



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
MONDAY, OCTOBER 26, 2020 6:30 PM

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87099314015>

Telephone: (312) 626-6799 Webinar ID: 870 9931 4015

If you cannot access this meeting, please call: (603) 440-8248

- 1. Call to Order**
- 2. Citizens' Forum**
- 3. Warrant Article Proposals**
 - 3.1. ACC proposed Open Space Warrant Article
 - 3.2. Bike/Ped Committee proposed Warrant Articles- Boston Post Sidepath Project
- 4. Draft 1 Budget**
 - 4.1. FY22 Budget
- 5. Administration**
 - 5.1. Co-Ad Realty LLC Request for a building permit
- 6. Staff Reports**
 - 6.1. 2020 Tax Rate Setting
- 7. Approvals**
 - 7.1. Assessing Approvals
 - 7.2. Accounts Payable Manifests and BOS October 12, 2020 Meeting Minutes
- 8. Action Items**
- 9. Old/New Business**

Adjournment

Next Meeting: November 9, 2020

Proposed Amherst BPAC Warrant Articles, 2021 – Boston Post Sidepath Project (School Campus)

As suggested at the September 15, 2020 BPAC Meeting, warrant article proposals have been drafted for consideration. A general discussion was held at the October 5, 2020 Board of Selectmen meeting. Chairman of the BOS Peter Lyon suggested a workshop be held with Town Administrator Dean Shankle and representatives from the BPAC to discuss options. BPAC chair Chris Buchanan and member George Bower attended this on October 15th.

The purpose of these articles is:

- To begin raising funds to advance the Boston Post Road Sidepath Project, specifically a segment in the area of Souhegan High School/Amherst Middle School
 - Estimated project costs stand at \$225,000 depending on the scope of the project and possible engineering challenges (such as water crossing near Cross Road, grade-separation near Cross Road, etc.)
 - \$75,000 offers 1/3 of total project cost, allowing for the opportunity to fully fund the project across 3 years.
 - By raising these monies as soon as possible, it creates the opportunity to pursue grant funding in a meaningful way, as early as 2021
 - Transportation Alternatives Program (TAP) likely to occur in the next year, requires matching of 20% of total project cost
 - TAP grants have project minimum cost requirements which vary from year to year. In recent times, they have spanned from \$80,000 minimum project cost to \$400,000 minimum project cost.
 - Grant funding is extremely difficult to obtain without dedicated monies set aside
 - Grant funding offers the greatest deal to Amherst taxpayers by covering 80% of the cost of this particular project, especially as road construction in this area will not be happening soon and thus not offer any other cost-savings opportunities.

Two warrant articles are offered for consideration, each with strengths and weaknesses.

Article X1: Amherst Multimodal Facilities Capital Reserve Fund.

To see if the Town will vote to establish a capital reserve fund under RSA 35:1 known as the "Amherst Multimodal Facilities Capital Reserve Fund" for the purpose of making multimodal capital improvements within the town including but not limited to capital construction to support alternative transportation and to provide matching funds for state, federal and private grant programs, and to raise and appropriate the sum of seventy-five thousand dollars (\$75,000) to be added to this fund, so established, and further, the Select Board shall be named agents of the fund and be authorized to make expenditures from the fund.

- This article establishes a general capital reserve fund
- The intent is that this fund could be established, and that the funds this year will be raised to support the Boston Post Road project.
- Strengths
 - A general capital reserve fund offers the greatest flexibility for funding projects across town (town-wide connectivity is in our mission)
 - Language from this article would not mandate that all funding be used exclusively for the Boston Post Road project
 - If TAP grant requires a minimum project cost >\$225,000 (which is likely), by having a general capital reserve fund, it would allow us the ability to include funding additional projects in our grant application.
 - For example: \$400,000 was minimum project cost in the last TAP grant in 2018
 - Funding other, related projects may be included in a grant application and could be necessary to meet project minimum costs
 - Having a general fund provides a clear method for future fundraising of any initiatives without having to recreate a fund each time
 - Specific projects can be pitched over time to add to the fund
 - Surely some initiatives would be successful and others not, but the fund would remain in place
- Weaknesses
 - It is more difficult to convey the value to voters the idea of a general capital reserve fund than it is a specific project and may offer challenges when communicating the intent of the article

Alternate Article X1: *Boston Post Road Sidepath, School Campus Capital Reserve Fund. To see if the Town will vote to establish a capital reserve fund under RSA 35:1 known as the "Boston Post Road Sidepath, School Campus Capital Reserve Fund" for the purpose of designing and constructing a path to support pedestrian and bicycle traffic and to provide matching funds for state, federal and private grant programs, and to raise and appropriate the sum of seventy-five thousand dollars (\$75,000) to be added to this fund, and further, the Select Board shall be named agents of the fund and be authorized to make expenditures from the fund.*

- The intent is that this fund could be established, and that the funds this year will be raised to support the Boston Post Road project. These funds could also be used for required matching portions of grant opportunities.
- This article establishes a capital reserve fund with language that commits to a particular project, the Boston Post Road project
- Strengths
 - It is easier to convey the value to voters the idea of a specific project than it is a general fund
 - This project is the most requested and popular initiative we have before us, and by being very clear about that it may make it easier to have the article be successful
- Weaknesses
 - Language from this article would mandate that all funding be used exclusively for the Boston Post Road project
 - IF the TAP grant requires a minimum project cost >\$225,000 (which is likely) we may be unable to apply for this grant.
 - Committal language to this project alone would PREVENT us the ability to include funding additional projects in our grant application
 - There are very few grants to fund bicycle/pedestrian projects, they often have minimum project costs, and they do not happen very often (For example, last TAP grant was 2018 with minimum project cost of \$400,000)

FY22 Warrant Articles - DRAFT

1	Operating Budget	
2	Contingency Fund	120,000
3	Communications CRF funding	25,000
4	Assessing Revaluation CRF funding	25,000
5	Bridge Repair & Replacement CRF funding	200,000
6	Fire/Rescue Vehicle & Equipment Purchase & Repair CRF funding	257,000
7	Establish & fund CRF for DPW vehicles and equipment replacement	250,000
8	Police Station Renovation - Phase 2	175,000
9	Service Connected Total Disability Tax Credit (3rd and final year)	4,000
10	Open Space Acquisition - Conservation Commission - Bond of \$6,000,000 with annual cap of \$3,000,000	6,000,000
11	Bike/Ped Funding for 1 year of sidewalk at SHS	100,000
12	Establish & fund CRF for Buckmeadow improvements (tentative)	50,000
	TOTAL	7,206,000

Town of Amherst FY22 Operating Budget Summary

Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	10/20/20 FY21 Actual	FY22 Request			Notes
							FY22 Budget	FY22 v FY21 Variance \$	FY22 v FY21 Variance %	
Executive	368,654	389,487	372,499	394,690	468,818	118,062	448,561	-20,257	-4.32%	1
Election, Reg, Vital Stats	178,261	186,245	204,220	204,712	220,623	66,793	213,832	-6,791	-3.08%	2
Financial Admin	276,356	287,078	281,860	298,543	311,458	131,415	318,280	6,822	2.19%	3
Tax Collecting	111,772	113,988	122,490	121,692	137,092	41,001	138,124	1,032	0.75%	4
Property Assessing	157,464	163,992	166,233	183,605	181,166	42,323	182,028	862	0.48%	5
Legal	65,700	33,677	44,935	48,644	45,800	2,716	45,101	-699	-1.53%	6
Personnel Admin.	208,012	207,433	202,410	138,570	226,656	159,513	226,065	-591	-0.26%	7
Planning Department	48,333	33,385	40,850	56,790	110,546	11,092	122,677	12,131	10.97%	8
Zoning	285,518	342,774	353,882	356,239	440,057	132,714	424,996	-15,061	-3.42%	9
Government Buildings	525,087	293,313	276,149	305,829	333,048	76,556	253,942	-79,106	-23.75%	10
Cemeteries	23,382	28,157	49,707	32,276	41,002	15,685	41,698	696	1.70%	
Property/Liability Insurance	129,977	133,355	130,770	129,302	132,526	130,526	139,835	7,309	5.52%	11
Police	2,193,658	2,408,278	2,527,778	2,469,628	2,640,939	770,827	2,830,519	189,580	7.18%	12
Rescue	614,701	599,354	608,322	617,057	637,007	187,529	639,363	2,356	0.37%	13
Fire	592,300	506,116	621,630	591,361	685,840	157,520	687,894	2,054	0.30%	14
Emergency Management	7,055	8,500	8,500	8,500	8,501	8,500	8,501	0	0.00%	
Public Safety Communications	400,876	420,531	438,636	426,635	480,784	147,298	494,508	13,724	2.85%	15
Public Works Admin	475,798	482,234	294,395	360,870	421,944	119,070	419,231	-2,713	-0.64%	16
Dept. Of Public Works	2,040,250	3,269,279	3,060,440	3,645,037	3,470,432	1,124,153	3,393,941	-76,491	-2.20%	17
Street Lighting	24,098	23,520	24,534	26,023	27,350	6,347	25,000	-2,350	-8.59%	
Souhegan Regional Landfill	325,715	324,551	331,131	438,589	391,579	90,344	411,000	19,421	4.96%	18
Landfill	276,375	265,078	283,229	294,239	298,832	96,018	321,154	22,322	7.47%	19
Septic	0	0	0	0	60,356	6,786	60,356	0	0.00%	
Health Administration	2,714	2,604	2,447	2,140	2,159	686	2,156	-3	-0.14%	
Animal Control	400	400	400	400	401	0	401	0	0.00%	
Health & Human Service Agencies	45,000	45,000	45,000	50,000	50,000	50,000	50,000	0	0.00%	
Direct Assistance	4,778	1,194	11,548	10,864	14,326	330	14,326	0	0.00%	
Recreation	332,468	349,168	362,262	391,821	404,545	125,195	426,373	21,828	5.40%	20
Parks	13,524	12,187	12,577	4,690	13,773	5,716	13,443	-330	-2.40%	
Peabody Mill Env. Ctr	6,000	0	0	0	1	0	0	-1	-100.00%	
Library	881,978	930,710	923,375	977,650	1,025,175	305,400	1,037,897	12,722	1.24%	21
Patriotic Purposes	8,612	8,085	8,000	0	8,500	0	8,500	0	0.00%	
Heritage Commission	732	500	380	443	2,572	77	2,608	36	1.40%	
Conservation Commission	13,924	16,811	15,910	19,891	14,991	3,798	16,472	1,481	9.88%	22
Principal Bonds	1,156,000	1,296,017	1,296,017	1,195,302	1,187,927	550,000	1,137,927	-50,000	-4.21%	23
Interest Bonds	172,165	210,614	183,047	152,316	119,650	68,884	100,670	-18,980	-15.86%	24
GRAND TOTAL	11,967,637	13,393,617	13,305,564	13,954,349	14,616,376	4,752,876	14,657,379	41,003	0.28%	

FY22 v FY21 BUDGET CHANGES NOTES

NOTE #	DEPARTMENT	+/-	CHANGES EXPLANATION
1	Executive	-	Wages and benefits lines as a result of personnel changes.
		-	Merit Pay line not funded.
		+	Electricity and Water lines new - transferred from Government Buildings Budget.
		-	Less Special Events planned in FY22
		-	Postage - based on actual history.
		-	Equipment Lease Payments - copier lease costs allocated to individual departments.
2	Elections, Registrations, Vital Stats	-	Elected Officials wages. Pay per hour increased to \$12.00/hour, number of hours reduced due to only one election (Town) in FY22.
		-	Ballot Machine programming due to only one election in FY22.
		-	Computer equipment - deduction of the one-time purchase in FY21 of a laptop computer for the Supervisors of the Checklist.
3	Finance	+	Change for Department Assistant (Grade 6, Step 9) to Executive Assistant (Grade 12, Step 4).
		+	Elected Officials Wages. No pay increase - including budgeting for Deputy Treasurer
		+	Education/Training - Springbrook training to better utilize software and tuition reimbursement.
		+	Dues/Subscriptions - included Payroll Processors Association dues.
		-	Bank Fees - based on actual history
		+	Software Licensing - increase in fees for Springbrook and GovMax.
4	Tax Collector	-	Bank Service Fees (Lockbox) based on actual history.
		+	Software Licensing increase for AMAZE software.
		+	Computer Equipment to initiate the computer replacement plan.
5	Property Assessing & Revals	+	Longevity - Next step in matrix achieved.
		+	Computer Equipment to initiate the computer replacement plan.
		-	Office Equipment - less needs in FY22.
6	Legal	-	CBA legal - based on actual history.
7	Personnel Administration	-	Short Term Disability rate decrease.
		+	Health Reimbursement Account - based on actual history.
8	Planning	+	Master Plan - for work to be performed by Nashua Regional Planning Commission.
		-	Postage - based on actual history.
		+	Equipment Repair - maintenance contract on plotter printer.
9	Zoning	-	Health and Dental Insurances due to plan participation changes.
		+	Telephone - based on actual history.
		+	Software Licenses
		-	Mileage - based on actual history.
10	Government Buildings	-	Electricity and Water transferred to individual department budgets.
		+	Facility Maintenance/Repairs - addition of Buckmeadow.
		+	Alarms - addition of Buckmeadow.
		+	Trash Removal - addition of Buckmeadow.
11	Property/Liability Insurance	+	Rate increase.

FY22 v FY21 BUDGET CHANGES NOTES

NOTE #	DEPARTMENT	+/-	CHANGES EXPLANATION
12	Police	+	CBA costs - year 2 of the contract
		-	Traffic Aides - personnel changes
		-	Health and Dental Insurances due to plan participation changes.
		+	NH Retirement rate increase from 28.43% to 33.88% (up 5.45%)
		-	Longevity - Personnel changes
		+	Custodian - more square footage in building after renovation.
		+	Electricity and Water lines new - transferred from Government Buildings Budget.
		+	Vehicle Repairs - Cruisers are older due to no new ones purchased in FY20.
		+	Tires - Cruisers are older due to no new ones purchased in FY20.
		+	Cruisers - cost of new cruisers
		-	Motorcycle Lease - Paid off.
13	Rescue	+	OT - new line broken out from wages.
		+	Supplemental Insurance rates
		+	Ambulance Billing Fee - this is a contracted percentage of revenue processed.
		-	ALS Supplies - based on actual history.
		-	Oxygen - based on actual history.
14	Fire	+	NH Retirement rate increase from 30.09% to 32.99% (up 2.9%)
		+	Electricity and Water transferred from Government Buildings budget.
		-	Heat - based on actual history.
		+	Vehicle Repairs - based on actual history.
		+	Equipment Lease Payment - copier lease formerly in Executive budget.
15	Communications	+	Proposed creation of Assistant Communication Center Coordinator position.
		-	Wages overall net decrease due to personnel changes.
		+	Health and Dental Insurances due to plan participation changes.
		+	Telephone - based on actual history.
16	Public Works Admin.	+	Part Time Wages - number of hours increased.
		-	Health and Dental Insurances due to plan participation changes.
		+	Engineering - based on actual history.
		+	Telephone - based on actual history.
		+	Electricity and Water transferred from Government Buildings budget.
17	DPW Operations	+	Physicals/Drug Tests - stricter standards in testing compliance.
		+	Vehicle Repairs - electronic parts costing more to purchase and install.
		+	Pennichuck Water Main Assessment - rates increase and anticipated new hydrants due to development
		+	Line Striping - bids received 50% over prior years costs.
		+	Outside Hire - Included gravel crushing contract in this line. Formerly in gravel line.
		+	Equipment Lease/Rental Payments based on actual history.
		+	Fuel Tank Testing due to State inspection costs increased.
		-	Street Sweeping due to reduced sand program.
		-	Catch Basins due to reduced sand program.
		+	Oil & Grease due to newer vehicles requiring synthetic oils.
		-	Diesel based on actual history.
		+	Salt due to price per ton, no additional tonnage used.
		-	Sand due to reduction program.
		-	Gravel due to recording the gravel crushing contract in the Outside Hire line.
+	Road Rebuild due to \$100,000/year increase as per seven year plan.		
-	Equipment Lease Payments - proposed CRF be established instead of leasing \$46,500 covers the already-committed lease payments in FY22.		
18	Souhegan Regional Landfill	+	Estimated 5% increase in rates.
		+	Health and Dental Insurances due to plan participation changes.

FY22 v FY21 BUDGET CHANGES NOTES

NOTE #	DEPARTMENT	+/-	CHANGES EXPLANATION
19	Landfill	+	Waste Disposal due to C&D tipping fees increase.
		+	Electricity based on actual history.
		+	Bank & Credit Card fees based on actual history.
		+	Landfill Waste Oil based on actual history.
20	Recreation	+	Electricity and Water transferred from Government Buildings budget.
		+	Heat due to additional of Buckmeadow.
		+	Gasoline due to addition of Buckmeadow maintenance.
		+	Diesel due to additional of Buckmeadow maintenance.
		+	Equipment lease payments increased due to including copier leases in individual department budgets (formerly all recorded in Executive)
21	Library	+	Electricity and Water transferred from Government Buildings budget.
		-	Heat based on actual history.
		+	Software License due to increases in fees.
		-	Office Supplies based on actual history.
22	Conservation	+	Invasives Mitigation to cover invasive insects.
		+	Educational Outreach for additional educational materials.
23	Bonds Principle	-	Reduced due to paying off Spring Road loan in FY21.
24	Bonds Interest	-	Diminishing interest costs on all loans.
		-	Spring Road loan paid off in FY21.

