



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
MONDAY, OCTOBER 12, 2020 6:30 PM

Please click the link below to join the
webinar: <https://us02web.zoom.us/j/84650783817>
Telephone: 301 715 8592 Webinar ID: 846 5078 3817
If you can not access this meeting, please call: 603.440.8248.

- 1. Call to Order**
- 2. Citizens' Forum**
- 3. Scheduled Appointments**
 - 3.1. Amherst Garden Club: AGC Anniversary Legacy Gift Proposal
 - 3.2. Bike/Ped Action Committee: 2021 Potential Grant Funding Opportunities
- 4. Strategic Plan Presentations FY22: Conservation Commission, Public Works, Administration**
 - 4.1. FY22 ACC Strategic Plan
 - 4.2. DPW FY22 Strategic Plan Presentation
 - 4.3. FY22 Admin & Finance Strategic Plan
- 5. Administration**
 - 5.1. General Administrative Updates
 - 5.2. PD Renovation Change Orders
- 6. Staff Reports**
 - 6.1. Signing of Revised MS-535 form
 - 6.2. Town Hall pave gravel parking on Courthouse
- 7. Approvals**
 - 7.1. Accounts Payable Manifests and Meeting Minutes September 28, 2020
- 8. Action Items**

9. Old/New Business

Adjournment

Next Meeting: October 26, 2020

To: The Amherst, NH Board of Selectmen
From: The Amherst Garden Club
Date: Meeting, October 12, 2020

AGC Anniversary Legacy Gift Committee

Christy Belvin, Chair
John Bement
Edie Gambia
Anne Krantz
Nancy Head, AGC Anniversary Committee, Chair
Kathy Brundage, AGC President

The Amherst Garden Club was founded in 1971. 2021 marks the Club's 50th Anniversary. The Legacy Gift Committee was charged with bringing forward a recommendation of a suitable gift to the Town of Amherst.

The Amherst Garden Club presents the following proposal to the Amherst Board of Selectmen for your review. We request your approval of this project as the Club's gift to the town in commemoration of our Club's 50th Anniversary:

Installation of a Granite Stone Bench along with a Kousa Dogwood Tree at the historic open space at the corner of Mack Hill and Jones Road.

The installation would be in the spring of 2021 as the Club's 50th Anniversary Legacy Gift, with The Amherst Garden Club paying for the acquisition and installation costs.

OUR GUIDELINES IN RESEARCHING A SUITABLE PROJECT

- Input from members in the survey Nancy Head sent to club members in 2019 relative to what it might be and the cost
- Parameters the Committee identified at the outset
 - Low Maintenance
 - Visibility - most likely in a location in or close to the village center
 - Clearly Identifiable as The Garden Club's 50th Anniversary Gift
 - Longevity and Permanence
 - Suitability to the character of the Town
 - Cost, both initial and ongoing

REASON FOR RECOMMENDING THIS SITE

- It will draw attention to this location's historic significance as the site of the original Meeting House in Amherst
- It would be an attractive feature to passing cars and pedestrians
- A bench welcomes pedestrians to a rest stop along a popular walking route from the village center
- There had been an ornamental crab tree at this location previously so there is precedent for an ornamental tree at this site

The tree and bench would be placed at the Jones Road end beyond the overhead electric wires so there would be no contention with the wires as the tree grew

The stone at the south end of this open area at the corner of Mack Hill and Jones Road reads:

HERE WAS ERECTED THE
FIRST MEETING HOUSE IN
AMHERST, MAY 16, 1739.
IN 1771 GIVEN TO THE
COUNTY FOR ITS
COURT-HOUSE. REMOVED
TO THE PLAIN IN 1799
AND THERE BURNED.
THIS STONE
PLACED JUNE 17, 1910



REASONS FOR RECOMMENDING A TREE

- The planting of a tree in commemoration of The Amherst Garden Club's 50th anniversary relates to our mission of providing and maintaining civic landscaping throughout our town
- Planting a tree relates to our focus on gardening

REASON FOR SPECIFICALLY RECOMMENDING KOUSA DOGWOOD

- Ornamental year round with attractive foliage and bark and flowering for @ 6 weeks in June and red fruiting in the fall
- Cornus kousa is a hardy and disease resistant variety suited for Zone 5 and has been used elsewhere in the village
- The morning sun and afternoon shade at the site is appropriate to a Dogwood (Cornus) that does best in partial shade
- It is moderate in size – 15-30 feet high
- Consultation with Perry Day, John Cochran at Amherst Garden Center, and online research

REASON FOR RECOMMENDING THE GRANITE BENCH WE ARE PROPOSING:

- Inviting
- Permanent and maintenance free
- Can be inscribed as AGC 50th Anniversary commemorative gift
- The look of the older, seasoned, natural granite piece suitable as a bench that we are proposing is unique, unlike a contemporary, commercially available granite bench.
- It suits the historic nature of the site and is compatible with the large granite blocks that have been placed elsewhere in the village for seating by the Town at Knight Field and Upper Wilkins Field

Note: The base blocks in the photos on the following page are where this granite piece is currently being stored. Adam Medlyn at Medlyn Monument in Milford will make blocks appropriate for this bench top in both appearance and height.

SPECIFICS

Sources:

Bench: Medlyn Monument *Milford, NH. Adam Medlyn will furnish the bench, inscription and installation*

Tree: Amherst Garden Center *John Cochran is very enthusiastic about supporting us with this project if approved and will acquire the tree we specify, provide it to the Club at cost, and assist with its planting.*

Continuing Maintenance:

Bench *None other than Medlyn Monument can adjust the bench should it settle out of level in the future.*

Tree *There will be coordination with Town Public Works, the adjacent neighbors Adam Jacobs and Scott Blair, and AGC for the consistent watering that will be required during the entire first and second year after planting in Spring 2021.*

Timeline:

Notifications and/or Approvals	
Input from Perry Day, Amherst Public Works	July 2020 and ongoing
Immediate neighbors to the site: Adam Jacobs, Scott Blair, Bob Rowe	Contacted Sept. 2020, and positively received
Amherst Historic District Commission	Positively received at Sept. 17, 2020 meeting
AGC Legacy Committee agreement	Sept. 2020
Amherst Historical Society, as a courtesy	Sept. 2020
Amherst Heritage Commission, as a courtesy	Sept. 2020
Amherst Garden Club Board of Directors	Sept. 24, 2020 approved for referral to membership
Amherst Garden Club Membership	Oct. 1, 2020, approved by the membership
Amherst Board of Selectmen	Oct. 12, 2020, pending
Final Commitment (and deposit) to Vendors	Nov. , Dec. 2020
Installation	Spring 2021

We hope you agree that the proposed enhancement to this very visible and important open space in the Amherst Historic District is a fitting 50th Anniversary gift to the Town and will vote to approve it as such.

Respectfully submitted by,

AGC Anniversary Legacy Gift Committee:

Christy Belvin, Chair

John Bement

Edie Gambee

Anne Krantz

Nancy Head, AGC Anniversary Committee, Chair

Kathy Brundage, AGC President

The Amherst Garden Club (continued)

Cornus kousa

Dogwood tree to be planted beside or behind the bench;

Flower color white or pink TBD



IMAGES OF THE GRANITE BENCH WE ARE PROPOSING

Granite Bench from Medlyn Monument, Milford, NH

5 ½ feet in length. From Barretto Granite Quarry in Milford in 1970s, and used from that time until recently as a front doorway threshold. Custom base blocks will be fabricated.

front



The back side is smooth and will be inscribed with wording TBD but likely to be something like this:

**Amherst Garden Club 1971-2021
Commemorating 50 year**

back





Amherst Conservation Commission

FY22 Strategic Plan

Key Points

- ACC is following a “Conservation Plan” that guides its activities and ensures compliance with RSA 36-A
- ACC manages 2600 acres (13% of Amherst)
- ACC’s funding strategy attempts to balance expenses from its Town Budget with support from its Conservation Fund

Mission and Strategies

The Amherst Conservation Commission (ACC) protects and manages the town's biodiversity and natural resources, and promotes the public use of natural open space for low-impact outdoor recreation that is consistent with conservation.

The ACC's strategies for pursuing its mission are to:

- Influence zoning, planning and zoning adjustments
- Acquire property and development rights where appropriate for conservation
- Manage town forests
- Manage town grasslands
- Control invasive species on ACC-managed lands
- Promote low-impact outdoor recreation
- Educate citizens about Amherst's biodiversity and natural resources

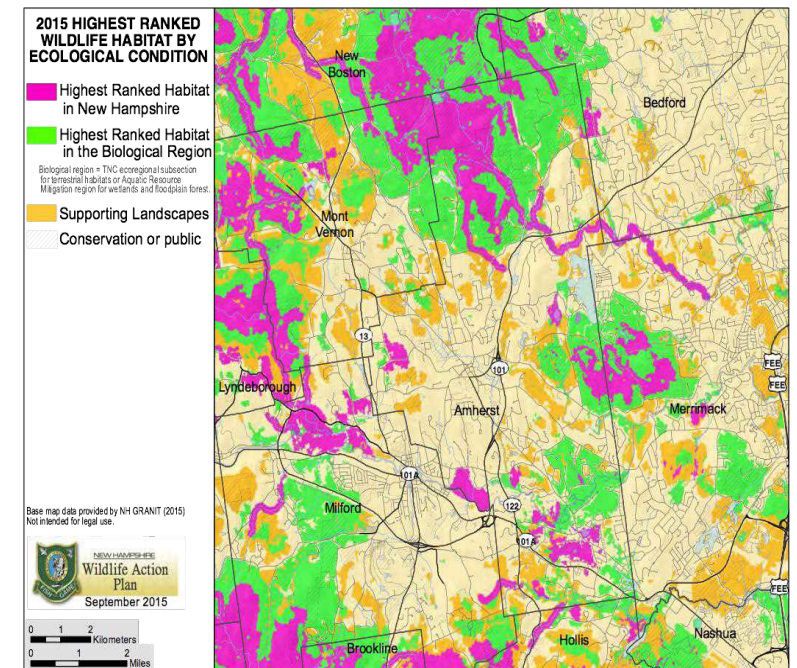
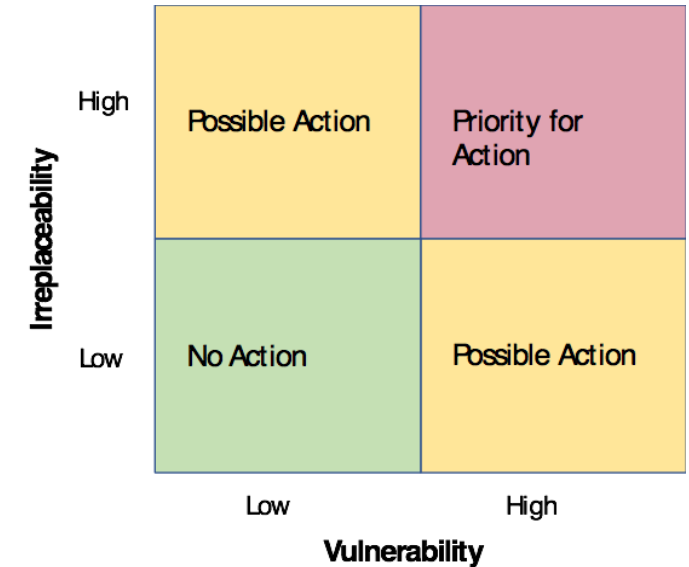
Strategy 1. Influence Zoning and Planning

- Provide input on Zoning Ordinance
- Work with Planning Board to ensure Amherst's natural resources are fully addressed in the town's Master Plan
- Advise Planning Board on conditional use permit applications for project impacting wetlands and water resources
- Review permit applications to NHDES for impacts to wetlands under Section 404 of Clean Water Act



Strategy 2. Acquisitions

- Acquire properties or development rights for the purpose of conserving priority lands in town
- Conservation Fund used for acquisitions – revenue from 100% of the Land Use Change Tax (LUCT) and 100% of profits from town forests
- Prioritization scheme developed. ACC does *not* endorse generic % land target



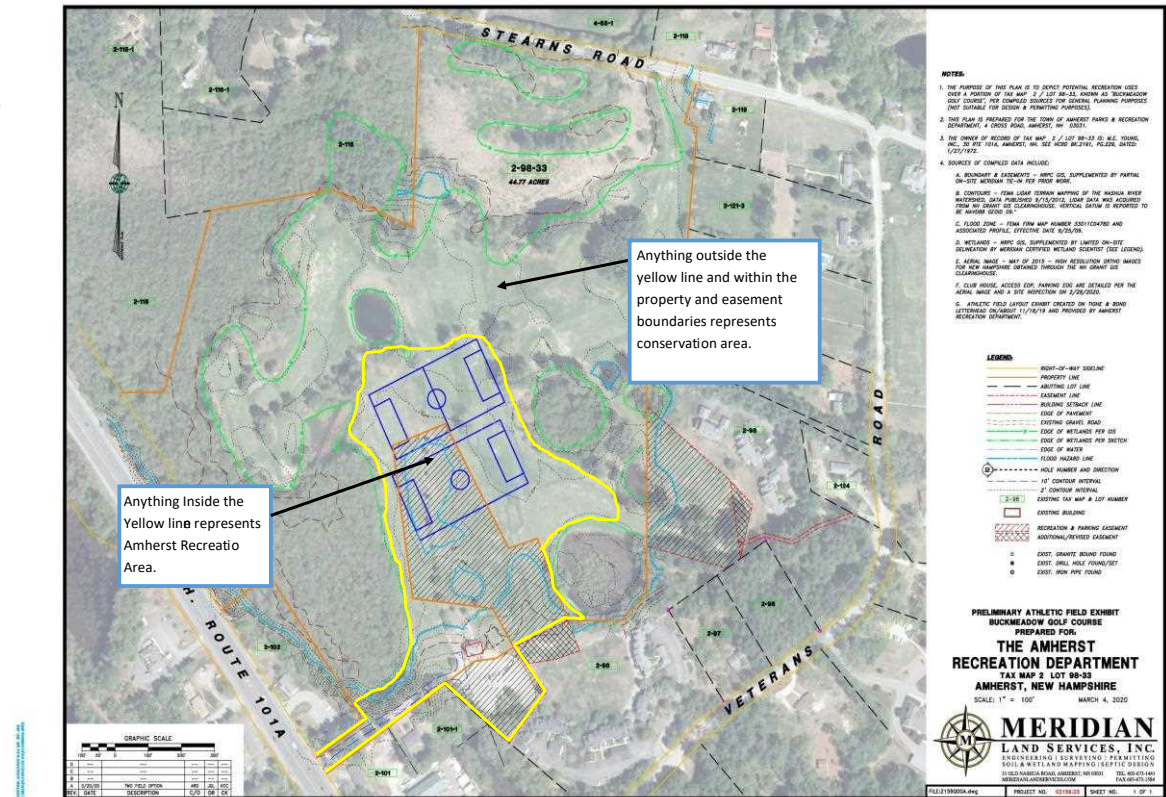
Strategy 3. Manage Town Forests

- ACC manages town forests. These include 10 areas, totaling 1566 acres
- Forest Management Plan
- Management has 3 objectives:
 - a) forest health and biodiversity conservation
 - b) public recreation
 - c) revenue generation
- Significant shift to custom GIS planning application



Strategy 4. Manage Grasslands

- ACC serves as the manager of various grasslands. These include 15 areas, totaling 270 acres, including recent acquisition of Buck Meadow
- ACC has developed a management plan for each of its actively managed properties. Management addresses conservation needs set forth in NH State Wildlife Action Plan



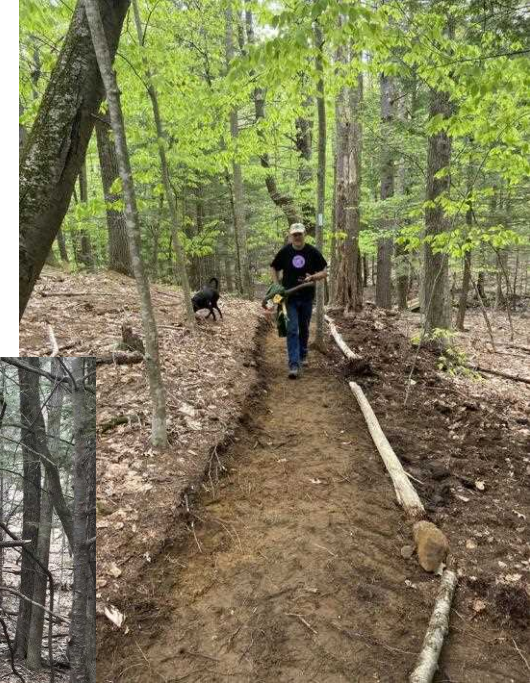
Strategy 5. Control Invasive Species

- ACC will seek to control invasive *plant* species throughout Amherst
 - Direct control of invasive species on ACC managed public lands
 - Collaborative control with DPW
 - Encourage private landowners to control invasives



Strategy 6. Low-impact Outdoor Recreation

- ACC promotes low-impact outdoor recreation on the lands that it manages
 - >30 miles of trails
 - Hiking, biking & X-country skiing
 - Hunting
- Major contributions of labor and materials from Amherst residents, Eagle Scout projects, and regional trails organizations (e.g. NEMBA)
- Major trail additions to Joe English this year
- Addition of Buck Meadow this year



Strategy 7. Public Education & Outreach

- Developed a PE&O Plan
- Includes three major objectives
 - Outreach & Engagement
 - Partnerships & Collaboratives
 - Communications & Media
- Strengthens the ACC's mission and relationships with Amherst residents



Financial Strategy

Town Budget

- Annual costs that directly affect citizen use and engagement:
 - Infrastructure (bridges, kiosks, signage, etc)
 - Trail development and upkeep
 - Educational outreach (workshops, etc)
 - Professional development (commissioner education)
 - Administrative support
 - Invasives control planning & management

Conservation Fund

- Costs affecting natural habitat:
 - Property Acquisitions
 - Surveys, legal costs for potential acquisitions
 - Habitat improvement (planning efforts, timber harvests, mowing, etc)
 - Capital purchases (machinery, tools, etc)
 - As directed by town warrant

01-4611

10-1115 **Wages**
 20-1220 **Social Security**
 20-1225 **Medicare**
 20-1294 **Educ. Training Prof Dev**
 20-2482 **Surveying**
 40-2483 **Land Management**
 40-2484 **Meadow Maintenance**
 40-2486 **Water Cross Repair & Maint.**
 40-2487 **Invasives Mitigation**
 40-2488 **Signage**
 40-2489 **Kiosk**
 50-2560 **Dues & Subscriptions**
 50-2561 **Educational Outreach**
 60-2625 **Postage**

Total

	<u>'20 Actuals</u>	<u>'21 Budget</u>	<u>Proposed '22 Budget</u>
	\$3,118.14	\$3,057.00	\$3,057.00
	193.33	190.00	190.00
	45.18	44.00	44.00
	1,675.98	750.00	750.00
	5,238.46	3,000.00	3,000.00
	3,320.15	3,000.00	3,800.00
		1,500.00	1,500.00
	700.00	1,200.00	1,200.00
		2,250.00	2,500.00
	\$14,291.24	\$14,991.00	\$16,041.00



DEPARTMENT OF PUBLIC WORKS

*Strategic Plan
FY22-FY26*

Targeted Outcomes



Outcome #1 (Roads):

68% or greater of Amherst roads are rated good according to industry standard pavement condition index (PCI) by 2025



Outcome #2 (Bridges):

By 2025, six additional Amherst bridges & water crossings will be built or upgraded to last for 75+ years with the last 3 enrolled in DOT's program

Targeted Outcomes Continued...



