



**Town of Amherst, NH  
BOARD OF SELECTMEN AGENDA**

**MONDAY, NOVEMBER 23, 2020 6:30 PM**

Please click the link below to join the  
webinar: <https://us02web.zoom.us/j/82836811778>

Or Telephone: (312) 626-6799

Webinar ID: 828 3681 1778

If you have difficulty accessing this meeting, please call (603) 440-8248

- 1. Call to Order**
- 2. Citizens' Forum**
- 3. Scheduled Appointments**
  - 3.1. Rick Katzenberg: Health & Human Services Summary Report 2020
- 4. Administration**
  - 4.1. General Administrative Updates
  - 4.2. COVID-19 Task Force Update
- 5. Staff Reports**
  - 5.1. FY22 Budget and Warrant Articles
- 6. Approvals**
  - 6.1. Assessing
  - 6.2. Accounts Payable and Payroll Manifests and BOS Meeting Minutes  
November 9, 2020
- 7. Action Items**
- 8. Old/New Business**

**Adjournment**

**Next Meeting: December 7, 2020**

SUMMARY REPORT-- SOCIAL SERVICES

PROVIDED TO AMHERST FOR 2021/2022

FROM

THE HEALTH AND HUMAN SERVICES  
COMMITTEE

OF THE

BOARD OF SELECTMEN

COMMITTEE:

Rick Katzenberg, Chairperson

Tylee Jancar and Amelia Wysor, Staff Researchers and Editors

November 13, 2020

## **Big Brothers Big Sisters of Greater Nashua & Greater Salem**

Phone Number: 603-430-1140 ext. 1002

Contact Person: Casey Caster

Title: Vice President of community relations

Email Address: ccaster@bbbsnh.org

Funds Requested (2021)\_ \$2,550

# of Amherst citizens served (2020) 6

Allocation (2021) \$1,500

Big Brothers Big Sisters of Greater Nashua & Greater Salem works to make a positive difference in the lives of children and youth for primarily single-parent families through mentor relationships. These one-to-one relationships provide guidance and friendship to youth who require a positive role model in their life. The Covid-19 pandemic has had a major impact on the youth BBBS helps, with the uptick in children needing help, the number of volunteers needed rises as well. In the year 2020, BBBS of Greater Nashua & Greater Salem served 3 children in the Town of Amherst and 3 volunteers were enrolled in helping as well.

## **Boys & Girls Club, Souhegan Valley**

Phone Number: 603-672-1002 ext. 15

Contact Person: Michael Goodwin

Title: Executive Director

Email Address: mgoodwin@svbgc.onmicrosoft.com

Funds Requested (2021)\_ \$ 1,000

# of Amherst citizens served (2020) 57

Allocation (2020) \$1,000

The Boys and Girls Club of Souhegan Valley provides after-school and vacation/summer camp programs to youth. These programs provide tools and resources to enable these youth to grow academically, be better citizens, develop a strong personality, and commit to a healthy lifestyle. On evenings and weekends, the Boys and Girls Club of Souhegan Valley offers theater arts programs for the children as well, to help further their self-esteem and build confidence. Due to Covid, most of The Boys and Girls Club members have not re-enrolled, but they began virtual/online learning opportunities for those who aren't able to come in, so the Club can still provide certain services to its members. Last year, 2020, 57 youth from the town of Amherst participated in their services.

## **Bridges**

Phone Number: 603-889-0858 ext 202

Contact Person: Dawn L. Reams

Title: Executive Director

Email Address: director@bridgesnh.org

Funds Requested (2021) \$2,000 # of Amherst citizens served (2020) 30

Allocation (2020) \$2,000

Bridges provides crisis intervention and support services to survivors of domestic and sexual violence. Many hours of working directly with the client and providing advocacy in court and related support services are involved in each case. Last year, 2019, Bridges provided crisis services to 30 citizens of Amherst. Contact was made with these individuals on 216 occasions. Bridges also provided 467 citizens of Amherst with educational presentations pertaining to violence.