FY22 BUDGET REQUEST

10/20/2020

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4130- 10- 1110	Wages, Full Time Permanent	151,255	154,927	154,392	167,765	172,705	50,783	168,106	-4,599	-2.66%
01- 4130- 10- 1115	Wages, Part Time Permanent	3,884	3,780	3,971	2,839	4,402	516	4,322	-80	-1.82%
01- 4130- 10- 1130	Elected Officials	24,300	23,400	23,400	23,400	23,400	7,200	23,400	0	0.00%
01- 4130- 10- 1131	Moderator Wages	871	338	819	675	890	0	900	10	1.12%
01- 4130- 10- 1132	Merit Pay	0	0	0	0	5,000	0	0	-5,000	-100.00%
01- 4130- 10- 1140	Overtime	0	0	0	0	1	484	1	0	0.00%
01- 4130- 10- 1210	Health Insurance	34,432	34,016	27,693	38,192	36,389	5,741	16,995	-19,394	-53.30%
01- 4130- 10- 1211	Dental Insurance	3,256	3,155	1,598	1,426	1,577	502	2,223	646	40.96%
01- 4130- 10- 1220	Social Security	12,117	12,175	11,789	12,853	12,997	4,152	12,197	-800	-6.16%
01- 4130- 10- 1225	Medicare	2,834	2,840	2,757	3,006	3,040	971	2,853	-187	-6.15%
01- 4130- 10- 1230	Deferred Compensation	8,319	8,217	4,816	6,221	9,499	2,496	9,246	-253	-2.66%
01- 4130- 10- 1266	Sick Leave Incentive	3,240	3,121	3,267	3,311	3,239	1,719	3,239	0	0.00%
01- 4130- 10- 1290	Longevity	0	0	0	0	1	0	1	0	0.00%
01- 4130- 20- 1294	Educate & Training/Prof Dev.	2,312	1,988	13,123	2,431	5,000	40	5,000	0	0.00%
01- 4130- 30- 2335	Records Retention	0	0	0	0	1	0	1	0	0.00%
01- 4130- 30- 2341	Telephone	11,490	11,250	13,544	8,268	6,026	1,744	6,025	-1	-0.02%
01- 4130- 30- 2342	Cable Access Channel	7,953	29,256	16,287	13,237	21,000	5,790	21,000	0	0.00%
01- 4130- 30- 2343	Internet Service	0	0	0	0	2,400	580	2,400	0	0.00%
01- 4130- 30- 2374	Custodian	7,374	6,640	6,640	6,640	6,700	1,660	6,700	0	0.00%
01- 4130- 30- 2381	Outside Hire Professional Svcs	1,000	0	7,703	0	1	0	1	0	0.00%
01- 4130- 30- 2392	Outside Hire - Web Sites	4,566	1,900	1,900	1,995	1,900	0	2,000	100	5.26%
01- 4130- 30- 2395	Outside Hire IT	55,313	56,519	38,580	61,627	100,000	24,459	100,000	0	0.00%
01- 4130- 40- 2410	Electricity	0	0	0	0	0	0	11,000	11,000	New line
01- 4130- 40- 2411	Heat	3,478	3,695	4,304	5,509	6,000	23	6,000	0	0.00%
01- 4130- 40- 2412	Water	0	0	0	0	0	0	2,600	2,600	New line
01- 4130- 40- 2430	Equipment Repair & Maintenance	0	0	62	0	100	445	100	0	0.00%
01- 4130- 40- 2440	Equipment Rental	4,802	4,904	5,161	5,655	0	0	0	0	0.00%
01- 4130- 50- 2550	Printing	3,228	2,104	1,760	548	3,500	349	3,500	0	0.00%
01- 4130- 50- 2551	Advertising	873	755	1,171	1,163	1,100	135	1,100	0	0.00%
01- 4130- 50- 2552	Town Report	2,645	2,746	1,963	2,085	2,250	0	2,250	0	0.00%
01- 4130- 50- 2553	Record Binding	0	0	0	0	100	0	100	0	0.00%
01- 4130- 50- 2560	Dues & Subscriptions	11,475	11,766	13,300	13,528	12,000	199	13,700	1,700	14.17%
01- 4130- 50- 2565	Software Licenses	420	2,010	2,963	2,252	5,300	4,562	5,300	0	0.00%
01- 4130- 50- 2581	Travel (Convention Hotels)	0	134	0	0	400	0	400	0	0.00%
01- 4130- 60- 2620	Office Supplies	2,329	1,854	1,899	1,522	2,000	193	2,000	0	0.00%
01- 4130- 60- 2621	Computer Supplies	80	1,079	690	1,209	1,200	1,900	1,200	0	0.00%
01- 4130- 60- 2625	Postage	1,525	2,880	5,052	5,470	5,500	526	5,000	-500	-9.09%
01- 4130- 60- 2635	Gasoline	501	239	0	0	0	0	0	0	0.00%
01- 4130- 70- 2740	New Equipment Capital	1,889	219	844	0	0	0	1	1	New line
01- 4130- 80- 2618	Special Events & Supplies	0	0	0	0	3,000	0	1,000	-2,000	-66.67%
01- 4130- 80- 2762	Equipment Lease Payment	0	0	0	0	8,000	895	4,000	-4,000	-50.00%
01- 4130- 80- 2820	Mileage	210	0	225	0	200	0	200	0	0.00%
01- 4130- 80- 2825	Meetings & Conferences	683	1,581	824	1,862	2,000	0	2,500	500	25.00%
TOTAL EXECUTIVE		368,654	389,487	372,499	394,690	468,818	118,062	448,561	-20,257	-4.32%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
Acct Number	Election, Reg & Vital Stats	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4140- 10- 1110	Town Clerk Wages	54,616	62,379	58,552	65,208	66,456	20,467	66,518	62	0.09%
01- 4140- 10- 1111	Full Time Wages	46,806	46,851	49,816	49,006	52,520	17,210	53,581	1,061	2.02%
01- 4140- 10- 1115	Part Time Wages-Town Clerk	1,370	0	795	640	1	0	1	0	0.00%
01- 4140- 10- 1130	Supervisor Of Check List, Wages	3,750	1,549	3,901	4,451	4,200	592	2,496	-1,704	-40.57%
01- 4140- 10- 1210	Health Insurance	28,917	39,634	46,674	46,295	50,732	15,531	50,686	-46	-0.09%
01- 4140- 10- 1211	Dental Insurance	1,811	2,184	2,141	1,904	1,902	605	1,975	73	3.84%
01- 4140- 10- 1220	Social Security	7,757	7,225	7,249	7,200	7,910	2,374	7,725	-185	-2.34%
01- 4140- 10- 1225	Medicare	1,814	1,684	1,695	1,684	1,850	555	1,807	-43	-2.32%
01- 4140- 10- 1230	Deferred Compensation	5,968	5,787	6,281	6,265	6,544	2,008	6,605	61	0.93%
01- 4140- 10- 1266	Sick Leave Incentive	479	25	200	73	2,409	1,200	2,400	-9	-0.37%
01- 4140- 10- 1290	Longevity	1,250	1,250	1,750	1,750	2,000	0	2,000	0	0.00%
01- 4140- 50- 2551	Advertising	129	165	167	181	170	0	200	30	17.65%
01- 4140- 50- 2562	Ballot Machine Programing	6,470	3,525	6,437	787	6,800	0	800	-6,000	-88.24%
01- 4140- 50- 2565	Software Licenses	6,622	6,732	7,222	7,264	7,078	296	7,486	408	5.76%
01- 4140- 60- 2610	Supplies - General	2,920	1,213	1,323	2,221	1,100	1,324	2,000	900	81.82%
01- 4140- 60- 2620	Office Supplies	2,132	1,765	2,464	5,411	2,000	2,086	2,000	0	0.00%
01- 4140- 60- 2621	Computer Equipment	0	0	966	0	1,400	2,545	1	-1,399	-99.93%
01- 4140- 60- 2625	Postage	2,068	3,541	3,827	4,128	4,000	0	4,000	0	0.00%
01- 4140- 70- 2740	New Equipment	3,254	0	1,429	0	800	0	800	0	0.00%
01- 4140- 80- 2820	Mileage	19	0	0	244	1	0	1	0	0.00%
01- 4140- 80- 2825	Meetings & Conferences	110	735	1,330	0	750	0	750	0	0.00%
TOTAL ELECTION, REG, VITAL STATS		178,261	186,245	204,220	204,712	220,623	66,793	213,832	-6,791	-3.08%
Acct Number	Financial Administration	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4150- 10- 1110	Accounting Wages	115,509	136,069	146,121	138,834	140,279	44,611	141,544	1,265	0.90%
01- 4150- 10- 1115	Part Time Accounting	1,151	1,458	700	400	802	135	790	-12	-1.50%
01- 4150- 10- 1130	Treasurer Wages	13,807	13,500	13,250	13,833	13,500	4,077	13,834	334	2.47%
01- 4150- 10- 1140	Overtime	0	0	0	0	0	0	1	1	New Line
01- 4150- 10- 1210	Health Insurance	19,779	29,090	31,449	34,734	38,063	11,701	38,028	-35	-0.09%
01- 4150- 10- 1211	Dental Insurance	2,143	2,043	1,308	1,038	1,067	331	1,077	10	0.94%
01- 4150- 10- 1220	Social Security	9,152	10,112	10,203	9,765	9,767	3,068	9,683	-84	-0.86%
01- 4150- 10- 1225	Medicare	2,140	2,360	2,386	2,284	2,284	718	2,264	-20	-0.88%
01- 4150- 10- 1230	Deferred Compensation	6,050	7,056	6,378	7,355	7,715	2,354	7,785	70	0.91%
01- 4150- 10- 1266	Sick Leave Incentive	2,625	2,154	2,584	2,171	2,945	0	2,945	0	0.00%
01- 4150- 20- 1294	Educat & Training/Prof Dev.	0	0	124	5,053	1,200	0	3,847	2,647	220.58%
01- 4150- 30- 2301	Auditing	20,000	21,000	24,300	17,400	19,100	16,710	19,400	300	1.57%
01- 4150- 30- 2381	Outside Hire Professional Svcs	39,322	0	0	0	0	0	0	0	0.00%
01- 4150- 50- 2560	Dues & Subscriptions	105	70	35	20	35	274	285	250	714.29%
01- 4150- 50- 2561	Bank Charges and Fees	19,105	15,227	22,809	16,530	18,000	4,520	15,300	-2,700	-15.00%
01- 4150- 50- 2565	Software Licenses	0	0	0	0	53,100	42,386	58,146	5,046	9.50%
01- 4150- 60- 2620	Office Supplies	3,644	2,195	3,768	3,097	3,600	531	3,350	-250	-6.94%
01- 4150- 60- 2621	Computer Software & Supplies	21,648	44,704	16,447	45,987	0	0	0	0	0.00%
01- 4150- 80- 2820	Mileage	177	38	0	43	1	0	1	0	0.00%
TOTAL FINANCIAL ADMIN		276,356	287,078	281,860	298,543	311,458	131,415	318,280	6,822	2.19%
Acct Number	Tax Collecting	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4151- 10- 1110	Tax Collector Wages	61,678	62,379	63,879	65,208	66,456	20,457	66,518	62	0.09%
01- 4151- 10- 1140	Overtime Tax	3,835	292	0	3,010	4,266	384	4,269	3	0.07%
01- 4151- 10- 1210	Health Insurance	24,471	27,419	30,081	31,196	33,043	10,524	34,202	1,159	3.51%
01- 4151- 10- 1211	Dental Insurance	1,625	1,621	1,658	1,684	1,778	538	1,749	-29	-1.63%
01- 4151- 10- 1220	Social Security	4,077	3,844	3,928	4,162	4,524	1,328	4,466	-58	-1.28%
01- 4151- 10- 1225	Medicare	954	896	919	973	1,058	311	1,045	-13	-1.23%
01- 4151- 10- 1230	Deferred Compensation	3,392	3,310	3,517	3,586	3,655	1,125	3,659	4	0.11%
01- 4151- 10- 1266	Sick Leave Incentive	810	956	1,001	600	1,000	1,599	1,000	0	0.00%
01- 4151- 10- 1290	Longevity	1,520	1,250	1,250	1,250	1,250	0	1,250	0	0.00%
01- 4151- 20- 1294	Educat & Training/Prof Dev.	0	0	0	0	700	0	700	0	0.00%
01- 4151- 30- 2340	Banking Services (Lockbox)	0	0	0	0	4,800	2,028	3,500	-1,300	-27.08%
01- 4151- 30- 2391	Registry Fees	351	521	353	181	700	95	700	0	0.00%
01- 4151- 30- 2393	Tax Lien & Deed Researach	1,225	856	1,204	0	1,400	156	1,400	0	0.00%
01- 4151- 50- 2560	Dues & Subscriptions	50	20	0	20	60	20	60	0	0.00%
01- 4151- 50- 2565	Software License	0	2,832	3,077	3,146	3,100	148	3,604	504	16.26%
01- 4151- 60- 2620	Office Supplies	1,378	1,507	1,230	1,545	1,700	54	1,700	0	0.00%
01- 4151- 60- 2625	Postage	6,264	6,254	6,264	99	7,000	2,235	7,000	0	0.00%
01- 4151- 60- 2690	Misc. Supplies	0	0	0	5,032	1	0	1	0	0.00%
01- 4151- 80- 2621	Computer Equipment	0	0	4,060	0	300	0	1,000	700	233.33%
01- 4151- 80- 2743	Office Equipment	0	0	0	0	1	0	1	0	0.00%
01- 4151- 80- 2820	Mileage	144	32	70	0	300	0	300	0	0.00%
TOTAL TAX COLLECTING		111,772	113,988	122,490	121,692	137,092	41,001	138,124	1,032	0.75%
Acct Number	Property Assessment & Revals	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4152- 10- 1110	Assessing Wages	55,886	56,597	58,011	59,176	60,341	18,564	60,362	21	0.03%
01- 4152- 10- 1140	Overtime Assessing	0	0	0	0	205	0	205	0	0.00%
01- 4152- 10- 1210	Health Insurance	9,085	10,169	11,157	11,586	12,255	3,903	12,685	430	3.51%
01- 4152- 10- 1211	Dental Insurance	866	913	917	519	532	166	539	7	1.32%
01- 4152- 10- 1220	Social Security	3,639	3,611	3,636	3,676	3,893	1,167	3,833	-60	-1.54%
01- 4152- 10- 1225	Medicare	851	844	850	860	911	273	895	-16	-1.76%
01- 4152- 10- 1230	Deferred Compensation	3,074	1,556	1,718	626	3,319	1,021	3,320	1	0.03%
01- 4152- 10- 1266	Sick Leave Incentive	486	1,021	635	662	1,000	0	1,000	0	0.00%
01- 4152- 10- 1290	Longevity	1,250	1,250	1,250	1,250	1,250	0	1,250	0	0.00%
01- 4152- 20- 1294	Educat & Training/Prof Dev.	0	0	0	0	400	0	400	0	0.00%
01- 4152- 30- 2381	Outside Hire Special Project	0	0	0	0	1	0	1	0	0.00%
01- 4152- 30- 2382	Outside Hire - Professional Svcs	74,322	77,039	76,164	76,164	84,000	13,904	84,000	0	0.00%
01- 4152- 30- 2391	Registry Fees	152	0	28	25	200	0	200	0	0.00%
01- 4152- 30- 2394	Tax Maps	0	182	189	189	200	0	200	0	0.00%
01- 4152- 50- 2560	Dues & Subscriptions	20	20	20	40	30	0	30	0	0.00%
01- 4152- 50- 2565	Software License	7,180	9,940	10,279	28,328	10,928	3,140	10,906	-22	-0.20%
01- 4152- 60- 2620	Office Supplies	180	268	253	234	350	186	350	0	0.00%
01- 4152- 60- 2621	Computer Equipment	0	0	470	0	0	0	1,000	1,000	New Line
01- 4152- 60- 2625	Postage	250	449	542	271	600	0	600	0	0.00%
01- 4152- 60- 2670	Books & Periodicals	0	0	0	0	1	0	1	0	0.00%
01- 4152- 80- 2743	Office Equipment	0	0	0	0	500	0	1	-499	-99.80%
01- 4152- 80- 2820	Mileage	223	132	114	0	250	0	250	0	0.00%
TOTAL PROPERTY ASSESSING		157,464	163,992	166,233	183,605	181,166	42,323	182,028	862	0.48%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
Acct Number	Legal Expense	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4153- 30- 2320	Town Counsel	65,674	33,677	43,230	48,644	40,000	2,716	45,000	5,000	12.50%
01- 4153- 30- 2321	Collective Bargaining	0	0	0	0	800	0	100	-700	-87.50%
01- 4153- 30- 2322	Misc. Legal (Code Enforcement)	26	0	1,705	0	5,000	0	0	-5,000	-100.00%
01- 4153- 30- 2323	Cable Negotiations	0	0	0	0	0	0	1	1	New Line
TOTAL LEGAL		65,700	33,677	44,935	48,644	45,800	2,716	45,101	-699	-1.53%
Acct Number	Personnel Administration	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4155- 20- 1214	Short Term Disability Insurance	28,396	29,361	27,459	22,914	22,701	7,329	20,110	-2,591	-11.41%
01- 4155- 20- 1215	Life and Disability Insurance	22,793	23,543	19,836	21,068	18,417	6,123	18,417	0	0.00%
01- 4155- 20- 1250	NH Unemployment	13,524	8,911	0	2,832	6,668	0	6,668	0	0.00%
01- 4155- 20- 1260	Workers Comp Insurance	133,244	138,970	145,636	81,113	169,870	144,427	169,870	0	0.00%
01- 4155- 20- 1280	Health Reimbursement Account	10,054	6,648	9,480	10,642	9,000	1,634	11,000	2,000	22.22%
TOTAL PERSONNEL ADMIN		208,012	207,433	202,410	138,570	226,656	159,513	226,065	-591	-0.26%
Acct Number	Planning Department	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4191- 10- 1115	Planning Board Part Time Wages	0	17	489	2,565	2,446	825	2,593	147	6.01%
01- 4191- 10- 1220	Social Security	0	0	30	159	151	51	161	10	6.62%
01- 4191- 10- 1225	Medicare	0	0	7	37	35	12	38	3	8.57%
01- 4191- 30- 2381	Outside Hire	35,092	18,813	17,836	17,665	7,500	0	7,500	0	0.00%
01- 4191- 30- 2382	Outside Hire-Prof. Serv (Impact Fees)	0	0	0	14,535	1	0	1	0	0.00%
01- 4191- 30- 2430	Equipment Repair & Maintenance	0	0	0	0	0	0	700	700	New Line
01- 4191- 50- 2396	Storm Water II Projects	0	0	0	6,635	40,000	0	40,000	0	0.00%
01- 4191- 50- 2550	Printing	150	50	17	1,022	1,060	0	1,060	0	0.00%
01- 4191- 50- 2551	Advertising	1,222	757	567	566	951	119	951	0	0.00%
01- 4191- 50- 2555	Master Plan	0	0	8,158	0	42,800	0	54,800	12,000	28.04%
01- 4191- 50- 2560	Regional Planning Dues & Fees	10,639	10,289	10,247	10,202	10,062	10,062	10,063	1	0.01%
01- 4191- 60- 2620	Office Supplies	434	829	1,027	568	1,750	23	1,750	0	0.00%
01- 4191- 60- 2625	Postage	797	2,630	2,471	2,836	3,790	0	3,060	-730	-19.26%
TOTAL PLANNING DEPARTMENT		48,333	33,385	40,850	56,790	110,546	11,092	122,677	12,131	10.97%
Acct Number	Zoning Department	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4192- 10- 1110	Zoning Full Time Wages	183,427	225,716	218,335	217,433	250,661	76,070	255,694	5,033	2.01%
01- 4192- 10- 1115	Part Time Wages	3,344	2,506	2,169	1,141	2,446	433	2,593	147	6.01%
01- 4192- 10- 1140	Overtime	530	0	215	110	2,705	0	2,759	54	2.00%
01- 4192- 10- 1210	Health Insurance	53,452	65,172	63,940	75,093	109,903	27,176	88,323	-21,580	-19.64%
01- 4192- 10- 1211	Dental Insurance	3,507	3,929	3,628	3,992	4,950	1,388	3,973	-977	-19.74%
01- 4192- 10- 1220	Social Security	12,371	15,111	14,743	14,019	16,514	5,021	16,186	-328	-1.99%
01- 4192- 10- 1225	Medicare	2,893	3,525	3,448	3,279	3,862	1,174	3,785	-77	-1.99%
01- 4192- 10- 1230	Deferred Compensation	9,409	11,574	11,488	11,103	13,201	4,006	14,063	862	6.53%
01- 4192- 10- 1266	Sick Leave Incentive	444	2,063	2,062	1,260	3,375	2,650	3,375	0	0.00%
01- 4192- 10- 1290	Longevity	0	0	0	0	1	0	1	0	0.00%
01- 4192- 20- 1294	Educat & Training/Prof Dev.	2,880	3,579	1,713	2,398	4,205	45	4,217	12	0.29%
01- 4192- 30- 2341	Telephone	1,280	1,267	4,338	3,029	3,115	1,015	3,360	245	7.87%
01- 4192- 30- 2382	Professional Consultant	0	0	12,247	10,542	5,850	0	5,850	0	0.00%
01- 4192- 30- 2391	Recording Fees (Temporary Acct)	16	0	0	0	0	0	0	0	0.00%
01- 4192- 40- 2425	Vehicle Repairs	135	529	0	196	1,000	432	1,000	0	0.00%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4192- 40- 2430	Equipment Repair & Maintenance	1,723	0	0	0	700	670	690	-10	-1.43%
01- 4192- 50- 2550	Printing	0	0	242	0	3,060	0	3,060	0	0.00%
01- 4192- 50- 2551	Advertising	382	0	743	505	1,320	178	1,320	0	0.00%
01- 4192- 50- 2560	Dues & Subscription	0	0	135	309	1,200	0	1,134	-66	-5.50%
01- 4192- 50- 2565	Software License	5,835	4,815	6,255	9,922	10,130	11,978	12,311	2,181	21.53%
01- 4192- 50- 2615	Uniforms	0	0	0	0	200	90	200	0	0.00%
01- 4192- 60- 2620	Office Supplies	1,200	1,081	1,805	1,386	484	387	484	0	0.00%
01- 4192- 60- 2625	Postage	0	0	0	0	1	0	1	0	0.00%
01- 4192- 60- 2635	Gasoline	285	192	209	253	250	0	275	25	10.00%
01- 4192- 80- 2621	Computer Equipment	0	399	5,027	0	1	0	1	0	0.00%
01- 4192- 80- 2743	Office Equipment	1,557	0	0	0	1	0	1	0	0.00%
01- 4192- 80- 2820	Mileage	847	1,318	1,143	270	922	0	340	-582	-63.12%
TOTAL ZONING		285,518	342,774	353,882	356,239	440,057	132,714	424,996	-15,061	-3.42%
Acct Number	General Government Buildings	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4194- 10- 1110	Full Time Wages - Buildings	47,395	54,197	53,800	55,072	62,629	17,945	60,651	-1,978	-3.16%
01- 4194- 10- 1115	Overtime -Building	1,932	369	637	196	1,253	249	1,968	715	57.06%
01- 4194- 10- 1140	Health Insurance	18,120	20,592	22,289	23,148	23,060	7,798	24,063	1,003	4.35%
01- 4194- 10- 1210	Dental Insurance	915	929	934	952	932	304	938	6	0.64%
01- 4194- 10- 1211	Social Security	3,274	3,491	3,565	3,559	4,086	1,122	3,941	-145	-3.55%
01- 4194- 10- 1220	Medicare	766	814	834	832	956	262	922	-34	-3.56%
01- 4194- 10- 1225	Deferred Compensation	2,577	2,861	3,019	3,029	3,445	987	3,336	-109	-3.16%
01- 4194- 10- 1230	Sick Leave Incentive	1,693	1,045	716	1,275	1,020	0	1,020	0	0.00%
01- 4194- 10- 1266	Longevity	778	778	1,319	1,000	1,000	0	950	-50	-5.00%
01- 4194- 20- 1290	Custodian	1,646	0	0	0	1	0	1	0	0.00%
01- 4194- 20- 1294	Town Clocks	730	500	1,000	500	1,000	0	750	-250	-25.00%
01- 4194- 40- 2410	Town Electricity & Lighting	58,960	60,108	66,519	68,699	72,572	17,025	1	-72,571	-100.00%
01- 4194- 40- 2412	Water	11,453	11,607	12,072	11,918	13,350	2,131	1	-13,349	-99.99%
01- 4194- 40- 2430	Building Repair & Maintenance	338,546	105,318	75,254	91,268	120,000	19,394	125,000	5,000	4.17%
01- 4194- 40- 2433	Alarms	4,731	4,443	3,396	12,983	4,500	600	7,000	2,500	55.56%
01- 4194- 40- 2434	Common Lighting	465	438	442	500	600	93	600	0	0.00%
01- 4194- 40- 2451	Outside Hire Building	18,385	18,317	22,225	28,466	17,000	6,517	17,000	0	0.00%
01- 4194- 50- 2545	Trash Removal	6,822	1,320	6,101	-212	1,644	340	1,800	156	9.49%
01- 4194- 60- 2630	Maintenance Supplies	5,900	6,186	2,028	2,644	4,000	1,790	4,000	0	0.00%
TOTAL GOVERNMENT BUILDINGS		525,087	293,313	276,149	305,829	333,048	76,556	253,942	-79,106	-23.75%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4195- 10- 1110	Wages, Cemetery	5,123	1,825	2,953	2,598	3,060	1,561	3,226	166	5.42%
01- 4195- 10- 1115	Part Time Wages-Cemetery	7,935	12,717	21,621	13,519	22,950	8,428	22,922	-28	-0.12%
01- 4195- 10- 1140	Overtime - Cemetery	372	2,809	1,098	1,585	1,020	0	1,125	105	10.29%
01- 4195- 10- 1210	Health Insurance	1,775	672	516	1,124	700	0	1,280	580	82.86%
01- 4195- 10- 1211	Dental Insurance	111	41	30	91	70	0	50	-20	-28.57%
01- 4195- 10- 1220	Social Security	822	1,068	1,589	1,284	1,676	619	1,631	-45	-2.68%
01- 4195- 10- 1225	Medicare	192	250	372	300	392	145	381	-11	-2.81%
01- 4195- 10- 1230	Deferred Compensation	240	26	182	338	168	86	177	9	5.36%
01- 4195- 10- 1266	Sick Leave Incentive	0	0	0	0	0	0	0	0	
01- 4195- 10- 1290	Longevity	0	0	0	0	0	0	50	50	
01- 4195- 40- 2410	Electricity - Cemetery	292	311	466	268	790	229	790	0	0.00%
01- 4195- 40- 2412	Water	87	200	151	309	300	116	350	50	16.67%
01- 4195- 40- 2430	Equipment Repair & Maintenance	689	1,648	1,462	1,562	1,900	1,016	1,900	0	0.00%
01- 4195- 40- 2432	Headstone Repair	93	309	142	0	200	0	100	-100	-50.00%
01- 4195- 40- 2451	Outside Hire	1,827	1,004	15,599	4,127	2,700	2,000	2,700	0	0.00%
01- 4195- 40- 2470	Tree Care	1,000	0	0	0	900	0	450	-450	-50.00%
01- 4195- 50- 2560	Dues & Subscriptions	210	255	240	120	700	148	1,040	340	48.57%
01- 4195- 60- 2610	Supplies - General	2,480	4,682	3,085	4,053	3,275	1,337	3,275	0	0.00%
01- 4195- 60- 2667	Loam	0	0	0	0	1	0	1	0	0.00%
01- 4195- 70- 2740	New Equipment Capital	0	0	0	998	0	0	0	0	0.00%
01- 4195- 80- 2612	Equipment Purchases	133	340	200	0	200	0	250	50	25.00%
TOTAL CEMETERIES		23,382	28,157	49,707	32,276	41,002	15,685	41,698	696	1.70%