Outcome #3 (Buildings):

By 2025 all Amherst Town buildings and outbuildings will be functionally sound and compliant with all appropriate regulations and codes



Outcome #4 (Management systems):

By 2020 will have achieved workforce productivity of 90%

Targeted Outcomes...



Outcome #5 (Stormwater):

Clean Water Act:

- Continued compliance with EPA issued Municipal Separate Storm Sewer System (MS4) permit
- Requires collaboration between DPW and Office of Community Development



Pond Parish Rd.

Roads

- ❖ *By 2025 68% or greater of Amherst roads will be rated good according to industry standard pavement condition index (PCI)*

Roads Continued...

- ❖ **Shifting Balance of Road Ratings**
 - ❖ Strong desire from residents to improve road quality
 - ❖ #1 question asked: “When will my road be done?”
 - ❖ 7-year road plan assumes \$100K annual budget increase to attain goal
 - ❖ **All Town roads have been evaluated and rated**
 - ❖ Rated as Green, Yellow, or Red
 - ❖ Plan prioritizes Arterials, Feeders, Thru Roads, then Cul-de-sacs

Roads Continued...

Planned Road Miles by Year to Attain Goal (FY19-FY25)

	Year Yellow to Green	Year Red to Green	Year Overlay (Red)	Total Green Miles	Total Yellow Miles	Total Red Miles	Funding
19				54	34	29	\$ 1,100,000
FY20	0.4	4.0	0.1	60	31	25	\$ 1,200,000
FY21 Planned	0.4	2.3	1.6	63	31	22	\$ 1,300,000
FY21 w/o AMS	0.2	1.6	2.1	62	31	23	\$ 650,000
FY21 w AMS	0.5	2.3	2.1	63	31	22	\$ 650,000
FY22	1.1	1.7	0.7	66	30	20	\$ 1,400,000
FY23	1.3	2.4	1.5	67	31	20	\$ 1,500,000
FY24	0.3	4.1	1.1	71	30	16	\$ 1,600,000
FY25	0.4	2.9	0.0	74	30	13	\$ 1,700,000
FY26	2.5	2.1	0.0	79	27	11	\$ 1,800,000
% at end				68%	23%	9%	\$ 11,800,000

Bridges

By 2025, six additional Amherst bridges & water crossings will be built or upgraded to last for 75+ years with the last 3 enrolled in DOT's program

Bridges Continued...

- ❖ **There are 20 Bridges and Water Crossings**
 - ❖ Green - 9
 - ❖ Yellow - 3
 - ❖ Red - 3
 - ❖ Large Culverts - 3
 - ❖ Closed - 2
- ❖ **Plan Requires \$200K / Year Through FY2026 to Reach Goal**
 - ❖ Will fund 3 state aid bridges on NH red-list
 - ❖ One each in FY22, FY23, and FY25
- ❖ **August 2020 Public Zoom Meeting**
 - ❖ Met with residents to discuss concerns for Thornton Ferry Road 1 bridge (over Beaver Brook), and Mont Vernon Road bridge (over Caesar's Brook)
 - ❖ Satisfies NHDOT Bridge Aid Requirement

Bridges Continued...

- ❖ **There Are 3 Large Culverts to Plan For**
 - ❖ They are being monitored with no further significant deterioration observed
 - ❖ While not a large culvert we are also monitoring the 2nd long culvert crossing on The Flume
 - ❖ Preliminary plan in progress for accelerated deterioration
- ❖ **Maintenance Will Be Performed Next Year For The Boston Post Road Crossing Over The Souhegan River**

A photograph of a two-story brick building, identified as the Town Hall, with a central entrance and several windows. An American flag is visible on the left side of the building. The image is overlaid with a dark grey semi-transparent rectangle and green geometric shapes on the left and right sides.

Town Buildings

By 2025 all Amherst town buildings and outbuildings will be functionally sound and compliant with all appropriate regulations and codes.

Town Buildings Continued...

Town Buildings Current Conditions

	Town Hall	Central Fire	South Fire	Police	Library	Recreation	DPW	Buckmeadow
Structure/Shell								
Heating								
Air Conditioning								
Work/Mtg. Spaces								
Sanitary Systems								
Utilities								
Storage Spaces								
Grounds/Drainage								

Town Buildings Continued...

❖ Completed Improvements

- ❖ Town Hall chimney common to the fireplaces has been capped, sealed and filled with perlite to stabilize the interior brick deterioration
- ❖ Recreation upgraded electrical service following a lightning strike
- ❖ Library replaced two Freon A/C units.

❖ Covid-19 building adaptation

- ❖ Erected the ramp/platform for the Town Clerks' outside window
- ❖ Erected various service window and personnel guards
- ❖ Separated DPW crew for morning muster and planning for winter separation
- ❖ Wireless audio/visual doorbells and remote-control door locks

Town Buildings Continued...

❖ Required Work by Building

❖ Town Hall

- ❖ Brick restoration work
- ❖ Side door replacement
- ❖ A/C replacement for Freon
- ❖ Basement storage space

❖ Fire/Rescue

- ❖ A/C replacement for Freon
- ❖ Install switch gear and circuitry for emergency generator from PD
- ❖ South Fire drainage.

Town Buildings Continued...

- ❖ **Required Work by Building Continued...**
 - ❖ **Police Department**
 - ❖ Replace rear siding, fascia boards and roof following completion of PD renovation
 - ❖ **Library**
 - ❖ Replace remaining A/C unit for Freon (2 units have already been replaced)
 - ❖ **Recreation**
 - ❖ Site drainage improvements
 - ❖ **DPW**
 - ❖ A/C replacement for Freon
 - ❖ Mechanic's building (in progress)
 - ❖ Garage bays repurposing
 - ❖ **Clocktower Steeple**
 - ❖ Painting/wood preservation

DPW Management Systems

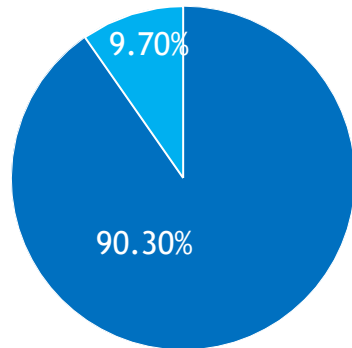
*By 2020 Amherst DPW will achieve work force
productivity of 90%.*

Mobile 311

2020 WORKFORCE PRODUCTIVITY

“Work Planned with the right people, in the right place, at the right time, with the right equipment.”

- Work Orders Completed/In-Progress
- Work Orders Not Completed



- ❖ **Continued Implementation in New Ways:**
 - ❖ Used to Track Winter Storm Operations / Winter Storm Reporting
 - ❖ Used to Track COVID-19 Labor Hours
 - ❖ Used for Reporting to Assist with COVID-19 Planning
 - ❖ All work, including resident concerns addressed within a work order.
- ❖ **Continued to Improve Productivity:**
 - ❖ **Achieved Workforce Productivity of 90.3% (2020)**
 - ❖ Using work orders entered against those completed
 - ❖ Targeted Training for Employees
 - ❖ Core training and identified skills
 - ❖ **Increased Oversight**
 - ❖ Work orders incorporated into daily work assignments
 - ❖ Road Foreman and Asst. DPW Director

Amherst Department of Public Works - Job Assignment Sheet

Wednesday April 15 2020		DegF Now	42	Wind Chill		Ground		12:21:44 PM
Job Description		DegF High		Humidity		Weather	Flurries	
		WORK TYPE ↓						WO # ↓
A	HIGHWAY County Rd - Green Rd	Gravel road Grading						12053500
B	FACILITIES Town Hall ramp and window	Other - Facilities						11924025
C	FACILITIES Sanitize Facilities	Other - Facilities						11886730
D	CEMETERIES Mowers	Equipment Maintenance						12053534
E	HIGHWAY CDL Test	Training						12053558
F	CEMETERIES Pull Silt fence at Forest view cemetery	General Maintenance						12053504
G	FACILITIES Town Wide	Trash						12053104
H	HIGHWAY truck 9	Vehicle Repair						12053648
I								

DPW Management Systems for Winter Operations

- ❖ **Improved Record-keeping and Data Analysis**
 - ❖ Used Mobile 311 for Winter Storm Management
 - ❖ Use of Precision Weather Forecast
- ❖ **Continued Study and Implementation of Industry-leading Technology**
 - ❖ Implementation of Green Sno-Pro Best Management Practices (BMPs) including regular spreader calibration and record keeping
 - ❖ Investments in Spreader Computer / Sprayer Equipment
 - ❖ Training and Collaboration with Innovative Surface Solutions, Inc.
 - ❖ Positive Feedback From NHDES
- ❖ **Collaboration with Amherst Conservation Commission**
 - ❖ Overall benefit to the environment for reduced salt/sand use



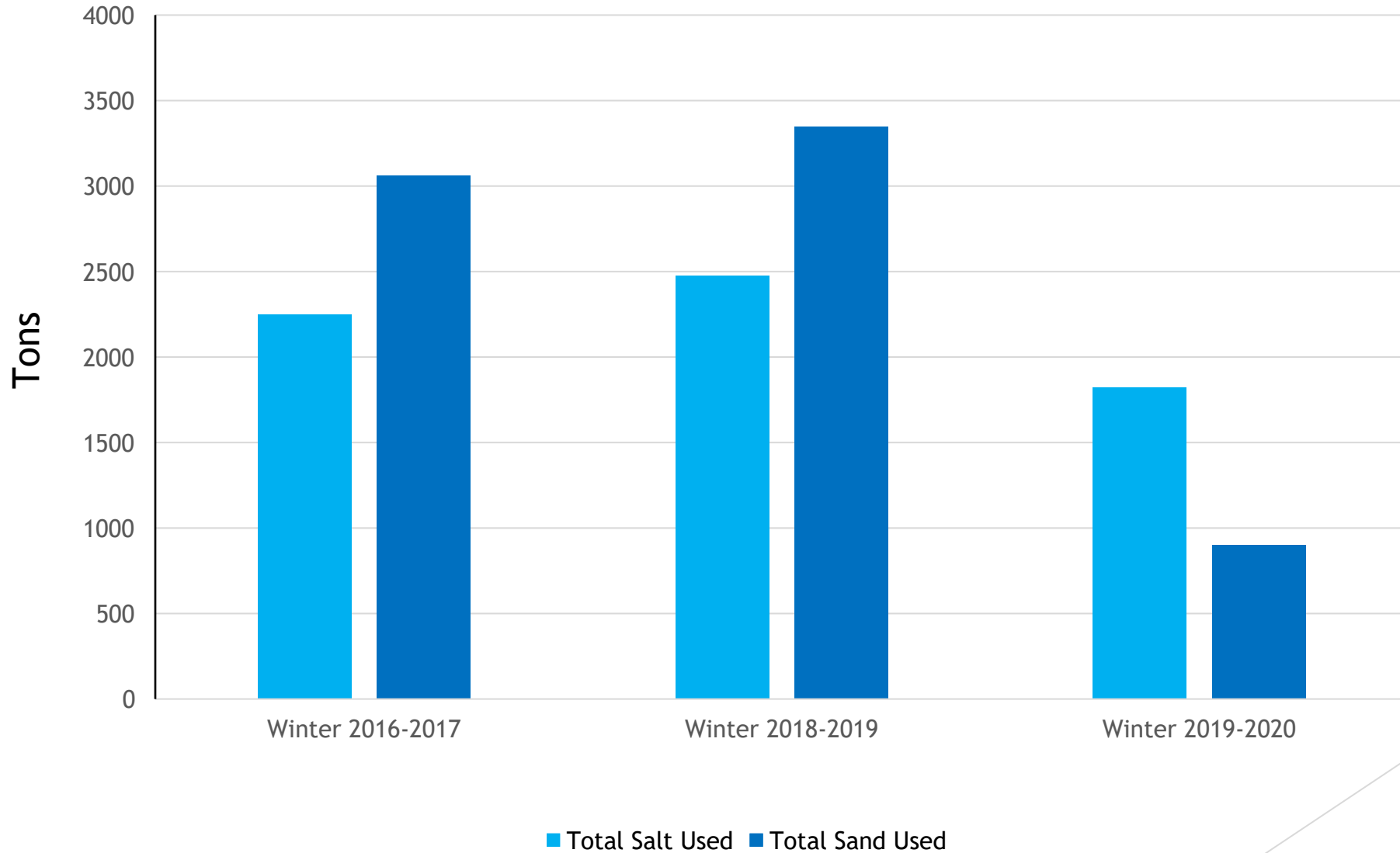
Precision Weather Forecasting, Inc.



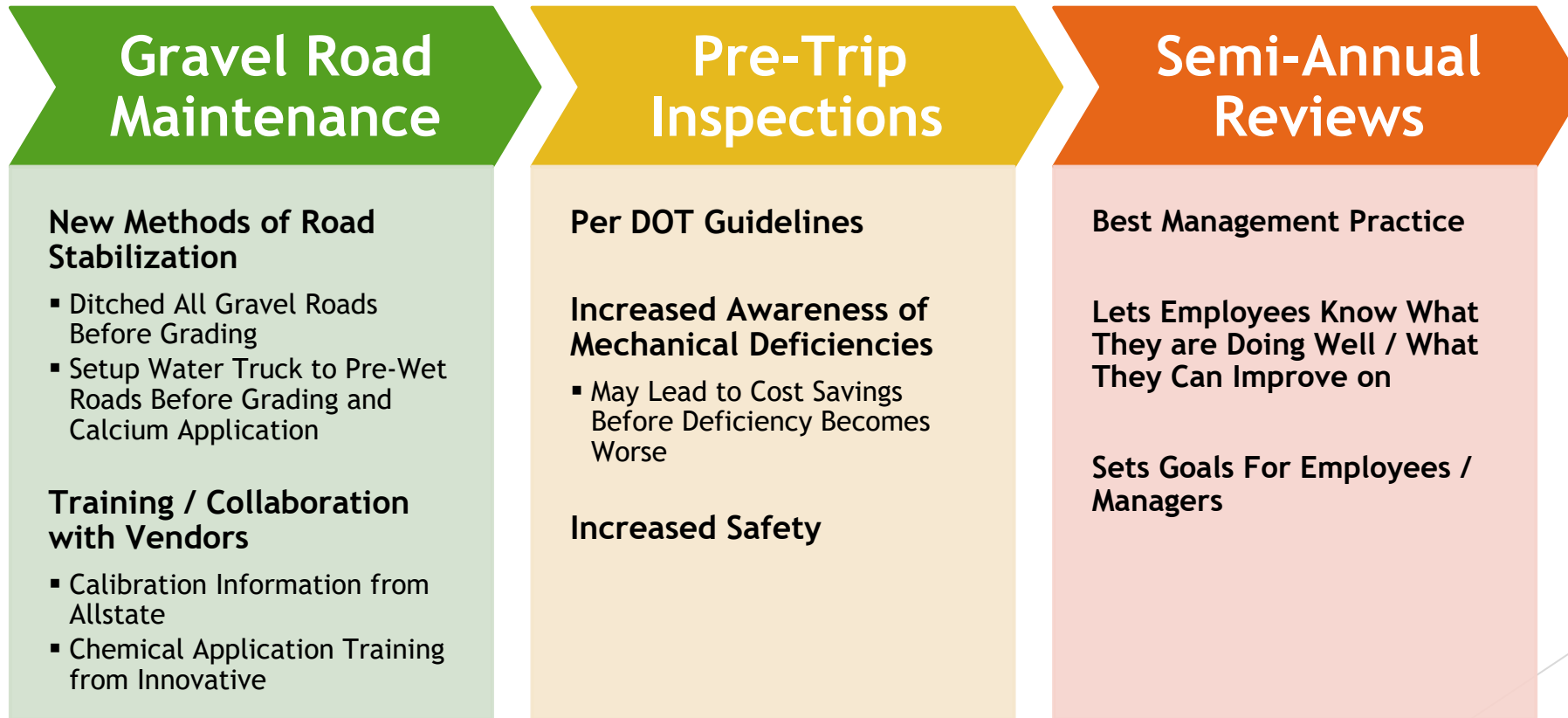
DPW Management Systems for Winter Operations Continued...

- ❖ **Significantly Reduced Financial and Environmental Impact from Storms**
 - ❖ **Reduced Salt Usage by 32.5% in 2019/20 Versus 2018/19**
 - ❖ 14 Tons / Storm Less Salt Used
 - ❖ \$700 / Storm Less in Salt Costs
 - ❖ **Reduced Sand Usage by 73.2% in 2019/20 Versus 2018/19**
 - ❖ 72 Tons / Storm Less Sand Used
 - ❖ \$613 / Storm Less in Sand Material Costs
 - ❖ **Less Material Used Equates to Savings in Labor, Fuel, and Equipment/Vehicle Maintenance Costs**
 - ❖ **Sand Use Reduction of 73.2% Translates to Similar Savings in Other Budgets to Include:**
 - ❖ Sweeping Budget - \$6,000 annually
 - ❖ Catch Basin Cleaning Budget - \$10,000 annually
 - ❖ Sand Purchasing Budget - \$15,000 annually

Winter Materials Used



DPW Managements System Improvements



DPW Managements System Improvements Continued...

