Warrant For Land Use Change Tax, and Form A-5, Municipality Land Use Change Tax Bill, the Municipal Tax Collector shall mail a duplicate copy of the Form A-5 to the owner responsible for the tax as the notice thereof. Such bill shall be mailed, at the latest, within 18 months of the date upon which the Municipal Assessing Officials receive written notice of the change of use from the landowner or his agent, or within 18 months of the date the Municipal Assessing Officials actually discover that the Land Use Change Tax is due and payable. Upon receipt of payment from the property owner, the Municipal Tax Collector shall forward the original Form A-5 to the county registry of deeds for the purpose of releasing the recorded contingent lien as indicated by the A-5 on all, or only a portion of the property. The recording fee shall be payable by the property owner. Upon receipt of payment from the right-of-way responsible party, the Form A-5 does not get recorded at the registry of deeds. In either case, a copy of the paid Form A-5 bill shall be given to the Municipal Assessing Officials for their records.

WHEN TAX IS DUE

Payment of Land Use Change Tax and the recording fee shall be due not later than 30 days after mailing of the tax bill. Interest at the rate of 18 percent per annum shall be due on any taxes not paid within the 30-day period.

COLLECTION OF UNPAID TAX

Land Use Change Tax assessments create a lien against the property owner or the right-of-way responsible party. The tax lien shall continue for a period of 24 months. Unpaid tax is subject to collection proceedings pursuant to RSA 80.

ADA

Individuals who need auxiliary aids for effective communication in programs and services of the department are invited to make their needs and preferences known to the New Hampshire Department of Revenue Administration.

NEED HELP?

Contact the Municipal and Property Division at (603) 230-5950.

LINE-BY-LINE FORM INSTRUCTIONS

STEP 1

The Municipal Assessing Officials shall provide the name of the municipality and mailing address in which the taxable property is located.

STEP 2

- (a) Name of the county in which the property is located.
- (b) Name of the Municipal Tax Collector.
- (c) Name of the municipality in which the property is located.
- (d) The amount of Land Use Change Tax due and payable.
- (e) The name of the municipality.
- (f) The month, day, and year of the warrant.
- (g) The property owner or right-of-way responsible party and address to whom the tax is being assessed.
- (h) The tax map and lot number of the property on which the Land Use Change Tax is being assessed.

STEP 3

Signature of a majority of the Municipal Assessing Officials and date of signature indicates approval.



OFFICE OF THE ASSESSOR

2 Main Street
Amherst, NH 03031
Michele Boudreau Executive Assistant
Tel. (603) 673-6041 ex. 202 Fax (603) 673-4138

June 30, 2020

Eric M. Bringardner
237 McCollum Road
New Castle, NH 03070

The purpose of this letter is to inform you that due to the purchase of the lot located at 4 Trask Way (005-059-014) a Land Use Change Tax will be issued. The property no longer qualifies for current use as it is less than ten acres and is not contiguous with other lots in current use under identical ownership. The market value of the parcel at the time disqualification is estimated to be \$200,000 and the LUCT will be 10% of the market value or \$20,000. You will receive additional paperwork on this once the Board of Selectmen approves the LUCT.

If you have any further questions please contact this office.

Sincerely,
George Lickiss
Contract Assessor
KRT Appraisal



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Payroll, Accounts Payable and NH DMV Manifests **Department:** Finance Department

Meeting Date: September 28, 2020 **Staff Contact:**

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Approvals

Payroll

P1 ~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$227,713.13 dated September 10, 2020, subject to review and audit.

P2 ~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$228,829.35 dated September 24, 2020, subject to review and audit.

Accounts Payable

AP1 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$126,671.10 dated September 15, 2020, subject to review and audit.

AP2 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$73,955.44 dated September 16, 2020, subject to review and audit.

AP3 ~ I move to approve one (1) FY21 NH DMV Manifest in the amount of \$36,893.16 dated September 17, 2020, subject to review and audit.