## **Court Appointed Special Advocates (CASA)**

Phone Number: 603-626-4600

Contact Person: Julia LaFleur

Title: Development Assistant

Email Address: jlafleur@casanh.org

Funds Requested (2021) \$500 # of Amherst citizens served (2020) 280 children

Allocation (2020) \$500 (Hillsborough County)

Court Appointed Special Advocate is dedicated to the recruitment and training of volunteers who advocate in the best interest of abused and neglected children in the courts of NH. CASA gives the children a voice and provides a clear picture of the children in the confusion of court and foster care systems to ensure the child ends up safe. During the 2020 fiscal year, CASA had 172 volunteers in Hillsborough County who served 280 children. CASA's goal is to support abused children in court. Due to the 2020 COVID Pandemic, victims were not able to be found as easily. In New Hampshire, alone, cases of neglect and abuse that were reported to the Department of Child and Family Services Hotline were down by 50%.

## **Granite State Children's Alliance**

Phone Number: 603-889-0321

Contact Person: Phil Hueber

Title: Director of Resource Development

Email Address: JBarrett@cac-nh.org

Funds Requested (2021)\_ \$ 2,750

# of Amherst citizens served (2020): 10

Allocation (2020) \$2,500

Granite State Children's Alliance (CAC) works to create a safe and supportive place for families and children to talk about the abuse that they have undergone. The CAC works with children aged 3 to 17 alleging child abuse free of charge and also empowers non-offending caregivers in a way that helps them to further protect and support their children. The CAC also teaches educational programs and training to local organizations, professionals, and parents as they believe that it is an essential way to prevent abuse. During the year 2020, the CAC served 9 Amherst child victims and helped them to relieve some of their trauma. Due to the increase in cases of child abuse during the Covid Pandemic, Granite State Children's Alliance is creating more space to be able to efficiently deal with the higher number of cases.

## **Greater Nashua Mental Health Center**

Phone Number: 603-889-6147

Contact Person: Cynthia Whitaker

Title: Interim President and CEO

Email Address:

Funds Requested (2021)\_ \$5,647

# of Amherst citizens served (2020) 63

Allocation (2021) \$7,500

Greater Nashua Mental Health Center (GNMHC) provides comprehensive behavioral health services using evidence-based practices. GNMHC has been deemed the designated behavioral health center for all of southern Hillsborough County by their hardworking service for over 40 years. They work hard to provide for individuals from all over regardless of their ability to pay. In 2020, the GNMHC served 63 Amherst citizens totaling a charge of \$217,911 for all their services. \$4,359 of the total charge was essentially unfunded and provided the charity with some economic difficulties, thus the need for funds.

### **Harbor Care (also now includes Keystone Hall)**

Phone Number: 603-882-3616

Contact Person: Vanessa Talasazan

Title: Chief of Staff to the CEO and Chief Strategy Officer

Email Address: v.talasazan@nhpartnership.org

Funds Requested (2021)\_\$5,000 # of Amherst citizens served (2020) 27

Allocation (2021) 3,000

Harbor Care (HCI) provides housing and supportive services to vulnerable individuals including those who are chronically homeless, struggling with alcohol and substance use disorder issues, developmentally disabled, those with mental illness, and the elderly as well as their families. It is the largest provider of supportive housing in New Hampshire. In 2019, Harbor Care served 27 Amherst citizens, giving them life-saving support from this program while providing service to 6,000 regional community members. Along with other organizations Harbor Care has adopted, they have merged with Keystone Hall. Keystone Hall provides services to the homeless, uninsured, and underinsured citizens. They aim to provide comprehensive substance use treatment and recovery services to individuals and their families. Keystone Hall has helped at least 587 New Hampshire residents, 5 of those being Amherst citizens.