❖ Updated Department Policies

- ❖ Winter Operations Property Damage Policy
(#19-001)
- ❖ Winter Operations Mailbox Damage Policy
(#19-001)
- ❖ Brushing Policy
(#20-001)
- ❖ Vehicle / Equipment Inspection Reporting
Procedure Policy
(Dated 4-20-2020)
- ❖ Equipment Greasing Policy
(Dated 4-14-20)

Management Systems FY22 Goals

FY22 Management Systems Goals



Update DPW Policies / Procedure Handbook

Standard Operating Procedures
(SOP)
Job Descriptions



Development and Implementation of Promotion Matrix

Give Employees a Clear Path to
Success



Improve Communications Capabilities

Cell Phones for All Personnel



Improve File Systems Management

Develop SOP
Research Project Management
Software

FY22 Management Systems Goals



Refine Winter Operations

Further Reduce Salt/Sand Use During Winter Operations

Develop Emergency Winter Operations Plan



Renew Vehicle/Equipment Lease-Purchase Plan

Continue to Replace Vehicles/Equipment When Cost Effective to Maintain Fleet Viability

Reduce the Need for Untimely and Costly Repairs



Further Mobile 311 Implementation

Realize 1 to 1 Ratio of Tablets to Personnel



Transfer Station Throughput

Collect and Analyze Data

Develop/Present Solutions

FY22 Management Systems Goals Continued...

❖ Lease-Purchase Multi-Year Plan

- ❖ The plan is robust and well-funded
- ❖ The fleet's condition and makeup is improving from following the plan
- ❖ \$250K is already within budget

❖ Lease-Purchases have not occurred since discovery that the plan has not been advertised or discussed to make residents aware that the intention of the plan is to replace vehicles/equipment using a lease/purchase agreement.

- ❖ DPW has paid cash for the last several vehicles and needed to modify the plan to accommodate the limited purchasing power
- ❖ The modifications are accommodated and made up for if we are able to utilize lease-purchases in the future

FY22 Management Systems Goals Continued...

❖ Transfer Station (TFS)

- ❖ **DPW believes that the TFS is approaching capacity for resident throughput**
 - ❖ This is not about trash or recycling capacities, rather the current configuration of the recycling and trash deck
 - ❖ COVID-19/social distancing restricts our ability to make easy layout changes
- ❖ **DPW will gather data for total trip/parking times for recycling and trash**
- ❖ **DPW has developed a short questionnaire to help gather data on the topics of recycling and trash trip frequency from residents**
- ❖ **If collected data confirms DPW's belief of throughput capacity, we will present configuration options that will alleviate this problem**
 - ❖ A preliminary concept DPW has considered could cost on the order of \$150K and include overhead protected drive-thru trash disposal adjacent to the existing recycling

Stormwater

- ❖ **Amherst will continue to comply with evolving requirements of the EPA's Clean Water Act under the MS4 permit by:**
 - ❖ **Collaborating with the Office of Community Development (OCD)**
 - ❖ Develop new ways of achieving compliance
 - ❖ Addressing new permit requirements outside narrow scope of DPW
 - ❖ **Collaborate with Amherst Conservation Commission (ACC)**
 - ❖ Update to new MS4 regulation will be collaborative effort between ACC, OCD, and DPW

Stormwater Continued...

❖ Stormwater Improvements:

- ❖ Road runoff, culvert replacements, and other drainage measures are considered when planning road reconstruction
- ❖ Reduced salt/sand usage
 - ❖ Reduced need for street sweeping
 - ❖ Reduced need for catch basin sump cleaning

Town of Amherst, NH
Road Segment Inventory as of October 2019

Road Segment name	PCI	Road Designation	Total Feet	Red Feet	Yellow Feet	Green Feet	Original 1-7	Updated 1-7	wrk yr 0-7	Last Work	Year of work	Recommended Treatment	Red	Yellow	Green	Est. Plan \$	Notes
Austin Road -1- (Horace Greeley Road to gravel)	58	Local			1,112		7	7				2" Mill & Fill, R-3		50,000		\$50K	Plus tree \$
Austin Road (gravel section) 5,438'		Local															
Austin Road -2 - (Pine Top to Mack Hill Road)	39	Local		2,122			6	6				Shallow box & R-2	150,000			\$150K	reclaim vs box Plus tree and drainage \$
<i>Total Length, Austin Road</i>			8,672														
Aglipay Drive	78	Local				3,305				chip seal	2011	R-1			9,916		
Airline Drive	95	Local				454				new pave	2018						
Amherst Street -1 - (T/L to Border St)	56	Arterial			1,050		2	2	2*			2" Mill & Fill		40,000		\$40K	
Amherst Street -2- (Border to Miles)	80	Arterial				4,315				Full Depth	2010	R-1			12,945		
Amherst Street -3- (Miles to Boston Post)	38	Arterial		3,950			6	2	2*			Shallow box	400,000			\$400K	reclaim vs box (counted as double width to defeat 20' wide assumption.
Amherst Street -4- (Boston Post to Courthouse Rd)	62	Arterial			775				2*			2" Mill & Fill		27,900			
Amherst St - 5- (Courthouse-Bab Lake Rd, state) 3,600		Arterial															
<i>Total Length, Amherst Street</i>			10,090														
Arrow Lane	53	Local			1,943							2" Mill & Fill		69,949			
Baboosic Lake Road -1- (Spring to Pond Parish)	97	Arterial				9,509				Reclaim	2014	R-3			28,527		
Baboosic Lake Road -2- (Pond Parish to T/L)	97	Arterial				3,543				Full Depth	2015	R-3			10,629		
<i>Total Length, Baboosic Lake Road</i>			13,052														
Bayberry Drive	41	Local		1,109			2	3				Shallow box	75,000			\$75K	reclaim vs box
Beaver Brook Circle	75	Local				2,207				chip seal	2010	2" Mill & Fill			79,453		
Bloody Brook Road	51	Local			3,807							2" Mill & Fill		137,048			
Blueberry Hill Road	61	Local			4,910							2" Mill & Fill		176,774			
Border Street -1- Milford T/L to Wheeler Road	94	Local				1,909				Reclaim	2015	R-2			11,454		
Border Street -2- Wheeler Road to Amherst Street	61	Local			720							2" Mill & Fill		25,920			
<i>Total Length, Border Street</i>			2,730														
Bon Terrain Drive	77	Industrial				2,475						R-2			14,850		
Boston Post Road Extension	60	Local			920		7	7				2" Mill & Fill		35,000		\$35K	
Boston Post Road -1- (Merrimack T/L to Merrimack Rd)	88	Arterial				13,507				Mill and Fill	2012	R-2			81,042		
Boston Post Rd -- (Cricket Corner Rd to Merrimack Rd)	99	Arterial				3,864	1	1	1			Shallow box				\$150K	
Boston Post Rd. - - (Hemlock Hill Rd to Cricket Corner Rd)	100	Arterial				920						R-3		2,760			
Boston Post Rd - - (#315 to Hemlock Hill Road)	99	Arterial				2,198	5	1	1			Shallow box				\$430K	
Boston Post Rd - - (#311-#315)	89	Arterial				620						R-2			3,720		
Boston Post Road -2- (Northfield Rd to Corduroy Road)	63	Arterial				719						2" Mill & Fill		0			
Boston Post Road -3- (Corduroy Road to Route 122)	99	Arterial				1,368			0	2" mill/fill	2018						
Boston Post Rd -4- (Ponemah Rd to Amherst St) State Rd		Arterial															
Boston Post Road -5- (Amherst St to New Boston Rd)	97	Arterial				3,045				22" box out	2015	R-3			9,135		
Boston Post Road-6- (# to New Boston Rd)	99	Arterial				3,095	3	1	1	reclaim	2019	Shallow box, R-2				\$250K	reclaim vs box plus culverts and drainage \$
Boston Post Road -7- (# to Mont Vernon Road)	97	Arterial				1,875						R-3			5,625		
Boston Post Road -8- (Mont Vernon Rd to end)	37	Local		1,211			5	5				Shallow box, R-2	235,000			\$235K	
<i>Total Length, Boston Post Road</i>			23,653														
Boylston Terrace	33	Local		2,191								Deep box	536,844				
Brander Court	86	Local				586				crack seal	2012	R-3			1,758		
Briarwood Lane	78	Local				1,299						R-3			3,897		
Brimstone Hill Road	49	Local			771					Reclaim	2001	2" Mill & Fill		27,752			
Broadway - 1- (Pavillion to town beach)	99	Local				1,972	1	1	1	reclaim	2019	Shallow box				\$100K	reclaim vs box plus drainage \$)
Broadway -2- (town beach to West Street)	75	Local				1,489						R-1			13,401		
Broadway -3- (West St to Pavillion (minus Walnut Hill sect)	30	Local		2,181			6	6				Deep box	125,000			\$125K	reclaim vs box plus drainage \$

Town of Amherst, NH
Road Segment Inventory as of October 2019

Road Segment name	PCI	Road Designation	Total	Red	Yellow	Green	Original	Updated	wrk yr	Last Work	Year	Recommended	Red	Yellow	Green	Est. Plan \$	Notes
	Index		Feet	Feet	Feet	Feet	1-7	1-7	0-7		of work	Treatment					
			Estimated Costs														
Broadway @ Walnut Hill	95	Local				255						R-2			1,530		
<i>Total Length, Broadway</i>			5,914														
Brook Road	47	Local			4,820							Shallow Box		891,700			
Brookwood Drive	89	Local				945					Chip seal	2010	R-3		2,835		
Buckridge Drive -1- (Crocker to Woodland)	95	Local				1,000	2	2	2			Deep box	0			\$25K	1" overlay vs perm.
Buckridge Drive -2- (Woodland Drive to Crocker)	63	Local			4,644						2010	1" Overlay		111,456			
<i>Total length, Buckridge Drive</i>			5,644														
Caldwell Drive -1- (101A to Columbia Dr.)	97	Industrial				1,447					2015	R-3			4,341		
Caldwell Drive -2- (Columbia Dr. around cul-da-sac)	55	Industrial			1,336		3	3			2006	2" Mill & Fill		50,000		\$50K	
<i>Total Length, Caldwell Drive</i>			2,783														
Camp Road	97	Feeder				2,149			0	2" mill/fill	2018						
Candlewood Drive	33	Local		2,181								Shallow box	403,418				
Carol Anne Lane	32	Local		1,098								Deep box	269,069				
Carrage Lane	45	Local			644		2	5				2" Mill & Fill		25,000		\$25K	
Center Road	54	Local			755							2" mill & Fill		27,181			
Chandler Crossing	81	Local				1,727						R-3			5,180		
Chatham Court	72	Local				1,035				crack seal	2011	R-2			6,209		
Chestnut Hill Road	33	Feeder		11,774			4	4		1/2 reclaim	2001	Shallow box, R-1	630,000			\$630K	reclaim vs box, plus drainage \$
Christian Hill Rd. -1-(Foundry St. to Eaton Rd.)	83	Feeder				5,280				Reclaimed	2009	1" Overlay			31,680		
Christian Hill Rd. -2-(Eaton Rd. to Green Rd)	99	Feeder				3,337	2	2	2			Deep box	200,000			\$200K	reclaim vs box, plus drainage \$
Christian Hill Rd -3-(Green Rd. to Route 13)	17	Feeder		5,250			3	3				Deep box	625,000			\$625K	1/2 reclaim, 1/2 shallow box.
<i>Total Length, Christian Hill Road</i>			13,867														
Church Street	51	Local			1,008		3	3				2" Mill & Fill		40,000		\$40K	
Clark Avenue	84	Local				950				Paved	2009	R-3			2,851		
Cobbler Lane	63	Local			945					chip seal	2010	R-1		11,341			
Colonel Wilkins Road	88	Local				4,018				boxed	2016	R-1			36,163		
Columbia Drive	94	Industrial				2,439				Boxed	2015	R-2			14,636		
Conifer Lane	72	Local				1,526				crack seal	2012	R-1			13,733		
Corduroy Road	79	Arterial				4,947				Boxed	2013	R-2			29,684		
County Road (Gravel) - 6,303'																	
County Road -4- (Village Woods to Ravine	92	Local				276				boxed	2012	R-2			1,656		
County Road -2- (Upham to Cricket Corner Rd)	89	Feeder				565				boxed	2014	R-3			1,695		
County Road -3-(Cricket Corner Rd. to Merrimack T/L)	78	Feeder				6,541				chip seal	2009	R-1			58,869		
<i>Total Length, County Road</i>			13,871														
Courthouse Road -1-(Main St. to Amherst St)	94	Local				1,147				boxed	2012	R-3			3,441		
Courthouse Road -2-(Amherst St. to Frog Hollow)	86	Feeder				1,153				boxed	2012	R-3			6,918		
Courthouse Road -3-(Frog Hollow to Boston Post Rd)	43	Feeder			575		5	5				Shallow box		110,000		\$110K	
<i>Total Length, Courthouse Road</i>			2,988														
Craftsman Lane	94	Feeder				1,251				reclaim	2016	R-3			3,754		
Crestwood Court	62	Local			1,119							2" Mill & Fill, drainage		207,082		\$75K	mill/fill - drainage not so bad.
Cricket Corner Rd-1-(Merrimack Rd to Corduroy Rd)	91	Local				170				reclaim	2013	R-3			510		
Cricket Corner Rd -1-(Corduroy Rd. to Boston Post Rd.)	45	Local			1,795		5	5				Reclaim, pave		104,110		\$80K	
Cricket Corner Rd -2-(Boston Post Rd. to County Rd)	81	Feeder				3,310				boxed	2014	R-2			19,860		
<i>Total Length, Cricket Corner Road</i>			5,275														
Cricket Hill Road	98	Local				3,659			0	2"mill/fill	2018						
Crocket Lane	99	Local				903		2	2	chip seal	2010	R-3			909		
Cross Road	98	Feeder				3,765			0	2"mill/fill							

Town of Amherst, NH
Road Segment Inventory as of October 2019

Road Segment name	PCI	Road Designation	Total Feet	Red Feet	Yellow Feet	Green Feet	Original 1-7	Updated 1-7	wrk yr 0-7	Last Work	Year of work	Recommended Treatment	Red	Yellow	Green	Estimated Costs	Est. Plan \$	Notes
Cross Street	97	Local				739				boxed	2014	R-3			2,218			
Danbury Circle	91	Local				3,685				boxed	2014	R-2			22,113			
Davis Lane	32	Local		1,140			2	5				Shallow Box	50,000				\$50K	reclaim vs box
Deerwood Drive	22	Local		3,142			5	5		Overlay	2007	Deep box	140,000				\$140K	reclaim vs box
Dodge Road - 1-(Mack Hill Rd. to Oak Hill Rd.)	42	Feeder		645			2	3				Shallow box, R-2	100,000					
Dodge Road -2-(Oak Hill Rd. to Oak Hill Rd.)	43	Feeder			560		2	3				Shallow box, R-2		25,000				
Dodge Road -3-(Oak Hill Rd. to gravel)	45	Feeder			2,080		2	3				Shallow box, R-3		100,000			\$225K	reclaim vs box plus drainage \$
Dodge Road -4- (Gravel portion)		Local																
<i>Total Length, Dodge Road</i>			8,865															
Douglas Drive (PFOA)		Local				2,724			0	Pave	2018-19							
Eastern Avenue (PFOA)		Local				2,439			0	pave	2018-19							
Eaton Road (paved section)	20	Local		2,640			6	6				Deep box	150,000				\$150K	reclaim vs box plus drainage \$
Eaton Road (gravel section)		Local																
<i>Total Length, Eaton Road</i>			4,087															
Edgewood Run	69	Local			2,175					crack seal	2012	R-1		19,578				
Fairway Drive	80	Local				3,986				chip seal	2011	R-1			35,878			
Farmington Road	38	Local		1,051								Deep box	257,426					
Fernwood Lane	75	Local			1,093							1" Overlay, R-3			29,510			
Fieldstone Drive	61	Local			1,637							2" Mill & Fill, R-3		63,835				
Flanders Road	89	Local				491				chip seal	2010	R-1			4,419			
Flint Drive	43	Local			634							2" Mill & Fill, R-3		24,710				
Founders Way	97	Local				2,520				Town accepted	2016	R-3			7,560			
Foundry Street	94	Feeder				1,220				boxed	2015	R-3			3,659			
Foxglove Lane	86	Local				1,119				crack seal	2012	R-1			10,074			
General Amherst Road	86	Local				2,022				boxed	2012	R-3			6,067			
Georgetown Drive	76	Local				1,996				Full Depth	2004	R-1			17,963			
Golden Pond Road	54	Local			1,536							2" Mill & Fill, R-1		69,142				
Governor Wentworth Road		Local				1,536					2017							
Grater Road	61	Local			1,090					paved	2001	2" Mill & Fill		39,240				
Green Road -1-(Christian Hill Rd to Gravel)	47	Local			1,950		6	6				2" Mill & Fill, R-2		85,000				
Green Road -2-(gravel to Mont Vernon Road)	49	Local			2,000		6	6				2" Mill & Fill, R-2		84,000			\$170K	
Green Road -3-(gravel section)		Local																
<i>Total Length, Green Road</i>			4,789															
Greenbriar Lane	42	Local		3,960								2" Mill & 3" fill	229,680					
Hartshorn Mill Road (Route 13 to T/L)	67	Local			750							2" Mill & Fill		27,000				
Heather Lane	46	Local			982					crack seal	2011	2" Mill & Fill, R-3		38,301				
Hemlock Hill Road	33	Local		3,089			7	7				Shallow box, R-2	200,000				\$200K	reclaim vs box plus drainage and tree\$
Hertzka Drive	77	Industrial				1,830						R-2			10,980			
Hickory Drive (PFOA)		Local				3,300				reclaimed	2018-19							
High Meadow Lane	56	Local			1,943							2" Mill & Fill		69,949			\$75K	needs tree work first 1,500 feet 1" overlay - driveability & plowing - 8% plus grade
Highland Drive	19	Local		3,221			2	2	2**			Deep box	789,096				\$40K	
Hillside Avenue	30	Local		1,152								Reclaim, R-1	77,184					
Holly Hill Road	34	Local		5,042								Shallow box, R-2	963,098					
Holt Road	45	Local			3,210							2" Mill & Fill, R-1		144,461				
Homestead Road	86	Local				1,426						R-1			12,830			
Honeybrook Lane	91	Local				1,162						R-1			10,454			
Horace Greeley Road	43	Arterial			13,390		46	46		Zip/Overlay	2007	Shallow box		650,000				\$350K yr4/ \$350K yr 6