AP4 ~ I move to approve one (1) FY21 NH DMV Manifest in the amount of \$32,897.01 dated September 17, 2020, subject to review and audit.

AP5 ~ I move to approve one (1) FY21 NH DMV Manifest in the amount of \$32,184.56 dated September 17, 2020, subject to review and audit.

Minutes

~ I move to approve the Board of Selectmen meeting minutes of Sept 14, 2020.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Previous BOS Meeting Minutes:
09/14/2020

Department: Administration

Meeting Date: September 28, 2020

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2020.09.14_BOS_MEETING_MINUTES



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, September 14, 2020 5:30PM

1. Call to Order

Chairman Peter Lyon called the meeting to order at 5:30 p.m.

Attendees by Zoom conference call: Chairman Peter Lyon, Selectman Dwight Brew, Selectman Reed Panasiti, Selectman John D'Angelo, and Selectman Tom Grella.
Also present: Town Administrator Dean Shankle

2. Non-Public Session, RSA 91-A:3, II (b)

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to enter into Non-Public Session, RSA 91-A:3, II (b) at 5:30 PM.

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 Panasiti and SECONDED by Selectman Grella to exit Non-Public Session at 6:29 PM.

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.

The Board reconvened Public session at 6:31 PM.

Attendees by Zoom conference call: Chairman Peter Lyon, Selectman Dwight Brew, Selectman Reed Panasiti, Selectman John D'Angelo, and Selectman Tom Grella.
Also present: Town Administrator Dean Shankle, and Kristan Patenaude, minute taker.

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 820-7279-9324 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.

3. Citizen’s Forum – none.

Chairman Lyon welcomed the Ways and Means members. Lisa Eastland introduced the Ways and Means Committee members: Danielle Pray (co-chair), Mike Parisi, Scott Tuthill, Matt Seiler, Sarah Bonnoit (alternate), Jim Kuhnert, Bob Ascoco, Lori Mix (alternate)

4. Strategic Plans

4.1 Tax and Assessing Strategic Plan for FY22

Gail Stout, Tax Collector, stated that the Department is made up of two full-time employees. KRT Appraisal is the Town’s contracted assessing firm and in the fourth year of a five-year contract. She stated that the Department handles approximately 5,800 properties in town. The next town-wide valuation will be in 2021. Of the Town’s taxable property types, Residential properties make up 84.9% of the total valuation, Commercial and Industrial properties are 12.4% of the valuation, and Utilities are 2.7% of the valuation. The net valuation of all properties in town is about 1.7 billion dollars. This number is used to calculate the 2020 tax rate Set by DRA in late October.

Gail Stout explained that the assessment data collection was halted in mid-March due to COVID-19. The exterior only data collection began again in mid-August. In response to COVID-19 the town delayed the 2019 tax lien by four months and the town also delayed the 8% interest charge on July 2020 taxes. This received positive feedback from property owners. The Tax and Assessing office has remained opened to the public by appointment and a drop box was installed in the Town Hall lobby.

Gail Stout stated that, as of July 2020, 96.5% of the total taxes have been collected for the Town. This is 1 1/2% below last year's rate. She explained that there have been fewer liens this year, but that the total liens are up approximately \$120,000 from last year. This is primarily due to two properties that are new to the lien process. She explained that the total number of properties leaned was originally 631; there are currently 117 properties with liens. The goal of the Department is to maintain a downward slope.

Another goal of the Department is to maintain a DRA issued coefficient of dispersion (COD) rating of 12 or below. The Department currently has a 9.2 rating, indicating the revaluation was successful. A fourth goal is to maintain an acceptable rating of four or less on DRA's annual Cyclical Review of Assessment Data. The 2019 rating is still in process and not available at this time.