### **Home Health & Hospice Care (HHHC)**

Phone Number: 603-689-2936

Contact Person: Tina Andrade

Title: Director of Philanthropy

Email Address: tina.andrade@hhhc.org

Funds Requested (2021)\_\$8,500 # of Amherst citizens served (2019) 171

Allocation (2020) \$8,500

Home Health & Hospice Care works to provide free service to Amherst's disabled and elderly residents. It aims to be able to fund specific challenging health care needs of elderly New Hampshire residents. Last year, Home Health & Hospice Care provided 171 Amherst citizens with home health and hospice care throughout 3,475 visits. This includes 1,582 registered nursing visits, 32 physician visits, 1,073 licensed nursing visits, 703 rehabilitation therapy visits, 67 medical social work visits, and 18 spiritual care visits. The Community Hospice House also served 11 Amherst residents with end-of-life care.

## **Lamprey Health Care**

Phone Number: 603-659-7572 ext. 7214

Contact Person: Gregory White

Title: Chief Executive Officer

Email Address: [gwhite@lampreyhealth.org](mailto:gwhite@lampreyhealth.org)

Funds Requested (2021)\_ \$2,000

# of Amherst citizens served (2020) 25

Allocation (2020) \$2,000

Lamprey Health Care provides quality primary care and health-related services to individuals all over the Southern and Seacoast Areas of New Hampshire, even if they are unable to pay. Their mission of accepting all individuals, from any type of financial background, as well as their financial assistance programs, medication assistance programs, and payment plan options, is what makes Lamprey the top healthcare provider. In the year 2019, 25 Amherst residents sought help at Lamprey Health Care, making up a total of 100 visits. Only one of eighteen qualified for reimbursement had traditional commercial insurance.

## **Opportunity Networks**

Phone Number: 603-883-4402

Contact Person: Rocky Morelli

Title: Executive Director

Email Address: [rmorelli@opportunitynetworks.org](mailto:rmorelli@opportunitynetworks.org)

Funds Requested (2021)\_ \$10,000

# of Amherst citizens served (2020) 9

Allocation (2020) \$7,500

Opportunity Networks has been providing employment and training to individuals with disabilities who are citizens of the communities located within the Souhegan Valley and Greater Nashua Area for the past 30 years. It works to ensure that each individual's unique needs are met by providing all training or support that is necessary for the person to be successful. Over the past year, Opportunity Networks has provided training and employment services to 230 individuals with disabilities, ranging in age from 20 to 70 years old. They have helped 9 Amherst residents and last year worked with Souhegan High School to transition 1 individual into their adult program.



## **SHARE**

Phone Number: 603-673-9898

Contact Person: Christine Janson

Title: Executive Director

Email Address: [Christine.Janson@sharenh.org](mailto:Christine.Janson@sharenh.org)

Funds Requested (2021)\_\$2,500 # of Amherst citizens served (2020) 144

Allocation (2020) \$2,500

SHARE aims to help those in the community in need of food, clothing, housing, medical needs, fuel, and transportation to ensure they are taken care of when they are in need. SHARE can help those who do not qualify for town assistance by working closely with the Amherst Welfare Office to ensure aid is not duplicated. They keep people in their homes by providing them with heat, electricity, transportation, medical care, and medicine. In 2020, SHARE helped 83 Amherst individuals with emergency financial assistance and provided food to 521 individuals and 37 families with holiday food baskets and gifts.

## **Souhegan Valley Rides (The Little Blue Bus)**

Phone Number: 603-860-1202

Contact Person: Carolyn Mitchell

Title: NELL Trainor

Email Address: [Info@SouheganValleyRides.org](mailto:Info@SouheganValleyRides.org)

# of Amherst citizens served (2019) up to 1,526 rides provided

Funds Requested (2021)\_\$8,000

Allocation (2020) \$6,800

Souhegan Valley Rides provides bus service to residents of the Souhegan Valley. They provide transportation to non-emergency appointments and can assist elderly residents with disabilities or those who are unable to drive. Souhegan Valley Rides service continues to grow every year and needs to be able to accommodate the growing number of registered riders. The \$8,000 will help them to be able to provide service Monday through Friday. Over the past year, there has been an increase in Amherst citizens using Souhegan Valley Rides. During the COVID-19 pandemic, they remained open although the ridership decreased by 60%. They provided masks free of charge to the bus riders.