Town of Amherst, NH
Road Segment Inventory as of October 2019

Road Segment name	PCI	Road Designation	Total Feet	Red Feet	Yellow Feet	Green Feet	Original 1-7	Updated 1-7	wrk yr 0-7	Last Work	Year of work	Recommended Treatment	Red	Yellow	Green	Est. Plan \$	Notes
Howe Drive	97	Industrial				2,793				Reclaim	2015	R-3			8,379		
Hubbard Road -1- in bond)	41	Local		834			4	4				2" Mill & Fill	30,033				1" overlay saves \$30K
Hubbard Road -2- budget)	41	Local		1,272			4	4				2" Mill & Fill	45,809				\$80K \$50K
<i>Total Length, Hubbard Rd</i>			2,107														
Indian Pond Road	62	Local			1,040					crack seal	2016	2" Mill & Fill		37,446		\$40K	
Jones Road (zipped and reclaimed 859 Sq. Yds.)	45	Feeder		2,138			3	3		crack seal	2011	Deep box	150,000			\$150K	reclaim vs box, plus drainage and aprons \$
Juniper Drive	73	Local				3,865				Overlay	2010	R-1			34,785		
Junkins Lane	57	Local			1,077							R-1		9,694			
Knight Street	74	Local				312						R-2			1,869		
Lake Front Street	99	Local				1,003	1	1	1			shallow box				\$50K	reclaim vs box plus drainage \$
Laurel Lane	69	Local			586							2" Mill & Fill		21,099			
Limbo Lane	86	Local				1,246				chip seal	2010	R-3			3,738		
Lord Jeffrey Drive	48	Local			2,360							2" Mill & Fill, R-3		92,046			
Lyndeborough Rd -1-(Amherst St. to Candlewood Dr.)	83	Feeder				7,541				Full Depth	2012/13	R-3			22,623		
Lyndeborough Rd -2-(Candlewood Dr. to Route 13)	26	Feeder		1,250								Deep box			306,196		
<i>Total Length, Lyndeborough Road</i>			8,791														
Mack Hill Road -1-(Manchester Rd. to Jones Rd.)	25	Arterial		1,526								Deep box			373,870		
Mack Hill Road -2-(Jones Road to Sprague Rd.)	98	Feeder				9,000						R-3			26,999		
Mack Hill Road -3-(Sprague Rd. to gravel section)	31	Local		6,734			4	4				Deep box			1,649,830		\$200K
Mack Hill Road -4-(gravel section - 2,769 ft)		Local															
<i>Total Length, Mack Hill - 20,028.76</i>			20,449														
Madison Lane	91	Local				1,008				Full Depth	2005	R-3			3,025		
Main Street	53	Arterial			2,117		X	5				2" Mill & Fill, R-2		90,000		\$90K	Added to list.
Manchester Road	97	Feeder				3,216				Full Depth	2017	R-3			9,647		
Manhattan Drive	46	Industrial			892		3	3				2" Mill & Fill		35,000		\$35K	
Maple Drive (PFOA)		Local				422			0	Paved	2018/19						
Martingale Road	33	Local		2,930			5	5				Shallow Box, R-2			140,000		\$140K
Mayhew Lane	51	Local			908							2" Mill & Fill		32,694		\$35K	
Meadow Lane	63	Local			1,653							2" Mill & Fill		59,495			
Melendy Hollow	24	Local		1,125			5	5				Shallow box, R-2			225,000		\$225K
Melody Lane	46	Local			1,711		3	5				2" Mill & Fill		65,000		\$65K	
Merrimack Road -1-(Milford T/L to Ft. past Border St.)	91	Arterial				686						R-3			2,058		
Merrimack Road -2-(Border St. 101 overpass)	99	Arterial				4,800	1	1	1			Reclaimed				\$300K	needs culvert replacements
Merrimack Road -3-(101 overpass to Route 122)	64	Arterial			1,239					chip seal	2009	2" Mill & Fill		44,604		\$50K	
Merrimack Road -4-(Route 122 to Boston Post Road)	87	Arterial				6,681						R-2			40,086		
<i>Total Length, Merrimack Road</i>			13,131														
Middle Street	94	Local				2,645				boxed	2013	R-3			7,936		
Miles Road	94	Local				686				boxed	2016	R-2			4,118		
Milford Street	50	Local			892							Reclaim, R-2		57,108			
Mont Vernon Rd -1-(Boston Post Rd. to foot of hill)	99	Feeder				2,156	X	1	1			State aid bridge/Light box				200K	Accelerated deterioration
Mont Vernon Rd -2-(foot of hill past Green Rd, E of #18)	83	Feeder				1,500				boxed	2011	R-2			9,000		
Mont Vernon Rd -3-(Green Rd. to Mont Vernon T/L)	37	Feeder		1,608								Shallow box, R-1			311,983		
<i>Total Length, Mont Vernon Road</i>			5,264														
Monticello Drive	66	Local			2,149							1.5" Overlay		77,363			
Morsewood Circle	71	Local				2,344				Crack Seal	2012	R-1			21,099		
Narragansett Road	39	Local		855			6	5				Shallow box			60,000		\$60K
																	reclaim vs box plus drainage \$

Town of Amherst, NH
Road Segment Inventory as of October 2019

Road Segment name	PCI	Road Designation	Total Feet	Red Feet	Yellow Feet	Green Feet	Original 1-7	Updated 1-7	wrk yr 0-7	Last Work	Year of work	Recommended Treatment	Red	Yellow	Green	Est. Plan \$	Notes
Nathan Lord Road	99	Local				4,599				boxed	2017/18						
Nathanial Drive	40	Local		3,321								Shallow box, R-3	34,780				
New Boston Road	89	Feeder				6,769				Mill & Fill	2013	R-1					
New South Dr -1-(Horace Greeley Rd. to Old Mail Rd.)	53	Local			1,170							2" Mill & Fill, R-3		45,630			
New South Drive -2-(Old Mail Road to end)	61	Local			3,325					Crack Seal	2014	2" Mill & Fill, R-3		129,675			
<i>Total Length, New South Drive</i>		Local	4,495														
Newbury Drive	48	Local			1,373		5	5				Shallow box, R-3		75,000		\$75K	reclaim vs box plus tree and drainage \$
Nichols Road	97	Local				3,221				boxed	2014	R-3				9,663	
North Hollis Road	80	Arterial				708				boxed	2015	R-1				6,370	
North Meadow Road	94	Local				2,592				boxed/reclaimed	2014	R-3				7,777	
North Street	78	Local				2,592				Full Depth	2002	R-2				15,555	
Northfield Road	52	Local			1,536		7	7				2" Mill & Fill, R-2		75,000		\$75K	tree \$ added.
Northern Boulevard	38	Industrial		4,551								Reclaim, R-1	304,941				
Norton Street	62	Local			269		X	5				2" Mill & Fill, R-2		11,310			added to list
Oak Hill Road	49	Local			2,730							2" Mill & Fill		98,271			
Old Coach Lane	63	Local			2,698					chip seal	2010	2" Mill & Fill		97,131			
Old Jailhouse Road	40	Local			301							2" Mill & Fill		10,835			
Old Manchester Road	23	Feeder		7,883			2	2	2**	Reclaim/overlay	2001	Deep box	1,931,345			\$310K	6800 ft of 1" overlay, 1000 ft of reclaim, plus ditching and drainage \$.
Old Milford Road	38	Local		4,367			6	6				Shallow Box, Trees	960,643			\$150K	1" overlay plus trees.
Old Lantern Way	76	Local				407						R-2				2,439	
Old Mont Vernon Road	57	Feeder			2,830		6	6		crack seal	2016	2" Mill & Fill		101,883		\$105K	
Old Nashua Road	89	Industrial				4,726				boxed/reclaimed	2015	R-2				28,354	
Orchard View Drive	50	Local			1,436							2" Mill & Fill, R-2		60,319			
Overlook Park	41	Local		496								2" Mill & Fill, R-1	22,334				
Parkhurst Drive	94	Local				1,241				boxed/reclaimed	2016	R-3				3,722	
Pauls Way	55	Local			1,014					Crack Seal	2011	2" Mill & Fill, R-3		39,537			
Pavillion Road	99	Local				1,795	1	1	1			Deep box				\$100K	reclaim vs box (plus drainage \$)
Pettingale Road	48	Local			2,202							2" Mill & Fill		79,263			
Pierce Lane	97	Local				264				Reclaimed	2012	R-3				792	
Pine Acre Road	97	Local				1,399				Reclaimed	2014	R-3				4,198	
Pine Road	77	Local				2,835				Reclaimed	2013	R-3				8,506	
Pinewood Drive	66	Local			2,888							2" Mill & Fill, R-3		112,638			
Pinnacle Drive	60	Local			2,318							2" Mill and Fill, R-2		97,353			
Pond Parish Road	89	Feeder				7,302				boxed/reclaimed	2016	R-3				21,907	
Ponemah Hill Road	99	Feeder				4,356				boxed/reclaimed	2017/18						
Potters Way	91	Local				475				Town accepted	2016	R-3				1,425	
Pulpit Run	100	Local				2,814				boxed/reclaimed	2016	R-3				8,443	
Ralmar Road	91	Local				882				boxed/reclaimed	2016	R-3				2,645	
Ravine Road	28	Local		3,817			3	3				Shallow box, R-2	729,131			\$100K	1" overlay vs perm. Driveability steep grade.
Rhodora Drive	79	Local				1,684						R-1				15,159	
Ridgewood Drive	51	Local			2,878							2" Mill & Fill, R-1		129,495		\$130K	
River Road	67	Local			2,160					Chip Sealed	2011	R-2		12,957			
Roberge Drive	47	Local			1,763		4	4				Shallow box		100,000		\$100K	reclaim vs box, plus drainage \$
Roberts Road	59	Local				903						2" Mill & Fill, R-2		37,921			
Rocky Hill Road	68	Local			1,758							2" Mill & Fill, R-1		79,121			
Saddle Hill Road	42	Local			3,780							2" Mill, 3.5" Fill, guardrail		189,024			

Town of Amherst, NH
Road Segment Inventory as of October 2019

Road Segment name	PCI	Road Designation	Total Feet	Red Feet	Yellow Feet	Green Feet	Original 1-7	Updated 1-7	wrk yr 0-7	Last Work	Year of work	Recommended Treatment	Red	Yellow	Green	Est. Plan \$	Notes
Sargent Quarry Road	77	Local				1,515						R-1			13,638		
Sawmill Lane	70	Local			1,331					crack seal	2012	1" Overlay		31,933			
School Street - 1 - (Amherst St to Middle St)	91	Local				364				boxed	2015	R-3			1,092		
School Street - 2 - (Middle St to Church St)	42	Local		518								2" Mill and fill	18,639				
<i>Total Length, School Street</i>			882														
Seaverns Bridge Rd - 1 -(Merrimack T/L to Arrow Lane)	99	Feeder				740	1	1	1			Shallow box, R-3				\$140K	
Seaverns Bridge Rd - 2 -(Arrow Lane to Woodbine Lane)	87	Feeder				3,235				Boxed	2012	R-3			9,705		
Seaverns Bridge Rd - 3 -(Woodbine Ln. to Merrimack T/L)	99	Feeder				1,110	1	1	1			Shallow box				\$210K	
<i>Total Length, Seaverns Bridge Road</i>			5,085														
Shadow Lane	63	Local			2,001					Chip Sealed	2010	1" overlay		48,027			
Sherburn Drive	36	Local		454			5	5				Shallow box, R-1	45,000			\$45K	reclaim vs box plus drainage \$
Simeon Wilson Road	46	Local			4,330							2" Mill & Fill, R-2		181,843			
Souhegan Avenue	52	Local			1,119					reclaim	2001	2" Mill & Fill		40,297			
Souhegan Street	55	Local			766							Reclaim, R-2		48,998			
Southfield Road	49	Local			1,362		7	7		crack seal	2011	2" mill & fill, R-2		60,000		\$60K	
Sprague Road	83	Local				1,906					2011	R-2			11,436		
Spring Road	87	Feeder				11,901				boxed/reclaimed	2010	R-3			35,703		
Standish Way	97	Local			3,189					boxed/reclaimed	2015	R-3			9,567		
Stearns Road	97	Arterial				6,959				boxed/reclaimed	2015	R-2			41,754		
Steeple Lane	69	Local			2,286							2" Mill & Fill		82,305			
Stillwater Drive	86	Local				1,769				crack seal	2012	frame/grate, 1" Overlay			42,451		
Storybrook Lane	35	Local		3,263			7	7				Shallow box, R-1	200,000			\$200K	reclaim, plus drainage and tree \$
Sunset Avenue	83	Local				507				Chip Sealed	2010	R-3			1,521		
Taconic Drive	66	Local			1,230					crack seal	2012	frame/grate, mill & fill		55,361			
Tamarack Lane	82	Local				1,362						R-2			8,173		
Tanglewood Way	55	Local			1,130						2010	2" Mill & Fill, R-2		47,457			
Tech Circle	46	Local			723							Reclaim, R-2		46,295			
Terrace Lane	64	Local			681							2" Mill & Fill, R-3		26,564			
Thatcher Drive	61	Local			1,373					Chip Seal	2010	2" Mill & Fill, R-1		61,776			
The Flume	46	Local			9,069						2012	2" Mill & Fill		326,480			
Thistle Drive	97	Local				1,463				Reclaimed	2016	R-3			4,388		
Thoreau Lane	60	Local			760							2" Mill & Fill, R-3		29,652			
Thornton Ferry Road I	89	Local				4,805						R-1			43,243		
Thornton Ferry Road II	38	Arterial		11,004			7	7		Zip/Overlay	2008	Shallow box, R-2	1,010,000			\$1.01M	Reclaim 7,370 feet, Box 3,630 feet.
Timber Chase Drive	86	Local				1,045						R-1			9,409		
Town Crier Road	99	Local				797			0			R-3			1,275		
Trask Way	97	Local				425				town accepted	2016	R-3					
Truell Road	55	Local			972					crack seal	2011	2" Mill & Fill, R-2		40,804			
Upham Road	72	Local				3,237				Chip Seal	2009	R-1			29,130		
Upper Flanders Road	54	Local			882		7	7				2" Mill & Fill		50,000		\$50K	needs drainage and trees.
Veterans Road	97	Feeder				2,867				boxed/reclaimed	2015	R-2			17,202		
Victoria Ridge	90	Local				1,466				town accepted	2017	R-3			4,398		
Village Common Court	53	Local			459							2.5 Mill & 3.5 Fill, R-3		20,671			
Village Woods Drive	48	Local			1,859							2.5 Mill & 3.5 Fill, R-3		83,635			
Walnut Hill Road - 1 -(Route 101 to Pinnacle Rd)	65	Feeder			1,444					reclaim	2001	2" Mill & Fill, R-3		64,980			
Walnut Hill Road - 2 -(Pinnacle Rd to Broadway)	83	Feeder				6,709				boxed	2013	R-2			40,254		
<i>Total Length, Walnut Hill Road:</i>			8,153														
Warren Way	66	Local			1,278							1" Overlay, R-3		34,500			
Washer Cove Road	88	Local				539				Paved	2006	R-3			1,616		

Town of Amherst, NH
Road Segment Inventory as of October 2019

Road Segment name	PCI	Road Designation	Total Feet	Red Feet	Yellow Feet	Green Feet	Original 1-7	Updated 1-7	wrk yr 0-7	Last Work	Year of work	Recommended Treatment	Red	Yellow	Green	Estimated Costs	Est. Plan \$	Notes										
Waterview Drive	81	Local				2,888				Chip Seal	2011	R-2			17,329													
West Street	88	Local				581				Paved	2006	R-3			1,742													
Wheeler Road	63	Local			449							2" Mill & Fill, R-2		18,850														
Whittemore Lane	77	Local				845						1" Overlay, R-3			22,810													
Whiting Farm Road	90	Local				2,592				New	2012	R-3			7,776													
Wildwood Lane	21	Local		966								Deep box	236,729															
Wilkins Road	70	Local				1,331				crack seal	2011	2" Mill & Fill, R-3			51,892													
Williamsburg Drive	68	Local			3,036					Reclaimed	2005	2" Mill & Fill, R-3		118,404														
Willow Lane	97	Local				1,399				Boxed	2016	R-3			4,198													
Winding Hollow Road	85	Local				1,415				Boxed	2012	R-3			4,245													
Windsor Drive	29	Local		2,962								Shallow box, R-2	565,757															
Winterberry Drive	46	Local			2,577							2" Mill & Fill, R-2		108,219														
Woodbine Lane	89	Local				950				Reclaimed	2012	R-2			5,702													
Woodland Drive	99	Local				3,971	2	2	2			Deep box	190,000			\$190K	reclaim vs box											
													Total Feet	Miles														
													Red	122,025.10	23.1				20%									
													Yellow	165,990.99	31.4				27%									
													Green	326,477.54	61.8				53%									
																			0%									
																			100%									
Estimated cost per linear foot is not ready for update yet. Prelim figures indicate reclaim is running \$52/foot - all inclusive - culverts/drainage and trees. Simple dollar amounts were added last year.													0-42	Box out average per linear ft	\$ 245													
														12" box out average per linear foot	\$ 185													
													43-70	Reclaim	\$ 58													
														2" mill and Fill per linear foot	\$ 36													
														1" overlay w/trim	\$ 24													
													71-100	Routine one (R-1)	\$ 9													
														Routine two (R-2)	\$ 6													
														Routine three (R-3)	\$ 3													
Deep box out = 18"-24" depth (including new asphalt)																												
shallow box out = 12" depth (including new asphalt)																												
Reclaim = grinding existing asphalt into road base, road elevated 4.5 inches, shoulder gravel, driveway repair																												
2" Mill & Fill = milling 2" existing asphalt, repaving with new																												
1" Overlay= raising the road 1" with 3/8 asphalt w/minor trim																												
R-1= Crack Seal, aggressive trimming, ditching or shoulder gravel																												
R-2= Crack Seal, low + or high trimming, ditching or shoulder gravel																												
R-3 = Crack Seal, roadside trimming, ditching or shoulder gravel																												
													Change from old plan															
														\$110K														
														\$195K														
														\$320K														
														\$290K														
														\$500K														
														\$600K														
														\$1.8M														
													Total															
														New	\$10,500,000													

Note: Red/yellow distance columns with borders have road bond money available for rebuild.
 Note: There are presently 113 miles of paved road in Amherst. Due to instrument precision the measured in cost estimates are based from analysis of recent previous work projects

Assumptions
 #1 cost estimates are based from analysis of recent previous work projects
 #2 dollars are based on roads being 20' wide
 #3 the review is a snapshot of current road conditions

Year 1 = \$1.2 M. \$ 1,050,000 for roads, \$100K for Green to Stay Green and \$40K for engineering for yr 2 work
 Year 2 = \$1.3M. \$1,180,000 for roads, \$100K for Green stay Green and \$20K for engineering yr 2 work.
 Year 3 = \$1.4 M. \$1,315,000 for roads, \$100K for Green stay Green.
 Year 4 = \$1.5 M. \$1,330,000 for roads, \$125K for Green stay Green and \$45K for next year engineering.
 Year 5 = \$1.6 M. \$1,480,000 for roads, \$120K for Green stay Green
 Year 6 = \$1.7 M. \$1,610,000 for roads, \$90K for Green stay Green
 Year 7 = \$1.8 M. \$1,680,000 for roads, \$120K for Green stay Green

WELCOME TO



AMHERST, *NEW HAMPSHIRE*



ADMINISTRATION AND FINANCE

FY22 STRATEGIC PLAN

OCTOBER 2021

VISION STATEMENT

Our vision is that our Town government

- is fiscally sound,
- delivers services fairly and efficiently,
- communicates effectively,
- and is recognized as a model of local governance in the State of New Hampshire.