Gail Stout Stated that the Department upgraded its assessing software in FY20. The next revaluation will occur in 2021 and the Department continues to fund this through a capital reserve fund (CRF) Warrant Article. This CRF currently has approximately \$110,000 in it and the Department will look to add an additional \$25,000 to it by Warrant Article. This amount should cover the revaluation; any additional money will stay in the CRF for the 2026 revaluation.

In response to a question from Selectman Brew, Gail Stout stated that when electronic billing is implemented, tax bills can be sent via email. A database to hold all of this information still needs to be compiled and thus paper tax bills are still being sent.

In response to a question from Selectman Brew, Gail Stout stated that KRT is the Town's contracted assessing team that deals with valuations, collecting data, and the values on tax bills. Vision is the software company that KRT puts the assessing information into. The team completes a cyclical review annually but adjustments to tax bills are only made at the time of revaluation when equations are made to take into account things such as the quality of homes.

Selectman D'Angelo stated that he is thrilled that taxpayers are still paying on time even with the grace of a delay period.

In response to a comment by Selectman Grella regarding sales prices of homes versus their assessed value, Gail Stout stated that she is more concerned with the coefficient of dispersion. She explained that the coefficient of dispersion as of April was 84%, this is 16% below the market being assessed.

In response to a question from Selectman Panasiti, Gail Stout stated that the COVID-19 precautions have worked well for her Department include the online options and the drop box in the lobby.

The Selectmen thanked Gail Stout for her presentation and the great job done by her Department.

In response to a question from Jim Kuhnert, Ways and Means member, Gail Stout stated that the Department's assessing software has an initial licensing fee and an annual maintenance fee.

4.2 Amherst Police Department Strategic Plan for FY22

Police Chief Mark Reams stated that a community survey done in 2013 showed that traffic offenses and property crime are the primary concerns of townspeople. He

133 explained that residential property crime has decreased approximately 10% each year
134 since 2015. One of the Department goals is to maintain and improve that rate. A second
135 goal of the Department is to increase traffic safety along town roads and throughout
136 residential areas. Increased staffing in FY18 and modified sector coverage aims to
137 improve traffic safety along town roads, with an initial increase in enforcement presence
138 of 10 to 15% by 2021. 51% of all traffic enforcement efforts have occurred on town roads
139 for the last three years. The Department is trying new tactics in order to increase local
140 road traffic enforcement.

141
142 Chief Reams stated that a third goal of the Department is to reduce the availability of
143 illicit drugs. The Hillsborough County Street Crimes Task Force was formed in 2015.
144 The Department's goal is to increase major drug arrests by an average of approximately
145 15% each year through 2020. This goal may be disrupted or impacted due to COVID-19.

146
147 A fourth goal is to maintain professional policing standards and level of service. The
148 Department has maintained a very good to excellent rating based on biennial community
149 surveys. The current police station renovation plan is central to maintain and build upon
150 this level of service. The project began last week with hopes to be done around Christmas
151 time. \$600,000 of capital reserve funding was approved by voters over the last three
152 years. An additional \$175,000 is necessary to complete the third floor of the project. The
153 cost increases were primarily due to an unanticipated need to update the HVAC system to
154 code compliance.

155
156 The Department remains committed to building upon its professional standards and will
157 finalize its ongoing evaluation in the coming year regarding the topic of body worn
158 cameras.

159
160 Regarding the Amherst Public Safety Communications Center, Chief Reams stated that a
161 first goal is to maintain a caller satisfaction rating of greater than 90%. There has been a
162 steady increase in caller satisfaction rating reflected in four biennial surveys. The
163 Communications Center has five full-time employees and contingent part-time
164 employees that run the Center 24/7, 365 days a year. In the past seven years
165 approximately \$120,000 has been expended on major repairs and federal grant matches.

166
167 In response to a question from Selectman D'Angelo, chief Reams stated that the most
168 important thing someone can do for a noise disturbance is to make a report. These reports
169 are followed up on by the Police Department. If the behavior is consistent and egregious
170 enough, the Department can follow the state disorderly conduct statute. There needs to be
171 a history and so calling and making a record is important.