**St. Joseph Community Services, Inc**  
**Meals on Wheels**

Phone Number: 603-424-9967

Contact Person: Jon Eriquezzo

Title: President

Email Address: meals@sjcsinc.org

Funds Requested (2021) \$2,125

# of Amherst citizens served (2020) 25

Allocation (2020) \$2,100

Meals on Wheels provides a nourishing meal and daily human contact to those who are undernourished and socially isolated. Hundreds of elderly residents have been served by Meals on Wheels since 1977. For 22% of their homebound clients, the driver is the only person whom he or she will see that week. Over the last year, 2019, Meals on Wheels served 25 Amherst residents.

<b>Organization</b>	<b>Given 2020</b>	<b>Requested 2021</b>	<b>Recommended July, 2020-21</b>	<b>Requested 2021/2022</b>	<b>Recommended 2021/2022</b>
Big Brothers Big Sisters	\$1,500	\$2,250	\$1,500	\$2,250	\$1,500
Boys & Girls Club, Souhegan Valley	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000
Bridges (CASA)	\$3,000	\$2,000	\$2,000	\$2,000	\$2,000
Court Appointed Child Advocates	\$1,000	\$500	\$ 500	\$ 500	\$ 500
Granite State Children's Alliance	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Greater Nashua Mental Health Center	\$2,500	\$2,500	\$2,500	\$2,750	\$2,600
Harbor Care	\$6,000	\$9,305	\$7,500	\$5,647	\$5,500
Home, Health & Hospice Care	\$3,000	\$3,000	\$3,000	\$5,000	\$5,000
Lamprey Health Care	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
Opportunity Networks	\$1,500	\$3,468	\$2,000	\$2,000	\$2,000
SHARE	\$7,000	\$10,000	\$7,500	\$10,000	\$7,500
Souhegan Valley Rides	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
St. Joe's Meals on Wheels	\$5,000	\$8,000	\$6,800	\$8,000	\$6,800
	\$2,500	\$2,635	\$2,700	\$2,125	\$2,100
			<b>Total: \$50,000</b>	<b>Total: \$54,772</b>	<b>Total: \$50,000</b>





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

**Title:** General Administrative Updates  
**Meeting Date:** November 23, 2020

**Department:** Administration  
**Staff Contact:**

---

**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



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

**Title:** COVID-19 Task Force Update  
**Meeting Date:** November 23, 2020

**Department:** Administration  
**Staff Contact:**

---

**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Updated 11.20, Nov 16 report, COVID-19 CTF
2. Updated 11.19, COVID-19 Health Screening Questionnaire

Chair: Jennifer Stover

Members: Matt Conley, Nic Strong, Scott Tenney, Perry Day

**Updated recommendations:** The need to be able to adapt to new information is evident during this pandemic. We make these recommendations to keep the health and safety of our Town of Amherst employees and those who conduct business with us foremost in our practices and procedures.

These updates and recommendations are for Town of Amherst employees, unless otherwise stated.

### Health Screenings

We recommend that we adopt a hybrid approach to self-screening. We will send a copy of the Health Screening Questionnaire (HSQ) to all employees by email or passed out in hardcopy so that they can ideally identify any possible symptoms and seek treatment and/or a COVID-19 test without walking in the door of any Town of Amherst building.

Included in the questionnaire will be language stating that each employee is assessing their symptoms “with honesty and integrity” and that “by entering their workspace they are attesting that they have answered NO to all questions and are well enough to be at work.”

For **TOWN HALL**: We will also have a laminated copy of the HSQ and a thermal thermometer available at both the Manchester Road side-door entrance and the back-ramp entrance of Town Hall so that anyone wishing to verify their temperature may do so. We ask ALL Town Hall employees to enter through one of those two locations.

Please see Health Screening Questionnaire, which is a separate document.

### Health and Safety Precautions

We have new recommendations as a result of the Nov.12 update from DHHS and the Governor’s Emergency Order #74. These recommendations take into consideration the effort to keep departments/employees as separate as possible so that if there were a confirmed case of COVID-19 in a Town of Amherst building, we would be able to limit building and/or space closures for in-depth cleaning to occur and the unaffected departments/employees could return to work. The needs of our Emergency Personnel, including PD, Fire/Rescue and the DPW, must be prioritized and we leave it to those individual departments to determine best practice.