MISSION STATEMENT

Our mission is

- to provide superior service to our residents, businesses, and visitors,
- to fairly administer the ordinances and policies within our areas of responsibility, and
- to provide the transparency in our operations that the public expects.

ADMINISTRATION GENERAL RESPONSIBILITIES

- General Town Government Operations
- Human Resources
- Communications
- Website Management
- Public Assistance/Social Service Agencies

ADMIN STRATEGIC GOAL 1: CONTINUOUS IMPROVEMENT OF SERVICE DELIVERY

- Leverage new technology
- Provide staff training
- Oversee and encourage implementation of Strategic Plans town-wide (Work on KPIs)

ADMIN STRATEGIC GOAL 2: IMPROVE COMMUNICATIONS AND ENGAGEMENT

- Develop a program of civic education
- Encourage active involvement
- Undertake a Bi-annual community survey
- Develop a social media policy

ADMIN STRATEGIC GOAL 3: ATTRACT AND RETAIN QUALITY EMPLOYEES

- Provide a safe and welcoming workplace culture
- Do a bi-annual employee survey
- Provide adequate training opportunities
- Update personnel policy

FINANCE GENERAL RESPONSIBILITIES

- Cashflow Management
- Accounts Payable
- Payroll
- Audits
- Bonding/ Debt/ Leasing
- GASB Requirements
- Federal/State Reporting Requirements
- Budget Management/ Forecasting

FINANCE STRATEGIC GOAL: ACCURACY, EFFICIENCY AND TRANSPARENCY

- Boards and Committees, Department Heads, employees and the public are provided with timely and accurate financial reports
- Achieve audits with “no material deficiencies”
- Develop “outward facing” reports on the financial software to increase transparency
- Continue internal training on software to increase usage and to improve usefulness

BUDGET IMPACT SUMMARY

Administration

Initiatives	FY 21	FY22	FY23	FY24	FY25
Agenda Software	\$4,500	\$3,000	\$3,000 (est)	\$3,000 (est)	\$3,000 (est)
Communications	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Budgeting/ Performance Management Software	\$7,811	\$8,045	\$8,286	\$8,535	\$8,791
Total Initiatives	\$14,311	\$13,045	\$13,286	\$13,535	\$13,791

Finance

Initiatives	FY21	FY22	FY23	FY24	FY25
Finance Software	\$45,000	\$47,000	\$49,000	\$51,000	\$53,000
Total Initiatives	\$45,000	\$47,000	\$49,000	\$51,000	\$53,000



Town of
AMHERST
New Hampshire



Discover Amherst

Departments

Boards & Committees

Find it FAST

Approved Annual Operating Budgets

FY19 Financial Audit

FY20 Budget Actuals to Date

FY20 Budget Status as of 12-31-2019

FY21 Budget

FY21 Budget Presentation

FY21 Budget Schedule

Home » Departments » Finance Department



FY20 Budget Actuals to Date

To view actual expenses and revenues to date for the period July 1, 2019 through June 30, 2020, click [here](#).

Contact Info

Phone:

(603) 673-6041 ext. 213

(603) 673-6041 ext. 212

Address:

Amherst Town Hall

2 Main Street

Amherst, NH 03031

United States

See map: [Google Maps](#)



General Ledger

Budget Status

User: ceastman
 Printed: 10/6/2020 - 10:55 AM
 Period: 1 to 4, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount
Fund 01	General Fund					
Dept 01-4130	Executive					
E01	General Government					
01-4130-10-1110	Wages, Full Time Permanent	172,705.00	44,358.74	44,358.74	128,346.26	0.00
01-4130-10-1115	Wages, Part Time Permanent	4,402.00	515.98	515.98	3,886.02	0.00
01-4130-10-1130	Elected Officials	23,400.00	6,300.00	6,300.00	17,100.00	0.00
01-4130-10-1131	Moderator Wages	890.00	0.00	0.00	890.00	0.00
01-4130-10-1132	Merit Pay	5,000.00	0.00	0.00	5,000.00	0.00
01-4130-10-1140	Overtime	1.00	483.57	483.57	-482.57	0.00
01-4130-20-1210	Health Insurance	36,389.00	5,087.57	5,087.57	31,301.43	0.00
01-4130-20-1211	Dental Insurance	1,577.00	414.29	414.29	1,162.71	0.00
01-4130-20-1220	Social Security	12,998.00	3,632.26	3,632.26	9,365.74	0.00
01-4130-20-1225	Medicare	3,040.00	849.56	849.56	2,190.44	0.00
01-4130-20-1230	Deferred Compensation	9,499.00	2,142.26	2,142.26	7,356.74	0.00
01-4130-20-1266	Sick Leave Incentive	3,239.00	1,718.97	1,718.97	1,520.03	0.00
01-4130-20-1290	Longevity	1.00	0.00	0.00	1.00	0.00
01-4130-20-1294	Educ & Training/Prof Dev.	5,000.00	0.00	0.00	5,000.00	0.00
	E01 Sub Totals:	278,141.00	65,503.20	65,503.20	212,637.80	0.00
	Expense Sub Totals:	278,141.00	65,503.20	65,503.20	212,637.80	0.00
	Dept 4130 Sub Totals:	278,141.00	65,503.20	65,503.20	212,637.80	0.00

FY 2021 Expenditures

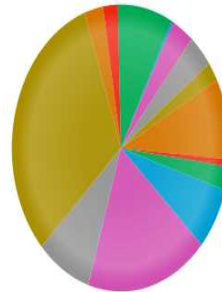
Expenditure Budget Revenue Budget

Series 2021 Adopted

Chart Type   

Display As \$ %

Departments



■ Administration - \$1,122,645
 ■ Cemetary - \$41,002
 ■ Comm Center - \$480,784
 ■ Community Dev - \$550,603
 ■ Finance - \$311,458
 ■ Fire Rescue - \$1,331,348
 ■ Interest - \$119,650
 ■ Landfill District - \$391,579
 ■ Library - \$1,025,175
 ■ Police - \$2,641,340
 ■ Principal - \$1,187,927
 ■ Public Works - \$4,625,735
 ■ Recreation - \$404,546
 ■ Tax & Assessing - \$318,258
 ■ Welfare - \$64,326

 Export to Excel

Name	2019 Actual	2020 Actual	2021 Adopted	2021 Amended	2021 Actual	2022 Requested
Administration	\$991,153	\$825,067	\$1,122,645	\$1,122,645	\$451,371	\$1,111,342
Cemetary	\$36,157	\$32,276	\$41,002	\$41,002	\$12,566	\$41,818
Comm Center	\$437,283	\$426,635	\$480,784	\$480,784	\$111,948	\$500,447
Community Dev	\$410,635	\$387,953	\$550,603	\$550,603	\$114,084	\$553,796
Finance	\$279,154	\$298,544	\$311,458	\$311,458	\$152,207	\$330,342
Fire Rescue	\$1,234,453	\$1,216,918	\$1,331,348	\$1,331,348	\$272,105	\$1,343,165
Interest	\$183,047	\$152,315	\$119,650	\$119,650	\$65,973	\$100,670
Total	\$13,455,377	\$13,088,608	\$14,616,376	\$14,616,376	\$4,034,464	\$14,953,518

Page 1 of 1 200 items per page

1 - 15 of 15 items

FY 2021 Expenditures

← Back

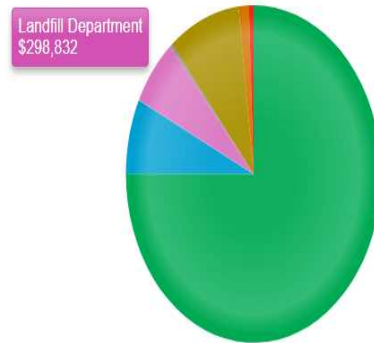
Expenditure Budget Revenue Budget

Series 2021 Adopted

Chart Type   

Display As \$ %

DRA under Public Works



■ Department of Public Works - \$3,470,432
 ■ General Government Buildings - \$333,048
 ■ Landfill Department - \$298,832
 ■ Parks - \$13,773
 ■ Public Works Administration - \$421,944
 ■ Sewage Collection & Disposal - \$60,356
 ■ Street Lighting - \$27,350

Export to Excel

Name	2019 Actual	2020 Actual	2021 Adopted	2021 Amended	2021 Actual	2022 Requested
Department of Public Works	\$3,142,325	\$2,842,885	\$3,470,432	\$3,470,432	\$1,026,406	\$3,596,560
General Government Buildings	\$318,149	\$285,040	\$333,048	\$333,048	\$59,425	\$255,181
Landfill Department	\$283,229	\$294,241	\$298,832	\$298,832	\$76,681	\$340,735
Parks	\$12,577	\$4,690	\$13,773	\$13,773	\$3,334	\$13,443
Public Works Administration	\$312,455	\$360,869	\$421,944	\$421,944	\$92,027	\$411,182
Sewage Collection & Disposal	\$0	\$0	\$60,356	\$60,356	\$0	\$60,356
Street Lighting	\$24,534	\$26,023	\$27,350	\$27,350	\$4,171	\$25,000
Total	\$4,093,269	\$3,813,748	\$4,625,735	\$4,625,735	\$1,262,044	\$4,702,458

Page 1 of 1 200 items per page

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10/2/2020

FY 2021 Expenditures

← Back

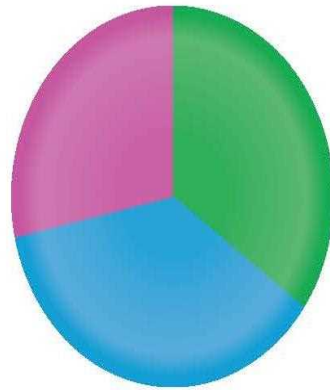
Expenditure Budget Revenue Budget

Series 2021 Adopted

Chart Type

Display As \$ %

Account Majors under Department of Public Works



Capital Outlay - \$1,210,000 Operating - \$1,274,106 Personnel - \$886,326

Export to Excel

Name	2019 Actual	2020 Actual	2021 Adopted	2021 Amended	2021 Actual
Capital Outlay	\$747,807	\$978,982	\$1,210,000	\$1,210,000	\$609,588
Operating	\$1,505,092	\$1,033,211	\$1,274,106	\$1,274,106	\$221,078
Personnel	\$889,427	\$830,692	\$886,326	\$886,326	\$195,760
Total	\$3,142,325	\$2,842,885	\$3,470,432	\$3,470,432	\$1,026,406

Page 1 of 1 200 items per page

TOWNWIDE STRATEGIC PLANNING GOALS (BOS)



- Budgeting
- Capital Projects
- My Work Scope
- Performance
- Reporting
- Dashboard
- Settings

GovMax

Performance

My Default Work Scope ▼ ✉ Logout

Performance Work Scope

Departmental Performance Tree ▼

Enterprise

- 00 - Revenue
- 10 - Administration
- 15 - Finance
- 20 - Tax & Assessing
- 25 - Welfare
- 30 - Community Dev
- 35 - Police
- 40 - Comm Center
- 45 - Fire Rescue
- 50 - Public Works
- 55 - Landfill District
- 60 - Cemetery
- 65 - Library

Performance - (Enterprise)

Goals Statements

Goals

[+ Add Goal](#) [✎ Edit Goal](#) [🗑 Delete Goal](#)

Goal Name ↑

- Accuracy, efficiency, transparency and continuous improvement
- Attract and retain quality employees
- Care for Our Natural Resources
- Improve Communications and Engagement
- Provide Cultural and Recreational Opportunities for All Ages
- Provide for the Health and Safety of the Community

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1 - 6 of 6 items ↻

PERFORMANCE STATEMENTS

Performance Statements

Administration

Department Mission Statement

Our mission is to provide superior service to our residents, businesses, and visitors; to fairly administer the ordinances and policies within our areas of responsibility; and to provide the transparency in our operations that the public expects.

Department Vision Statement

Our vision is that our Town government is fiscally sound; delivers services fairly and efficiently; communicates effectively; and is recognized as a model of local governance in the State of NH.

Police

Department Mission Statement

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

Department Vision Statement

To promote safety, foster justice, and inspire trust

Organization Goals and Alignments

Town of Amherst

Fiscal Year 2021

Related Strategic Goal: Accuracy, efficiency, transparency and continuous improvement

Objective/Performance Measures	Unit Of Measure	FY 2020 Actual	FY 2021 Target	FY 2021 YTD	FY 2022 Target
Administration					
Leverage new technology					
Improve administration with technology	#	2.00	1.00	1.00	2.00

Finance

Finance

Ensure Boards and Committees, Department Heads, employees and the public are provided with timely and accurate financial reports. Achieve audits with "no material deficiencies". Develop "outward facing" reports on the financial software to increase transparency. Continue internal training on software to increase usage and to improve usefulness.

Related Strategic Goal: Attract and retain quality employees

Objective/Performance Measures	Unit Of Measure	FY 2020 Actual	FY 2021 Target	FY 2021 YTD	FY 2022 Target
Administration					
Provide staff training					

Objectives Measures and Indicators By Level

Town of Amherst

Fiscal Year 2021

Administration

Objective: Develop a program of civic education

Performance Measure				Unit Of Measure	MeasureRollup	Frequency	ICMA	
Civic Education				#	Sum	Yearly	Non-ICMA	
HistYr 2019 Actual	HistYr 2020 Actual	FY2021 Target	FY2021 Actual	Forecast 2022 Target	Forecast 2023 Target	Forecast 2024 Target	Forecast 2025 Target	Forecast 2026 Target
0	0	1	1	1	1	1	0	0

Objective: Leverage new technology

Performance Measure				Unit Of Measure	MeasureRollup	Frequency	ICMA	
Tech Level Ups				#	Sum	Yearly	Non-ICMA	
HistYr 2019 Actual	HistYr 2020 Actual	FY2021 Target	FY2021 Actual	Forecast 2022 Target	Forecast 2023 Target	Forecast 2024 Target	Forecast 2025 Target	Forecast 2026 Target
0	0	1	0	1	0	0	0	0

Performance Measure				Unit Of Measure	MeasureRollup	Frequency	ICMA	
Tech Level Ups				#	Sum	Yearly	Non-ICMA	
HistYr 2019 Actual	HistYr 2020 Actual	FY2021 Target	FY2021 Actual	Forecast 2022 Target	Forecast 2023 Target	Forecast 2024 Target	Forecast 2025 Target	Forecast 2026 Target
1	2	1	1	2	0	0	0	0

QUESTIONS OR COMMENTS?



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

Title: General Administrative Updates
Meeting Date: October 12, 2020

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: PD Renovation Change Orders
Meeting Date: October 12, 2020

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. COR-01 - Additional UG Plumbing Trench due to Existing Heights
2. COR-02 - Add Finishes to Lt Office 012
3. COR-03 - RFI-02 -03 - Wall Types W1 W2 Changes
4. COR-04 - RFI-01 Replace HWH; Reconfigure Piping Layout (002)



Change Order Request

20-4124 Amherst Police Dept

Change Order Request: 001 - Additional UG Plumbing Trench due to Existing Heights

10/1/2020

To: Mark Reams
Town of Amherst
175 Amherst Street
Amherst, New Hampshire 03031

Transmitted By: Dennis Donovan
Martini Northern
10 Main Street
Newfields, New Hampshire 03856

Description:

CE #001 - Additional UG Plumbing Trenching
This cost is to add underground trenching for the plumbing work requiring adjustment due to existing underground pipe heights.

Date Required By:

Days Requested:

Schedule of Values


#	Cost Code	Description	Type	Amount
1	02-40.00 - 02.40.00 Demolition and Structure Moving	Additional Trenching for UG Plumbing	Other	\$ 550.00
Subtotal:				\$550.00
GC's: 10.00% Applies to all line item types.				\$ 55.00
Fee: 5.00% Applies to all line item types.				\$ 30.25
Bond: 1.25% Applies to all line item types.				\$ 7.94
Grand Total:				\$643.19

APPROVAL

Mark Reams Date

Town of Amherst

APPROVAL

 _____

Dennis Donovan Date

Martini Northern

APPROVAL

Kreg Jones Date

Dennis Mires, P.A. The Architects



Demolition and Environmental Remediation

Serving the New England Area Since 2002

September 18, 2020

Attention: Dennis Donovan/Ben Middleton
Martini Northern

Project: Amherst Police Department – Amherst NH
Re: COP No1 – Additional trenching

SELECTIVE DEMOLITION - \$550

- Price is based on all demolition work performed during normal business hours Monday - Friday
- Price is based on the demolition work performed in 1 phase/mobilization
- Saw-cut and remove approx. 20 SF of additional SOG for new plumbing trench
- Excavate and back-fill using existing soil only
- Drill and dowel new 1/2" re-bar and patch using 4000 psi concrete to a trowel finish

EXCLUSIONS:

- All permits and fees
- Asbestos. Lead and haz-mat removal
- Floor grinding, blasting or prep
- Cut, cap, and make safe of existing utilities
- Temp shoring or bracing of any kind
- Off hours work
- Removal of items to be salvaged/re-used
- Work not listed above

Any alterations or deviations from above scope of work involving extra cost will become an extra charge over and above the estimate. All agreements contingent upon no accidents or delays beyond our control. The above prices, specifications and conditions are submitted to you *as listed above*.