Acct Number	Property/Liability Insurance	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4196- 50- 2525	Property/Liability Insurance	127,977	133,355	131,770	129,302	130,526	130,526	137,835	7,309	5.60%
01- 4196- 50- 2529	Insurance Deductible	2,000	0	-1,000	0	2,000	0	2,000	0	0.00%
TTL PROPERTY/LIABILITY INSURANCE		129,977	133,355	130,770	129,302	132,526	130,526	139,835	7,309	5.52%
Acct Number	Police Department	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4210- 10- 1110	Wages Full Time Officers	1,105,666	974,059	1,051,644	1,055,444	1,060,614	362,146	1,112,842	52,228	4.92%
01- 4210- 10- 1111	Wages Full Time Clerical	56,408	56,597	56,205	56,900	60,341	21,952	60,362	21	0.03%
01- 4210- 10- 1112	Police Chief & Lieutenants	0	252,376	250,831	253,623	275,808	48,045	277,618	1,810	0.66%
01- 4210- 10- 1115	Wages Part Time Officers	39	0	0	0	250	0	250	0	0.00%
01- 4210- 10- 1116	Wages Part Time Clerical	0	0	0	0	1	0	1	0	0.00%
01- 4210- 10- 1119	Traffic Aides-Wages	16,558	16,524	18,873	11,958	20,017	2,093	19,271	-746	-3.73%
01- 4210- 10- 1140	Overtime	85,437	75,021	96,630	76,976	94,000	25,620	97,775	3,775	4.02%
01- 4210- 10- 1141	Overtime-Clerical	5,929	6,429	3,515	4,076	6,789	1,132	6,791	2	0.03%
01- 4210- 10- 1210	Health Insurance	290,519	318,967	315,026	307,526	329,490	96,731	367,791	38,301	11.62%
01- 4210- 10- 1211	Dental Insurance	20,599	21,971	21,955	24,419	23,151	7,232	22,705	-446	-1.93%
01- 4210- 10- 1220	Social Security	5,393	5,067	5,172	4,814	5,419	1,349	5,482	63	1.16%
01- 4210- 10- 1225	Medicare	19,751	21,281	21,622	22,355	22,008	7,200	23,373	1,365	6.20%
01- 4210- 10- 1230	Deferred Compensation	3,082	3,038	3,210	3,255	3,696	1,023	3,320	-376	-10.17%
01- 4210- 10- 1235	Police Group II Retirement	329,507	397,400	404,358	409,610	411,102	128,961	485,992	74,890	18.22%
01- 4210- 10- 1240	Education Reimbursement	2,126	0	0	0	1,400	0	1,400	0	0.00%
01- 4210- 10- 1266	Sick Leave Incentive	18,502	18,829	19,410	20,869	22,000	12,318	22,000	0	0.00%
01- 4210- 10- 1269	Vacation Buyout-Union Contract	10,154	3,412	11,211	3,329	12,000	977	12,000	0	0.00%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4210- 10- 1290	Longevity	10,346	12,357	15,017	15,066	19,000	0	15,750	-3,250	-17.11%
01- 4210- 20- 1294	Educat & Training/Prof Dev.	5,782	6,018	7,947	1,803	7,500	2,930	7,500	0	0.00%
01- 4210- 10- 1295	Educational Incentive	15,288	16,153	19,723	22,145	21,250	6,523	21,250	0	0.00%
01- 4210- 30- 2336	Blood Analysis	-63	0	0	0	250	0	250	0	0.00%
01- 4210- 30- 2337	Crime Lab	612	728	978	927	1,000	230	1,000	0	0.00%
01- 4210- 30- 2341	Telephone	15,053	13,163	14,655	15,001	12,500	4,663	13,000	500	4.00%
01- 4210- 30- 2343	Internet Service	0	0	0	0	2,500	692	2,500	0	0.00%
01- 4210- 30- 2350	Physicals, Alcohol And Drug Testings	760	1,754	1,619	245	1,500	0	1,500	0	0.00%
01- 4210- 30- 2374	Custodian	7,479	7,325	6,922	7,313	8,400	2,397	11,225	2,825	33.63%
01- 4210- 30- 2380	Uniform Cleaning	3,008	3,456	3,962	4,137	4,000	1,021	4,300	300	7.50%
01- 4210- 40- 2410	Electricity	0	0	0	0	0	0	19,800	19,800	New Line
01- 4210- 40- 2411	Heat	897	2,494	3,273	5,233	5,720	9	5,720	0	0.00%
01- 4210- 40- 2412	Water	0	0	0	0	0	0	1,900	1,900	New Line
01- 4210- 40- 2425	Vehicle Repairs	13,086	14,659	14,214	22,453	15,000	5,891	16,000	1,000	6.67%
01- 4210- 40- 2429	Radio Repair	5,938	5,892	6,000	7,566	6,000	1,787	7,000	1,000	16.67%
01- 4210- 40- 2440	Equipment Rental	525	525	500	617	1,860	449	1,860	0	0.00%
01- 4210- 40- 2442	Office Equip Maintenance	1,146	1,200	1,842	1,669	0	0	0	0	0.00%
01- 4210- 50- 2550	Printing	985	1,258	1,000	789	1,200	0	1,200	0	0.00%
01- 4210- 50- 2551	Advertising	376	0	500	0	500	0	500	0	0.00%
01- 4210- 50- 2560	Dues & Subscriptions	750	795	775	748	800	145	800	0	0.00%
01- 4210- 50- 2565	Software License	9,628	11,235	12,322	17,978	15,125	9,066	15,200	75	0.50%
01- 4210- 50- 2580	Public Relations	198	760	804	261	750	0	750	0	0.00%
01- 4210- 60- 2614	Ammunition & Supplies	2,122	1,977	3,552	3,230	3,000	1,828	3,500	500	16.67%
01- 4210- 60- 2615	Uniforms	8,993	12,175	9,801	9,753	9,500	4,311	9,500	0	0.00%
01- 4210- 60- 2620	Office Supplies	1,524	2,418	2,071	1,903	2,500	780	2,500	0	0.00%
01- 4210- 60- 2621	Computer Equipment	5,638	7,833	7,118	7,999	18,000	900	18,000	0	0.00%
01- 4210- 60- 2625	Postage	690	1,741	1,574	907	1,800	66	1,800	0	0.00%
01- 4210- 60- 2635	Gasoline	28,237	32,020	34,559	29,759	43,000	3,370	39,000	-4,000	-9.30%
01- 4210- 60- 2643	Film	196	47	0	100	100	0	100	0	0.00%
01- 4210- 60- 2653	Tools & Equipment	1,655	1,578	1,721	1,808	1,800	316	1,800	0	0.00%
01- 4210- 60- 2654	Tires	5,597	6,258	6,579	7,291	7,000	273	7,500	500	7.14%
01- 4210- 60- 2660	Vehicle Supplies	621	564	672	887	700	0	800	100	14.29%
01- 4210- 60- 2670	Books & Periodicals (Lawbooks)	593	793	836	1,232	1,000	247	1,200	200	20.00%
01- 4210- 70- 2740	New Equipment Capital	17,407	7,660	6,406	8,509	7,500	6,153	7,500	0	0.00%
01- 4210- 70- 2750	Furniture Fixtures Office Eq.	435	460	498	0	500	0	500	0	0.00%
01- 4210- 70- 2760	New Vehicle Cruisers	52,800	56,260	54,933	16,098	65,673	0	67,315	1,642	2.50%
01- 4210- 70- 2761	Motorcycle Lease	4,392	4,392	4,392	0	4,400	0	1	-4,399	-99.98%
01- 4210- 80- 2811	Prisoner Care	0	0	0	0	25	0	25	0	0.00%
01- 4210- 80- 2825	Meetings & Conferences	1,293	1,359	1,353	1,045	1,500	0	1,500	0	0.00%
TOTAL POLICE		2,193,658	2,408,278	2,527,778	2,469,628	2,640,939	770,827	2,830,519	189,580	7.18%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
Acct Number	Rescue	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4215- 10- 1115	EMS Part Time Wages	498,177	496,838	485,148	502,223	515,484	157,004	512,000	-3,484	-0.68%
01- 4215- 10- 1140	Overtime	0	0	3,872	4,249	0	67	4,338	4,338	New Line
01- 4215- 10- 1220	Social Security	30,887	30,730	30,319	31,400	31,960	9,738	32,013	53	0.17%
01- 4215- 10- 1225	Medicare	7,223	7,183	7,093	7,613	7,475	2,277	7,487	12	0.16%
01- 4215- 20- 1294	Educac & Training/Prof Dev.	3,045	3,265	2,107	230	3,000	0	2,000	-1,000	-33.33%
01- 4215- 20- 1296	Supplemental Volunteer Insurance	4,122	0	4,260	3,524	3,000	3,524	3,600	600	20.00%
01- 4215- 30- 2305	Amb Billing Service Fee	25,878	25,148	31,163	28,489	31,163	5,111	33,124	1,961	6.29%
01- 4215- 30- 2341	Telephone	5,596	5,812	10,401	7,491	5,440	1,943	6,900	1,460	26.84%
01- 4215- 30- 2374	Custodian	2,340	1,150	0	0	0	0	0	0	0.00%
01- 4215- 40- 2411	Heat	897	230	0	0	0	0	0	0	0.00%
01- 4215- 40- 2425	Vehicle Repair Ambulance	10,909	3,758	7,456	7,300	8,000	2,451	9,000	1,000	12.50%
01- 4215- 40- 2429	Radio Repair	0	293	2,944	0	2,500	0	2,500	0	0.00%
01- 4215- 40- 2430	Equipment Repair & Maintenance	1,877	723	2,033	6,306	4,000	2,387	4,000	0	0.00%
01- 4215- 50- 2560	Dues & Subscription	315	315	100	315	100	0	315	215	215.00%
01- 4215- 60- 2615	Uniforms	681	1,696	1,165	1,732	1,400	0	1,400	0	0.00%
01- 4215- 60- 2620	Office Supplies	80	1,001	0	0	0	0	0	0	0.00%
01- 4215- 60- 2621	Computer Equipment	1,008	800	955	780	1,000	416	1,000	0	0.00%
01- 4215- 60- 2625	Postage	81	5	108	0	100	0	100	0	0.00%
01- 4215- 60- 2635	Gasoline	869	813	946	895	935	123	935	0	0.00%
01- 4215- 60- 2636	Diesel Fuel	5,045	7,290	5,304	5,696	7,150	665	7,150	0	0.00%
01- 4215- 60- 2680	ALS Supplies	5,966	5,343	5,913	3,674	6,000	1,190	4,500	-1,500	-25.00%
01- 4215- 60- 2685	Oxygen	1,323	1,252	1,569	1,103	1,700	170	1,400	-300	-17.65%
01- 4215- 60- 2686	BLS Supplies	5,109	4,809	4,463	3,654	5,100	462	5,100	0	0.00%
01- 4215- 60- 2690	Misc. Supplies	1,282	899	379	383	400	0	400	0	0.00%
01- 4215- 70- 2740	New Equipment Capital	1,991	0	623	0	1,000	0	1	-999	-99.90%
01- 4215- 80- 2820	Mileage	0	0	0	0	100	0	100	0	0.00%
TOTAL RESCUE		614,701	599,354	608,322	617,057	637,007	187,529	639,363	2,356	0.37%
Acct Number	Fire	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4220- 10- 1110	Full Time Fire Chief Wages	85,333	84,436	89,662	95,972	98,301	30,246	98,301	0	0.00%
01- 4220- 10- 1111	FullTime Deputy/Inspctor Wages	52,884	73,174	76,502	78,683	82,805	25,478	84,469	1,664	2.01%
01- 4220- 10- 1112	FullTime Captain Wages	71,288	12,240	72,488	74,861	78,458	24,147	80,038	1,580	2.01%
01- 4220- 10- 1114	Part Time Mechanic	8,925	7,588	5,663	9,375	10,978	5,775	11,000	22	0.20%
01- 4220- 10- 1115	Call Pay	97,370	81,942	98,649	75,111	107,100	7,410	100,000	-7,100	-6.63%
01- 4220- 10- 1210	Health Insurance	53,167	36,458	27,777	28,582	53,328	9,132	29,681	-23,647	-44.34%
01- 4220- 10- 1211	Dental Insurance	3,714	2,251	3,065	3,117	4,459	988	3,211	-1,248	-27.99%
01- 4220- 10- 1220	Social Security	6,320	5,447	6,508	5,040	7,321	764	6,881	-440	-6.01%
01- 4220- 10- 1225	Medicare	4,739	3,908	5,324	5,198	5,562	1,445	5,432	-130	-2.34%
01- 4220- 10- 1230	Deferred Compensation	67	207	315	186	0	0	0	0	0.00%
01- 4220- 10- 1235	Group II Retirement-Fire	62,490	55,157	77,125	75,472	78,102	23,722	86,948	8,846	11.33%
01- 4220- 10- 1266	Sick Leave Incentive	7,541	5,189	4,537	7,607	4,817	1,752	4,817	0	0.00%
01- 4220- 10- 1269	Vacation Buyout	1,833	0	0	0	0	0	0	0	0.00%
01- 4220- 10- 1290	Longevity	500	500	500	750	750	0	750	0	0.00%
01- 4220- 20- 1294	Educac & Training/Prof Dev.	4,790	8,218	3,931	1,179	10,000	0	7,000	-3,000	-30.00%
01- 4220- 20- 1296	Supplemental Fire Insurance	3,107	3,243	3,243	2,013	3,000	3,524	3,600	600	20.00%
01- 4220- 30- 2341	Telephone	7,118	7,264	14,725	9,156	4,700	1,674	7,700	3,000	63.83%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4220- 30- 2343	Internet	0	0	0	0	3,050	730	3,081	31	1.02%
01- 4220- 30- 2350	Physicals, Alcohol And Drug Testings	4,872	2,202	2,060	827	2,500	0	2,500	0	0.00%
01- 4220- 30- 2351	Vaccinations	0	0	0	0	1	0	1	0	0.00%
01- 4220- 30- 2374	Custodian	3,490	3,156	3,156	3,156	3,156	789	3,156	0	0.00%
01- 4220- 40- 2410	Electricity	0	0	0	0	0	0	13,650	13,650	New Line
01- 4220- 40- 2411	Heat	8,814	9,424	8,362	7,641	10,395	514	8,500	-1,895	-18.23%
01- 4220- 40- 2412	Water	0	0	0	0	0	0	4,700	4,700	New Line
01- 4220- 40- 2425	Vehicle Repairs	13,168	8,478	24,421	20,991	13,000	2,729	18,000	5,000	38.46%
01- 4220- 40- 2430	Equipment Repair & Maintenance	6,915	3,851	5,770	3,869	4,000	369	4,000	0	0.00%
01- 4220- 50- 2560	Dues & Subscriptions	5,266	4,905	5,469	6,062	5,500	3,833	6,100	600	10.91%
01- 4220- 60- 2610	Supplies - General	1,209	2,393	1,363	2,276	2,000	309	2,500	500	25.00%
01- 4220- 60- 2615	Uniforms	2,259	1,302	1,821	887	2,000	0	2,000	0	0.00%
01- 4220- 60- 2616	Protective Clothing	21,750	21,881	30,531	17,837	21,940	2,235	21,940	0	0.00%
01- 4220- 60- 2620	Office Supplies	475	350	543	769	2,000	0	2,000	0	0.00%
01- 4220- 60- 2621	Computer Equipment	2,063	3,435	3,793	6,100	3,466	4,867	3,466	0	0.00%
01- 4220- 60- 2624	Education and Prevention	0	0	1,499	1,368	1,500	0	1,500	0	0.00%
01- 4220- 60- 2625	Postage	218	296	289	184	300	127	300	0	0.00%
01- 4220- 60- 2635	Gasoline	1,736	2,924	3,687	2,860	3,952	372	3,700	-252	-6.38%
01- 4220- 60- 2636	Diesel Fuel	3,580	3,793	3,104	2,908	4,399	374	4,399	0	0.00%
01- 4220- 60- 2651	Breathing Apparatus	25,198	26,343	17,241	23,858	26,500	0	25,000	-1,500	-5.66%
01- 4220- 60- 2652	Radios And Pagers	5,761	7,672	8,361	2,963	8,000	0	8,000	0	0.00%
01- 4220- 60- 2653	Tools & Equipment	12,251	14,431	10,148	14,503	15,000	4,212	15,000	0	0.00%
01- 4220- 60- 2654	Tires	2,522	2,059	0	0	3,000	0	3,000	0	0.00%
01- 4220- 80- 2762	Equipment Lease Payment	0	0	0	0	0	0	1,273	1,273	New Line
01- 4220- 80- 2820	Mileage	-432	0	0	0	500	0	300	-200	-40.00%
TOTAL FIRE		592,300	506,116	621,630	591,361	685,840	157,520	687,894	2,054	0.30%
Acct Number	Emergency Management	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4290- 50- 2560	CodeRed Software	7,055	8,500	8,500	8,500	8,500	8,500	8,500	0	0.00%
01- 4290- 70- 2740	New Equipment	0	0	0	0	1	0	1	0	0.00%
TOTAL EMERGENCY MANAGEMENT		7,055	8,500	8,500	8,500	8,501	8,500	8,501	0	0.00%
Acct Number	Public Safety Communications	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4299- 10- 1110	Public Safety - Full Time Wages	219,677	227,051	241,162	219,818	255,897	72,906	248,893	-7,004	-2.74%
01- 4299- 10- 1115	Public Safety - Part Time Wages	14,774	23,359	17,969	23,355	19,063	6,928	20,552	1,489	7.81%
01- 4299- 10- 1140	Overtime Public Safety	15,028	15,329	16,155	19,612	17,000	5,347	21,128	4,128	24.28%
01- 4299- 10- 1210	Health Insurance	92,420	94,566	98,673	102,714	116,190	40,927	140,635	24,445	21.04%
01- 4299- 10- 1211	Dental Insurance	5,138	5,319	5,907	4,824	6,137	1,663	2,611	-3,526	-57.45%
01- 4299- 10- 1220	Social Security	15,759	17,669	18,357	16,590	18,389	5,070	18,047	-342	-1.86%
01- 4299- 10- 1225	Medicare	3,685	4,122	4,293	3,880	4,301	1,186	4,221	-80	-1.86%
01- 4299- 10- 1230	Deferred Compensation	10,695	10,831	11,557	8,723	14,074	2,461	8,693	-5,381	-38.23%
01- 4299- 10- 1266	Sick Leave Incentive	1,728	3,259	2,409	4,333	3,332	487	3,332	0	0.00%
01- 4299- 10- 1290	Longevity	0	500	1,253	1,281	1,300	0	500	-800	-61.54%
01- 4299- 20- 1294	Educat & Training/Prof Dev.	1,720	0	425	0	1,500	0	0	-1,500	-100.00%
01- 4299- 30- 2341	Telephone	4,638	6,503	7,738	8,806	5,500	1,641	6,000	500	9.09%
01- 4299- 30- 2343	Internet Service	0	0	0	0	2,500	486	3,000	500	20.00%
01- 4299- 30- 2350	Physicals, Alcohol And Drug Testings	125	525	0	325	750	0	750	0	0.00%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4299- 30- 2430	Equipment Repair & Maintenance	0	0	0	0	1,250	955	1,250	0	0.00%
01- 4299- 40- 2425	Vehicle Repairs - Public Safety	1,210	757	875	900	0	0	0	0	0.00%
01- 4299- 40- 2440	Equipment Rental	0	0	0	0	0	0	1,295	1,295	New Line
01- 4299- 50- 2560	Dues & Subscription	331	331	331	339	350	345	350	0	0.00%
01- 4299- 50- 2565	Software Licenses	0	0	0	0	7,500	5,719	7,500	0	0.00%
01- 4299- 60- 2615	Uniforms	1,264	1,752	529	831	1,700	590	1,700	0	0.00%
01- 4299- 60- 2620	Office Supplies	313	111	328	17	500	42	500	0	0.00%
01- 4299- 60- 2621	Computer Equipment	11,490	8,498	8,572	9,802	2,500	545	2,500	0	0.00%
01- 4299- 60- 2625	Postage	0	0	0	0	50	0	50	0	0.00%
01- 4299- 60- 2690	Misc. Supplies	132	50	0	0	0	0	0	0	0.00%
01- 4299- 70- 2740	New Equipment Capital	750	0	2,103	485	0	0	0	0	0.00%
01- 4299- 80- 2612	Equipment Purchase	0	0	0	0	1,000	0	1,000	0	0.00%
01- 4299- 80- 2820	Mileage	0	0	0	0	1	0	1	0	0.00%
TOTAL PUBLIC SAFETY COMMUNICATIONS		400,876	420,531	438,636	426,635	480,784	147,298	494,508	13,724	2.85%
Acct Number	Public Works Administration	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4311- 10- 1110	Full Time Wages-DPW	272,220	267,275	149,520	199,609	245,556	70,707	235,498	-10,058	-4.10%
01- 4311- 10- 1115	PT Wages - DPW	12,944	15,905	20,472	20,706	19,933	6,690	27,230	7,297	36.61%
01- 4311- 10- 1116	Wages-Other-Stormwater DPW	7,380	12,651	19,328	8,684	14,790	0	14,419	-371	-2.51%
01- 4311- 10- 1140	Overtime Public Works Admin	13,396	13,513	1,429	793	1,020	125	1,045	25	2.45%
01- 4311- 10- 1210	Health Insurance	44,314	43,032	20,919	31,110	53,813	9,910	32,209	-21,604	-40.15%
01- 4311- 10- 1211	Dental Insurance	3,326	3,185	2,330	3,712	1,235	1,242	3,499	2,264	183.32%
01- 4311- 10- 1220	Social Security	20,352	20,638	12,867	16,274	17,441	5,593	17,295	-146	-0.84%
01- 4311- 10- 1225	Medicare	4,760	4,822	3,009	3,806	4,079	1,308	4,045	-34	-0.83%
01- 4311- 10- 1230	Deferred Compensation	13,648	11,879	7,770	11,009	13,506	3,889	12,952	-554	-4.10%
01- 4311- 10- 1266	Sick Leave Incentive	5,577	6,703	2,400	5,048	4,320	3,514	4,320	0	0.00%
01- 4311- 10- 1290	Longevity	2,500	2,547	500	750	750	0	750	0	0.00%
01- 4311- 20- 1294	Educate & Training/Prof Dev.	714	2,365	2,653	1,190	3,000	625	3,000	0	0.00%
01- 4311- 30- 2310	Engineering	45,396	45,205	7,200	7,828	5,000	0	7,500	2,500	50.00%
01- 4311- 30- 2341	Telephone	8,307	8,394	11,653	12,571	4,000	880	5,500	1,500	37.50%
01- 4311- 30- 2343	Internet	0	0	0	0	3,800	761	3,500	-300	-7.89%
01- 4311- 30- 2374	Custodian	2,661	2,210	2,210	2,553	2,400	510	2,600	200	8.33%
01- 4311- 30- 2396	Storm Water II Projects	2,714	3,208	2,138	2,195	2,500	0	2,500	0	0.00%
01- 4311- 40- 2410	Electricity	0	0	0	0	0	0	12,500	12,500	New Line
01- 4311- 40- 2411	Heat	2,426	3,805	7,995	3,802	7,500	75	7,500	0	0.00%
01- 4311- 40- 2412	Water	0	0	0	0	0	0	1,068	1,068	New Line
01- 4311- 40- 2430	Equipment Repair & Maintenance	7,561	8,170	11,066	14,803	7,500	2,242	9,000	1,500	20.00%
01- 4311- 50- 2551	Advertising	447	2,274	1,137	1,095	2,000	0	1,500	-500	-25.00%
01- 4311- 50- 2560	Dues & Subscriptions	605	776	2,050	1,864	2,100	3,509	3,000	900	42.86%
01- 4311- 60- 2620	Office Supplies	3,798	2,796	3,434	4,630	3,000	1,435	3,000	0	0.00%
01- 4311- 60- 2621	Computer Equipment	0	0	0	5,666	1,500	5,000	2,000	500	33.33%
01- 4311- 60- 2625	Postage	304	189	1,783	382	200	17	300	100	50.00%
01- 4311- 70- 2750	Furniture Fixtures Office Eq.	432	692	125	789	1,000	1,038	1,500	500	50.00%
01- 4311- 80- 2820	Mileage	16	0	409	0	1	0	1	0	0.00%
TOTAL PUBLIC WORKS ADMIN		475,798	482,234	294,395	360,870	421,944	119,070	419,231	-2,713	-0.64%
Acct Number	Department of Public Works	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4312- 10- 1110	Crew Wages	427,583	415,700	483,850	460,147	562,140	160,970	545,854	-16,286	-2.90%
01- 4312- 10- 1115	Part Time Wages-DPW	50,969	46,613	51,925	38,852	52,826	9,239	56,172	3,346	6.33%
01- 4312- 10- 1140	Overtime Crew	69,332	76,518	78,937	73,509	91,135	3,386	91,987	852	0.93%
01- 4312- 10- 1210	Health Insurance	138,686	160,804	184,490	176,235	176,422	61,775	202,231	25,809	14.63%
01- 4312- 10- 1211	Dental Insurance	8,422	9,363	11,356	9,532	10,405	3,194	7,762	-2,643	-25.40%
01- 4312- 10- 1220	Social Security	34,044	34,547	39,528	35,728	44,266	10,859	43,434	-832	-1.88%
01- 4312- 10- 1225	Medicare	7,964	8,061	9,245	8,356	10,354	2,540	10,157	-197	-1.90%
01- 4312- 10- 1230	Deferred Compensation	18,063	18,828	21,912	22,314	30,918	7,317	25,384	-5,534	-17.90%
01- 4312- 10- 1266	Sick Leave Incentive	1,865	1,056	3,101	1,769	2,860	873	2,860	0	0.00%
01- 4312- 10- 1290	Longevity	4,000	4,208	5,085	4,250	5,000	0	6,500	1,500	30.00%
01- 4312- 30- 2350	Physicals, Alcohol And Drug Testings	664	1,180	1,362	2,809	1,400	278	2,800	1,400	100.00%
01- 4312- 40- 2425	Vehicle Repairs & Maintenance	40,533	93,350	60,779	81,219	81,000	21,484	85,000	4,000	4.94%
01- 4312- 40- 2429	Radio Repairs	1,728	538	571	372	1,200	888	1,200	0	0.00%
01- 4312- 40- 2430	Equipment Repair & Maintenance	38,778	63,998	49,210	50,376	55,000	27,093	57,000	2,000	3.64%
01- 4312- 40- 2431	Facility Maintenance/Repairs	1,745	1,573	2,578	928	2,800	949	2,000	-800	-28.57%
01- 4312- 40- 2435	Fuel Tank Apron	92	0	0	0	1	0	1	0	0.00%
01- 4312- 40- 2443	Pennichuck Water Main Assessment	197,488	212,831	228,887	236,588	284,938	59,113	300,000	15,062	5.29%
01- 4312- 40- 2450	Line Stripe Roads	19,186	14,708	5,257	17,960	18,000	0	29,000	11,000	61.11%
01- 4312- 40- 2451	Outside Hire	69,706	86,629	106,192	99,924	76,000	10,468	90,000	14,000	18.42%
01- 4312- 40- 2452	Equipment Lease/Rental Payments	1,195	10,544	7,710	6,195	6,000	339	7,000	1,000	16.67%
01- 4312- 40- 2453	Fuel Tank Testing	425	2,014	0	1,015	350	0	1,100	750	214.29%
01- 4312- 40- 2461	Street Sweeping	11,450	10,750	12,760	6,142	12,000	0	7,000	-5,000	-41.67%
01- 4312- 40- 2462	Drainage	12,061	11,611	93,421	0	0	0	0	0	0.00%
01- 4312- 40- 2463	Catch Basin	22,386	39,523	25,048	27,616	25,000	25	12,500	-12,500	-50.00%
01- 4312- 40- 2470	Tree Care	16,550	12,815	7,321	6,700	15,000	6,000	15,000	0	0.00%
01- 4312- 60- 2610	Supplies - General	33,679	30,778	34,166	32,688	31,000	7,787	33,000	2,000	6.45%
01- 4312- 60- 2615	Uniforms	15,846	16,822	18,501	18,433	18,500	4,592	19,500	1,000	5.41%
01- 4312- 60- 2620	Safety Equipment/Protective Clothing	7,823	9,562	8,855	7,930	9,000	2,251	9,000	0	0.00%