172
173 Selectman D'Angelo suggested that in future reports the Department put the total road
174 mileage in Amherst and the mileage of Route 101 and Route 101A, to show how
175 disproportionate these two roads are in terms of traffic safety and Departmental time.

176
177 In response to a question from Selectman Grella, Chief Reams stated that body worn
178 cameras are an emerging market. Body worn cameras would cost about \$30,000 per year
179 for the size of the Department.

180
181 In response to a question from Jim Kuhnert, Chief Reams stated that the community
182 surveys are put together by the Department and the information obtained from them is
183 kept as consistent as possible. Chief Reams also noted that the \$30,000 estimate for body
184 worn cameras is an all-in cost from a rental standpoint.

185
186 In response to a question from Selectman Panasiti Chief Reams stated that the drug turn
187 in station is still available to the public 24/7. Chief Reams noted that in a number of
188 months hundreds of pounds of drugs turned in were sent to the incinerator. He believes
189 this is a very effective process. No questions are asked during the drug turn in process.

190
191 In response to a question from Lisa Eastland, Ways and Means member, Chief Reams
192 stated that the community vulnerability due to porch pirates, Alexa, etc., could be
193 addressed on a larger than individual scale.

194 195 **4.3 Amherst Fire Rescue Strategic Plan for FY22**

196 Fire Chief Matt Conley reviewed the Department's goals with the Board. He explained
197 that, on the call side of the Department, there are 38 members and nine vehicles. On the
198 rescue side there are 39 members. In looking at a five-year member trend, the on-call side
199 is down to 38 members from 41. Within a couple of weeks this number will go back up to
200 42, with a few new recruits. He explained that the rescue membership is much easier to
201 control due to part-time positions.

202
203 Chief Conley stated that COVID-19 has seemed to have an effect on the fire statistics.
204 There were 536 fires in 2019 but only 448 fires so far in 2020. He explained that code
205 enforcement deals with inspections, building plan reviews, site plan reviews, and
206 community education.

207
208 Chief Conley explained that EMS calls are also down this year, presumably due to
209 COVID-19. He believes that without the pandemic these numbers probably would be
210 climbing. He stated that the main type of EMS call complaint is that of falls.

211
212 Chief Conley stated that the Department's goals include staying the course and
213 maintaining a high level of quality service. The Department plans to replace aging
214 apparatuses and retain a third ambulance. Another goal for the Department is for the
215 Town to become a Heart Safe Community and to continue community paramedicine.

216
217 In response to a question from Selectman Brew, Chief Conley stated that the number of
218 structures proposed to be built in some of the new proposed developments could put the
219 medical on-call Department in jeopardy. He also explained that the staffing numbers have
220 decreased, in part, due to the number of hours required for a volunteer position.

221
222 Selectman Brew stated that he would like to look more at the cost numbers and out of
223 town support prior to adding a potential third ambulance.

In response to a question from Selectman D'Angelo, Chief Conley stated that some of the decrease in staffing has come from potential members not being able to find housing in Amherst in a reasonable price range.

Selectman D'Angelo pointed out that the issue of not needing affordable housing in Town has been brought up during certain Planning Board meetings. He would like it noted that the absence of lower priced housing has cost the town some of its volunteer firefighting staff. A paid firefighting force would cost the town well over a million dollars a year.

Selectman Grella suggested that Chief Conley analyze the geographic areas where applications for housing developments are being proposed. This might indicate how these proposed developments would affect the Department and if a third ambulance should be located in a different spot in town.

In response to a question from Lisa Eastland, Chief Conley stated that the Fire Department did not receive any of the online costs for fire permitting and fees.

5. Administration

5.1 Town Administrator's Report

Town Administrator Shankle stated that the Town has started using the new software to create agenda packages. The whole package is now available online for the public.