Respectfully submitted,
Concord Building Services, Inc.



14 Jug City Road
Epsom NH 03234

Office (603) 736-4933 Fax (603) 736-8568





Change Order Request

20-4124 Amherst Police Dept

Change Order Request: 002 - Add Finishes to Lt Office 012

10/1/2020

To: Mark Reams
Town of Amherst
175 Amherst Street
Amherst, New Hampshire 03031

Transmitted By: Dennis Donovan
Martini Northern
10 Main Street
Newfields, New Hampshire 03856

Description:

CE #002 - Add Finishes to Lt Office
This cost is to add flooring and ceiling finishes to the Lieutenant Office 012.

Date Required By:

Days Requested:

Schedule of Values


#	Cost Code	Description	Type	Amount
1	09-51.00 - 09.51.00 Acoustical Ceiling	Add ACT to Lt Office	Other	\$ 880.00
2	09-60.00 - 09.60.00 Flooring	Add Carpet to Lt Office	Other	\$ 827.00
Subtotal:				\$1,707.00
GC's: 10.00% Applies to all line item types.				\$ 170.70
Fee: 5.00% Applies to all line item types.				\$ 93.89
Bond: 1.25% Applies to all line item types.				\$ 24.64
Grand Total:				\$1,996.23

APPROVAL

_____ Date _____

Mark Reams
Town of Amherst

APPROVAL

 _____ **10/1/2020**

Dennis Donovan
Martini Northern

APPROVAL

_____ Date _____

Kreg Jones
Dennis Mires, P.A. The Architects



-Providing Excellence in Acoustical Ceilings for over 51 years-

Request for Change

To: Dennis Donovan

From: Jennifer Wyman

Company: Martini Northern

Date: 9/28/2020

Project: Amherst Police Station Reno.

Location: Amherst, NH

Project Description:

Room 012-Lt. Office

Furnish and install Ultima #1915 2'x4' tegular edge tile in a 9/16" grid system.

Total-----\$880.00

Thank you for giving us the opportunity to quote this project.

8 Chestnut Drive Bedford NH 03110 - Voice: 603-668-0150 – Email: jennifer@granitestateacoustics.com

Universal Decor Inc.

129 W. Pearl Street
Nashua, NH 03060

Phone # 603-232-4267 s.gearty@udcontract.com
Fax # 603-232-4297

Change Order Request

Date	COR #
9/22/2020	3263

Name / Address
Martini Northern 10 Main Street Newfields, NH 03856

Project
C2421 Amherst Police Department

Description	Qty	Units	Rate	Total
Add Finishes To 012 LT. Office				
C-1 (Mohawk GT419 Side Stripe Tile)	24	sy	30.125	723.00
VB (Johnsonite 4x1/8 Vinyl Cove Base)	50	lf	2.08	104.00
Total				\$827.00



Change Order Request

20-4124 Amherst Police Dept

Change Order Request: 003 - RFI-012 & -03 - Wall Types W1 & W2 Changes

10/1/2020

To: Mark Reams
Town of Amherst
175 Amherst Street
Amherst, New Hampshire 03031

Transmitted By: Dennis Donovan
Martini Northern
10 Main Street
Newfields, New Hampshire 03856

Description:

CE #003 - RFI-02 & -03 - Wall Types W1 & W2 Changes
This cost is for the changing out of masonry wall types W1 & W2.

Date Required By:

Days Requested:

Schedule of Values


#	Cost Code	Description	Type	Amount
1	04-00.00 - 04.00.00 Masonry	Closet Wall to 8" CMU	Other	\$ 300.00
2	04-00.00 - 04.00.00 Masonry	Cell Wall Revisions	Other	\$ 1,100.00
3	07-20.00 - 07.20.00 Thermal Protection	Insulation & Adhesive Material	Other	\$ 250.00
Subtotal:				\$1,650.00
GC's: 10.00% Applies to all line item types.				\$ 165.00
Fee: 5.00% Applies to all line item types.				\$ 90.75
Bond: 1.25% Applies to all line item types.				\$ 23.82
Grand Total:				\$1,929.57

APPROVAL

Mark Reams Date

Town of Amherst

APPROVAL

 _____

Dennis Donovan Date

Martini Northern

APPROVAL

Kreg Jones Date

Dennis Mires, P.A. The Architects

Dennis Donovan

From: Nesius Masonry <nesiusmasonry@gmail.com> on behalf of Nesius Masonry
Sent: Tuesday, September 22, 2020 10:51 AM
To: Dennis Donovan
Subject: Amherst

Hi Dennis, here are the cost increase for closet wall and rear wall insulation:

1. Closet wall change block to 8" CMU, Cost increase \$300
2. Rear Wall- As discussed, we will install insulation provided by others every 2 courses of block, to allow us to add our corrugated wall ties. Price Increase \$1,100. I calculated this based off stopping work every 2 courses, completing task, then restarting work. There will be 6 stoppages in work to complete task.

Product Data Sheet



Energy-Saving, Moisture Resistant XPS Insulation

ASTM C578 Type X, 15 psi minimum

Description

Owens Corning™ FOAMULAR® 150 extruded polystyrene (XPS) insulation is a closed cell, moisture-resistant rigid foam board well suited to meet the need for a wide variety of building applications.³ FOAMULAR® 150 XPS insulation is ideal for many residential and commercial construction applications such as wall furring, perimeter/foundation, cavity wall, pre-cast concrete, crawl spaces, sheathing and other applications.³ FOAMULAR® 150 XPS insulation is classified as a Type X product when tested in accordance with ASTM C578 and provides a long-term thermal performance of R-5 per inch.

Like all FOAMULAR® XPS products, FOAMULAR® 150 XPS insulation is made with Owens Corning's patented Hydrovac® process technology under strict quality control measures, which makes it highly resistant to moisture and permits the product to retain its high R-value year after year even after prolonged exposure

to moisture, and freeze/thaw cycling.

Key Features

- Excellent long-term stable insulating performance at R-5¹ per inch
- Exceptional moisture resistance, long-term durability
- Limited lifetime warranty²— maintains 90% of R-value and covers all ASTM C578 properties
- The only XPS foam to be GREENGUARD Children & Schools CertifiedSM
- The only XPS foam with certified recycled content— certified by Scientific Certification Systems (SCS) to contain a minimum 20% recycled content
- Will not corrode, rot or support mold growth
- Zero ozone depletion potential with 70% less global warming potential than our previous formula
- Reusable
- Lightweight, durable rigid foam panels are easy to handle and install
- Easy to saw, cut or score
- Versatile applications: sheathing, foundation walls, masonry cavity walls³
- Not for use in roofing. For roofing applications, use FOAMULAR® THERMAPINK® Extruded Polystyrene Insulation

Product type

- Minimum compressive strength of 15 psi
- Wide selection of sizes and thicknesses
- Available in square, tongue and groove or scored square edge
- Compliant with building codes and standards

Product Applications

High-performance FOAMULAR® 150 XPS insulation:

- Retards the transmission of water vapor and moisture in masonry walls
- Provides continuous insulation over steel stud framing, in insulated concrete sandwich panel walls, or in masonry unit cavity walls, or when used with non-penetrating, surface mounted furring systems over masonry or concrete walls
- Insulates and retains its properties in below grade perimeter and foundation applications, to complement the insulating sheathing envelope around the building framing
- FOAMULAR® 150 XPS insulation is ideal for below grade applications. Extruded polystyrene (XPS) is resistant to degradation from the components of common soils and will retain its insulating performance characteristics even after prolonged exposure to moisture.



FOAMULAR® 150

Extruded Polystyrene (XPS) Rigid Foam Insulation

Product Data Sheet

- Provides a weather resistant barrier (when joints are sealed) to enhance the building resistance to air and moisture penetration.

Technical Information

This product is combustible. A protective barrier or thermal barrier is required as specified in the appropriate building code. For additional information, consult MSDS or contact Owens Corning World Headquarters at 1-800-GET-PINK®.

All construction should be evaluated for the necessity to provide vapor retarders. See current ASHRAE Handbook of Fundamentals.

FOAMULAR® 150 XPS Insulation is a non-structural material and must be installed on framing which is independently braced and structurally adequate to meet required construction and service loading conditions.

FOAMULAR® insulation can be exposed to the exterior during normal construction cycles. During that time some fading of color may begin due to UV exposure, and, if exposed for extended periods of time, some degradation or “dusting” of the polystyrene surface may begin. It is best if the product is covered within 60 days to minimize degradation. Once covered, the deterioration stops, and damage is limited to the thin top surface layers of cells. Cells below are generally unharmed and still useful insulation.

Typical Physical Properties¹

FOAMULAR® 150 Extruded Polystyrene Insulation

Property	Test Method ²	Value
Thermal Resistance³, R-Value (180 day) minimum, hr•ft ² •°F/Btu (RSI, °C•m ² /W) @ 75°F (24°C) mean temperature		
	ASTM C518	
1" Thickness		5.0 (0.88)
1½" Thickness		7.5 (1.32)
2" Thickness		10 (1.76)
2½" Thickness		12.5 (2.20)
3" Thickness		15 (2.64)
@ 40°F (4.4°C) mean temperature		
1" Thickness		5.4 (0.95)
1½" Thickness		8.1 (1.43)
2" Thickness		10.8 (1.90)
2½" Thickness		13.5 (2.38)
3" Thickness		16.2 (2.85)
Long Term Thermal Resistance, LTTR-Value³, minimum hr•ft ² •°F/Btu (RSI, °C•m ² /W) @ 75°F (24°C) mean temperature		
	CAN/ULC S770-03	
1" Thickness		5.0 (0.88)
1½" Thickness		7.8 (1.37)
2" Thickness		10.6 (1.87)
2½" Thickness		13.4 (2.36)
3" Thickness		16.2 (2.85)
Compressive Strength⁴, minimum psi (kPa)	ASTM D1621	15 (103)
Flexural Strength⁵, minimum psi (kPa)	ASTM C203	60 (414)
Water Absorption⁶, maximum % by volume	ASTM C272	0.10
Water Vapor Permeance⁷, maximum perm (ng/Pa•s•m²)	ASTM E96	1.5 (86)
Dimensional Stability, maximum % linear change	ASTM D2126	2.0
Flame Spread^{8,9}	ASTM E84	5
Smoke Developed^{8,9,10}	ASTM E84	45-175
Oxygen Index⁸, minimum % by volume	ASTM D2863	24
Service Temperature, maximum °F (°C)	—	165 (74)
Linear Coefficient of Thermal Expansion, in/in/°F (m/m/°C)	ASTM E228	3.5 × 10 ⁻⁵ (6.3 × 10 ⁻⁵)

- Properties shown are representative values for 1" thick material, unless otherwise specified.
- Modified as required to meet ASTM C578
- R means the resistance to heat flow; the higher the value, the greater the insulation power. This insulation must be installed properly to get the marked R-value. Follow the manufacturer's instructions carefully. If a manufacturer's fact sheet is not provided with the material shipment, request this and review it carefully. R-values vary depending on many factors including the mean temperature at which the test is conducted, and the age of the sample at the time of testing. Because rigid foam plastic insulation products are not all aged in accordance with the same standards, it is useful to publish comparison R-value data. The R-value for FOAMULAR® XPS insulation is provided from testing at two mean temperatures, 40°F and 75°F, and from two aging (conditioning) techniques, 180 day real-time aged (as mandated by ASTM C578) and a method of accelerated aging sometimes called "Long Term Thermal Resistance" (LTTR) per CAN/ULC S770-03. The R-value at 180 day real-time age and 75°F mean temperature is commonly used to compare products and is the value printed on the product.
- Values at yield or 10% deflection, whichever occurs first.
- Value at yield or 5%, whichever occurs first.
- Data ranges from 0.00 to value shown due to the level of precision of the test method.
- Water vapor permeance decreases as thickness increases.
- These laboratory tests are not intended to describe the hazards presented by this material under actual fire conditions.
- Data from Underwriters Laboratories Inc.® classified. See Classification Certificate U-197.
- ASTM E84 is thickness-dependent, therefore a range of values is given.



FOAMULAR® 150 Extruded Polystyrene (XPS) Rigid Foam Insulation

Product Data Sheet

Product and Packaging Data

FOAMULAR® 150 Extruded Polystyrene Insulation

Material		Packaging						
Extruded polystyrene closed cell foam, ASTM C578 Type X, 15 psi minimum		Shipped in poly-wrapped units with individually wrapped or banded bundles.						
Thickness (in)	Product Dimensions Thickness (in) x Width (in) x Length (in)	Pallet (Unit) Dimensions (typical) Width (ft) x Length (ft) x Height (ft)	Square feet per Pallet	Board feet per Pallet	Bundles per Pallet	Pieces per Bundle	Pieces per Pallet	Edges
1	1 x 24 x 96	4 x 8 x 8	3,072	3,072	8	24	192	Square Edge, Scored Square Edge, Tongue & Groove
	1 x 24 x 96	4 x 8 x 8	3,072	3,072	8	24	192	
	1 x 48 x 96	4 x 8 x 8	3,072	3,072	8	12	96	
	1 x 48 x 96 (Half unit)	4 x 8 x 4	1,536	1,536	4	12	48	
	1 x 48 x 108	4 x 9 x 8	3,456	3,456	8	12	96	
1½	1.5 x 24 x 96	4 x 8 x 8	2,048	3,072	8	16	128	
	1.5 x 48 x 96	4 x 8 x 8	2,048	3,072	8	8	64	
2	2 x 24 x 96	4 x 8 x 8	1,536	3,072	8	12	96	
	2 x 48 x 96	4 x 8 x 8	1,536	3,072	8	6	48	
2½	2.5 x 48 x 96	4 x 8 x 8	1,152	2,830	4	9	36	
3	3 x 24 x 96	4 x 8 x 8	1,024	3,072	8	8	64	
	3 x 48 x 96	4 x 8 x 8	1,024	3,072	8	4	32	

1. Available lengths and edge configurations vary by thickness. See www.foamular.com for current offerings. Other sizes may be available upon request. Consult your local Owens Corning representative for availability.

Standards, Codes Compliance

- Meets ASTM C578 Type X
- UL Classified. A copy of UL Classification Certificate U-197 is available at www.foamular.com
- See ICC-ES ESR-1061 at www.icc-es.org
- ASTM E119 Fire Resistance Rated Wall Assemblies. See www.foamular.com for details.
- Meets California Quality Standards; HUD UM #71A
- Compliance verification by RADCO (AA-650)



Certifications and Sustainable Features of FOAMULAR® XPS Insulation

- FOAMULAR® XPS insulation is reusable
- FOAMULAR® XPS insulation is made with a zero ozone depletion formula
- Certified by Scientific Certification Systems to contain a minimum of 20% pre-consumer recycled polystyrene
- Certified to meet indoor air quality standards under the stringent GREENGUARD Indoor Air Quality Certification ProgramSM, and the GREENGUARD Children & Schools Certification ProgramSM
- Qualified as an ENERGY STAR® product, under the U.S. Environmental Protection Agency and the U.S. Department of Energy

- Approved under the National Association of Home Builders (NAHB) Research Center Green Seal of Approval
- Utilizing FOAMULAR® XPS insulation can help builders achieve green building certifications including the Environmental Protection Agency's ENERGY STAR®, the National Association of Home Builders' National Green Building certification, and the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED®) certification
- FOAMULAR® XPS insulation may qualify for The Buy American provision of the American Recovery and Reinvestment Act (ARRA)



FOAMULAR® I50 Extruded Polystyrene (XPS) Rigid Foam Insulation

Product Data Sheet

Environmental and Sustainability

Owens Corning is a worldwide leader in building material systems, insulation and composite solutions, delivering a broad range of high-quality products and services. Owens Corning is committed to driving sustainability by delivering solutions, transforming markets and enhancing lives. More information can be found at www.sustainability.owenscorning.com.

Warranty

FOAMULAR® XPS Insulation limited lifetime warranty maintains 90% of its R-value for the lifetime of the building and covers all ASTM C578 properties. See actual warranty for complete details, limitations and requirements at www.foamular.com or www.owenscorningcommercial.com.

Notes

1. R means the resistance to heat flow; the higher the R-value, the greater the insulating power.
2. See actual warranty for complete details, limitations and requirements.
3. Not for use in roofing. For roofing applications, use FOAMULAR® THERMAPINK® Extruded Polystyrene Insulation.

All products described here may not be available in all geographic markets. Consult your local sales office representative for more information.

For more information on the Owens Corning family of building products, contact your Owens Corning dealer; call 1-800-GET-PINK®, or access our web sites: www.foamular.com and www.owenscorning.com.



Disclaimer of Liability

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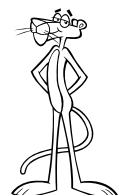
This NAHB Research Center Green Approved mark is your assurance that a product is eligible for points toward National Green Building Certification. Visit www.GreenApprovedProducts.com for details.

LEED is a registered trademark of the U.S. Green Building Council.



OWENS CORNING FOAM INSULATION, LLC
ONE OWENS CORNING PARKWAY
TOLEDO, OHIO 43659
1-800-GET-PINK®
www.owenscorning.com

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Change Order Request

20-4124 Amherst Police Dept

**Change Order Request: 004 - RFI-01 Replace HWH;
Reconfigure Piping Layout**

10/7/2020

To: Mark Reams
Town of Amherst
175 Amherst Street
Amherst, New Hampshire 03031

Transmitted By: Dennis Donovan
Martini Northern
10 Main Street
Newfields, New Hampshire 03856

Description:

CE #004 - RFI-01 - Replace HWH; Reconfigure Piping Layout
This cost is for replacing the existing hot water heater in Storage 018 and reconfigure existing piping to accommodate the new wall opening.

Date Required By:

Days Requested:

Schedule of Values


#	Cost Code	Description	Type	Amount
1	22-00.00 - 22.00.00 Plumbing	New HWH, reconfigure Piping	Other	\$ 5,670.00
Subtotal:				\$5,670.00
GC's: 10.00% Applies to all line item types.				\$ 567.00
Fee: 5.00% Applies to all line item types.				\$ 311.85
Bond: 1.25% Applies to all line item types.				\$ 81.86
Grand Total:				\$6,630.71

APPROVAL

Mark Reams Date

Town of Amherst

APPROVAL

 _____

Dennis Donovan Date

Martini Northern

APPROVAL

Kreg Jones Date

Dennis Mires, P.A. The Architects

Eastern Heat Pump and Mechanical LLC
724 E Industrial Park Drive Unit 2
Manchester, NH 03109

CHANGE ORDER

NUMBER 2

(603) 518-8480

TO:
Martini Northern

	DATE	10/05/20
JOB NAME / LOCATION		
Amherst Police Department		
JOB NUMBER	JOB PHONE	
EXISTING CONTRACT NO.	DATE	00/00/00

We hereby agree to make the change(s) specified below:

Replace existing Electric hot water heater with 80 Gallon Bradford White Hybrid water heater.
Reconfigure piping to accommodate demo and latout changes.