01- 4312- 60- 2626	Oil & Grease	3,969	8,415	5,675	6,918	5,500	1,153	6,000	500	9.09%
01- 4312- 60- 2635	Gasoline	11,636	12,661	15,045	12,326	14,999	2,086	14,999	0	0.00%
01- 4312- 60- 2636	Diesel Fuel	39,968	54,704	37,580	37,642	55,418	3,119	50,000	-5,418	-9.78%
01- 4312- 60- 2653	Tools	2,884	5,214	4,925	11,049	5,000	2,295	7,500	2,500	50.00%
01- 4312- 60- 2654	Tires	9,643	13,853	3,234	4,986	6,000	1,051	6,000	0	0.00%
01- 4312- 60- 2662	Salt	146,172	138,887	106,536	91,586	110,000	0	120,000	10,000	9.09%
01- 4312- 60- 2663	Sand	18,106	24,521	53,424	11,219	25,000	0	10,000	-15,000	-60.00%
01- 4312- 60- 2665	Gravel	20,592	12,976	16,996	6,287	20,000	1,468	12,000	-8,000	-40.00%
01- 4312- 60- 2666	Calcium Chloride	28,880	10,614	20,630	15,878	27,000	1,815	27,000	0	0.00%
01- 4312- 60- 2668	Cold Patch	344	0	817	2,778	1,000	0	2,500	1,500	150.00%
01- 4312- 60- 2669	Crack Sealing	8,000	0	0	0	0	0	0	0	0.00%
01- 4312- 60- 2684	Guardrails	-160	20,135	6,738	2,195	7,000	0	7,000	0	0.00%
01- 4312- 60- 2687	Signs	7,808	6,607	9,089	9,957	10,000	1,462	11,000	1,000	10.00%
01- 4312- 70- 2730	Road Maintenance (Hot Top)	279,718	9,573	51,981	407,089	100,000	29,576	100,000	0	0.00%
01- 4312- 70- 2735	Road rebuild	1,250	1,321,616	916,487	1,233,324	1,200,000	462,398	1,300,000	100,000	8.33%
01- 4312- 70- 2740	New Equipment Capital	13,237	13,510	12,675	153,483	10,000	147,170	10,000	0	0.00%
01- 4312- 70- 2762	Eq. Lease Payments	195,941	221,070	246,560	210,732	250,000	69,142	46,500	-203,500	-81.40%
TOTAL DEPT. OF PUBLIC WORKS		2,040,250	3,269,279	3,060,440	3,645,037	3,470,432	1,124,153	3,393,941	-76,491	-2.20%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4316- 40- 2415	General Street Lighting	20,500	20,120	21,268	22,453	23,607	5,437	21,500	-2,107	-8.93%
01- 4316- 40- 2415	Warning Lights	2,408	2,311	2,038	2,313	2,300	597	2,200	-100	-4.35%
01- 4316- 40- 2416	Traffic Signals	1,191	1,088	1,228	1,257	1,443	313	1,300	-143	-9.91%
TOTAL STREET LIGHTING		24,098	23,520	24,534	26,023	27,350	6,347	25,000	-2,350	-8.59%
01- 4232- 30- 2307	Souhegan Regional Landfill	325,715	324,551	331,131	438,589	391,579	90,344	411,000	19,421	4.96%
TOTAL SOUHEGAN REGIONAL LANDFILL		325,715	324,551	331,131	438,589	391,579	90,344	411,000	19,421	4.96%
01- 4324- 10- 1110	FT Wages-Landfill	49,004	51,624	50,799	43,072	44,554	13,559	45,011	457	1.03%
01- 4324- 10- 1115	Part Time Wages Landfill	69,411	77,840	75,870	69,747	81,364	21,266	83,602	2,238	2.75%
01- 4324- 10- 1140	Overtime Landfill	3,849	1,106	2,010	8,256	3,010	1,191	3,668	658	21.86%
01- 4324- 10- 1210	Health Insurance	19,137	16,311	20,217	32,496	22,259	10,973	34,202	11,943	53.65%
01- 4324- 10- 1211	Dental Insurance	975	866	1,098	1,753	876	561	1,749	873	99.66%
01- 4324- 10- 1220	Social Security	8,270	8,201	8,030	7,301	8,086	2,157	8,249	163	2.02%
01- 4324- 10- 1225	Medicare	1,934	1,916	1,878	1,707	1,891	504	1,929	38	2.01%
01- 4324- 10- 1230	Deferred Compensation	2,763	2,635	2,474	0	2,451	0	0	-2,451	-100.00%
01- 4324- 10- 1266	Sick Leave Incentive	312	690	508	1,553	727	425	727	0	0.00%
01- 4324- 10- 1290	Longevity	750	750	750	0	750	0	750	0	0.00%
01- 4324- 20- 1294	Educat & Training/Prof Dev.	734	450	400	200	500	0	500	0	0.00%
01- 4324- 30- 2341	Telephone	1,185	2,678	1,215	2,812	1,250	334	1,250	0	0.00%
01- 4324- 30- 2343	Internet	0	0	0	0	2,400	1,596	2,400	0	0.00%
01- 4324- 40- 2410	Electricity - Landfill	6,008	6,650	6,418	7,151	7,381	1,494	7,866	485	6.57%
01- 4324- 40- 2412	Water	567	576	714	667	750	236	750	0	0.00%
01- 4324- 40- 2420	Waste Disposal	81,837	73,420	87,084	96,447	91,500	25,761	97,000	5,500	6.01%
01- 4324- 40- 2431	Facility Maintenance & Repairs	2,411	402	2,267	1,365	3,850	1,828	3,850	0	0.00%
01- 4324- 40- 2451	Outside Hire	12,377	872	9,753	2,156	11,000	633	11,000	0	0.00%
01- 4324- 40- 2452	Scale Maintenance	340	1,322	755	1,442	0	0	0	0	0.00%
01- 4324- 50- 2551	Advertising	0	0	0	0	1	0	1	0	0.00%
01- 4324- 50- 2560	Solid Waste Reg. Plan Dues	7,099	7,099	7,431	8,175	7,700	9,006	8,400	700	9.09%
01- 4324- 50- 2561	Credit Card Fees And Expenses	2,270	2,616	997	2,652	1,700	600	2,700	1,000	58.82%
01- 4324- 50- 2563	Weighmaster Licenses	0	0	465	300	600	0	600	0	0.00%
01- 4324- 60- 2664	Landfill Waste Oil	1,329	3,319	413	2,959	1,882	1,935	2,500	618	32.84%
01- 4324- 60- 2687	Signs - Landfill	176	462	0	21	850	928	950	100	11.76%
01- 4324- 60- 2688	Tire Removal	1,141	1,830	1,048	1,112	1,500	342	1,500	0	0.00%
01- 4324- 60- 2690	Miscellaneous	2,497	1,444	634	897	0	688	0	0	0.00%
TOTAL LANDFILL DEPARTMENT		276,375	265,078	283,229	294,239	298,832	96,018	321,154	22,322	7.47%
01- 4326- 30- 2341	Telephone	0	0	0	0	10,000	1,503	10,000	0	0.00%
01- 4326- 30- 2343	Internet Service	0	0	0	0	9,000	537	9,000	0	0.00%
01- 4326- 30- 2444	Monitoring Service	0	0	0	0	4,800	0	4,800	0	0.00%
01- 4326- 40- 2344	Septage Pumping	0	0	0	0	4,800	0	4,800	0	0.00%
01- 4326- 40- 2410	Electricity	0	0	0	0	9,000	1,746	9,000	0	0.00%
01- 4326- 40- 2430	Equipment Repair & Maintenance	0	0	0	0	4,500	3,000	4,500	0	0.00%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4326- 80- ³ 2612	Equipment Purchase	0	0	0	0	1	0	1	0	0.00%
01- 4326- 80- ³ 2821	Babbosic Lake Misc. Administration	0	0	0	0	4,500	0	4,500	0	0.00%
01- 4326- 80- ³ 1611	Depreciation - Septic Phase 1	0	0	0	0	1,403	0	1,403	0	0.00%
01- 4326- 80- ³ 1612	Depreciation - Septic Phase 2	0	0	0	0	3,187	0	3,187	0	0.00%
01- 4326- 80- ³ 1613	Depreciation - Septic Phase 3	0	0	0	0	4,347	0	4,347	0	0.00%
01- 4326- 80- 1614	Depreciation - Septic Phase 4	0	0	0	0	4,818	0	4,818	0	0.00%
TOTAL SEPTIC DEPARTMENT		0	0	0	0	60,356	6,786	60,356	0	0.00%
Acct Number	Health Administration	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4411- 10- 1115	Health Officer	2,000	1,913	1,913	2,000	2,000	615	2,000	0	0.00%
01- 4411- 10- 1210	Health Insurance	536	520	292	0	0	0	0	0	0.00%
01- 4411- 10- 1211	Dental Insurance	32	31	16	0	0	0	0	0	0.00%
01- 4411- 10- 1220	Social Security	118	113	114	113	127	35	124	-3	-2.36%
01- 4411- 10- 1225	Medicare	28	26	27	26	29	8	29	0	0.00%
01- 4411- 10- 1230	Deferred Compensation	0	0	0	0	0	28	0	0	0.00%
01- 4411- 20- 1294	Educate & Training/Prof Dev.	0	0	86	0	1	0	1	0	0.00%
01- 4411- 60- 2610	Supplies - General	0	0	0	0	1	0	1	0	0.00%
01- 4411- 80- 2820	Mileage	0	0	0	0	1	0	1	0	0.00%
TOTAL HEALTH ADMINISTRATION		2,714	2,604	2,447	2,140	2,159	686	2,156	-3	-0.14%
Acct Number	Animal Control	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4414- 40- 2430	Equipment Repairs	0	0	0	0	1	0	1	0	0.00%
01- 4414- 60- 2619	Dog Emergency Care	200	200	200	200	400	0	400	0	0.00%
01- 4414- 80- 2811	Kennel Fees	200	200	200	200	0	0	0	0	0.00%
TOTAL ANIMAL CONTROL		400	400	400	400	401	0	401	0	0.00%
Acct Number	Health & Human SRVC Agencies	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4415- 30- 2399	Health Agencies and Hospitals	45,000	45,000	45,000	50,000	50,000	50,000	50,000	0	0.00%
TOTAL HEALTH & HUMAN SERVICE AGENCIES		45,000	45,000	45,000	50,000	50,000	50,000	50,000	0	0.00%
Acct Number	Direct Assistance (Welfare)	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4442- 10- 1110	PT Welfare Officer	2,145	413	0	0	1	0	1	0	0.00%
01- 4442- 10- 1220	Social Security	133	26	0	0	1	0	1	0	0.00%
01- 4442- 10- 1225	Medicare	31	6	0	0	1	0	1	0	0.00%
01- 4442- 40- 2441	Rent, WGA	1,500	0	10,940	8,450	12,070	330	12,070	0	0.00%
01- 4442- 60- 2627	Utilities, WGA	870	0	565	0	1,500	0	1,500	0	0.00%
01- 4442- 60- 2629	Medical - WGA	0	0	0	0	1	0	1	0	0.00%
01- 4442- 60- 2631	Food Supplies WGA	0	0	0	0	1	0	1	0	0.00%
01- 4442- 60- 2699	Other Charges WGA	99	750	43	2,414	750	0	750	0	0.00%
01- 4442- 80- 2890	General Assistance	0	0	0	0	1	0	1	0	0.00%
TOTAL DIRECT ASSISTANCE		4,778	1,194	11,548	10,864	14,326	330	14,326	0	0.00%
Acct Number	Recreation Department	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4520- 10- 1110	Recreation Wages	118,667	121,763	123,442	130,970	135,866	41,772	138,570	2,704	1.99%
01- 4520- 10- 1112	Maintenance Employees Wage	90,128	97,774	102,690	106,881	111,072	34,165	112,424	1,352	1.22%
01- 4520- 10- 1113	Part Time Seasonal Labor	7,585	2,285	4,998	5,680	5,000	5,789	5,000	0	0.00%
01- 4520- 10- 1115	Secretary-PT	0	0	0	0	0	0	0	0	0.00%
01- 4520- 10- 1125	Lifeguard Wages	0	0	0	0	0	0	0	0	0.00%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4520- 10- 1140	Overtime Maintenance Employee	482	532	166	90	700	0	700	0	0.00%
01- 4520- 10- 1155	Lifeguards	0	0	0	0	0	0	0	0	0.00%
01- 4520- 10- 1210	Health Insurance	40,824	44,591	49,168	51,113	56,264	13,814	57,552	1,288	2.29%
01- 4520- 10- 1211	Dental Insurance	3,646	3,730	3,836	4,722	4,418	1,135	3,599	-819	-18.54%
01- 4520- 10- 1220	Social Security	16,446	16,198	16,280	17,077	15,664	5,690	15,976	312	1.99%
01- 4520- 10- 1225	Medicare	3,846	3,779	3,811	3,994	3,663	1,331	3,737	74	2.02%
01- 4520- 10- 1230	Deferred Compensation	11,241	11,725	12,272	13,056	13,582	4,177	13,805	223	1.64%
01- 4520- 10- 1266	Sick Leave Incentive	2,677	2,361	1,856	2,954	2,500	987	2,500	0	0.00%
01- 4520- 10- 1290	Longevity	0	500	500	500	500	0	1,000	500	100.00%
01- 4520- 30- 2341	Telephone	4,818	5,387	8,811	6,776	7,356	2,317	7,356	0	0.00%
01- 4520- 30- 2343	Internet Service	0	0	0	0	2,640	661	2,640	0	0.00%
01- 4520- 30- 2374	Custodian	1,508	1,300	1,200	1,350	1,300	300	1,300	0	0.00%
01- 4520- 30- 2410	Electricity	0	0	0	0	0	0	11,682	11,682	New Line
01- 4520- 40- 2411	Heat	2,641	2,233	2,681	4,278	3,000	0	5,000	2,000	66.67%
01- 4520- 40- 2412	Water	0	0	0	0	0	0	340	340	New Line
01- 4520- 40- 2425	Vehicle Repairs	2,561	4,491	3,923	4,000	4,000	1,560	4,000	0	0.00%
01- 4520- 40- 2431	Field Maintenance/Repairs	8,155	14,031	10,716	13,283	8,000	5,503	8,000	0	0.00%
01- 4520- 50- 2545	Trash Removal	1,365	630	1,008	1,006	1,400	98	1,400	0	0.00%
01- 4520- 50- 2551	Advertising	44	1,268	258	792	400	0	400	0	0.00%
01- 4520- 50- 2565	Software Licenses	0	0	0	0	690	0	888	198	28.70%
01- 4520- 50- 2615	Uniforms	0	0	0	0	1,400	338	1,400	0	0.00%
01- 4520- 60- 2610	Supplies - General	979	1,265	1,541	520	750	0	750	0	0.00%
01- 4520- 60- 2612	Equipment Purchases	5,234	1,500	2,124	12,249	0	318	0	0	0.00%
01- 4520- 60- 2620	Office Supplies	284	737	423	799	800	2,593	800	0	0.00%
01- 4520- 60- 2625	Postage	57	112	84	120	100	0	100	0	0.00%
01- 4520- 60- 2635	Gasoline	5,912	6,032	7,457	5,963	7,500	975	8,000	500	6.67%
01- 4520- 60- 2636	Diesel Fuel	1,443	3,325	1,499	987	2,500	172	2,800	300	12.00%
01- 4520- 70- 2762	Equipment Lease Payment	0	0	0	0	10,880	0	12,153	1,273	11.70%
01- 4520- 80- 2653	Tools & Equipment	0	0	0	0	1,000	159	1,000	0	0.00%
01- 4520- 80- 2820	Mileage	0	12	0	0	100	0	1	-99	-99.00%
01- 4520- 80- 2825	Meetings & Conferences	1,692	1,574	1,385	2,662	1,500	1,342	1,500	0	0.00%
01- 4520- 80- 2840	Vandalism	233	32	135	0	0	0	0	0	0.00%
TOTAL RECREATION		332,468	349,168	362,262	391,821	404,545	125,195	426,373	21,828	5.40%
Acct Number	Parks	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4522- 10- 1115	Part Time Summer Mowing	8,512	6,329	8,567	3,071	9,588	4,388	9,700	112	1.17%
01- 4522- 10- 1140	Overtime Parks	0	0	0	0	1	165	1	0	0.00%
01- 4522- 10- 1210	Health Insurance	777	302	0	0	0	0	0	0	0.00%
01- 4522- 10- 1211	Dental Insurance	46	18	46	0	0	0	0	0	0.00%
01- 4522- 10- 1220	Social Security	526	390	536	193	595	282	601	6	1.01%
01- 4522- 10- 1225	Medicare	123	91	125	45	139	66	141	2	1.44%
01- 4522- 10- 1230	Deferred Compensation	101	4	96	40	0	0	0	0	0.00%
01- 4522- 40- 2430	Equipment Repair & Maintenance	674	1,325	199	284	500	39	500	0	0.00%
01- 4522- 40- 2451	Outside Hire	1,279	231	1,667	0	1,000	0	500	-500	-50.00%
01- 4522- 60- 2610	Supplies - General	1,009	678	254	219	300	776	350	50	16.67%
01- 4522- 60- 2613	Fertilizer & Lime	344	2,649	836	698	1,000	0	1,000	0	0.00%
01- 4522- 70- 2612	Equipment Purchases	133	170	250	140	650	0	650	0	0.00%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
TOTAL PARKS		13,524	12,187	12,577	4,690	13,773	5,716	13,443	-330	-2.40%
Acct Number	Peabody Mill Environmental CTR	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4525- 80- 2830	PMEC Subsidy	6,000	0	0	0	1	0	0	-1	-100.00%
TOTAL PEABODY MILL ENV CTR		6,000	0	0	0	1	0	0	-1	-100.00%
Acct Number	Library	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4550- 10- 1110	Wages FT Library	407,852	408,977	374,830	427,648	440,827	135,629	444,517	3,690	0.84%
01- 4550- 10- 1115	Wages Part Time	127,315	131,655	133,377	135,177	155,654	31,606	154,794	-860	-0.55%
01- 4550- 10- 1210	Health Insurance	105,314	116,105	103,548	116,058	123,237	38,186	126,380	3,143	2.55%
01- 4550- 10- 1211	Dental Insurance	7,039	7,237	5,874	6,376	6,448	2,182	4,487	-1,961	-30.41%
01- 4550- 10- 1220	Social Security	34,941	34,600	32,215	35,460	37,488	10,665	37,312	-176	-0.47%
01- 4550- 10- 1225	Medicare	8,171	8,073	7,534	8,293	8,767	2,494	8,726	-41	-0.47%
01- 4550- 10- 1230	Deferred Compensation	19,265	20,350	19,763	22,637	24,245	7,197	24,448	203	0.84%
01- 4550- 10- 1266	Sick Leave Incentive	4,808	5,400	4,930	5,876	5,658	3,271	5,658	0	0.00%
01- 4550- 10- 1290	Longevity	2,250	2,333	1,750	2,250	2,500	0	2,500	0	0.00%
01- 4550- 20- 1294	Educator & Training/Prof Dev.	1,053	1,082	1,324	1,161	300	49	300	0	0.00%
01- 4550- 30- 2339	Technical Consulting	0	0	0	0	1	0	1	0	0.00%
01- 4550- 30- 2341	Telephone	345	342	4,860	2,643	3,960	916	3,960	0	0.00%
01- 4550- 30- 2343	Internet Service	0	0	0	0	4,092	1,367	4,092	0	0.00%
01- 4550- 30- 2374	Custodian	12,718	11,710	11,500	13,796	15,000	2,850	15,000	0	0.00%
01- 4550- 30- 2395	Outside Hire IT	1,900	3,510	4,996	3,240	5,000	2,113	4,500	-500	-10.00%
01- 4550- 40- 2410	Electricity	0	0	0	0	0	0	8,220	8,220	New Line
01- 4550- 40- 2411	Heat	5,392	6,075	9,860	7,181	10,846	45	7,900	-2,946	-27.16%
01- 4550- 40- 2412	Water	0	0	0	0	0	0	1,950	1,950	New Line
01- 4550- 40- 2430	Equipment Repair/Maintenance	181	0	0	0	250	0	250	0	0.00%
01- 4550- 50- 2560	Dues & Subscription	560	1,253	520	925	1,200	0	1,200	0	0.00%
01- 4550- 50- 2565	Software Licenses-Automated Lib.	34,555	35,654	37,658	39,554	40,500	35,776	45,000	4,500	11.11%
01- 4550- 50- 2581	Travel	971	1,467	1,494	728	1	0	1	0	0.00%
01- 4550- 60- 2620	Office Supplies	7,900	7,599	7,148	5,578	8,000	792	6,500	-1,500	-18.75%
01- 4550- 60- 2621	Computer Equipment	6,257	3,791	8,534	13,140	0	0	0	0	0.00%
01- 4550- 60- 2625	Postage	522	1,415	562	71	1,500	0	1,500	0	0.00%
01- 4550- 60- 2670	Books	82,214	103,640	124,246	113,164	100,000	14,177	100,000	0	0.00%
01- 4550- 70- 2740	New Equipment Capital	0	637	11,014	5,788	1	0	1	0	0.00%
01- 4550- 80- 2612	Equipment Purchases	0	0	0	0	500	0	500	0	0.00%
01- 4550- 80- 2618	Special Events & Supplies	0	0	0	0	16,000	1,975	16,000	0	0.00%
01- 4550- 80- 2621	Computer Equipment	0	0	0	0	10,000	14,110	10,000	0	0.00%
01- 4550- 80- 2820	Mileage	0	0	0	0	1,500	0	500	-1,000	-66.67%
01- 4550- 80- 2825	Meetings & Conferences	10,456	17,806	15,835	10,907	1,700	0	1,700	0	0.00%
TOTAL LIBRARY		881,978	930,710	923,375	977,650	1,025,175	305,400	1,037,897	12,722	1.24%
Acct Number	Patriotic Purposes	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4583- 80- 2860	4th of July Subsidy	8,000	8,000	8,000	0	8,000	0	8,000	0	0.00%
01- 4583- 80- 2861	Memorial Day Subsidy	612	85	0	0	500	0	500	0	0.00%
TOTAL PATRIOTIC PURPOSES		8,612	8,085	8,000	0	8,500	0	8,500	0	0.00%
Acct Number	Heritage Commission	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4589- 10- 1115	Wages Part Time	680	438	353	318	1,264	71	1,297	33	2.61%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4589- 10- 1220	Social Security	42	51	22	20	78	4	80	2	2.56%
01- 4589- 10- 1225	Medicare	10	12	5	5	18	1	19	1	5.56%
01- 4589- 30- 2382	Outside Hire	0	0	0	0	50	0	50	0	0.00%
01- 4589- 50- 2550	Printing	0	0	0	0	400	0	400	0	0.00%
01- 4589- 60- 2610	Supplies - General	0	0	0	0	82	0	82	0	0.00%
01- 4589- 60- 2621	Computer Equipment	0	0	0	0	80	0	80	0	0.00%
01- 4589- 80- 2618	Special Events & Supplies	0	0	0	0	300	0	300	0	0.00%
01- 4589- 80- 2825	Meetings & Conferences	0	0	0	100	300	0	300	0	0.00%
TOTAL HERITAGE COMMISSION		732	500	380	443	2,572	77	2,608	36	1.40%
Acct Number	Conservation Commission	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4611- 10- 1115	PT Wages	238	969	2,414	3,118	3,057	647	3,458	401	13.12%
01- 4611- 10- 1220	Social Security	15	35	150	193	190	40	214	24	12.63%
01- 4611- 10- 1225	Medicare	3	8	35	45	44	9	50	6	13.64%
010- 4611- 20- 1294	Education & Training/Prof. Dev	0	200	862	1,676	750	0	750	0	0.00%
01- 4611- 40- 2482	Surveying	0	0	375	0	0	0	0	0	0.00%
01- 4611- 40- 2483	Land Management	9,274	3,449	3,085	0	0	0	0	0	0.00%
01- 4611- 40- 2484	Town Meadow Maintenance	3,492	4,999	1,073	0	0	0	0	0	0.00%
01- 4611- 40- 2486	Water Crossing Repair & Maint	0	716	3,213	5,238	3,000	0	3,000	0	0.00%
01- 4611- 40- 2487	Invasives Mitigation	0	4,000	0	8,920	3,000	529	3,800	800	26.67%
01- 4611- 40- 2488	Signage	0	1,130	2,670	0	1,500	2,573	1,500	0	0.00%
01- 4611- 40- 2489	Kiosk	0	0	982	0	0	0	0	0	0.00%
01- 4611- 50- 2560	Dues & Subscriptions	804	684	700	700	1,200	0	1,200	0	0.00%
01- 4611- 50- 2564	Education & Outreach	0	620	351	0	2,250	0	2,500	250	11.11%
01- 4611- 60- 2625	Postage	99	0	0	0	0	0	0	0	0.00%
TOTAL CONSERVATION COMMISSION		13,924	16,811	15,910	19,891	14,991	3,798	16,472	1,481	9.88%
Acct Number	Principal - L-T Bonds & Notes	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4711- 90- 2209	Bridge Loan	0	140,017	140,017	39,302	0	0	0	0	0.00%
01- 4711- 90- 2210	Principal Rd Const Phase1 & 2	306,000	306,000	306,000	306,000	306,000	0	306,000	0	0.00%
01- 4711- 90- 2211	Road Construction Bond Spring Rd	50,000	50,000	50,000	50,000	50,000	50,000	0	-50,000	-100.00%
01- 4711- 90- 2214	Principal - Road Construction FY 14	200,000	200,000	200,000	200,000	200,000	0	200,000	0	0.00%
01- 4711- 90- 2215	Principal - Road Construction FY 15	200,000	200,000	200,000	200,000	200,000	100,000	200,000	0	0.00%
01- 4711- 90- 2216	Principal - Road Construction FY 16/17	400,000	400,000	400,000	400,000	400,000	400,000	400,000	0	0.00%
01- 4711- 90- 9502	Septic Loan - Phase 2	0	0	0	0	11,900	0	11,900	0	0.00%
01- 4711- 90- 9503	Septic Loan - Phase 3	0	0	0	0	11,380	0	11,380	0	0.00%
01- 4711- 90- 9504	Septic Loan - Phase 4	0	0	0	0	8,647	0	8,647	0	0.00%
TOTAL PRINCIPAL BONDS		1,156,000	1,296,017	1,296,017	1,195,302	1,187,927	550,000	1,137,927	-50,000	-4.21%
Acct Number	Interest L-T Bonds & Notes	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4721- 90- 2209	Bridge Loan Interest	0	3,894	4,656	1,011	0	0	0	0	0.00%
01- 4721- 90- 2210	Int. Rd Const Phase1 & 2	65,821	58,567	51,234	44,021	36,567	0	29,254	-7,313	-20.00%
01- 4721- 90- 2211	Road Construction Bond Spring Rd	7,574	6,034	4,522	2,974	1,511	1,503	0	-1,511	-100.00%
01- 4721- 90- 2214	Int. - Road Construction FY 14	31,389	27,111	22,463	17,979	13,479	0	9,000	-4,479	-33.23%
01- 4721- 90- 2215	Int. - Road Construction FY 15	37,090	32,305	26,522	21,905	17,220	9,206	12,660	-4,560	-26.48%
01- 4721- 90- 2216	Int. - Road Construction FY 16/17	30,291	82,703	73,650	64,425	45,946	55,264	45,946	0	0.00%
01- 4721- 90- 9502	Septic Loan - Phase 2	0	0	0	0	1,250	746	750	-500	-40.00%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	FY22 v FY21	FY22 v FY21
									Variance \$	Variance %
01- 4721- 90- 9503	Septic Loan - Phase 3	0	0	0	0	2,167	2,165	1,802	-365	-16.84%
01- 4721- 90- 9504	Septic Loan - Phase 4	0	0	0	0	1,510	0	1,258	-252	0.00%
TOTAL INTEREST BONDS		172,165	210,614	183,047	152,316	119,650	68,884	100,670	-18,980	-15.86%
GRAND TOTAL		11,967,637	13,393,617	13,305,564	13,954,349	14,616,376	4,752,876	14,657,379	41,003	0.28%