- We require employees to don a mask when getting up from their chair or workspace, regardless of destination or purpose, as maintaining a consistent social distance of 6 feet is unpredictable.
- Due to the change in the definition of close contact, we have made the challenging decision to ask that only those who work inside of a space enter that space unless absolutely necessary. We encourage all department/employees to create systems which allow business to continue while minimizing contact whenever possible.
- Anyone needing to make a deposit should contact Gail or Michele directly and conduct business at the counter rather than inside the office space, including anyone from inside and outside the Town Hall.

For those working at **TOWN HALL**:

- We are currently pursuing adjustments to the printer/scanner that is already in the Town Clerk’s office. Microtime is looking into updating any necessary software and identifying a location for any scans so

that all Town Clerk printing and scanning can take place in the Town Clerk's office. It would be ideal if any faxes received for the Town Clerk be scanned and emailed to them. We will continue to work on clarifying that process.

- Limited contact between employees that are not officemates would possibly occur in the lunch room/mail room, the bathrooms and the entrances. Employees would be wearing a mask in these instances.

#### In the occurrence of a POSTIVE COVID-19 case in a Town Building

Town of Amherst employees need to be prepared for a possible positive COVID-19 test among co-workers or residents who have been inside their building.

- We suggest the building and/or spaces be closed so that in-depth cleaning can take place by a company accredited to do so. The needs of our Emergency Personnel, including PD, Fire/Rescue and the DPW, must be prioritized, and they may not be able to close entirely while identified spaces are cleaned. We leave it to those individual departments to determine best practice.
- Those that are able will work remotely, determined by Department Heads.
- Along with the Town Administrator, the C-19 Task Force will work with DHHS and consider COVID-19 Employee Guidance to determine who is able to safely return to work and when that can happen. This may take 1-3 days as we may need to conduct our own investigation into the contact timeline, as the State of NH may not pursue contact tracing as of the Nov 12, 2020 update.
- A statement to the public may be necessary depending on the building and the exposure. This statement will be approved by the Town Administrator and the Chair of the BOS.
- A press release may be necessary. This determination will be made by the Town Administrator and the Chair of the BOS.

#### Mechanical Adjustments for TOWN HALL

- An entrance latch which will emit a buzzing noise has been ordered for the interior door.
- When it is installed, they will look at the issues that latch is having with tight closure.
- The same company installing the new latch also installed the remote doorbells and they will look into the possibility for them to be 2-way, or at least lengthen the time the video is viewable for employees.
- The exterior platform outside the Town Clerk's window is being built, and a solution to the extreme draft is being sought, including weather-stripping and an insulated board to be mounted from the inside when not in use.



**Town of Amherst**  
**COVID-19 HEALTH SCREENING QUESTIONNAIRE FOR EMPLOYEES**  
(Updated Nov 17, 2020)

**Town of Amherst employees are asked to answer the Health Screening Questionnaire either at home or upon entering the premises. All must first sanitize their hands, check their temperature, and answer the following questions:**

**1. Do you have any new or unexplained symptoms of Covid-19?**

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| <b>a.</b> Fever (100.4°F or greater) | <b>g.</b> Chills                   |
| <b>b.</b> Sore Throat                | <b>i.</b> Headache                 |
| <b>c.</b> Cough                      | <b>j.</b> Muscle Pain              |
| <b>d.</b> Shortness of breath        | <b>k.</b> Congestion or Runny Nose |
| <b>e.</b> New loss of taste or smell | <b>l.</b> Diarrhea                 |
| <b>f.</b> Fatigue                    | <b>m.</b> Nausea or Vomiting       |

**2. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?** (Close contact is now defined as being within 6 feet of someone with COVID-19 for a cumulative of time of 10 minutes or longer during the person’s infectious period: this exposure can occur over multiple separate contacts or even days. An infectious period is defined as the time of exposure to development of symptoms, ranges from 2-14 days.)