Town Administrator Shankle stated that Map Lot 5-51 off Amherst Street was sent to the ZBA for a variance regarding access to the lot. The ZBA approved the request on August 18th. The Board must now decide if it wants to grant a waiver in this case, but not until this is sent to the Planning Board for review and comment.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to send the request for a backlot on Map Lot 5-51 to the Planning Board before review and comment.

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.

Town Administrator Shankle stated that Building Official Scott Tenney spoke to DHHS regarding Halloween. DHHS will be conducting a webinar with the New Hampshire Municipal Association on September 30th regarding this issue. He will put this item on the Board's next agenda to discuss further.

Town Administrator Shankle noted that a drought is being experienced by 100% of the state. Also, the proposed developer of the Jacobson property has served the town with a lawsuit.

5.2 Discussion of Election Officials Pay during COVID emergency

Chairman Lyon stated that there are currently four paid election officials; the Town Moderator and three Supervisors of the Checklist. These officials have been paid \$9/hour

for at least the past five to six years. He is proposing an increased rate of pay for these officials and to then tie this increase to COLA increases in the future.

Selectman Brew stated that in recognition of the extra work these officials have taken due to increased absentee ballots from COVID-19, he will be making the following motion retroactive.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to increase the rate of pay for the Supervisors of the Checklist and the Town Moderator from \$9/hour to \$12.00/hour, effective July 1, 2020, and to adjust this rate annually by the same percentage given to town employees.

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.

5.3 Town Hall Reopening Task Force Update

Jennifer Stover, Executive Assistant, explained that the Task Force consists of herself, Chief Matt Conley, Scott Tenney, and Perry Day. The group has met three times, and most recently spoke with Nancy Demers, Town Clerk. She reviewed some of the suggestions the group has discussed in terms of reopening Town Hall, such as: masks to be worn by all residents entering Town Hall and employees, a script for employees to reference when making appointments, two doorbells and two buzzers into the building, a plexiglass divider for the Town Clerk, a limit of five people in the lobby at any one time, and for the ramp to remain at least through the period of time for absentee drop-off ballots. She explained that Board and Committee meetings will remain viz Zoom for the time being, as there’s no current way to limit the number of people who attend. She asked for suggestions on which door into Town Hall should be used for the main entry/exit(s).

Selectman D’Angelo stated that the schools and Library are open. He believes Town Hall should also be open. He agrees with capping the number of people in the lobby at five. He doesn’t believe that there needs to be a separate entrance and exit, but that the front door can be used for both.

In response to a question from Selectman Panasiti, Jennifer Stover stated that, per RSA 41.11.A, the Board has the ability to control if masks are required to be worn in Town Hall.

6. Staff Reports

6.1 APD Sole Source Cruiser Computer Bid

Chief Reams explained that this expenditure is part of the second year of a three-year plan to replace the computer systems in all of the Police cruisers.

A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Grella to approve the sole source bid for Police cruiser computers to Advanced Electronic Design, Inc., for \$12,234,74.

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.

318
319 **6.2 Stop Sign Ordinance Recommendations**

320 Chief Reams stated that there has been no public comment regarding the public hearings
321 for the proposed stop signs at Douglas Drive and Hickory Drive, Hickory Drive and
322 Maple Drive, and Town Crier Road and Cricket Hill Road.

323
324 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to*
325 *approve and sign the following: Pursuant to the authority granted to the Board of*
326 *Selectmen of the Town of Amherst by virtue of NH RSAs 31:39, 41:11, and 47:17 for the*
327 *purpose of enforcing and regulating traffic, the following traffic control regulation is*
328 *hereby established for the Town of Amherst:*

329
330 *Five (5) STOP SIGNS at the intersections of the following Town of Amherst roads:*
331 *Hickory Drive @ Douglas Drive (north)*
332 *Hickory Drive @ Douglas Drive (south)*
333 *Douglas Drive @ Hickory Drive*
334 *Maple Drive @ Hickory Drive*
335 *Town Crier Road @ Cricket Hill Drive (south)*

336
337 *This ordinance shall take effect on September 14, 2020.*

338
339 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella –*
340 *aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously*

341
342 **6.3 DPW Vehicle Lift**

343 DPW Director, Eric Hahn, explained that the existing DPW vehicle lift is about 5-6 years
344 old. It recently failed inspection and attempts to repair it have been unsuccessful. He
345 stated that the DPW would like a heavier duty machine and solicited four bids. The
346 machine proposed will lift just about all of the DPW vehicles.