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Co-Ad Realty LLC Request for a building permit

Department: Administration

Meeting Date: October 26, 2020

Staff Contact:

BACKGROUND INFORMATION:

In March attorney Tom Quinn, on behalf of Co-Ad Realty LLC, requested that the BOS authorize the issuance of a building permit on Map 5 Lot 51, which has no frontage on a Class V road. Pursuant to NH RSA 674:41 and advice from the town attorney, the Board first referred the request to the ZBA, which gave them the requested variance. Next, the BOS asked for the Planning Board to review and comment and they voted that they had no objection to the Board issuing a building permit.

In the attachments you will find:

- An image from the tax maps of map 5 lot 51
- The original request from Tom Quinn
- Bill Drescher's opinion letter, which you earlier voted to make public
- A copy of NH RSA 674:41
- The ZBA draft minutes where this was discussed, with the relevant case information highlighted
- A letter from the Community Development Director regarding the actions of the Planning Board

BUDGET IMPACT:

(Include general ledger account numbers)

NA

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

"I move that we authorize the Community Development Department to issue a building permit for a single family residence on Map 5 Lot 51 as approved by the ZBA and after

all of the associated required paperwork is done, including the Waiver of Municipal Liability."

TOWN ADMINISTRATOR RECOMMENDATION:

Concur

ATTACHMENTS:

1. Tax map 5 lot 51
2. Letter from Tom Quinn re map 5 lot 51
3. Map 5 Lot 51 Drescher Opinion
4. NH RSA 674 41
5. 8-18-20 DRAFT ZBA Minutes
6. NStrong ltr on planning board meeting

Nashua Regional Planning Commission

Property amherst map 5

AMHERST ST (REAR)

Google Directions Zoom

Search Selection Themes Markup Abutters Selection (1)

Choose Selection Mode

Click Draw Edit

- Click the map to select a different property.
- To select multiple properties, change to the Edit mode.

Download Selected More

AMHERST ST (REAR)

Property Record Card
Tax Map

Property

Address AMHERST ST (REAR)
MBLU 5-51
Area 10.62 ACRES

Ownership

Name 1 CO-AD REALTY LLC
Address 45 EMERSON RD, MILFORD, NH 03055

Valuation

Last Sale \$22,000 on 2012-11-20
Book / Page 8495/2778
Total \$2,100
Building \$0
Land \$2,100

Land Use

Land Use Code 6000
Land Use FARM
Description

Land Conservation

Land Protection No known land protections

Data Source

Source Data Source: Town of Amherst
Last Revision Data current as of 11/19/2019

Map data ©2020 100 ft 42,854224,-71,638721 Terms of Use Report a map error

**LAW OFFICE OF
THOMAS F. QUINN
PROF. CORP.**

62 Elm Street
Milford, NH 03055

PH: 603-554-1662
FAX: 603-554-1495

E-MAIL: tquinn@tfqttitle.com

March 16, 2020

Dr. Dean E. Shankle, Jr., Town Administrator
Town of Amherst
2 Main Street
Amherst, NH 03031

RE: RSA 674:41 Waiver / Lot 5-51, Amherst Street

Dear Dean,

Please be advised that I represent Co-Ad Realty, LLC, the owner of property situated on Amherst Street and shown on Town Tax Map 5 as Lot 51. By this letter, my client is requesting, pursuant to RSA 674:41, I(d), that the Board of Selectmen authorize the issuance of a building permit for a residence to be built upon the lot.

The lot is a back lot consisting of ten acres of land, more or less. It has no frontage on a Class V Road, but is served instead by a private right of way over property located at 112 Amherst Street and shown on Town Tax Map 5, as Lot 52. The lot has existed in its current form since at least 1958. It has never had frontage but has always been served by a right of way.

The lot and the right of way are shown on a plan of land entitled: "Easement Plat, Map 5, Lots 51 & 52, Amherst Street, Amherst, N.H.", dated December 30, 2010, recorded in the Hillsborough County Registry of Deeds as Plan #37455 ("the Plan"). The right of way, for both access and utilities, is shown on the Plan and is described in a First Amendment to Declaration of Access and Utility Easement for the benefit of Map 5, Lot 51, Amherst, New Hampshire, recorded in said Registry of Deeds at Book 8495, Page 2774. The Plan was not approved by the Planning Board because it was not required. The Plan did not create a subdivision or change lot lines in any way.

In accord with the statute, the Board of Selectmen is empowered to authorize the issuance of a building permit after review and comment by the Planning Board, provided that the municipality neither assumes responsibility for maintenance of the road nor liability for any damages resulting from the use thereof and provide that prior to the issuance of the building permit, the applicant

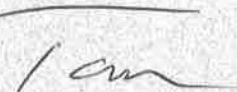
produces evidence that notice of the limits of municipal responsibility for maintenance and liability has been recorded in the Registry of Deeds.

Enclosed herewith is a draft Waiver of Municipal Liability for (Private Road) Building Permit Pursuant to RSA 674:41, I(d) for your review.

Please schedule the matter for discussion before the Planning Board and the Board of Selectmen at your earliest opportunity. I will, of course, be present at both meetings to present the application.

Thank you.

Sincerely,



Thomas F. Quinn

TFQ:djl
Enclosure
#20-0034

Return to:

TOWN OF AMHERST

WAIVER OF MUNICIPAL LIABILITY FOR (PRIVATE ROAD)
BUILDING PERMIT PURSUANT TO RSA 674:41, I(d)

AGREEMENT AND RELEASE

NOW COMES, **CO-AD REALTY, LLC**, a New Hampshire limited liability company, having a principal address of 45 Emerson Road, Milford, New Hampshire 03055 (hereinafter referred to as **APPLICANT**), and, in consideration of the **TOWN OF AMHERST**, having an address of 2 Main Street, Amherst, New Hampshire 03031 (hereinafter referred to as the **TOWN**), by its governing body, the Board of Selectmen, authorizing the issuance of a permit to construct a single family residence on a Private Road in said Town, do hereby agree as follows:

Recitals:

WHEREAS, **APPLICANT** is the owner of certain real property off Amherst Street in the Town of Amherst, which property consists of the property depicted as Map 5, Lot 51, on the Town of Amherst Tax Maps, and also on a plan of land entitled, "Easement Plat, Map 5, Lots 51 & 52, Amherst Street, Amherst, N.H.", dated December 30, 2010, recorded in the Hillsborough County Registry of Deeds as Plan #37455, the same having been acquired by the **APPLICANT** by deed dated November 19, 2012, which deed is recorded in the Hillsborough County Registry of Deeds at Book 8495, Page 2778; and,

WHEREAS, the **APPLICANT** is desirous of constructing a single family home on said property but would be precluded from doing so by virtue of NH law as set forth at NHRSA 674:41 and/or applicable Town ordinances; and,

WHEREAS, NHRSA 674:41 provides a mechanism to permit the selectmen to allow such construction provided the **APPLICANT** executes, in recordable form, a waiver and certification relative to the maintenance and use of said Private Road.

NOW THEREFORE, the APPLICANT on behalf of itself, its legal representatives, successors and assigns, covenants and agrees as follows:

1. The APPLICANT or its assigns, plans to apply for a building permit to construct a single-family residence relating to the property located off Amherst Street, namely, Map 5, Lot 51, referenced above.
2. The TOWN neither assumes responsibility for the maintenance, including snow plowing, nor liability for any damages resulting from the use of the private road which serves as access to Map 5, Lot 51, which private road is in the form of an easement as set forth in a certain First Amendment to Declaration of Access and Utility Easement, recorded in said Registry of Deeds at Book 8495, Page 2774.
3. The APPLICANT shall be responsible for maintaining access to the subject property and does/do hereby forever release and discharge the TOWN, its officers, agents and employees from the obligation of maintaining the easement/private road referenced in Paragraph 2., above, and from any claim of any nature, whether in tort or otherwise, which APPLICANT, its legal representative, successors and/or assigns might have against the TOWN for any loss or damage, including those incurred through failure to provide municipal services, including police, fire and ambulance services, arising out of the condition of the roadway from the point where the private road/easement intersects Amherst Street, which is a Class V road.
4. The APPLICANT assumes responsibility for transporting any school-age children residing in the residence to be constructed upon the subject property to the nearest regular school bus stop.
5. The APPLICANT assumes responsibility for the maintenance and repair of the private road/easement referred to in Paragraph 2., above, and agrees that it will maintain and, if necessary, construct said road at its sole expense.
6. The APPLICANT understands and acknowledges that the within does not in any way relieve the APPLICANT from complying with any and all laws, regulations and codes that may be applicable to said construction other than the frontage requirement referenced herein.
7. The APPLICANT agrees and acknowledges that this condition shall run with the land and shall remain in effect and this document, once executed, shall be binding on the APPLICANT and its legal representatives, successors and/or assigns. This document shall, when executed, be provided to the Town for recordation so that the within requirements shall become a matter of public record.

IN WITNESS WHEREOF, the undersigned, having taken the prescribed oath, have set its hand this _____ day of March, 2020.

APPLICANT

CO-AD REALTY, LLC

Witness

By: _____
Adam Vaillancourt, Manager (duly authorized)

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

On this the _____ day of March, 2020, before me, the undersigned officer, personally appeared before me Adam Vaillancourt, as Manager of Co-Ad Realty, LLC, known to me, (or satisfactorily proven), and acknowledged that the foregoing was his free and voluntary act and deed and done for the purposes set forth on behalf of the limited liability company.

Notary Public/Justice of the Peace

#20-0034 CO-AD REALTY Waiver of Municipal Liability for Road

DRESCHER & DOKMO, P.A.
ATTORNEYS AT LAW
21 Emerson Road, PO Box 7483
Milford, NH 03055-7483
603-673-9400 • Fax 603-673-4899

William R. Drescher
Christopher B. Drescher

Cynthia J. Dokmo
(Retired)

Confidential and Privileged

April 28, 2020

Ms. Nic Strong
Community Development Director
Town of Amherst
PO Box 960
Amherst, NH 03031

Re: Map 5, Lot 51 - 'Landlocked' Pre-existing Lot -Building Permit

Dear Nic:

Per your request I have reviewed the documents you forwarded regarding the above referenced matter and offer the following:

Summary of Opinion

The subject lot does not qualify for a building permit as it is non-conforming as to the applicable frontage requirement contained in the AZO as well as the requirements of the state statute, **RSA 674:41**. In order to secure a permit, the owner of the subject lot needs to:

- (1) secure a waiver of the frontage requirement from the Selectboard under **RSA 674:41**; and,
- (2) secure a variance from the frontage requirement in the AZO.

Relevant Facts

The information you provided supports the following facts:

- **The Subject Property**

1. The subject property is depicted on the Town of Amherst Tax Maps as **Map 5, Lot 51** and is also shown on a Plan recorded in the Hillsborough County Registry of Deeds as **Plan No. 37455 (hereafter the 'Plan')**.
2. The Plan indicates that the lot consists of **9.95 acres** and is without any frontage on any public road, access to the lot being by means of an easement which is shown on the Plan.
3. The subject property is located in the Rural/Residential (**RR**) zoning district as indicated on the zoning map of the Town.

4. Deed records in the Registry indicate that the lot, which has no frontage, was in existence in 1958 when it was conveyed in its current configuration by deed dated October 28, 1958 and recorded in the Registry at ***Volume 1352, Page 483.***
5. The lot to the east of the subject property is shown as ***Map 5, Lot 52*** on the Town of Amherst tax maps and enjoys frontage on Amherst Street, a public road.
6. Similarly, deed records in the Registry indicate that the adjacent lot that has frontage (***Map 5, Lot 52***) also was in existence and was conveyed in its current configuration by deed dated January 18, 1954 and recorded in the Registry at ***Volume 1379, Page 253.***

- *Ownership of both lots*

7. Registry records indicate that both of the two above referenced properties came into the common ownership of ***Rough Diamond Development, LLC*** (a limited liability company of which John F. Dunn is the manager) by virtue of a deed dated May 30, 2003 and recorded in the Registry at ***Volume 6944, Page 1838.***
8. In 2007, ***Rough Diamond Development, LLC*** conveyed only Lot 5-52 to its principal John F. Dunn by deed recorded in the Registry at ***Volume 7883, Page 0568.***

- *The Easement*

9. In 2012, John F. Dunn recorded a unilateral instrument creating an ***Access and Utility Easement*** that was for the benefit of ***Lot 5-51*** and burdened ***Lot 5-52***, thus creating a right in the future owner of the landlocked parcel access to Amherst Street across ***Lot 5-52*** (the frontage lot).
10. The instrument creating the easement is recorded in the Registry at ***Volume 8457, Page 2007*** and the terms of the easement include the right to construct utilities and other improvements on the easement in order to facilitate the development of the landlocked parcel.
11. The Plan (***Plan No. 37455***) depicts the easement.
12. The subject property is clearly a lot that existed in its current configuration prior to the passage of zoning in the Town of Amherst.
13. State law protects existing ‘uses’ from the adoption of zoning regulations, provided that the ‘use’ was in existence prior to the passage of the regulation. (***RSA 674:19***)

- *Relevant Ordinance and Statute Provisions*

The legal issue surrounding this parcel implicates both state statutes and the local zoning ordinance, pertinent sections of which are set forth in the following paragraphs.

- - Relevant Town Zoning Ordinance Provisions

- - - § 4.2 - 'Lot of Record'

14. As is typical in most zoning ordinances, the Amherst Zoning Ordinance ('AZO) contains a 'grandfather' or 'savings' clause, which provides some relief from subsequently adopted zoning provisions for a 'lot of record':

'... § 4.2 - Any lot of record (See Art. IX, Sec. 9.1, Definitions, Lot of Record) in the Town of Amherst prior to the effective date of this section may be occupied by any use permitted in its zoning district, regardless of its size, provided it meets all applicable zoning setback, building, and water pollution control regulations for the Town of Amherst. Such lots shall provide for access on a publicly or privately maintained road. ...'.
(Emphasis supplied).

- - - § 4.3 - Area and Frontage Requirements for lots in the RR district

15. Dimensional restrictions applicable to lots in the RR district are contained at § 4.3

'... § 4.3 C. AREA AND FRONTAGE REQUIREMENTS.

1. The minimum lot area shall be two (2) acres. The minimum area shall contain no wetland as defined in Art. IV, Sec. 4.11, no flood plain as defined in Art. IV, Sec. 4.10, and no slopes greater than twenty percent (20 %). ...

2. Each new lot shall have a minimum frontage of two hundred (200) feet on a publicly maintained road, unless frontage has been approved and recorded as reduced frontage lot/s; in which event, thirty-five (35) feet shall be sufficient. ...'.

- - - § 9.1 - Definitions of Terms

16. The definitions section of the AZO defines several terms that are pertinent to this issue:

'... § 9.1 - Definitions

Frontage. The continuous distance of any property line of a lot which abuts a legally accessible public street as classified by RSA 229:5, or a private road approved by the Planning Board. ...

Lot of Record. A distinct tract of land recorded in a legal deed and plan filed in the records of Hillsborough County, New Hampshire. ...

Private Road. A road constructed to the Town of Amherst Subdivision

Standards but that may have a reduced width right-of-way and roadway surface. The Planning Board shall require adequate covenants, restrictions, and agreements including a Home Owners Association to ensure that the Town will have no liability or responsibility to maintain said road. ...

Private Road. A road or road system layout, on private property, from the public road to the development. Such private property and private road shall be permanently encumbered with deed restrictions, satisfactory to Town Counsel, which shall insure that the private road does not become a Town road. ...'. (Emphasis supplied).

- - Relevant Statutory Provisions

Additionally, there are several state statutes which are also pertinent to this issue.

- - - RSA 674:19 - 'Savings' clause in state enabling statute

17. A statute provides protection for structures and/or uses that were in existence at the time of the adoption of a zoning ordinance. It is important to note that this statute does not protect existing lots from subsequent zoning changes. By contrast, the comparable town ordinance section that is cited above does, indeed, provide some limited protection from subsequent zoning amendments for existing lots, assuming they meet the definition of a 'lot of record'.

'... RSA 674:19 A zoning ordinance adopted under RSA 674:16 shall not apply to existing structures or to the existing use of any building. It shall apply to any alteration of a building for use for a purpose or in a manner which is substantially different from the use to which it was put before alteration. ...'.

- - - RSA 674:41 - Building Permits on Class VI and Private Roads

18. **RSA 674:41**, prohibits construction on a lot unless the lot has frontage on a public road and uses that frontage as the means of access.

'... I. From and after the time when a planning board shall expressly have been granted the authority to approve or disapprove plats by a municipality, as described in RSA 674:35, no building shall be erected on any lot within any part of the municipality nor shall a building permit be issued for the erection of a building unless the street giving access to the lot upon which such building is proposed to be placed:

*(a) Shall have been accepted or opened as, or shall otherwise have received the legal status of, a **class V or better highway** prior to that time; or*

(b) Corresponds in its location and lines with:

- (1) A street shown on the official map; or*
- (2) A street on a subdivision plat approved by the planning board;
or*
- (3) A street on a street plat made by and adopted by the planning
board; or*
- (4) A street located and accepted by the local legislative body of the
municipality, after submission to the planning board, and, in case
of the planning board's disapproval, by the favorable vote required
in RSA 674:40; or*

*(c) Is a **class VI highway**, provided that:*

- (1) The local governing body after review and comment by the
planning board has voted to authorize the issuance of building
permits for the erection of buildings on said class VI highway or a
portion thereof; and*
- (2) The municipality neither assumes responsibility for
maintenance of said class VI highway nor liability for any damages
resulting from the use thereof; and*
- (3) Prior to the issuance of a building permit, the applicant shall
produce evidence that notice of the limits of municipal
responsibility and liability has been recorded in the county registry
of deeds; or*

*(d) Is **a private road**, provided that:*

- (1) The local governing body, after review and comment by the
planning board, has voted to authorize the issuance of building
permits for the erection of buildings on said private road or portion
thereof; and,*
- (2) The municipality neither assumes responsibility for
maintenance of said private roads nor liability for any damages
resulting from the use thereof; and*
- (3) Prior to the issuance of a building permit, the applicant shall
produce evidence that notice of the limits of municipal
responsibility and liability has been recorded in the county registry
of deeds for the lot for which the building permit is sought; or*

*(e) Is an **existing street** constructed prior to the effective date of this
subparagraph and is shown on a subdivision plat that was approved by the
local governing body or zoning board of adjustment before the municipality
authorized the planning board to approve or disapprove subdivision plats
in accordance with RSA 674:35, if one or more buildings have been erected
on other lots on the same street.*

II. Whenever the enforcement of the provisions of this section would entail

practical difficulty or unnecessary hardship, and when the circumstances of the case do not require the building, structure or part thereof to be related to existing or proposed streets, the applicant for such permit may appeal from the decision of the administrative officer having charge of the issuance of permits to the zoning board of adjustment in any municipality which has adopted zoning regulations in accordance with RSA 674, ... in accordance with RSA 674:14 and 674:15, including the requirement for a public hearing. ...

II-a. ...

III. This section shall supersede any less stringent local ordinance, ... and no existing lot or tract of land shall be exempted from the provisions of this section except in accordance with the procedures expressly set forth in this section. For purposes of paragraph I, “the street giving access to the lot” means a street or way abutting the lot and upon which the lot has frontage. It does not include a street from which the sole access to the lot is via a private easement or right-of-way, unless such easement or right-of-way also meets the criteria set forth in subparagraphs I(a), (b), (c), (d), or (e)...

IV. ...’. (Emphasis supplied).

19. This statute applies throughout the state and was originally developed in order to provide against construction on Class VI roads, especially in towns that had no other land use code provisions that addressed that issue and the justification was to avoid having the cost of highway maintenance increasing as property on Class VI roads was developed without any controls.
20. This statute also provided for a waiver of the prohibition pursuant to a process which allows the Selectboard (subject to considering non-binding recommendations of the planning board) to issue a permit on a case by case basis, provided the applicant submitted recorded documentation that absolved the town of liability for road maintenance.¹
- - Relevant Case Law
21. Morgenstern v Town of Rye 147 NH 558; 794 A2d 782 (2002) is a NH Supreme Court decision which continued to follow the majority rule that holds that an unimproved lot is NOT protected from subsequent zoning changes unless the owner has made substantial improvements on the property prior to the adoption of the zoning change or, unless, the lot is otherwise protected by the ‘grandfather’ or ‘savings’ clause in the local zoning ordinance.
22. The following quote is a pertinent excerpt from that decision:

‘... Generally speaking, a property owner has no right to the continued existence

¹ See RSA 674:41(I)(a) and RSA 674:41(I)(c).

*of any particular zoning classification of his property, because all property is held in subordination to the police power of the municipality. [citations omitted] Special problems arise, however, when zoning regulations increase frontage and area requirements and landowners are left with substandard lots. Strict and literal enforcement of stringent regulations regarding lot size would make some such lots useless to their owners and to the community, and would destroy the value of such lots, making strict application of the ordinance confiscatory. (citations omitted). To avoid this result, some ordinances provide relief for the owner of a legally recorded lot rendered substandard by the ordinance by way of a savings clause exempting such lots from the ordinance's area and frontage requirements. (citations omitted). ...'*²

Analysis and Opinion

Applicability of RSA 674:41

As the state law (**RSA 674:41**) indicates, the general rule provides that when a building permit is sought for a lot that has no frontage on any public road, class V or better, the use of a private easement would be insufficient to overcome the requirements of the state law cited above. This statute applies throughout the state and was originally developed in order to provide against construction on Class VI roads, especially in towns that had no other land use code provisions that addressed that issue and the justification was to avoid having the cost of highway maintenance increasing as property on Class VI roads was developed without any controls. Additionally, the statute expressly indicates that it *'... shall supersede any less stringent local ordinance, ... and no existing lot or tract of land shall be exempted from the provisions of this section except in accordance with the procedures expressly set forth in this section. ...'*³

Thus, irrespective of any 'savings' or 'grandfather' clause in the language in the AZO, a party seeking a building permit on the subject parcel must obtain an approval from the Selectboard waiving the general prohibition in the statute. The Selectboard is not required to grant such a waiver, but, if it does so (following 'review and comment by the planning board, the statute requires that:

*'... (2) The municipality neither assumes responsibility for maintenance of said private roads nor liability for any damages resulting from the use thereof; and (3) Prior to the issuance of a building permit, the applicant shall produce evidence that notice of the limits of municipal responsibility and liability has been recorded in the county registry of deeds for the lot for which the building permit is sought; ...'*⁴

Originally, that statute was only applicable to construction on Class VI roads. However, this

² *Morgenstern v Town of Rye* 147 NH 558, 563; 794 A2d 782, 787; (2002).