NOTE: This Change Order becomes part of and in conformance with the existing contract.

WE AGREE hereby to make the change(s) specified above at this price \$ 5,670.00

DATE _____ AUTHORIZED SIGNATURE (CONTRACTOR) _____

ACCEPTED - The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

DATE OF ACCEPTANCE _____ SIGNATURE (OWNER) _____



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

Title: Signing of Revised MS-535 form
Meeting Date: October 12, 2020

Department: Finance Department
Staff Contact: Cheryl Eastman

BACKGROUND INFORMATION:

MS-535 Revision #1 needs to be signed by the BOS. The changes from the original are:

- Removed equipment leases from Long Term Debt calculation (should only show loans/bonds here per DRA)
- Corrected CRF withdrawals/expense totals.
- Included Municipal Aid funds in revenues

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Make a motion to signed the revised MS-535 form.

SUGGESTED MOTION:

I move that we sign the revised MS-535 form.

TOWN ADMINISTRATOR RECOMMENDATION:

Concur.

ATTACHMENTS:

1. MS-535 Revision #1



Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
General Government			
4130-4139	Executive	\$387,253	\$403,689
4140-4149	Election, Registration, and Vital Statistics	\$203,808	\$205,277
4150-4151	Financial Administration	\$423,689	\$424,782
4152	Revaluation of Property	\$183,109	\$179,895
4153	Legal Expense	\$45,800	\$48,644
4155-4159	Personnel Administration	\$225,068	\$138,570
4191-4193	Planning and Zoning	\$475,006	\$412,991
4194	General Government Buildings	\$324,577	\$349,276
4195	Cemeteries	\$38,493	\$131,107
4196	Insurance	\$136,701	\$129,302
4197	Advertising and Regional Association	\$0	\$0
4199	Other General Government	\$120,000	\$0
General Government Subtotal		\$2,563,504	\$2,423,533
Public Safety			
4210-4214	Police	\$2,674,248	\$2,517,214
4215-4219	Ambulance	\$617,306	\$617,057
4220-4229	Fire	\$672,531	\$1,211,901
4240-4249	Building Inspection	\$0	\$0
4290-4298	Emergency Management	\$8,501	\$8,500
4299	Other (Including Communications)	\$458,499	\$431,440
Public Safety Subtotal		\$4,431,085	\$4,786,112
Airport/Aviation Center			
4301-4309	Airport Operations	\$0	\$0
Airport/Aviation Center Subtotal		\$0	\$0
Highways and Streets			
4311	Administration	\$459,822	\$360,870
4312	Highways and Streets	\$3,177,734	\$3,698,895
4313	Bridges	\$0	\$0
4316	Street Lighting	\$24,800	\$26,023
4319	Other	\$0	\$0
Highways and Streets Subtotal		\$3,662,356	\$4,085,788
Sanitation			
4321	Administration	\$0	\$0
4323	Solid Waste Collection	\$343,490	\$438,589
4324	Solid Waste Disposal	\$288,055	\$295,610
4325	Solid Waste Cleanup	\$0	\$0
4326-4328	Sewage Collection and Disposal	\$0	\$0
4329	Other Sanitation	\$0	\$0
Sanitation Subtotal		\$631,545	\$734,199



Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Water Distribution and Treatment			
4331	Administration	\$0	\$0
4332	Water Services	\$0	\$0
4335	Water Treatment	\$0	\$0
4338-4339	Water Conservation and Other	\$0	\$0
Water Distribution and Treatment Subtotal		\$0	\$0
Electric			
4351-4352	Administration and Generation	\$0	\$0
4353	Purchase Costs	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0
4359	Other Electric Costs	\$0	\$0
Electric Subtotal		\$0	\$0
Health			
4411	Administration	\$2,163	\$2,230
4414	Pest Control	\$401	\$400
4415-4419	Health Agencies, Hospitals, and Other	\$50,000	\$50,000
Health Subtotal		\$52,564	\$52,630
Welfare			
4441-4442	Administration and Direct Assistance	\$17,455	\$10,864
4444	Intergovernmental Welfare Payments	\$0	\$0
4445-4449	Vendor Payments and Other	\$0	\$0
Welfare Subtotal		\$17,455	\$10,864
Culture and Recreation			
4520-4529	Parks and Recreation	\$404,728	\$400,537
4550-4559	Library	\$997,621	\$983,179
4583	Patriotic Purposes	\$8,500	\$0
4589	Other Culture and Recreation	\$1,821	\$443
Culture and Recreation Subtotal		\$1,412,670	\$1,384,159
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	\$14,112	\$19,891
4619	Other Conservation	\$0	\$0
4631-4632	Redevelopment and Housing	\$0	\$0
4651-4659	Economic Development	\$0	\$0
Conservation and Development Subtotal		\$14,112	\$19,891



Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Debt Service			
4711	Long Term Bonds and Notes - Principal	\$1,195,302	\$1,195,302
4721	Long Term Bonds and Notes - Interest	\$152,256	\$152,316
4723	Tax Anticipation Notes - Interest	\$0	\$0
4790-4799	Other Debt Service	\$0	\$0
Debt Service Subtotal		\$1,347,558	\$1,347,618
Capital Outlay			
4901	Land	\$0	\$0
4902	Machinery, Vehicles, and Equipment	\$0	\$0
4903	Buildings	\$140,000	\$0
4909	Improvements Other than Buildings	\$5,047,500	\$0
Capital Outlay Subtotal		\$5,187,500	\$0
Operating Transfers Out			
4912	To Special Revenue Fund	\$0	\$0
4913	To Capital Projects Fund	\$0	\$0
4914A	To Proprietary Fund - Airport	\$0	\$0
4914E	To Proprietary Fund - Electric	\$0	\$0
4914O	To Proprietary Fund - Other	\$0	\$0
4914S	To Proprietary Fund - Sewer	\$0	\$0
4914W	To Proprietary Fund - Water	\$0	\$0
4915	To Capital Reserve Fund	\$722,000	\$722,000
4916	To Expendable Trusts/Fiduciary Funds	\$0	\$0
4917	To Health Maintenance Trust Funds	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0
Operating Transfers Out Subtotal		\$722,000	\$722,000
Payments to Other Governments			
4931	Taxes Assessed for County	\$0	\$2,077,234
4932	Taxes Assessed for Village District	\$0	\$0
4933	Taxes Assessed for Local Education	\$0	\$31,148,179
4934	Taxes Assessed for State Education	\$0	\$3,777,529
4939	Payments to Other Governments	\$0	\$0
Payments to Other Governments Subtotal			\$37,002,942
Total Before Payments to Other Governments		\$20,042,349	\$15,566,794
Plus Payments to Other Governments			\$37,002,942
Plus Commitments to Other Governments from Tax Rate		\$37,002,942	
Less Proprietary/Special Funds		\$0	\$0
Total General Fund Expenditures		\$57,045,291	\$52,569,736



Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Taxes			
3110	Property Taxes	\$0	\$46,294,708
3120	Land Use Change Tax - General Fund	\$0	\$0
3121	Land Use Change Taxes (Conservation)	\$0	\$100,823
3180	Resident Tax	\$0	\$0
3185	Yield Tax	\$1,500	\$6,964
3186	Payment in Lieu of Taxes	\$5,000	\$33,583
3187	Excavation Tax	\$0	\$88
3189	Other Taxes	\$0	\$15,448
3190	Interest and Penalties on Delinquent Taxes	\$135,000	\$66,828
9991	Inventory Penalties	\$0	\$0
Taxes Subtotal		\$141,500	\$46,518,442
Licenses, Permits, and Fees			
3210	Business Licenses and Permits	\$216,000	\$214,003
3220	Motor Vehicle Permit Fees	\$2,893,000	\$2,894,889
3230	Building Permits	\$95,000	\$108,613
3290	Other Licenses, Permits, and Fees	\$55,300	\$65,039
3311-3319	From Federal Government	\$0	\$10,067
Licenses, Permits, and Fees Subtotal		\$3,259,300	\$3,292,611
State Sources			
3351	Shared Revenues	\$0	\$78,298
3352	Meals and Rooms Tax Distribution	\$585,609	\$585,609
3353	Highway Block Grant	\$342,751	\$342,714
3354	Water Pollution Grant	\$0	\$0
3355	Housing and Community Development	\$0	\$0
3356	State and Federal Forest Land Reimbursement	\$13	\$12
3357	Flood Control Reimbursement	\$0	\$0
3359	Other (Including Railroad Tax)	\$426	\$50,352
3379	From Other Governments	\$4,128,000	\$20,841
State Sources Subtotal		\$5,056,799	\$1,077,826
Charges for Services			
3401-3406	Income from Departments	\$625,000	\$570,265
3409	Other Charges	\$0	\$0
Charges for Services Subtotal		\$625,000	\$570,265
Miscellaneous Revenues			
3501	Sale of Municipal Property	\$12,000	\$12,653
3502	Interest on Investments	\$340,000	\$368,221
3503-3509	Other	\$2,800	\$242,281
Miscellaneous Revenues Subtotal		\$354,800	\$623,155



Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Interfund Operating Transfers In			
3912	From Special Revenue Funds	\$0	\$0
3913	From Capital Projects Funds	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)	\$0	\$0
3914O	From Enterprise Funds: Other (Offset)	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)	\$0	\$0
3914W	From Enterprise Funds: Water (Offset)	\$0	\$0
3915	From Capital Reserve Funds	\$1,009,500	\$769,696
3916	From Trust and Fiduciary Funds	\$0	\$0
3917	From Conservation Funds	\$0	\$0
Interfund Operating Transfers In Subtotal		\$1,009,500	\$769,696
Other Financing Sources			
3934	Proceeds from Long Term Bonds and Notes	\$0	\$0
Other Financing Sources Subtotal		\$0	\$0
Less Proprietary/Special Funds		\$0	\$0
Plus Property Tax Commitment from Tax Rate		\$46,741,847	
Total General Fund Revenues		\$57,188,746	\$52,851,995



Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	\$18,948,728	\$18,451,463
1030	Investments	\$7,173,462	\$7,612,726
1080	Tax Receivable	\$4,802,986	\$4,855,488
1110	Tax Liens Receivable	\$354,214	\$155,389
1150	Accounts Receivable	\$306,461	\$472,792
1260	Due from Other Governments	\$526	\$1,928
1310	Due from Other Funds	\$1,081,452	\$1,109,660
1400	Other Current Assets	\$52,729	\$97,045
1670	Tax Deeded Property (Subject to Resale)	\$25,893	\$25,893
Current Assets Subtotal		\$32,746,451	\$32,782,384
Current Liabilities			
2020	Warrants and Accounts Payable	\$980,471	\$577,045
2030	Compensated Absences Payable	\$0	\$0
2050	Contracts Payable	\$16,304	\$16,304
2070	Due to Other Governments	\$18,749,759	\$18,478,650
2075	Due to School Districts	\$0	\$0
2080	Due to Other Funds	\$94,964	\$371,987
2220	Deferred Revenue	\$5,141,750	\$5,237,155
2230	Notes Payable - Current	\$0	\$0
2270	Other Payable	\$0	\$55,781
Current Liabilities Subtotal		\$24,983,248	\$24,736,922
Fund Equity			
2440	Non-spendable Fund Balance	\$78,622	\$78,622
2450	Restricted Fund Balance	\$72,239	\$0
2460	Committed Fund Balance	\$0	\$0
2490	Assigned Fund Balance	\$743,271	\$723,313
2530	Unassigned Fund Balance	\$6,869,071	\$7,243,527
Fund Equity Subtotal		\$7,763,203	\$8,045,462



2020
MS-535

Tax Commitment

Source	County	Village	Local Education	State Education	Other	Property Tax
MS-535	\$2,077,234	\$0	\$31,148,179	\$3,777,529	\$0	\$46,294,708
Commitment	\$2,077,234	\$0	\$31,148,179	\$3,777,529		\$46,741,847
Difference	\$0	\$0	\$0	\$0		(\$447,139)

General Fund Balance Sheet Reconciliation

Total Revenues	\$52,851,995
Total Expenditures	\$52,569,736
Change	\$282,259
<hr/>	
Ending Fund Equity	\$8,045,462
Beginning Fund Equity	\$7,763,203
Change	\$282,259



**2020
MS-535**

Long Term Debt

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
Baboosic Lake Septic (Sewer (non-General))	\$178,500	\$11,900	4.2	2023	\$47,600	\$0	\$11,900	\$35,700
Baboosic Lake Septic (Sewer (non-General))	\$170,700	\$11,380	3.17	2026	\$79,660	\$0	\$11,380	\$68,280
Baboosic Lake Septic (Sewer (non-General))	\$258,039	\$8,647	2.91	2026	\$60,529	\$0	\$8,647	\$51,882
Bridge Loan (Bridge Reconstruction)	\$2,100,260	\$39,302	2.5	2020	\$39,303	\$0	\$39,303	\$0
Road Note 2013 (Road Reconstruction)	\$2,000,000	\$200,000	2.25	2023	\$800,000	\$0	\$200,000	\$600,000
Road Note 2014 (Road Reconstruction)	\$2,000,000	\$200,000	2.3	2024	\$1,000,000	\$0	\$200,000	\$800,000
Road Note 2015 Refi FY11 & 12 (Road Reconstruction)	\$3,059,999	\$306,000	2.39	2025	\$1,835,999	\$0	\$306,000	\$1,529,999
Road Note 2016 FY16/17 (Road Reconstructon)	\$4,000,000	\$400,000	2.3	2025	\$2,400,000	\$0	\$400,000	\$2,000,000
Spring Road (Road Reconstruction)	\$500,000	\$50,000	3.02	2021	\$100,000	\$0	\$50,000	\$50,000
	\$14,267,498				\$6,363,091	\$0	\$1,227,230	\$5,135,861



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Town Hall pave gravel parking on
Courthouse

Department: Public Works

Meeting Date: October 12, 2020

Staff Contact: Eric Hanh

BACKGROUND INFORMATION:

The parking strip adjacent to town hall along Courthouse is gravel and slopes down to the road. The mixed treatment of deicing on the pavement and sand on the parking area results in both materials interfering with each other. Salt melts the frozen gravel and sand becomes slippery to walk upon. DPW has always made extra effort to reduce hazards. With town hall reopening requiring appointments, DPW foresees additional town hall visitors staging in the parking area waiting for their appointment time. Increasing the possibility of slips/trips/falls associated with this likely staging for appointments. DPW desires to pave the lot to enhance safety and ease of maintenance.

BUDGET IMPACT:

(Include general ledger account numbers)

Not to exceed \$6,000. from 4312 road maintenance.

POLICY IMPLICATIONS:

Enhance safety for town hall visitors.

Possible conflict with Historic District Commission, even if not legally binding to town work.

DEPARTMENT HEAD RECOMMENDATION:

I recommend DPW be given the approval to pave the area. We will pursue 3 quotes within the town purchasing policy for work under \$10,000.

SUGGESTED MOTION:

I move that DPW be authorized to pave the Town Hall parking along Courthouse Rd., for a price not to exceed \$6,000.

TOWN ADMINISTRATOR RECOMMENDATION:

Concur

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Accounts Payable Manifests and Meeting Minutes September 28, 2020

Department: Finance Department

Meeting Date: October 12, 2020

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Approvals

Accounts Payable

AP1 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$216,259.00 dated September 29, 2020, subject to review and audit.

AP2 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$67,651.59 dated September 29, 2020, subject to review and audit.

AP3 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,024,202.00 dated October 1, 2020, subject to review and audit (School disbursements).

Minutes

~ I move to approve the Board of Selectmen meeting minutes of September 28, 2020.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2020.09.28_BOS_MEETING_MINUTES



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, September 28, 2020 6:30PM

1 **1. Call to Order**

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

3
4 Attendees by Zoom conference call: Chairman Peter Lyon, Selectman Dwight Brew,
5 Selectman Reed Panasiti, Selectman John D'Angelo, and Selectman Tom Grella.
6 Also present: Town Administrator Dean Shankle and Kristan Patenaude, minute taker

7
8 Ways & Means Committee Members present: Lisa Eastland (Chair), Danielle Pray (vice
9 chair), Mike Parisi, Scott Tuthill, Matt Seiler, Jim Kuhnert, Lori Mix (alternate).

10
11 Other attendees and the public accessed the meeting via Zoom.

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

18 Utilizing Zoom teleconferencing for this meeting. All members of the Board have the
19 ability to communicate during the meeting through this platform and the public has access
20 to contemporaneously listen and if necessary participate in the meeting by dialing +1 301
21 715 8592 and using a webinar ID of 859-0059-9870 or by using the link contained in the
22 agenda posted at amherstnh.gov.

23
24 Notice of the meeting and means to access it were previously posted in accordance with
25 law. Members of the public that have phoned into the meeting can raise their hand by
26 pressing the #9 on their phone, in order to make it known that they would like to speak to
27 the Board. If anyone has a problem accessing the meeting, please call 603-440-8248 for
28 assistance. In the event the public is unable to access the meeting, the meeting will be
29 adjourned and rescheduled.

30
31 All votes will be taken by roll call and for ease, in alphabetical order.

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

33
34 The Board started by taking a roll call vote and stating if they were alone.

35
36 *Roll call vote: Selectman Brew – present; Selectman D'Angelo – present; Selectman*
37 *Grella – present; Selectman Panasiti – present; Chairman Lyon – present. All noted*
38 *themselves as being alone.*

39 **2. Citizen’s Forum – none.**

40
41 **3. Scheduled Appointments**

42
43 **a. “Goldens on the Green” – Bill Swift**

44 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D’Angelo*
45 *to approve the Goldens on the Green event on October 18, 2020.*

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

49
50 **4. Strategic Plans**

51 **4.1 FY22 Strategic Plan, Recreation**

52 Craig Fraley, Recreation Department Director, stated that one of the Department’s FY21
53 Goals, to continue to enhance the use of Baboosic Lake Town Beach to Amherst
54 Citizens, has essentially been maxed out. He does believe that COVID-19 had an effect
55 on beach use this spring and summer.