347
348 In response to a question from Selectman Panasiti, Eric Hahn stated that this new lift will
349 be moved into the new mechanic’s garage.

350
351 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella that*
352 *NE Auto Lift & Equipment be awarded the purchase and installation contract for the*
353 *vehicle lift specified in DPW RFP 01-21 from the DPW Highway Equipment*
354 *CRF, for \$11,514.00, and that the Town Administrator be authorized to sign related*
355 *documents.*

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

359
360 **6.4 DPW Heating Oil and Propane Contract Extension**

361 Eric Hahn stated that he is requesting that this contract be extended by one year. The
362 schools moved forward with their own contract for the year, but next year the Town will
363 try to join forces with the schools again, in an effort to save money.

In response to a question from Selectman Brew, Eric Hahn stated that there may have been more of an associated savings, if the Town had joined in with the schools. As it is, this contract will be \$0.50 per gallon more favorable this year in terms of heating oil. This request is for a contract extension which, per contract language, can be extended if both parties agree.

In response to a question from Selectman Panasiti, Chairman Lyon stated that the schools recently had a change in Facilities Manager, which may have led to the miscommunication on this item.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to extend the Heating Oil and Propane contract for one year with Rymes Oil at a price of \$1.74/gallon and Suburban Propane at a price of \$1.265/gallon.

Discussion:

Selectman Brew stated that he would be voting against this motion because it was not competitively bid.

By roll call vote: Selectman Brew – no; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – no; Chairman Lyon – aye. 3-2-0; motion carried unanimously.

Selectman Panasiti stated that he is concerned that it took years to get a joint contract with the schools, only for it to not be reinstated this year. Chairman Lyon stated that the Board is not in a position to hold the schools accountable for this. Chairman Lyon agreed that he is not happy that this was not competitively bid but is concerned that if this is delayed prices could rise. Selectman Brew stated that he is frustrated that multiple bids could have been sought in the same time it took to receive one for this extension.

7. Approvals

7.1 Payroll, August 27, 2020

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve one (1) FY21 Payroll Manifest in the amount of \$231,322.95 dated August 27, 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.

7.2 ACH Payment to Schools

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti 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.

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 AP1-AP4, Accounts Payable Manifests

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve one (1) FY21 Accounts Payable Manifest in the amount of \$167,203.78 dated August 27, 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.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve one (1) FY21 Account Payable Manifest in the amount of \$47,279.40 dated August 28, 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.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve one (1) FY21 Accounts Payable Manifest in the amount of \$231,322.95 dated August 27, 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.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve one (1) FY21 Payroll Manifest in the amount of \$330.00 dated September 2, 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 Previous Meeting Minutes 8/24/2020

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to approve the meeting minutes of August 24, 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 D'Angelo stated that all of the School Boards met tonight.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to adjourn the meeting at 9:38pm.

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.

459

460

461

462

463 *Selectman Reed Panasiti*

Date _____



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: When: Sep 28, 2020 09:00 PM
Eastern Time (US and Canada)
Topic: 09/28/2020 BOS meeting **AFTER**
NON-PUBLIC

Department: Administration

To join
meeting: <https://us02web.zoom.us/j/89992274559>

Or Telephone: 1-312-626-6799 **Webinar**
ID: 89992274559

If you cannot access the meeting please
call 603-440-8248.

Meeting Date: September 28, 2020

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None