³ *RSA 674:41 (III)* - (Emphasis supplied).

⁴ *RSA 674:41 (III)* - (Emphasis supplied).

statute has been amended over the years so that it now extends to private roads and, more recently, even to private easements, provided the liability documentation was provided. Thus, it is clear that the applicant must seek a waiver from this statute from the Selectboard.

Applicability of AZO § 4.2 and 4.3

While it is clear that an applicant wishing to build on the subject lot must seek Selectboard approval under **RSA 674:41**, the next question is whether the applicant must also seek a variance from the ZBA as a result of the lack of frontage or whether the ‘grandfather’ clause in § 4.3 provides relief from this requirement. That clause is set forth:

‘... § 4.2 - Any lot of record (See Art. IX, Sec. 9.1, Definitions, Lot of Record) in the Town of Amherst prior to the effective date of this section may be occupied by any use permitted in its zoning district, regardless of its size, provided it meets all applicable zoning setback, building, and water pollution control regulations for the Town of Amherst. Such lots shall provide for access on a publicly or privately maintained road. ...’. (Emphasis supplied).

This section provides protection for ‘uses’ and, if the lot conforms to the definition of a ‘lot of record’, expressly protects such a lot that is undersized from subsequent zoning changes increasing the minimum lot size. However, the clause also expressly requires adherence to certain other dimensional requirements (although silent as to ‘frontage’), and expressly requires ‘... **access on a publicly or privately maintained road. ...’**’.

The AZO defines a ‘lot of record’ as

‘... Lot of Record. A distinct tract of land recorded in a legal deed and plan filed in the records of Hillsborough County, New Hampshire. ...’. (Emphasis supplied).

The records in the Registry clearly demonstrate that the subject lot was in existence and transferred by a ‘legal deed’ well before the adoption of the AZO. However, that lot was never depicted in that manner on any plan recorded before the effective date of the AZO. As noted above, the lot is currently depicted on a plan that constitutes a boundary survey and is also the plan that depicts the easement. This plan was recorded well after the effective date of the AZO and has never been approved by the planning board. § 4.2 limits its applicability to lots which constituted a lot of record ‘... **prior to the effective date of this section ...’**’. Thus, in the first instance, the lot does not appear to qualify as a ‘lot of record’.

Even if it could be argued that the later recorded plan somehow satisfied the definition requirement of a ‘plan’, it is my opinion that this lot is not protected from subsequently adopted zoning changes for reason of the fact that it lacks ‘... **access on a publicly or privately maintained road. ...’**’. Accordingly, it is my opinion that the owner, in order to qualify for a building permit must also procure a variance from the ZBA providing relief from the frontage requirement.

I hope this is helpful and trust that you will let me know if you have any questions or

*Ms. Nic Strong
Community Development Director
Town of Amherst
April 28, 2020
Page 9*

comments.

Very truly yours,

William R. Drescher

WRD:bd

cc: Dean Shankle, PhD.

sent as email only

G:\Gcnoff-2\Gcnoff-207\asglanlockedlotbuildingpermit.ltr.wpd
gcnoff-207
April 28, 2020

674:41 Erection of Buildings on Streets; Appeals. –

- I. From and after the time when a planning board shall expressly have been granted the authority to approve or disapprove plats by a municipality, as described in RSA 674:35, no building shall be erected on any lot within any part of the municipality nor shall a building permit be issued for the erection of a building unless the street giving access to the lot upon which such building is proposed to be placed:
- (a) Shall have been accepted or opened as, or shall otherwise have received the legal status of, a class V or better highway prior to that time; or
 - (b) Corresponds in its location and lines with:
 - (1) A street shown on the official map; or
 - (2) A street on a subdivision plat approved by the planning board; or
 - (3) A street on a street plat made by and adopted by the planning board; or
 - (4) A street located and accepted by the local legislative body of the municipality, after submission to the planning board, and, in case of the planning board's disapproval, by the favorable vote required in RSA 674:40; or
 - (c) Is a class VI highway, provided that:
 - (1) The local governing body after review and comment by the planning board has voted to authorize the issuance of building permits for the erection of buildings on said class VI highway or a portion thereof; and
 - (2) The municipality neither assumes responsibility for maintenance of said class VI highway nor liability for any damages resulting from the use thereof; and
 - (3) Prior to the issuance of a building permit, the applicant shall produce evidence that notice of the limits of municipal responsibility and liability has been recorded in the county registry of deeds; or
 - (d) Is a private road, provided that:
 - (1) The local governing body, after review and comment by the planning board, has voted to authorize the issuance of building permits for the erection of buildings on said private road or portion thereof; and
 - (2) The municipality neither assumes responsibility for maintenance of said private roads nor liability for any damages resulting from the use thereof; and
 - (3) Prior to the issuance of a building permit, the applicant shall produce evidence that notice of the limits of municipal responsibility and liability has been recorded in the county registry of deeds for the lot for which the building permit is sought; or
 - (e) Is an existing street constructed prior to the effective date of this subparagraph and is shown on a subdivision plat that was approved by the local governing body or zoning board of adjustment before the municipality authorized the planning board to approve or disapprove subdivision plats in accordance with RSA 674:35, if one or more buildings have been erected on other lots on the same street.

TOWN OF AMHERST
Zoning Board of Adjustment

August 18, 2020

DRAFT

1 In attendance: Doug Kirkwood – Chair, Robert Rowe – Vice Chair, Jamie Ramsay –
2 Secretary/Treasurer, Charlie Vars, Danielle Pray, and Tim Kachmar (Alternate).
3 Staff present: Natasha Kypfer, Town Planner, and Kristan Patenaude, Minute Taker.

4
5 Prior to the meeting being called to order, but with the public present and meeting being
6 recorded, Bob Rowe stated that he was appalled at not having recent a paper packet for this
7 evening’s meeting. He stated that he cannot sit for the meeting, as he has not reviewed the
8 electronic copies of the information that were sent to him. He also doesn’t understand why the
9 ZBA cannot meet in-person for these meetings. The decision to meet via Zoom was never
10 discussed by the group and he doesn’t believe that this format works for ZBA meetings.

11
12 Doug Kirkwood explained that the ZBA and Town are following the Governor’s protocols by
13 not meeting in-person at this time.

14
15 Bob Rowe stated that he believes the ZBA could meet and be socially distant.

16
17 Charlie Vars stated that he was able to obtain a hard copy of the meeting packet by calling Town
18 Hall. He also feels uncomfortable receiving an electronic copy only.

19
20 Doug Kirkwood stated that he is uncomfortable with the volume of information being provided
21 to ZBA members in the packets. He takes issue with the options listed for the ZBA to take after
22 hearing a case. He believes this is the Community Development Director working in an
23 advanced fashion, as the ZBA should not be told how to act. He will discuss this further with the
24 Community Development Director.

25
26 Charlie Vars stated that the directive to only send out packets electronically did not come from
27 the Community Development Office, but rather from upstairs at Town Hall.

28
29 Doug Kirkwood agreed that electronic copies are hard to follow. He has an issue with
30 suggestions being made for the ZBA as to how to make up their minds on cases.

31
32 Doug Kirkwood called the meeting to order at 7:20 pm., with the following statement. As
33 Chair of the Amherst Zoning Board of Adjustment, I find that due to the State of Emergency
34 declared by the Governor as a result of the COVID-19 pandemic and in accordance with the
35 Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is
36 authorized to meet electronically.

37 Please note that there is no physical location to observe and listen contemporaneously to this
38 meeting, which was authorized pursuant to the Governor’s Emergency Order.

39 However, in accordance with the Emergency Order, I am confirming that we are:
40 Providing public access to the meeting by telephone, with additional access possibilities by
41 video or other electronic means:

42 We are utilizing Zoom for this electronic meeting.

43

August 18, 2020

DRAFT

44 All members of the Board have the ability to communicate contemporaneously during this
45 meeting through this platform, and the public has access to contemporaneously listen and, if
46 necessary, participate in this meeting through dialing the following phone #312-626-6799
47 and password 879 7485 2721, or by clicking on the following website address:
48 <https://zoom.us/j/87974852721> that was included in the public notice of this meeting.
49

50 Providing public notice of the necessary information for accessing the meeting:
51 We previously gave notice to the public of the necessary information for accessing the
52 meeting, including how to access the meeting using Zoom or telephonically. Instructions
53 have also been provided on the website of the Zoning Board of Adjustment at:
54 www.amherstnh.gov.
55

56 Providing a mechanism for the public to alert the public body during the meeting if there are
57 problems with access: If anybody has a problem, please call 603-440-8248.
58

59 Adjourning the meeting if the public is unable to access the meeting:
60 In the event the public is unable to access the meeting, the meeting will be adjourned and
61 rescheduled.
62

63 Please note that all votes that are taken during this meeting shall be done by roll call vote.
64

65 Let's start the meeting by taking a roll call attendance. When each member states their
66 presence, please also state whether there is anyone in the room with you during this meeting,
67 which is required under the Right-to- Know law.
68

69 **Roll call attendance: Jamie Ramsay, Danielle Pray, Charlie Vars, Robert Rowe,**
70 **Tim Kachmar, and Doug Kirkwood – all present and alone.**
71

72 Doug Kirkwood explained that Jamie Ramsay, Secretary, will read and open each case and then
73 the applicant will have a chance to speak to it. The ZBA will then carry out its business for each
74 case, including: asking questions, hearing from the public and abutters, going into private
75 deliberations, and potentially voting.
76

77 NEW BUSINESS:
78

79 **1. CASE #: PZ12820-070220 – VARIANCE**
80 **Co-Ad Realty LLC (Owner & Applicant) Amherst Street, PIN #: 05-051-000 –**
81 **Request for relief from Article IV, Section 4.3, Paragraph C to construct a single-**
82 **family residence on a lot without frontage via an existing right of way. Zoned**
83 **Residential Rural.**
84

85 Jamie Ramsay read and opened the case.
86

TOWN OF AMHERST
Zoning Board of Adjustment

August 18, 2020

DRAFT

87 Tom Quinn, Esq., joined the meeting. He explained that he is representing Co-Ad Realty in this
88 case and that Adam Vaillancourt, owner of Co-Ad Realty, and Dave Hall are joining him.
89

90 Tom Quinn, Esq., explained that the property was purchased from Rough Diamond in 2012. The
91 property is currently under agreement and has been since February. The contract has been
92 extended since this time and is contingent on tonight's meeting. The property is located at Map
93 5, Lot 51, and is approximately 9.93 acres. The plan has been recorded at the Registry of Deeds.
94 The property lacks frontage, but there is access to the lot over an existing driveway that crosses
95 Map 5, Lot 52. The property has an easement over this area. The property has existed as a
96 separate parcel since at least 1957. The two lots were conveyed with the existing right of way
97 before 1957, he believes, it was just not in the language of the deeds at that time.
98

99 Tom Quinn, Esq., explained that the lots were conveyed to John Dunn in 2007. At this time,
100 access to the lot was declared via the easement. In March, an application was filed with the
101 Board of Selectmen for a waiver restriction against RSA 674:41, that a building permit will not
102 be allowed on a property without frontage on a Class V road or better. This application was hung
103 up, as the Board of Selectmen needed to discuss it with the Planning Board. In the Board's
104 opinion, the applicant needs both a variance and a waiver. Thus, the applicant moved forward
105 with the variance application first. This will still need to go back before the Planning Board and
106 Board of Selectmen.
107

108 Tom Quinn, Esq., explained that, per a 2007 Supreme Court case, it is appropriate to address the
109 two tests regarding the application being contrary to public interest and the application
110 addressing the spirit of the ordinance as one. He explained that any variance is technically
111 contrary to the public interest in some sense, and so the ZBA's job is to determine if granting the
112 application unduly and to a marked degree conflicts with the ordinance. There are two tests to
113 determine if that standard is met:

- 114 1) If the variance alters the essential character of the neighborhoods
 - 115 2) If the variance effects the health, safety, and welfare of the public
- 116

117 1) Tom Quinn, Esq., explained that he does not believe this request for a variance alters
118 the essential character of the neighborhood. He explained that the property is located in the
119 Residential/Rural district, where single-family homes are permitted and the minimum lot
120 size is two acres. This property has approximately 10 acres and the request is to build
121 one single-family residence. There is an apartment complex that abuts this lot, and some of the
122 nearby lots are smaller than two acres. It is not uncommon in Town to have access to a lot via an
123 access easement. There is nothing in this application that alters the essential character of the
124 neighborhood.
125

126 2) Tom Quinn, Esq., stated that he does not believe this request for a variance effects the
127 health, safety, and welfare of the public. This request is for a single-family residence on a 10
128 acre lot, simply because the lot lacks frontage. This residence will meet all other requirements,
129 including: septic, setbacks, stormwater, etc. There will be no significant impact on traffic and
130 there are good sight distances at the end of the driveway onto the t.

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131 3) Substantial justice will be done because without this variance nothing can be done on
132 the property. Any permitted use would require frontage, which this property lacks. There
133 is little gain to the public in denying this variance. There is no corresponding benefit to the
134 public that offsets the total lack of use of the property that denying this variance would result in
135 for his client.

136
137 4) The values of the surrounding properties will not be diminished. Tom Quinn, Esq.,
138 explained that this will be a nice house located in a residential neighborhood, within the
139 permitted uses of the zone. It will not diminish the values of the surrounding properties.

140
141 5) Literal enforcement of the provisions of the Ordinance would result in an unnecessary
142 hardship because this is unlike any other property in the area, as it is a separate and distinct lot.
143 This lot has been around forever and has always been accessed by the existing easement right of
144 way. This grants legal access to the property. This access point predates the current zoning and
145 zoning provisions. The current zoning is to prohibit the proliferation of back lots, excessive
146 density, and curb cuts – but none of these items are at issue here. This variance does not
147 interfere with the ordinance because it is the only back lot in the area. The land is adequate to
148 handle this request without an adverse impact to the neighbors or Town. Shared driveways
149 are also not uncommon in Town.

150
151 Tom Quinn, Esq., stated that the proposed use is reasonable (a single-family residence on
152 10 acres), in a zone that allows it, and which the lot has legal access to. It would be a
153 hardship if the variance was denied, as there would be no reasonable use of the property
154 at all.

155
156 In response to a question from Doug Kirkwood, Tom Quinn, Esq., explained that he is unsure of
157 the exact sight distance at the end of the shared driveway.

158
159 Charlie Vars noted that he had a client who was also interested in this property. He does not
160 believe this should lead him to recuse himself from this case.

161
162 Public Comment:

163 Brenda Lockwood, 112A Amherst Street, stated that she is the abutter whose driveway the right
164 of way passes over. She has grave concerns about this request. She believes it will be a hardship
165 to her and overburden the land. She explained that she has records from when the land was
166 purchased from John Dunn that shows a map of the wetland permit plan, dated December 31,
167 2004. In the notes section of the map, it states that the proposed minor subdivision is accessed
168 via an existing “cart path.” She is nervous that the owner will eventually sell the property and
169 another variance will be sought to place another home on the property. The property is full of
170 wetlands and wildlife. She also has concerns with the supposed sight line at the end of the shared
171 driveway. Her tenant, who also lives on the property, cannot easily see when exiting the
172 driveway, and Amherst Street has a 40mph speed limit to enter onto. She doesn’t believe that all
173 of the abutters received proper notification for this hearing. She believes that her property will
174 lose value because the easement runs so close to her house. She questioned who would purchase

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175 a piece of land that lacks frontage, knowing what the Town regulations are. She is surprised that
176 the builder would still purchase this lot and put the burden on the other abutting homeowners.
177 She requested that the ZBA not approve the variance and, if they do, to restrict the property to
178 one single-family home forever. She also requested that the ZBA come out and look at the
179 property and the wetlands on the property.
180

181 Tom Quinn, Esq., stated that the map referenced by Brenda Lockwood correctly calls the right of
182 way a “cart path.” However, in the easement plan from 2010 the location of the driveway is
183 shown as a 35’ wide easement. This hugs the southern boundary of the property and goes straight
184 back. This is referenced in the easement document and deed. In regards to restricting the property
185 to one, single-family house, Tom Quinn, Esq., explained that that is all that is being
186 applied for in this case. He has no objections to that condition.
187

188 Deborah Duranceau, 112B Amherst Street, stated that she is the tenant of Brenda Lockwood. She
189 believes that the 35’ easement will probably take away all of the woods and trees planted. This is
190 also in an area where local children play. She stated that she has almost been side-swiped by
191 construction trucks in the area. She disagreed that there is a good line of sight at the end of the
192 shared driveway.
193

194 Tom Quinn, Esq., noted that the potential buyer is responsible and will not be running
195 construction trucks at an excessive speed. He understands some of the abutters concerns, but
196 stated that the speed requirement could always be a condition of the approval.
197

198 Sri Kalyan, 2 Founder’s Way, stated that he built his property within the last year with builder,
199 Ben Chandler. When he bought his property, he was told that the land behind it was non-
200 constructible. He purchased the land in part because he didn’t want to lose the back half of the
201 view. This variance would impact his view, and the value of his property.
202

203 Tom Quinn, Esq., stated that Map 5, Lot 47 abuts this property to the back, and Map 5, Lot 46 is
204 a back lot to the property. Access to both of these lots is not over any frontage, but over the
205 apartment complex property.
206

207 David Hall, 8 Elizabeth Lane, Mont Vernon, the listing agent for the property questioned when
208 Brenda Lockwood received approval for the rental apartment on her property. He also questioned
209 if Brenda Lockwood went through the driveway permit approval process through the Town.
210

211 In response to a question from Jamie Ramsay, Tom Quinn, Esq., stated that there are quite a few
212 properties fronting on Founder’s Way that share lot lines with the property in question.
213

214 Brenda Lockwood noted that these properties are within the Historic District and that there will a
215 certain image that the community has about this area. She also explained that the apartment on
216 her property has been there since John Dunn owned the land.
217

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218 In response to a question from Danielle Pray regarding the amount of land within the 10 acres
219 that is buildable versus wetlands, Tom Quinn, Esq., stated that the engineering on the property
220 isn't yet complete. He explained that Rough Diamond originally planned a two lot subdivision
221 on the property and went to the State for two wetland crossing permits and to the Planning Board
222 for a stormwater management plan. He is not sure if those wetland crossings were installed, but
223 the permits were obtained.

224
225 Jamie Ramsay stated that, subject to verification, the stormwater management plan and the
226 wetland crossing permits were both executed before the sunset dates of the permits. He believes
227 the crossings were installed and that there is legal access into the rear of the property.

228
229 Brenda Lockwood stated that she has seen those permits/maps and that the proposal will ruin the
230 view of this part of the property. She also explained that one would need to drive through all of
231 the wetlands on the property to get to the two acre section being proposed to build on.

232
233 In response to a question from Charlie Vars, Tom Quinn stated that once an easement is granted
234 on a property, there is legal access to the property and no way to stop that access.

235
236 Charlie Vars noted that the only issue on this property is the frontage. The owner purchased the
237 property with knowledge of the easement.

238
239 Tom Quinn stated that the property owner should not be stopped simply because the granting of
240 the variance will not enhance someone else's view. He stated that the owner has a right to build
241 on his property. The only way to ensure that a property is not built on, is to buy it.

242
243 Bennett Chandler, 6 Wildwood Drive, Brookline, NH, stated that he is the builder and
244 representative for Sri Kalyan. He stated that this variance will diminish the value of Sri Kalyan's
245 property. He noted that the proposed property was purchased for \$22,000 with the price
246 reflecting an unusable back lot. If this variance is granted, this becomes a \$250,000-300,000 lot.
247 He questioned if this property is being taxed as a buildable lot or open space. He believes that
248 this will be similar to winning the lottery for the owner, if the variance is granted, as the property
249 is essentially useless without it and will be turned into a high value piece of property with it.

250
251 Brenda Lockwood again asked the ZBA to come view the property before voting. Even though
252 this is a legal easement, she believes the variance will allow for overcrowding on the land.

253
254 Doug Kirkwood noted that the ZBA does not usually do site walks unless absolutely necessary,
255 but will take the request into consideration.

256
257 *Robert Rowe left the meeting.*

258
259 **2. CASE #: PZ12860-070820 – VARIANCE**
260 **Linda L. Robinson, Trustee (Owner & Applicant) 312 Boston Post Road, PIN #:**
261 **004-011-000 – Request for relief from Article IV, Section 4.3, Paragraph D 2&3 to**

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262 **construct a detached two-car garage a distance of more than 50' from the edge of Boston**
263 **Post Road and a distance of 31.1' from the edge of North Meadow Road and with a**
264 **maximum height of 23 feet. Zoned Residential Rural.**

265
266 Tom Quinn, Esq., representing Linda L. Robinson, Trustee, stated that the applicant owns
267 approximately 4.78 acres with an existing residence and barn at 312 Boston Post Road. The
268 existing structures meet all of the current requirements. The property is a corner lot. The ZBA
269 previously ruled that additional structures on the property must maintain a setback of 50' from
270 Boston Post Road and North Meadow Road, and a maximum structure height of 22'.

271
272 Tom Quinn, Esq., explained that the property lacks a garage. The proposal is to construct a
273 28'x32' garage in the location shown on the plan, in the northeast corner of the property. The
274 proposed garage would be 31.1' from North Meadow Road, with a proposed height of 22'9". He
275 has rounded this number up to 23', as Bill Coco, builder, is content with that margin of error.
276 The requested variance is for the less than 50' setback and the extended height of the structure.

277
278 Tom Quinn, Esq., explained that he will, again, be addressing the first two tests together, as he
279 did with the previous case.

280
281 1&2) Tom Quinn, Esq., explained that the property is located in the Residential/Rural
282 zone. Being proposed is a two bay garage for residential use. He believes that the fact that the
283 proposed garage meets 30' setbacks should be satisfactory in this case. The proposed
284 garage sits on an open woodland part of the property. In general, the property is very wooded
285 and the owners take great care of the property. He explained that the proposed garage location
286 has been marked for quite a while and that it should be of no surprise to the neighbors as to
287 where it will be located.

288
289 Tom Quinn, Esq., explained that, as one travels down Boston Post Road, the properties
290 on the east are at a higher elevation than those on the west. This should be a significant factor in
291 the proposed height of the property, as, even at 23', the garage will still sit below the height of
292 buildings on the other side of the street. Thus, the garage will not visually be noticed
293 significantly. This proposal will not change the essential character of the neighborhood. The
294 existing property is beautiful and is beautifully maintained. The addition of a garage will
295 enhance the property and the neighborhood. Reducing the setback will cause no danger to the
296 health, safety, or welfare of the public. There is a stop sign at the intersection where the property
297 is located, and about 50-60' between the proposed location of the garage and the stop sign. The
298 proposed garage will not interfere with the sight line at this intersection.

299
300 3) Tom Quinn, Esq., explained that substantial justice will be done because the proposed
301 position of the garage on the property causes the least undermining of existing trees.
302 Every garage also needs a turning radius, and this location offers a place for a small apron in
303 front. Linda Robinson's husband also has a chronic health condition, and they would like to be
304 able to enter the house easily from the garage, instead of it being far away. He also explained that

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305 there is no benefit to the public in denying the variance that outweighs the loss to the applicant to
306 be able to build the proposed garage in a feasible location.

307 4) Tom Quinn, Esq., stated that the proposed garage will not diminish nearby property
308 values. The neighborhood is fairly uniform in terms of quality and value of the houses, with
309 the exception of the property in question, which is exceptionally nice.

310
311 5) Tom Quinn, Esq., explained that a hardship to the applicant is the house's orientation.
312 The house's driveway is on the east side of the property, so the garage could logically be
313 placed there. The west side of the property experiences a significant drop in terrain, and also
314 holds the leach field. The proposed garage sitting approximately 20' closer to the road than
315 required is not inconsistent with the spirit of the ordinance. The garage is otherwise a reasonable
316 use of the land and allows for substantial compliance.

317
318 Charlie Vars noted that if the garage roof was pitched 10/12, instead of 11/12, the total height
319 would be about 21'6" and no variance would be necessary. Tom Quinn, Esq., explained that a
320 lower pitch would mean that the windows above the doors would need to be eliminated. The
321 currently proposed windows match the barn windows and help to integrate the garage with the
322 property.

323
324 In response to a question from Charlie Vars, regarding proving hardship when the pitch of the
325 roof could be adjusted to meet the height requirements, Tom Quinn, Esq., explained that his
326 client prefers the proposed pitch and style of the garage.

327
328 In response to a question from Jamie Ramsay, Tom Quinn, Esq., stated that the proposed garage
329 has a footprint of 28'x32'. The 28' end is the gable end and runs north-to-south, and the 32' end
330 runs in an east-to-west direction.

331
332 Public Comment:

333 Shane Humphreys, 5 North Meadow Road, stated that he lives directly across from the property
334 in question. He gives his full support towards granting the variance. He stated that the Robinsons
335 do an incredible job with their yard and their house is impeccable. Anything the Robinsons do to
336 their property, he believes will increase the value of his property. He explained that the area is
337 very wooded and doesn't believe most will even know the garage is there. He stated that the
338 plans go well with the rest of the property and that it will be in the best interest of the community
339 and the neighborhood to grant the variance.