56
57 Craig Fraley reviewed the Departments’ FY22 goals:

58 1) Increase citizen awareness about Recreation Programs & Facilities: the Department
59 puts out a bi-weekly newsletter, with a 35% open rate (over 22% is considered good).
60 The Department still looks to broaden this goal. 2) Increase and manage park and
61 recreation facilities available to citizens: the acres of land maintained by the Department
62 has increased since 2017. More recently, the Department has added Birch Park,
63 Buchanan Park, and Buck Meadow Conservation & Recreation Area. 3) Diversify
64 program offerings to serve citizens of all ages: the Department looks to continue
65 diversifying its program offerings to senior citizens, preschoolers, and through programs
66 at Peabody Mill Environmental Center (PMEC).

67
68 Craig Fraley stated that the Department’s FY22 Initiatives include:

- 69 1) Development of Buck Meadow Conservation & Recreation Area for usable fields and
70 indoor space: this property was purchased in March 2020 and has about 10 acres of
71 flat field area. The Department would like to expand this area in three Phases. Phase I
72 goes through the current year and consists of items such as painting the field,
73 installing an accessible ramp to the clubhouse, and other little-to-no cost items. Phase
74 II in FY22 involves reconfiguring the existing parking lot, making improvements to
75 the clubhouse, and installing two full sized soccer fields. Phase III in FY23 looks to
76 add additional parking, install a playground (through a fundraising event), and
77 installing a gravel road around the property for better emergency access. Funding
78 sources for these Phases could come from the 50/50 Land Water Conservation Grant,
79 local grants, warrant articles, or a Capital Reserve Fund.
- 80 2) Add additional part-time Parks Crew staff: the Department has not taken on any
81 additional staff since 2017, yet the amount of land to maintain has almost doubled. It
82 is difficult for the current crew to keep up with the needs of the properties. Two of
83 the full-time employees for the Department are paid out of the general budget; the
84 rest are paid for out of the -02 Revolving Fund. With the pandemic, there haven’t

- 85 been as many funds coming to this account, but the employees are still needed to
86 work on the properties that are being used just as much, if not more.
- 87 3) Resurface AMS courts to allow for basketball use and create a shaded picnic area to
88 allow space for outdoor classrooms and team meeting spaces: these courts are in need
89 of resurfacing and there is a major lack of outdoor basketball facilities in town.
- 90 4) Build an indoor facility to act as a community center for Amherst residents of all
91 ages: while this item is still important, it has been tabled for now.

92

93 Craig Fraley stated that the budget impact for Initiative 1 could be two Warrant Articles,
94 each for \$75,000, split over FY22 and FY23. The budget impact for Initiative 2 would be
95 a budget increase of \$25,000 for one additional staff member at 29 hours/week. The
96 budget impact for Initiative 3 would be \$85,000 for resurfacing, and \$2,000 for the picnic
97 area, both to be funded from the -02 Revolving Account.

98

99 Selectman Brew stated that he has concerns about the fact that Amherst hasn't grown
100 much over the last several years, yet these new Department initiatives cost a fair amount
101 of money. He explained that, if all of the proposed developments in Town were to be
102 built, it would create an overall increase in housing units of less than 10%. He would like
103 to see the rural and affordable community aspects of the Town balanced with the
104 Recreation efforts. He would also like for the Department to go slowly regarding the
105 potential community center, to see if the community actually wants to invest in it – both
106 the initial building costs and the recurring cost.

107

108 In response to a question from Selectman D'Angelo, Craig Fraley stated that the two
109 amounts of \$75,000 for Buck Meadow should effectively finish that project. This is the
110 amount needed if a 50% match grant can be obtained.

111

112 Selectman D'Angelo suggested that a Capital Reserve Fund be started for the potential
113 community center if the Department thinks it's truly a future proposed project. This fund
114 could be seeded with money from the undesignated fund balance.

115

116 In response to a question from Selectman Grella, Craig Fraley stated that one of the two
117 tractors from the Buck Meadow property purchase will likely be kept and utilized by the
118 Department and the second tractor sold using municibid.com.

119

120 In response to a question from Selectman Panasiti, Craig Fraley stated that there should
121 be money in the -02 Revolving Fund available to use for the tennis court resurfacing once
122 the pandemic has subsided.

123

124 In response to a question from Selectman Panasiti, Craig Fraley explained that the
125 Department follows state guidelines regarding youth sports. Participants do not need to
126 wear masks while actively participating, similarly with coaches. Players and coaches do
127 need to wear masks when the game is over or when moving fields. The Department
128 recommends that all spectators wear masks and have received very little pushback on
129 this. While the Department employees can ask spectators to wear masks, they cannot be
130 on every field for every game to ensure this is happening.

131

132 Chairman Lyon stated that the Recreation Department has done great things with not a lot
133 of money. He suggested that the Department look at some of their budget requests to
134 determine which are most important at this time. The Department will need to bring
135 detailed information regarding their budget requests during the budget process.

136
137 In response to a question from Scott Tuthill, Ways & Means member, Craig Fraley stated
138 that the \$85,000 cost is to resurface two tennis courts. It cost about \$65,000 to resurface
139 the Davis Lane courts, so he increased the amount to play it safe.

140
141 In response to a question from Matt Seiler, Ways & Means member, Craig Fraley
142 explained that, if a grant is not received, the Department will continue to apply for
143 various grants. If no grant at all is received, it will simply take longer to complete the
144 project, or possibly require an additional Warrant Article.

145
146 In response to a question from Matt Seiler, Craig Fraley stated that he has not yet pushed
147 for a community survey regarding the community center. Craig Fraley stated that he is
148 hoping some member of the community step up to drive the project forward.

149
150 In response to a question from Jim Kuhnert, Ways & Means member, Craig Fraley stated
151 that he can work to look at community centers proposed or built for other similar-sized
152 towns in the area.

153
154 In response to a question from Danielle Pray, Ways & Means member, Craig Fraley
155 stated that the golf carts that came with the Buck Meadow were sold for about \$19,000.
156 This money was originally deposited into the General Fund, but Town Counsel and the
157 auditors explained that these funds could be placed back into the Recreation Department
158 and Conservation Commission budgets; these funds were to be split evenly between the
159 two entities by the same percentage that each paid for the property.

160
161 In response to a question from Lisa Eastland, Ways & Means Chair, Craig Fraley stated
162 that there will still be ice skating allowed on the resurfaced courts at AMS.

163
164 In response to a question from Lisa Eastland, Craig Fraley stated that the maintenance
165 items done by the Recreation Department are typically routine maintenance items, and
166 maintenance at the school facilities. The Parks crew can be used for many projects in
167 Town, but then those employees must be backfilled for items like mowing.

168
169 In response to a question from Lisa Eastland, Craig Fraley stated that there is a financial
170 agreement between the Recreation Department and the SAU. He also explained that there
171 will not be any real cost for the winter usage of Buck Meadow. He hopes that the
172 Department will be able to make a cross-country skiing and snow shoeing area there in
173 the future.

174 175 **4.2 FY22 Strategic Plan, Library**

176 Amy Lapointe, Library Director, explained that the Library is made up of 7 full-time, 8
177 part-time employees, and 7 pages. Wages and benefits are 80% of the operating budget.
178 The Library is generally open 7 days a week, 63 hours. During COVID-19, the Library is

179 currently open 33 hours. She explained that the Library total circulation peaked in 2013.
180 Circulation has seen an increase in e-materials, and a decrease in audio visual materials.
181 There has been a dramatic increase in items borrowed from other libraries, mostly due to
182 changes in procedure and the Collection Development Policy. The Library has
183 maintained steady staffing for over a decade, despite a rapid growth in service from
184 2003-2013.

185
186 Amy Lapointe noted that the Department has the following goals:

- 187 1) To provide a collection that supports library patrons in their information education
188 and recreational needs: the Library will continue to analyze print and digital
189 collection usage. She believes there is no real substitute for a professional
190 recommending books to interested parties.
- 191 2) To provide educational, informational, and recreational opportunities that meet the
192 needs and interests of the community: the Library will continue to explore various
193 types of virtual programs and explore options for enhanced accessibility during
194 programs.
- 195 3) Ensure that the facility and technology infrastructure are configured and maintained
196 to support the community in their individual and collective use and the staff in their
197 provision of services: the facility has been configured to support social distancing
198 and there will be a phased plan as social distancing evolves. The Library would also
199 like to explore how to support patrons working from home.
- 200 4) Improve communication to build community awareness of and engagement with the
201 library: the Library is looking to create a new website and continue developing a
202 social media presence.
- 203 5) Maintain the long-term health of the organization through responsible management:
204 the Library will work to update the policy manual. The Library looks to maximize
205 effective staffing and maintain a fiscally responsible organization.

206
207 In response to a question from Selectman Brew, Amy Lapointe explained that the Library
208 staff used to be 7 full-time, 7 part-time employees, and 7 pages. The additional part-time
209 person is an added person, but no additional hours.

210
211 In response to a question from Selectman Grella, Amy Lapointe stated that the contract
212 building renovation work was completed on budget. The new space feels like it's
213 working well so far.

214 **4.3 FY22 Strategic Plan, Community Development**

215
216 Nic Strong, Community Development Director, stated that the Department's vision into
217 2026 is to have an efficient and streamlined service for all those who seek to use and
218 develop land in Town; work with stakeholders to translate the vision of the updated
219 Master Plan into a physical reality for the community; and to be a trusted source of
220 information and guidance for the community.

221
222 Nic Strong stated that the building permit applications have mostly stayed on track, even
223 through the pandemic. There was an increase in pool permits. She explained that
224 Planning Board, Zoning Board of Adjustment, and Historic District applications were all
225 paused for about three months, due to COVID-19, leading to a shift in the number

226 received to date. She explained that the 2020 census will be important in terms of
227 planning and budgeting for the future. She stated that the projected population data does
228 seem to show an aging of the populace in Town.

229

230 Nic Strong stated that the Department has shown flexibility in regard to the pandemic,
231 such as through the permitting process used for outdoor dining, and the ability to submit
232 online permit requests. The Department is currently fully staffed. Some of the
233 weaknesses of the Department include the office layout and previous digitizing choices.
234 The Department has upcoming opportunities, such as the Master Plan process, and
235 proactive communications between Boards, Commissions, and Departments.

236

237 Nic Strong reviewed the Department's internal goals:

- 238 1) Filing system overhaul
- 239 2) Evaluation of office space and layout
- 240 3) Fostering a sense of teamwork and engagement with all Community Development
241 Office staff
- 242 4) Create Standard Operating Procedures (SOPs) and Frequently Asked Questions
243 (FAQs) for the Department

244

245 Nic Strong reviewed the Department's external goals:

- 246 1) Providing transparent information to the public
- 247 2) Reviewing the Department's fee schedule
- 248 3) Creating a map that shows pending applications, with links to supporting
249 documentation
- 250 4) Stormwater Management and MS4
- 251 5) Land Use Board procedures

252

253 Selectman Brew stated that he appreciates Nic Strong's willingness to make sure that
254 Boards and Commissions stick to the letter of the law and are in compliance. He believes
255 that access to meeting data online prior to each meeting has been a great help to the
256 Boards and the public. He agreed that digitization should be done properly in order to be
257 useful – even if this means it will take longer. He stated that a visual map with links to
258 each application currently in process could also be beneficial to the Boards and public.

259

260 Selectman D'Angelo suggested a link somewhere on the website that bring people to new
261 and current applications.

262

263 Nic Strong updated the Board on the Master Plan process. She explained that the
264 Planning Board Master Plan Steering Committee has created a Communications
265 Subcommittee responsible for discussing how to engage the public, outreach
266 opportunities, and a survey. The survey will be sent to residents and business owners in
267 Town to discuss different future topics of interest. This will be a baseline for choosing
268 the themes for the Master Plan.

269

270 Nic Strong stated that the Department is currently working on the MS4 permit. This
271 permit has many requirements over multiple years. The permit is currently in a reporting
272 and inspection phase. The Department works to keep track of site approvals, monitoring

273 the sites as they're approved, and monitoring outfalls. The report is updated each year to
274 make sure the Town is meeting all the requirements of the EPA process.
275 *The Ways & Means Committee exited into its own meeting.*

276

277 **5. Administration**

278 **5.1 General Updates**

279 Town Administrator Shankle stated that the renovations to the Police Station are carrying
280 forward.

281

282 **5.2 Halloween**

283 Craig Fraley stated that the safest way for Amherst to celebrate Halloween is for there to
284 be no Doors on the Green, or other Halloween activities in the center of Town. There is
285 no real way to stop people from trick-or-treating or handing out candy. The Village
286 usually sees about 2,000 people on Halloween night. He recommends that people only
287 trick-or-treat in their own neighborhoods this year.

288

289 Marti Warren explained that she spent the weekend speaking to many homeowners
290 around the Village. She believes there may be fewer people opening their doors to hand
291 out candy than in the past.

292

293 Chairman Lyon stated that this is a difficult position for the Board to be in, because
294 Halloween is not a town-sponsored or organized event. He would support and encourage
295 people to trick-or-treat in their own neighborhoods and be respectful of the wishes of
296 others.

297

298 Selectman Brew stated that he would encourage people to be safe, adhere to guidelines,
299 stay only in small groups, and be masked. He believes if residents are not comfortable
300 participating, they should turn off their lights.

301

302 Selectman Brew stated that it was appropriate for the Selectmen to discuss Halloween in
303 the Village because it is a large event, but he believes trick-or-treating in individual
304 neighborhoods safely is a reasonable thing to do.

305

306 Selectman Grella suggested that those not from Amherst stay home in their own
307 neighborhoods this year.

308

309 Selectman Panasiti stated that he does not want to restrict the holiday but suggested
310 posting something on the Town website that the Board does not support a town-wide
311 event this year.

312

313 Marti Warren suggested that no information about trick-or-treating in the Town be given
314 out to WMUR this year.

315

316 In response to a question from Town Administrator Shankle, Chairman Lyon stated that it
317 would be up to the Police Chief's discretion as to whether a police detail is necessary at
318 all for that evening.

319

320 **5.3 Drought**

321 Town Administrator Shankle noted that DES is urging municipalities to implement
322 municipal-wide restrictions during this drought.

323
324 Selectman Brew stated that he contacted a large well driller in Amherst. The driller
325 explained that he has not heard of wells going dry due to other residents' water use in
326 Amherst but has heard of it in other surrounding towns. Selectman Brew stated that he is
327 hesitant to restrict usage because it is almost at the end of the watering season. He would
328 encourage people to be frugal and conserve water.

329
330 Selectman D'Angelo agreed with Selectman Brew. He believes it is a little late in the
331 game for restrictions. He would encourage people to be prudent, but not mandate it.

332
333 Selectman Grella stated that he believes the odd/even watering days is adequate.

334
335 **5.4 Town Hall Reopening Task Force Update**

336 Jennifer Stover, Executive Assistant, stated that the Task Force spoke to all of the staff
337 members in the building regarding reopening. The Task Force recommends that Town
338 Hall be reopened by appointment only. The number of people in the lobby at any time
339 should be limited to four (three for the Town Clerk, and one to be split between
340 Tax/Assessing and Community Development). The outdoor ramp will be kept through the
341 completion of absentee ballots in November. She stated that Town Hall employees will
342 ask people, as part of their script, if they are willing and/or able to wear a mask. This
343 should eliminate the need for an ordinance.

344
345 Selectman Brew clarified that if someone wants to do business unmasked, employees are
346 still willing to help them outside of the building. Thus, no one will be denied service.

347
348 In response to a question from Selectman Brew, Jennifer Stover stated that this reopening
349 is recommended as soon as doorbells and buzzers are in place.

350
351 Selectman D'Angelo stated that the reopening should be announced on the website and
352 on Facebook.

353
354 In response to a question from Selectman Grella, Jennifer Stover stated that it would not
355 be practical for employees to take visitor's temperature. In order to take people's
356 temperature, staff members would need to come out from behind their plexiglass shields,
357 which makes this undesired. Staff members will have the ability to open the door from
358 behind the plexiglass shield.

359
360 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to*
361 *accept the recommendations of the Town Hall Re-opening Task Force and reopen Town*
362 *Hall for appointments, as soon as all precautions are in place.*

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

367 **6. Approvals**

368 **6.1 Assessing Approval, Land Use Change Tax Release, 4 Trask Way**

369 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*
370 *approve the Land Use Change Tax in the amount of \$20,000 for Tax Map 005, Lot 059-*
371 *014, 4 Trask Way*

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

375
376 **6.2 Payroll, Accounts Payable, and NH DMV Manifests**

377 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
378 *approve one (1) FY21 Payroll Manifest in the amount of \$227,713.13 dated September*
379 *10, 2020, subject to review and audit.*

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

383
384 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
385 *approve one (1) FY21 Payroll Manifest in the amount of \$228,829.35 dated September*
386 *24, 2020, subject to review and audit.*

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

390
391 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
392 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$126,671.10 dated*
393 *September 15, 2020, subject to review and audit.*

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

397
398 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
399 *approve one (1) FY21 Payroll Manifest in the amount of \$73,955.44 dated September 16,*
400 *2020, subject to review and audit.*

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

404
405 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
406 *approve one (1) FY21 NH DMV Manifest in the amount of \$36,893.16 dated September*
407 *17, 2020, subject to review and audit.*

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

412 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
413 *approve one (1) FY21 NH DMV Manifest in the amount of \$32,897.01 dated September*
414 *17, 2020, subject to review and audit.*

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

418
419 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
420 *approve one (1) FY21 NH DMV Manifest in the amount of \$32,184.56 dated September*
421 *17, 2020, subject to review and audit.*

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

425

426 **6.3 Previous Meeting Minutes 9/14/2020**

427 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
428 *approve the meeting minutes of August 24, 2020, as amended [Line 384, strike the word*
429 *'unanimous.'*

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

433

434 **7. Action Items**

435 The Board reviewed its action items.

436

437 **8. Old/New Business**

438

439 **9. Non-Public Session RSA 91-A:3, II (b)**

440 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
441 *enter into Non-Public Session, per RSA 91-A:3, II (b) at 9:04pm.*

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

445

446 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
447 *exit Non-Public Session at 9:34pm.*

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

451

452 Chairman Lyon announced that no motions were made in non-public session.

453

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

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

459
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466

NEXT MEETING: Monday, October 12, 2020

Selectman Reed Panasiti

Date