340
341 **3. CASE #: PZ12864-071020 – VARIANCE**
342 **Keith and Barbara Allen (Owners & Applicants) 5 Milford Street, PIN #: 025-083-**
343 **000, & Stacey B. McMahan (Owner) 9 Milford Street, PIN #: 025-081-000 - Request**
344 **for relief from Article IV, Section 4.3, Paragraph C 1&2, D 1,2,3&4 to enter into a**
345 **lot line adjustment whereby 765 square feet of land will be removed from Lot 25-81**
346 **and added to Lot 25-83. Zoned Residential Rural.**

347
348 The Board confirmed that this application has been withdrawn at this time.

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**4. CASE #: PZ12945-072920 – VARIANCE
Sara Melone (Owner) & The Tree of Life Interfaith Temple, Inc. (Applicant) 5
Northern Blvd. Unit #8, PIN #: 002-504-008 – Request for relief from Article V,
Section 4.9, Paragraph A to lease with the intent to purchase to use for religious
services and support of members. Zoned Industrial.**

May Balsama, of Berkshire Hathaway, Karen Manchester Administrator for the Tree of Life Interfaith Temple, and Linda Goodman, presiding Minister for The Tree of Life Interfaith Temple, joined the meeting.

May Balsama explained that this condo came on the market and was attractive to the temple, as the group used to use it as a meeting space on a regular basis, up until about two year ago. The condo has the proper number of rooms and space that meets the temple’s need for offering counseling to its membership.

May Balsama read through the applicant’s explanations of the five tests:

1) Granting this variance to The Tree of Life Interfaith Temple, Inc., to use the condo at 5 Northern Blvd. Unit #8 as offices and gathering space for our church and seminary is not contrary to public interest, and may even be considered beneficial to public interest. Our use of the space for public Worship Services, Client Services such as spiritual mentoring, spiritual counseling, pastoral services and the like, as well as Education and Seminary Classes, will serve to benefit and enhance the public interest. Most classes and gatherings happen in the evening hours or during weekend hours when many of the neighboring units are closed for normal business. We pose no threat to public health, safety, or welfare.

2) The spirit of the ordinance is preserved by our many offerings falling within the guidelines of the ordinance itself:
Section 4.9 Industrial Zone: A. PERMITTED USES: 8. Corporate and business offices compatible with other permitted uses in the zone and/or professional offices for individual or group practice, including doctors and dentists (including medical and dental clinics), counseling services, engineers, architects, planners, insurance, and accountants (3014078, 3-10-87).

Our Corporate/Business office, Client Services, and Educational offerings all fall within the scope of this section of the ordinance. Only our offering of public Worship Services is not explicitly permitted.

3) As most of our activities do fall within the Permitted Uses of the Industrial Zoning, and the only activity that does not would take place when most neighboring businesses are closed, there is no danger or harm, real or perceived, to any individual or to the public interest, there is nothing to weigh the benefit to The Tree of Life Interfaith Temple against/ Congregation Betenu, a Jewish Community, occupies the unit at 5 Northern Blvd. Unit #1.

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393 4) Most of our gathering activities, such as Classes and Worship Services, take place in
394 the evening and on weekends when other neighbors are closed for business. There is very little
395 chance that our activities will adversely affect our neighbors or the condominium complex.
396

397 5) Because of the Industrial Zone restriction, when all other activities and services
398 provided to our members and to members of the public are permitted, it is an undue
399 burden that we would not also be able to meet for Worship Services within the confines of this
400 space. This additional use, for gathering and worship, is both reasonable and will not alter the
401 essential character of the neighborhood or place an undue burden on our neighbors.
402

403 May Balsama explained that she spoke with the Fire Chief during a walk through of the property,
404 regarding any life safety codes or building needs. She explained that they are currently looking
405 into the possibility of a chair lift for the building. The first floor is handicap accessible though.
406

407 In response to a question from Charlie Vars, May Balsama explained that the unit in question is a
408 center unit. Karen Manchester explained that the other offices in the building are an antique
409 seller, a chiropractor, and a consulting business. The condo docs prohibit manufacturing on site.
410

411 In response to a question from Danielle Pray, Karen Manchester stated that the Temple holds
412 hours at 10am on Sundays, and occasionally has Saturday classes or workshops from around
413 9am-1pm/4pm. On Monday through Friday, the Temple holds office hours and the presiding
414 minister holds counseling hours. Evening hours are generally held on Tuesdays and Thursdays.
415 The Temple does not have a fall schedule set yet.
416

417 In response to a question from Charlie Vars, Karen Manchester stated that the unit is a two-story
418 building and that it can accommodate about 33 people in the sanctuary space.
419

420 Cycling back to the second application, *CASE # PZ12947-073020 – Rehearing of CASE #:*
421 *PZ12445–032320 - Linda L. Robinson, Trustee of the Linda L. Robinson 2000 Trust (Owner &*
422 *Applicant) – 312 Boston Post Road, PIN 004-011-000 – Request for rehearing of the Board’s*
423 *decision denying the Appeal of an Administrative Decision of the Town Building Official. Zoned*
424 *Residential Rural.*, in response to a question from Charlie Vars, Tom Quinn, Esq., explained that
425 he would withdraw the request for rehearing, if the ZBA grants a variance on this case. He would
426 be willing to withdraw this after the 30 day appeal period for the variance is up.
427

428 In response to a question from Jamie Ramsay, Tom Quinn, Esq., stated that he would also be
429 okay with tabling the rehearing, if the variance is granted tonight.
430

431 *Tim Kachmar sat for Robert Rowe.*
432

433 **Charlie Vars moved to enter deliberations. Tim Kachmar seconded.**
434 **Roll call vote: Danielle Pray – aye; Jamie Ramsay – aye; Tim Kachmar– aye;**
435 **Charlie Vars – aye; and Doug Kirkwood – aye. Motion carried unanimously.**
436

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437 **CASE #: PZ12820-070220:**
438 **Jamie Ramsay moved no regional impact. Danielle Pray seconded.**
439 **Roll call vote: Danielle Pray – aye; Jamie Ramsay – aye; Tim Kachmar– aye;**
440 **Charlie Vars – aye; and Doug Kirkwood – aye. Motion carried unanimously.**

441
442 **Discussion:**

443
444 Jamie Ramsay explained that any issue with the sight line or access onto Amherst Street,
445 would ultimately be decided by the Community Development Office/Building
446 Official/Police Department. This is not a ZBA item to focus on.

447
448 The group discussed that the easement is legal and grants access to the site.

449
450 In response to a question from Danielle Pray, Jamie Ramsay stated that he believes the
451 wetland crossings were put in on site and that the area is basically high and dry walkable
452 from Amherst Street to the back of the lot. If the wetland crossings are not in place, the
453 applicant will need to go through that permitting process again.

454
455 1. The Variance will not be contrary to the public interest.

- 456 • C. Vars – true, this will be a single-family residence and the owner has a right to
457 build on the lot.
458 • J. Ramsay – true, this appears to be a small, practical build, the envelope of which
459 will not endanger the health, safety, or welfare of the public.
460 • T. Kachmar– true, this proposal will not be contrary to the public interest. There is no
461 access except through the easement, making it hard for the property to require
462 frontage in order to build.
463 • D. Pray– true, this proposal is not contrary to the public interest and does not alter the
464 essential character of the neighborhood.
465 • D. Kirkwood – true, the lot size is 10 acres and if the build is placed toward the back
466 of the lot, it will not disturb the wetlands.

467 **5 True**

468
469 2. The Variance is consistent with the spirit and the intent of the Ordinance

- 470 • T. Kachmar – true, there is a legal easement in place. This ordinance applied but
471 cannot be enforced on this lot due to existing conditions.
472 • D. Pray – true, she doesn't believe that a single-family home will crowd the land. She
473 also doesn't believe it will create traffic issues.
474 • C. Vars – true, the proposal will not alter the neighborhood. If the proposed residence
475 is built well back on the lot it may not even be seen by the front two abutters.
476 • J. Ramsay – true, he believes the proposed residence will be well back on the
477 property and thus the spirit of the ordinance is observed.
478 • D. Kirkwood – true.

479 **5 True**

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3. Substantial justice is done.
- D. Pray – true, she believes that denying the owner’s their right to build on the land would give no corresponding benefit to the public.
 - C. Vars – true.
 - J. Ramsay – true, granting the variance permits the enjoyment of the property to the owner.
 - T. Kachmar – true.
 - D. Kirkwood – true.

5 True

4. The values of the surrounding properties will not be diminished.
- C. Vars – true, the addition of a single-family residence on one lot does not diminish the values of surrounding properties, even if the abutters don’t like the proposal.
 - J. Ramsay – true, he does not believe granting the variance will lead to a substantial difference than the surrounding residential developments.
 - T. Kachmar – true, he doesn’t believe that being able to see a new residence from abutting properties diminishes their values. He also believes this proposed residence may be set far enough back to not notice it.
 - D. Pray – true.
 - D. Kirkwood – true.

5 True

5. Literal enforcement of the provisions of the Ordinance would result in an unnecessary hardship.
- J. Ramsay – true, if the variance is denied, this land cannot be built on, and that will render the land useless, which is a hardship for the owner.
 - C. Vars– true, the proposed use is a reasonable one and the only issue with this lot is lack of frontage. It will be a hardship to the owner if the variance is not granted.
 - D. Pray – true, strict conformance to the ordinance will result in a hardship to the owner of the property. This will allow for no use of the property. The lot has been landlocked since at least the 1950’s, and has never had frontage. These items were not caused by the applicant.
 - T. Kachmar– true.
 - D. Kirkwood – true, the necessary access to this land is granted through the easement across the abutters’ land in front. This is a unique situation and speaks to a problem with applying the ordinance.

5 True

In response to a question from Danielle Pray, Doug Kirkwood explained that, if the access road was to be rerouted, the easement would need to be rewritten as well as the deed. He also doesn’t believe that the access road can be moved much closer to the property line than it already is.

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522 Jamie Ramsay noted that, with an access easement, the owner has the right to use the access way
523 as needed to get from point A to B.

524
525 Charlie Vars suggested that a condition could be that the entrance off Amherst Street needs to be
526 in the same location as the current driveway. This will push the access road slightly to the left,
527 and make sure that a second driveway isn't created.

528
529 **The Chair stated that the application, as it passed all of the tests, is granted with the**
530 **following conditions:**

- 531 **1. That the property is to be kept to one single-family dwelling.**
532 **2. That the entrance to the property and easement coincide with the current curb cut**
533 **off Amherst Street.**

534
535 **CASE #: PZ12860-070820:**
536 **Jamie Ramsay moved no regional impact. Danielle Pray seconded.**
537 **Roll call vote: Danielle Pray – aye; Jamie Ramsay – aye; Tim Kachmar– aye;**
538 **Charlie Vars – aye; and Doug Kirkwood – aye. Motion carried unanimously.**

539
540 **Discussion:**

541
542 Jamie Ramsay noted that, in this rural setting, an additional foot of height on the
543 proposed garage will not be noticed. The other two existing buildings on the site are also
544 taller than the proposed garage.

- 545
546 1. The Variance will not be contrary to the public interest.
- 547 • D. Pray – true, this will not be contrary. Many or most of the houses in the area have
 - 548 garages. The incursion into the setbacks and the extra height of the proposed garage
 - 549 will not affect the health, safety, and welfare of the public.
 - 550 • C. Vars – true, the size, as stated, will not dominate the site. The proposed garage will
 - 551 be tucked in the trees and is located in the right spot on the site.
 - 552 • T. Kachmar– true.
 - 553 • J. Ramsay – true.
 - 554 • D. Kirkwood – true.

555 **5 True**

- 556
557 2. The Variance is consistent with the spirit and the intent of the Ordinance
- 558 • T. Kachmar – true, the purpose of this ordinance is to prevent encroachment to
 - 559 neighbors and the road; due to the nature of this lot, these are not issues. The
 - 560 neighbors also spoke about being okay with the proposal.
 - 561 • C. Vars – true.
 - 562 • J. Ramsay – true.
 - 563 • D. Pray – true, she stated that the extra foot of height on the proposed structure does
 - 564 not overcrowd the site.

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- 565 • D. Kirkwood – true.
566 **5 True**
567
568 3. Substantial justice is done.
569 • C. Vars – true, the proposed garage is suggested in the best location on the site.
570 • J. Ramsay– true, a garage is also semi-essential to modern living.
571 • T. Kachmar – true.
572 • D. Pray – true, she doesn’t see a gain to the public for denying the variance to the
573 applicant. The applicant also mentioned health issues that speak to the need for a
574 variance.
575 • D. Kirkwood – true.
576 **5 True**
577
578 4. The values of the surrounding properties will not be diminished.
579 • D. Pray – true, she stated that she heard testimony from the neighbors that they
580 believe their home value will be increased. The ZBA also received three similar
581 letters.
582 • C. Vars – true, the proposed garage will be in a forested area and the height will not
583 be close to that of the existing house. The neighbors are also okay with this garage.
584 • J. Ramsay – true, this is a good sized lot and there are no other practical places on the
585 property to place the garage.
586 • T. Kachmar – true, the neighbors are in favor of the plan.
587 • D. Kirkwood – true.
588 **5 True**
589
590 5. Literal enforcement of the provisions of the Ordinance would result in an unnecessary
591 hardship.
592 • C. Vars – true, there are special conditions on the site. If the house had been built to
593 the west, this would not be an issue. The proposed area for the garage will save trees
594 on site.
595 • J. Ramsay– true, denying the variance would deny the applicant a reasonable use of
596 the property.
597 • T. Kachmar– true, to deny the variance would be a hardship to the owner.
598 • D. Pray – true, there are special conditions on the property, such as that the leach field
599 is located on the west of the property and the driveway and main entrance to the
600 house are located on the east of the property.
601 • D. Kirkwood – true.
602 **5 True**
603
604 **The Chair stated that the application, as it passed all of the tests, is granted.**
605
606 **CASE #: PZ12945–072920:**
607 **Jamie Ramsay moved no regional impact. Tim Kachmar seconded.**

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608 **Roll call vote: Danielle Pray – aye; Jamie Ramsay – aye; Tim Kachmar– aye;**
609 **Charlie Vars – aye; and Doug Kirkwood – aye. Motion carried unanimously.**

610 **Discussion:**

611
612
613 Jamie Ramsay explained that this variance is necessary because the zoning ordinance
614 never contemplated the use of this property as a place of religious education and practice.
615 He would like to open a discussion about allowing the alternate use in this zone.

616
617 Doug Kirkwood noted that, although the desired use is not listed as permitted, it is also
618 not listed as not permitted.

619
620 Charlie Vars stated that he believed when he was on the Planning Board, this was
621 supposed to be approved as a permitted use in all zones. This appears to be an oversight.
622 Jamie Ramsay thought this might be a suggestion for a proposed amendment this year.
623 He noted that if the use was being proposed in a "classical" industrial building with
624 overhead doors and steel walls, it might be a different discussion, but this building was
625 basically an office building.

626
627 **Although the Board had already voted on regional impact, Tim Kachmar moved no**
628 **regional impact. Jamie Ramsay seconded.**

629 **Roll call vote: Danielle Pray – aye; Jamie Ramsay – aye; Tim Kachmar – aye;**
630 **Charlie Vars – aye; and Doug Kirkwood – aye. Motion carried unanimously.**

631
632 1. The Variance will not be contrary to the public interest.

- 633 • J. Ramsay– true.
634 • C. Vars – true, the proposed use will not pose a threat to the public health, safety, or
635 welfare.
636 • D. Pray– true, a public worship service will not alter the neighborhood. The use of the
637 unit will be limited during weekends and is consistent with the other units. The Fire
638 Department has also been out to the site to look at a reasonable limit for the number
639 of people in the space.
640 • T. Kachmar – true, there is another House of Worship in the same area.
641 • D. Kirkwood – true.

642 **5 Trueyi**

643
644 2. The Variance is consistent with the spirit and the intent of the Ordinance

- 645 • D. Pray– true, there are other professional services offered in the area, and the
646 proposed use is consistent with other uses.
647 • T. Kachmar – true.
648 • J. Ramsay – true, there are rights of tenancy. Also the proposed use is not flagrant to
649 the other units.
650 • C. Vars – true, the number of people in the building will be kept to a minimum.

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- 651 • D. Kirkwood – true.
652 **5 True**
653
654 3. Substantial justice is done.
655 • J. Ramsay – true, granting the variance is to the enjoyment of the property – whether
656 the owner or tenant.
657 • C. Vars– true.
658 • D. Pray– true, there is no loss to the public that outweighs the rights of the applicant
659 to use the property as a place of public worship. The proposed use goes hand-in-hand
660 with other services provided in the area.
661 • T. Kachmar – true.
662 • D. Kirkwood – true.
663 **5 True**
664
665 4. The values of the surrounding properties will not be diminished.
666 • J. Ramsay – true, the proposed use will have no impact on the surrounding properties.
667 • T. Kachmar – true.
668 • D. Pray – true, she believes the applicant has met the tests and presented evidence
669 that there will be no diminished property values.
670 • C. Vars – true, the proposed use is consistent with all units in the area.
671 • D. Kirkwood – true.
672 **5 True**
673
674 5. Literal enforcement of the provisions of the Ordinance would result in an unnecessary
675 hardship.
676 • D. Pray – true, the only aspect of the business not allowed is the public worship one.
677 The industrial zone is perfect for this type of use. Not allowing the proposed use
678 would be a hardship.
679 • C. Vars– true, this is a reasonable use that will not affect the character of the
680 industrial park.
681 • J. Ramsay – true.
682 • T. Kachmar – true, the proposed use is not listed as prohibited; it just doesn't happen
683 to be listed as allowed.
684 • D. Kirkwood – true, there is already a religious use in the same building. The
685 proposed fellowship will be a minimal use of the property and thus is not in danger of
686 changing the overall use of the industrial park.
687 **5 True**
688

689 **The Chair stated that the application, as it passed all of the tests, is granted.**

690 **MOTION FOR REHEARING:**

- 691 **4. CASE # PZ12947-073020 – Rehearing of CASE #: PZ12445–032320 -**
692
693

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694 **Linda L. Robinson, Trustee of the Linda L. Robinson 2000 Trust (Owner &**
695 **Applicant) – 312 Boston Post Road, PIN 004-011-000 – Request for rehearing of the**
696 **Board’s decision denying the Appeal of an Administrative Decision of the Town**
697 **Building Official. *Zoned Residential Rural.***

698
699 **Discussion:**

700 Tim Kachmar stated that that variance could have been approved, but the applicant would
701 have had to come back anyway for the height issue.

702
703 Doug Kirkwood stated that this is a setback corner lot. He believes the ZBA should grant the
704 rehearing and if Tom Quinn, Esq., then wants to pull the request once the 30 day appeal
705 window lapses for the variance that was just granted, that will be okay.

706
707 **Danielle Pray moved to grant the request for rehearing. Jamie Ramsay seconded.**
708 **Roll call vote: Danielle Pray – aye; Jamie Ramsay – aye; Tim Kachmar – aye;**
709 **Charlie Vars – aye; and Doug Kirkwood – aye. Motion carried unanimously.**

710
711 **Charlie Vars moved to exit deliberations. Jamie Ramsay seconded.**
712 **Roll call vote: Danielle Pray – aye; Jamie Ramsay – aye; Tim Kachmar– aye;**
713 **Charlie Vars – aye; and Doug Kirkwood – aye. Motion carried unanimously.**

714
715 OTHER BUSINESS:

716
717 Doug Kirkwood stated that he will address the size of the meeting package with Community
718 Development.

719
720 Tim Kachmar noted that Town Hall might be trying to save money by sending the package
721 electronically. But the ZBA members are all volunteers, and it isn’t fair to ask them to print all of
722 the materials at home. He would prefer the electronic copy, but feels that it should be an option
723 to receive a hard copy.

724
725 Charlie Vars stated that there was the option to get the paper packet, in the email that was sent to
726 the members with the electronic version. He mentioned that he contacted Deb Butcher, who had
727 a hard copy printed for Bob Rowe but wasn’t able to get a hold of him, and so Charlie Vars was
728 able to obtain that copy.

729
730 Tim Kachmar stated that he hadn't read the whole email so didn't see the offer of the paper
731 packet. He suggested that each ZBA member let it be known what his/her preference is ahead of
732 time.

733
734 Doug Kirkwood stated that he will sit with Nic Strong to discuss not being told what the
735 ordinances/RSAs say. He would also like for the packet information to be made more concise.
736 It’s a lot of work to put these packets together, but they do not serve the ZBA well.

737

TOWN OF AMHERST
Zoning Board of Adjustment

August 18, 2020

DRAFT

738 In response to a question from Danielle Pray, Doug Kirkwood stated that he will also look into if
739 the ZBA can meet in-person.

740

741 **Tim Kachmar moved to adjourn at 10:57 pm. Charlie Vars seconded.**

742 **Roll call vote: Danielle Pray – aye; Jamie Ramsay – aye; Tim Kachmar – aye;**

743 **Charlie Vars – aye; and Doug Kirkwood – aye. Motion carried unanimously.**

744

745

746

747

748 Respectfully submitted,

749 Kristan Patenaude

750

751



Town of Amherst, New Hampshire
Office of Community Development
Building · Code Enforcement · Planning · Zoning · Economic Development
2 Main Street, Amherst, NH 03031

MEMO

TO: Peter Lyon, Chair, and Board of Selectmen
Dean Shankle, Town Administrator

FROM: Nic Strong, Community Development Director

DATE: October 8, 2020

RE: Map 5 Lot 51, Amherst Street, Co-Ad Realty, LLC
Waiver of Municipal Liability, RSA 674:41

At their meeting of October 7, 2020, the Planning Board discussed the above-noted property and the request from Tom Quinn, Esq., for Co-Ad Realty, LLC, that the Board of Selectmen grant the issuance of a building permit for a single-family dwelling on that lot and issue a waiver of municipal liability pursuant to RSA 674:41 for that purpose.

The Planning Board heard from Attorney Quinn about this matter and were in receipt of the ZBA approval of the variance to allow building the single-family dwelling on this lot with no frontage, and Attorney Quinn's document submissions to the Board of Selectmen.

The Planning Board voted that they had no objection to the Board of Selectmen issuing a building permit and waiver of municipal liability for a single-family dwelling on this lot.

Please let me know if you have any questions.

NS/



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: 2020 Tax Rate Setting
Meeting Date: October 26, 2020

Department: Tax Collector
Staff Contact: Gail Stout

BACKGROUND INFORMATION:

Upon receipt of the Preliminary Tax Rate from DRA the Board will decide the dollar amount to be applied from the Unassigned Fund Balance to reduce property taxes for submission to DRA for a final 2020 tax rate.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the application of \$_____ from the Unassigned Fund Balance to reduce the 2020 property tax rate.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing Approvals

Department: Assessing

Meeting Date: October 26, 2020

Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

A - LAND USE CHANGE TAX

Attached is a land use change tax release for Tax Map 005 Lot 059-35. The parcel was sold making this parcel less than 10 acres and not contiguous with other lots in current use under identical ownership. The Land Use Change Tax of \$23,500.00 amount represents 10% of the full and true market value of \$235,000.

B - VETERAN TAX CREDIT

I have reviewed the attached Veteran Tax Credit Application provided and the applicants qualify for the Veteran Tax Credit under RSA 72:28 for the 2021 tax year.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

A - Therefore, I move to approve the Land Use Change Tax in the amount of \$23,500 for Tax Map 005 Lot 059-035, 24 Founder's Way.

B - Therefore, I move to approve the Veteran Tax Credit for tax year 2021 on the following map and lot numbers:

MAP/LOT	LOCATION	AMOUNT
005-016-017	17 Atherton Lane	\$500.00
018-039-000	5 Manchester Road	\$500.00

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. FERNANDEZ a-5-w-2016 5-59-35

2. FERNANDEZ a-5-2016 5-59-35
3. Vet Credit Approval 5-16-17 & 18-39 2021

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

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

NAME OF MUNICIPALITY		
STREET ADDRESS		
MAILING ADDRESS		
MUNICIPALITY	STATE	ZIP CODE

STEP 2 - COLLECTION OF LAND USE CHANGE TAX

(a) State of New Hampshire, County of:	
(b) To:	Municipal Collector of taxes
(c) for the municipality of:	in said County.
(d) In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of:	\$ <input style="width: 150px; height: 25px;" type="text"/>
Interest at 18% will be assessed after 30 days.	
(e) Given under our hands at	
(f) This day of	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS	
(h) MUNICIPAL TAX MAP	LOT NUMBER

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

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE

INSTRUCTIONS

WHEN TO FILE

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

WHO MUST FILE

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

WHERE TO FILE

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

TAX COLLECTOR PROCEDURES

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

WHEN TAX IS DUE

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

COLLECTION OF UNPAID TAX

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

ADA

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

NEED HELP?

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

LINE-BY-LINE FORM INSTRUCTIONS

STEP 1

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

STEP 2

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

STEP 3

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

FORM
A-5

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

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

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

PLEASE TYPE OR PRINT	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	MAILING ADDRESS		
MUNICIPALITY		STATE	ZIP CODE

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

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

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

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

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

FORM
A-5

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

STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification:	
(b) Actual Date of Change in Use (MM/DD/YYYY)	<input style="width: 100px;" type="text"/>
(c) Full and True Market Value at Time of Change in Use	\$ <input style="width: 100px;" type="text"/>
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ <input style="width: 100px;" type="text"/>

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

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE

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

LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
MAILING ADDRESS		
MUNICIPALITY	STATE	ZIP CODE
(b) Actual Date of Change in Use (MM/DD/YYYY)	<input style="width: 100px;" type="text"/>	
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)	<input style="width: 100px;" type="text"/>	
(d) Full and True Market Value at Time of Change in Use	\$ <input style="width: 100px;" type="text"/>	
(e) Land Use Change Tax Due	\$ <input style="width: 100px;" type="text"/>	

FORM
A-5

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

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

(a) MAKE CHECKS PAYABLE TO:		
(b) MAIL TO:		
MAILING ADDRESS:		
MUNICIPALITY	STATE	ZIP CODE
(c) MUNICIPAL TAX COLLECTOR PHYSICAL OFFICE LOCATION:		
(d) MUNICIPAL TAX COLLECTOR OFFICE HOURS:		
(e) LAND USE CHANGE EXEMPT FROM RECORDING RSA 79-A:7, I (c): <input type="checkbox"/> Yes <input type="checkbox"/> No		
(f) RECORDING FEE: INCLUDE A SEPARATE CHECK IN THE AMOUNT OF \$ _____		
PAYABLE TO:		
(g) PAYMENT OF THE LAND USE CHANGE TAX IS DUE NO LATER THAN 30 DAYS AFTER MAILING OF THIS BILL. INTEREST, AT THE RATE OF 18% PER ANNUM, SHALL BE DUE IF THE TAX IS NOT PAID ON OR BEFORE: _____		

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

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

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

MUNICIPALITY LAND USE CHANGE TAX BILL

INSTRUCTIONS

GENERAL INSTRUCTIONS

WHO MUST FILE

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

WHEN TO FILE

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

WHERE TO FILE

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

BILLING AND COLLECTION OF THE TAX

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

APPEAL OF LAND USE CHANGE TAX

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

ADA

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

NEED HELP?

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

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

MUNICIPALITY LAND USE CHANGE TAX BILL

INSTRUCTIONS

LINE-BY-LINE INSTRUCTIONS

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

STEP 1

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

STEP 2

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

STEP 3

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

STEP 4

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

STEP 5

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

STEP 6

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

STEP 7

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

STEP 8

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



OFFICE OF THE ASSESSOR
2 Main Street, PO Box 960
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VETERAN TAX CREDIT

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

From: Richard D. Dorsett Jr., CNHA
KRT Appraisal RD

Date: October 19, 2020

RE: Veteran Tax Credit Application Recommendation 2021

I have reviewed the attached Veteran Tax Credit Application provided and the applicants qualify for the Veteran Tax Credit under RSA 72:28 for the 2021 tax year.

Suggested Motion:

Therefore, I move to approve the Veteran Tax Credit for tax year 2021 on the following map and lot numbers:

MAP/LOT	LOCATION	AMOUNT
005-016-017	17 Atherton Lane	\$500.00
018-039-000	5 Manchester Road	\$500.00



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Accounts Payable Manifests and
BOS October 12, 2020 Meeting Minutes

Department: Finance Department

Meeting Date: October 26, 2020

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Approvals:

Payroll

AP1 ~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$224,866.98 dated October 8, 2020, subject to review and audit.

AP2 ~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$225,735.23 dated October 22, 2020, subject to review and audit.

Accounts Payable

AP3 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$199,290.51 dated October 13, 2020, subject to review and audit.

AP4 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$35,908.21 dated September 30, 2020, subject to review and audit (NH DMV).

AP5 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$41,661.25 dated October 16, 2020, subject to review and audit (NH DMV).

Minutes

~ I move to approve the Board of Selectmen meeting minutes of October 12, 2020.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2020.10.12_BOS_MINUTES



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, October 12, 2020 6:30PM

1 **1. Call to Order**

2 Chairman Peter Lyon called the meeting to order at 6:31 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 (co-
9 chair), Scott Tuthill, Matt Seiler, Bill Loscocco, 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 846-5078-3817 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 **a. Amherst Garden Club – AGC Anniversary Legacy Gift Proposal**

43 Nancy Head and Christy Belvin, of the Amherst Garden Club, presented the proposal to the
44 Board. Nancy Head explained that the Garden Club, as part of its 50th anniversary celebration,
45 is looking to give a legacy gift to the Town. She explained that Christy Belvin has chaired the
46 subcommittee for this, and the group has settled on a granite bench and Kousa dogwood tree.
47 These are proposed to be placed at the corner of Jones Road and Mack Hill Road. Perry Day,
48 DPW, stated that there was once a cherry tree at this site. The bench will be made from a
49 granite slab quarried from Milford in the 1970’s. This will give the bench a historic feel and
50 keep with the historic marker already in place. The subcommittee has spoken to all of the
51 neighbors, who are all in agreement with the proposal. The Heritage Commission, Historic
52 District Commission, and Historical Society are also all in agreement with the proposal. She
53 explained that there will be consistent watering of the tree for the first two years, thanks in
54 part to the Garden Club, the DPW, and a couple of neighbors.
55

56 In response to a question from Selectman Panasiti, Nancy Head stated that the Garden Club
57 will work closely with Perry Day regarding the exact location of the tree and bench.
58 Selectman Panasiti noted that the group should take caution in regard to plowing and salt use
59 that may occur nearby.
60

61 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to accept*
62 *the gift from the Amherst Garden Club.*
63 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
64 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
65

66 **b. Bike/Ped Action Committee: 2021 Potential Grant Funding Opportunities**

67 Chris Buchanan, Chair of the Bicycle & Pedestrian Advisory Committee, stated that the group
68 has been working since 2018 to identify potential projects in Town and discuss ways to fund
69 them. The group will continue to work to formalize their part in the CIP process and create a
70 Strategic Plan. There are a number of grant opportunities coming up that he would like the
71 Town to consider taking part in, in order to help offset the cost of some of these projects.
72

73 Chris Buchanan explained that one of these grants, the DOT Transportation Alternatives
74 Program (TAP), usually would be administered at the end of this year but is delayed due to
75 COVID-19. This grant gives an 80/20 match and the Committee is deciding if there is a
76 project to pursue for this grant. He stated that a fund with modest amounts in it would bolster
77 the Town’s standing when applying for grants, such as this. These grants can be very
78 competitive, and a Town that can show how it would pay for its 20% might be in better
79 standing. Chris Buchanan explained that the Committee might consider creating a Warrant
80 Article to create a Capital Reserve Fund (CRF).
81

82 In response to a question from Chairman Lyon, Chris Buchanan explained that the CRF would
83 be for general purposes, with a primary goal of pursuing grant funding for projects. Chris
84 Buchanan noted that one of the most popular projects for the Committee seems to be a
85 sidepath in the area of the Souhegan High School.

86 In response to a question from Chairman Lyon, Chris Buchanan explained that, as the
87 Amherst Street sidepath is not yet created, there is no completed project to point to for an
88 example of what a sidepath would look like. Chris Buchanan stated that the Committee would
89 not look to fund another entire project until the Amherst Street sidepath is completed.
90

91 The Board agreed that more detail, such as the amount of money intended to fund the CRF
92 and what project or grant it might be seeking, should be included in the proposal. Chris
93 Buchanan agreed to come back before the Board in a couple of weeks with more details and
94 specifics from the Committee.
95

96 In response to a question from Selectman Panasiti, Town Administrator Shankle stated that he
97 believes Capital Reserve Funds can be used for projects of this type.
98

99 **4. Strategic Plan Presentations**

100 **4.1 FY22 ACC Strategic Plan**

101 Rob Clemens, Chair of the Amherst Conservation Commission (ACC), presented the Strategic
102 Plan to the Board. He explained that the ACC follows a Conservation Plan that guides its
103 activities and ensures compliance with RSA 36-A. The ACC manages 2,600 acres of land,
104 approximately 13% of Amherst. The ACC has seven strategies for pursuing its mission:

- 105 1) Influence Zoning and Planning – by providing input to Zoning ordinances, working to
106 ensure that Amherst’s natural resources are addressed in the Master Plan, and advising
107 the Planning Board on CUP applications regarding wetlands and water resources.
- 108 2) Acquisitions – the ACC uses revenue from receiving 100% of the LUCT funds in
109 order to acquire properties or development rights. The ACC has a prioritization
110 scheme that does not endorse a generic percentage land target. There is some concern
111 on the ACC regarding the variability of LUCT funds and that the Conservation Fund is
112 not as robust as it needs to be in order to acquire certain properties.
- 113 3) Manage Town Forests – the ACC manages 10 areas, totaling 1,566 acres. The ACC
114 has a Forest Management Plan that the Board will be further briefed on within the next
115 month or so.
- 116 4) Manage Grasslands – the ACC manages 15 areas in Town, totaling 270 acres,
117 including the most recent Buck Meadow acquisition. The ACC has developed a
118 management plan for these areas.
- 119 5) Control Invasive Species – the ACC looks to control invasive plant species throughout
120 Amherst. It most recently has worked to clear the edges of the Scott property.
- 121 6) Low-impact Outdoor Recreation – the ACC’s trails have received tremendous pressure
122 and activity due to COVID-19. Using infrastructure funds, many of the trails have
123 been upgraded, thanks in part to help from the Boy and Girl Scouts and students from
124 the High School. There is also an effort to update signage on ACC properties.
- 125 7) Public Education & Outreach – the ACC looks to increase public education and
126 outreach through things like updated signage, trail maps, etc.
127

128 Rob Clemens explained that the ACC uses its Town budget funds to pay for infrastructure
129 items, professional development, and administrative support. The Conservation Fund is used
130 for acquisitions, surveys, and capital purchases. The proposed FY22 budget has a modest
131 increase, mostly due to items such as increased invasive management, and better outreach
132 methods to the public.

133 Rob Clemens also noted that a long-time ACC Commissioner, Bruce Beckley, recently passed
134 away. The ACC is memorializing his contributions to the Town and the ACC with a bench
135 and plaque at Grater Woods.

136
137 Selectman Brew stated that he believes that the role of the Amherst Conservation Commission
138 takes an increased importance when the Town is seeing increased development. The ACC
139 goals of influencing zoning and planning, strategically acquiring land, properly managing land
140 that has been entrusted to the ACC, and providing the opportunity to hike, bike and provide
141 the opportunity for outdoor winter sports, all benefit the town.

142 In response to a question from Selectman D'Angelo, Rob Clemens explained that there are
143 other groups that manage land in Town, such as the Audubon Society and Amherst Land
144 Trust. Selectman D'Angelo suggested that the amount of land managed by other groups also
145 be included in the ACC's Plan because that land cannot be used for anything other than
146 conservation purposes. Selectman D'Angelo noted that this means the land cannot be
147 developed and thus cannot be used to increase the number of taxpayers in Town to spread the
148 cost over.

149
150 Selectman D'Angelo noted that the ACC's financial strategy seems to be working fine. He
151 agreed with the idea of building up the Conservation Fund in order to look at acquiring some
152 connecting parcels in Town.

153
154 Rob Clemens stated that the Buck Meadow acquisition was interesting because it gave the
155 ACC a chance to partner with the Recreation Department.

156
157 In response to a question from Selectman Panasiti, Rob Clemens noted that the National
158 Society of Forests has stated that the amount of open space maintained in a Town should be
159 about 25%. The ACC has not used a specific percentage in the past as a goal. Rob Clemens
160 mentioned that about 17% of Amherst is developed, and so a large amount of land is held by
161 private landowners in Town.

162
163 In response to a question from Selectman Panasiti, Rob Clemens stated that the ACC has
164 identified approximately \$5 million worth of properties it would like to acquire in Town. The
165 Conservation Fund currently sits at about \$250,000.

166
167 In response to a question from Lisa Eastland, Ways & Means Committee Chair, Rob Clemens
168 stated that the ACC does not charge for use of the fields at Buck Meadow and will not take in
169 funds from the Buck Meadow 5k. The ACC will, instead, use the event to capitalize on
170 interest from the public to be centered around educational activities. The ACC is evaluating
171 possible fundraising ideas, or the possibility of requesting voter approval to issue bonds or
172 notes in order to move forward with larger property acquisitions.

173
174 **4.2 FY22 DPW Strategic Plan**

175 Eric Hahn, DPW Director, presented the DPW's Strategic Plan. He stated that the Department
176 has five targeted outcomes:

- 177 1) 68% or greater of Amherst roads are rated good according to industry standard
178 pavement condition index (PCI) by 2025

- 179 2) By 2025, six additional Amherst bridges & water crossings will be built or
180 upgraded to last for 75+ years with the last 3 enrolled in DOT's program
181 3) By 2025 all Amherst Town buildings and outbuildings will be functionally sound
182 and compliant with all appropriate regulations and codes
183 4) By 2020 will have achieved workforce productivity of 90%
184 5) Clean Water Act:
185 a. Continued compliance with EPA issued Municipal Separate Storm Sewer
186 System (MS4) permit
187 b. Requires collaboration between DPW and Office of Community
188 Development
189

190 Eric Hahn stated that, in regard to roads in Town, the DPW is in year two of a seven-year plan
191 that prioritizes arterials, feeders, thru roads, and then cul-de-sacs. He stated that the DPW has
192 completed half of this year's goal to turn red roads to green, based on evaluation and ratings.
193 This year's target will be exceeded when Amherst Street is completed this spring. The
194 ultimate goal is to have 68% of road miles rated green by 2026.
195

196 Eric Hahn explained that there are 20 bridges and water crossings in Amherst. Three of these
197 are not under the State Bridge Aid program and needed repairs will need to be entirely
198 supported by the Town. One each of these bridges will be done in FY22, FY23, and FY25. If
199 the Town continues to add \$200,000 to the Bridge CRF each year through FY26, this should
200 cover the three large culverts and three bridges that need to be repaired. He stated that he has
201 met with residents to discuss concerns for the Thornton Ferry I bridge and the Mont Vernon
202 Road bridge. The three large culverts in Town are being monitored, with no significant
203 deterioration observed. He explained that the Boston Post Road bridge, over the Souhegan
204 River, will be up for maintenance next year.
205

206 In regard to Town buildings, Eric Hahn stated that there will be collaboration between the
207 DPW and Recreation Department to determine what the needs and functionality of the Buck
208 Meadow clubhouse will be. The Town Hall chimney has been capped, sealed, and filled with
209 perlite to stabilize the brick deterioration. The DPW has also completed numerous building
210 adaptations, due to COVID-19.
211

212 Due to COVID-19 concerns, the DPW is currently looking into renting an office trailer in
213 order to separate the DPW crew into two separate groups for the upcoming winter. Using the
214 new Mobile 311 management system, the DPW has achieved workforce productivity of
215 90.3%. To date, there have been over 1,751 work orders entered into the system, and 1,537 of
216 them have been completed. The system also allows the DPW to track the number of hours
217 worked on COVID-19 related items, and the amount of salt/sand being used. Using the
218 system, the DPW has been able to significantly reduce the Town's financial and
219 environmental impact from storms.
220

221 The FY22 goals include: updating the DPW Policies/Procedure Handbook, development and
222 implementation of promotion matrix, improve file management systems, refine winter
223 operations, and renew the vehicle/equipment lease-purchase plan.
224

225 Selectman Brew stated that the DPW directly and indirectly impacts Amherst businesses and
226 residents on multiple fronts. He explained that it is honestly easier to see this impact when
227 things are not going well. If important items are neglected, it can take a while for this to
228 become apparent. Fortunately, he doesn't believe there is a concern on either front. He
229 believes that Eric has laid out a plan that will not just maintain the status quo, but will
230 definitely result in improved roads, bridges, buildings and other town facilities. The
231 stormwater activities should also improve water quality. And finally, the work that the DPW
232 is doing to increase productivity is something that will benefit all residents and businesses.
233 While not a strategic issue, he would encourage Eric and Cheryl to analyze how we fund
234 replacement vehicles and major DPW equipment and report back in two weeks as a part of the
235 budget. He would be happy and like to be a part of this analysis.

236 In response to a question from Selectman D'Angelo, Eric Hahn stated that the DPW has
237 managed to get to almost all of the roadwork as planned for this year, aside from the delay
238 with Amherst Street. Eric Hahn explained that, when a road is rebuilt, drainage issues are also
239 addressed. Selectman D'Angelo noted that the plan is to have 90+% of all roads listed as
240 green or yellow by the end of the 7-year plan.

241
242 In response to a question from Selectman Grella, Eric Hahn stated that the DPW's plan is to
243 complete work on all three of the large water-crossing culverts in Town by FY26. Two of the
244 red listed bridges in Town are slated to be completed by FY25; the third one, on Brook Road,
245 will be added to the plan by FY25.

246
247 In response to a question from Selectman Panasiti, Eric Hahn stated that the State checks on
248 closed bridges each year. Selectman Panasiti suggested that the DPW look at the layout of the
249 Transfer Station and how other towns are laid out.

250
251 In response to a question from Chairman Lyon, Eric Hahn agreed that the Transfer Station
252 roof and new deck are on hold, pending a determination of the layout configuration. Eric
253 Hahn explained that the plan to keep green roads green, includes a crack-seal contract and a
254 roadside mower.

255
256 In response to a question from Lisa Eastland, Eric Hahn stated that the Souhegan River bridge
257 on Boston Post Road is currently only slated for maintenance. The approaches on both sides
258 of the bridge are very constrained due to conservation and property boundaries. He believes
259 that the guardrails are as far back as possible, while still being located on Town property.

260
261 In response to a question from Lisa Eastland, Eric Hahn explained that he has met with Chris
262 Buchanan and George Bower, of the Bicycle Pedestrian Advisory Committee, regarding other
263 painting schemes that might be used in place of double yellow lines. He will meet again with
264 that group, as well as the Traffic Safety Committee.

265
266 **4.3 FY22 Admin & Finance Strategic Plan**

267 Town Administrator Shankle and Finance Director, Cheryl Eastman, stated that the two
268 Departments work closely together to achieve their goals. Town Administrator Shankle stated
269 that the Administration Department's strategic goals include: continuous improvement of
270 service delivery, improved communications and engagement, and attracting and retaining

271 quality employees. Cheryl Eastman stated that the Finance Department's strategic goals
272 include: accuracy, efficiency, and transparency.

273
274 Town Administrator Shankle stated that the Departments' main budget items are software
275 related. The agenda software aims to make the agenda process much faster and more
276 transparent. Cheryl Eastman explained that the Springbook software for the Finance
277 Department covers all items addressed by the Finance Department. For FY22, the license fees
278 for the finance software are about \$47,000.

279
280 Selectman Brew stated that having the full agenda and finance information available online
281 for the public increases transparency and is better for budgeting. He believes an update to the
282 personnel policy would be beneficial. He also believes that a municipal Strategic Plan will
283 support the Master Plan, and vice versa. If the schools also had a Strategic Plan, there would
284 be three documents to look to regarding the overall oversight of the Town.

285
286 In response to a comment from Chairman Lyon, Town Administrator Shankle stated that none
287 of the proposed budget numbers are new to the budget. These items are already included in
288 this year's budget.

289
290 In response to a question from Lisa Eastland, Town Administrator Shankle stated that he
291 believes any number of users accessing the budget information online makes the new system
292 worthwhile. He will be able to know the number of hits made on the site to access that
293 information. Cheryl Eastman noted that transparency is just a small part of the GovMax
294 software. The program is a huge timesaver for getting key indicators and putting together the
295 entire budget.

296
297 Cheryl Eastman noted that the Zoom meeting window for the Ways & Means Committee has
298 expired during the time of this meeting. The Ways & Means Committee can therefore not
299 meet at this time but said she would look for an alternative time if necessary.

300

301 **5. Administration**

302 **5.1 General Administrative Updates**

303 Town Administrator Shankle stated that the doorbells and remote unlocking suggested by the
304 Reopening of Town Hall Task Force seem to be working. Each counter has a bucket for
305 clean/used pens and alcohol wipes to clean them. There is updated signage at the entrance.

306

307 Town Administrator Shankle noted that Gail Stout is yet unsure about the tax rate. He
308 suggested that the Board might need to hold a special meeting next week in order to determine
309 this before the tax bills go out at the end of October.

310

311 Town Administrator Shankle stated that there seems to be a bit of a spike in COVID-19 cases
312 in Amherst at the moment. He received an email from Bill Paxton, a resident, asking why
313 masks are not being made mandatory at the Transfer Station, especially during a potential
314 spike in cases.

315

316 Town Administrator Shankle mentioned that there will be no Town-sponsored activities for
317 Halloween this year. The Board has set a time for trick-or-treating and has made police

318 support available. The hope is that everyone will follow the guidelines as outlined by the State
319 and CDC.

320

321 Town Administrator Shankle noted that the price per ton of winter salt will remain the same
322 as last year. He also gave some guidance, per RSA's and ordinances, for political signage
323 around Town. He suggested that, if someone believes a sign is improperly placed, that person
324 first contact the Community Development Office.

325

326 **5.2 PD Renovation Change Orders**

327 Chairman Lyon stated that four change orders were received last week in regard to the Police
328 Station Renovation. He questioned how the Board would like to handle hearing about
329 potential change orders moving forward. He assumes that these will be funded out of the
330 Police Station renovation contingency line.

331

332 Town Administrator Shankle stated that there have been conversations between himself, the
333 architect on the project, and the Police Chief. The architect has stated that these change orders
334 look a bit high for this stage of the project. The changes are mostly due to a new hot water
335 heater that will be 10x more efficient for the building. The anticipated change orders to come
336 will be about double to triple the current \$11,000 in change orders. While it is unknown if
337 there will be any savings found on the project, the intention is to not go over \$30,000 worth of
338 change orders.

339

340 The Board agreed that it would like to be notified of these change orders but does not feel the
341 need to approve each one. Selectman D'Angelo suggested that, if the contingency line reaches
342 about 70% of its total, the Board be notified.

343

344 **6. Staff Reports**

345 **6.1 Signing of Revised MS-535 Form**

346 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Brew to sign the*
347 *revised MS-535 form.*

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

350

351 **6.2 Town Hall pave gravel parking on Courthouse**

352 Eric Hahn stated that is he requesting permission to pave the small strip parking lot on the
353 right-hand side of Town Hall, on Courthouse Road. He explained that this is one of the only
354 parking lots in Town that slopes towards the road. Deicing material settles into the gravel,
355 leading it to be treated more frequently. There is also an issue when the area thaws, with
356 tracking sand into Town Hall. He believes this will cost less than \$6,000.

357

358 Selectman Brew suggested that Eric Hahn reach out to the Cemetery Trustees and the Historic
359 District Commission. He supports this proposal, as long as all relevant entities are on board.

360

361 In response to a question from Selectman Panasiti, Eric Hahn stated that the main reason for
362 this proposal is the slope of the lot and the fact that the parking area is intended for those
363 entering Town Hall safely.

364

365 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo that the*
366 *DPW be authorized to pave the Town Hall parking along Courthouse Road, for a price not to*
367 *exceed \$6,000, with the concurrence of the Historic District Commission.*
368 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
369 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

370

371 **7. Approvals**

372 **7.1 Accounts Payable Manifests and Meeting Minutes September 28, 2020**

373

374 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
375 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$216,259.00 dated*
376 *September 29, 2020, subject to review and audit.*

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

379

380 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
381 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$67,651.59 dated*
382 *September 29, 2020, subject to review and audit.*

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

385

386 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
387 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,024,202.00 dated*
388 *October 1, 2020, subject to review and audit (School Disbursements).*

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

391

392 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
393 *approve the meeting minutes of September 28, 2020, as presented.*

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

396

397 **8. Action Items**

398 The Board reviewed its action items.

399

400 **9. Old/New Business**

401 Selectman D'Angelo explained that the SAU's Joint Facilities Committee recently presented
402 its options and ideas for a new elementary school and updated middle school. These building
403 are proposed to cost quite a bit of money, and the schools will also be looking to hire
404 additional teachers to fill the new rooms.

405

406 In response to a question from Selectman Panasiti, Town Administrator Shankle stated that
407 the Town would provide information to its citizens regarding a COVID-19 hotspot, if one is
408 discovered. There is no such information at this time.

409

410 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
411 *adjourn the meeting at 10:01pm.*

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

414

415

416 **NEXT MEETING: Monday, October 26, 2020**

417

418

419

420

421

Selectman Reed Panasiti

Date