**If you answered YES to any of steps 1-2, you must stay home or go home and seek testing. You may return to work with a negative test result and 24 hours being fever-free without fever-reducing medication and as long as other symptoms are improving.**

**3. Have you travelled within the prior 14 days outside of New England, including NH, ME, VT, CT, MA or RI ?**

**If you answered YES to question 3 , please contact [dshankle@amherstnh.gov](mailto:dshankle@amherstnh.gov) . Dean will contact the COVID-19 Compliance Task Force, and they will address Exemptions and Accommodations with the individual employee.**

**If you answered NO to all questions above, you may enter your workspace with the understanding that by doing so you acknowledge that you have answered these questions with honesty and integrity and are attesting that you are well enough to be at work.**

**Please remember to:**

- a.** Wash your hands with soap and water for 20 seconds or use alcohol-based hand sanitizer upon arrival and as appropriate throughout your time on the premises.
- b.** Wear a mask any time you get up from your chair and remain 6 feet away from others
- c.** If you become ill, you must leave the premises immediately and seek medical advice. Employees must notify their supervisor.



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** FY22 Budget and Warrant Articles  
**Meeting Date:** November 23, 2020

**Department:** Finance Department  
**Staff Contact:** Cheryl Eastman

---

## **BACKGROUND INFORMATION:**

Draft #2 of the FY22 Budget and draft of the warrant for discussion.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. FY22 Budget - Draft #2 by Department
2. tax rate impact per article FY22 (1)
3. 2022 WARRANT DRAFT #1

**Town of Amherst FY22 Operating Budget Summary**

Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	11/6/2020	FY22 Request				Notes
							Budget Draft #1	Draft Budget #2	FY22 v FY21 Variance \$	FY22 v FY21 Variance %	
Executive	368,654	389,487	372,499	394,690	468,818	136,905	448,561	448,561	-20,257	-4.32%	1
Election, Reg, Vital Stats	178,261	186,245	204,220	204,712	220,623	76,774	213,832	213,832	-6,791	-3.08%	2
Financial Admin	276,356	287,078	281,860	298,543	311,458	139,603	318,280	318,280	6,822	2.19%	3
Tax Collecting	111,772	113,988	122,490	121,692	137,092	45,320	138,124	138,124	1,032	0.75%	4
Property Assessing	157,464	163,992	166,233	183,605	181,166	51,808	182,028	182,028	862	0.48%	5
Legal	65,700	33,677	44,935	48,644	45,800	3,866	45,101	45,101	-699	-1.53%	6
Personnel Admin.	208,012	207,433	202,410	138,570	226,656	162,851	226,065	233,030	6,374	2.81%	7
Planning Department	48,333	33,385	40,850	56,790	110,546	11,410	122,677	122,677	12,131	10.97%	8
Zoning	285,518	342,774	353,882	356,239	440,057	147,263	424,996	424,996	-15,061	-3.42%	9
Government Buildings	525,087	293,313	276,149	305,829	333,048	82,057	253,942	253,942	-79,106	-23.75%	10
Cemeteries	23,382	28,157	49,707	32,276	41,002	16,573	41,698	41,698	696	1.70%	
Property/Liability Insurance	129,977	133,355	130,770	129,302	132,526	130,526	139,835	139,835	7,309	5.52%	11
Police	2,193,658	2,408,278	2,527,778	2,469,628	2,640,939	865,015	2,830,519	2,830,519	189,580	7.18%	12
Rescue	614,701	599,354	608,322	617,057	637,007	212,694	639,363	639,363	2,356	0.37%	13
Fire	592,300	506,116	621,630	591,361	685,840	175,418	687,894	687,894	2,054	0.30%	14
Emergency Management	7,055	8,500	8,500	8,500	8,501	8,500	8,501	8,501	0	0.00%	
Public Safety Communications	400,876	420,531	438,636	426,635	480,784	164,700	494,508	494,508	13,724	2.85%	15
Public Works Admin	475,798	482,234	294,395	360,870	421,944	132,032	419,231	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	1,197,484	3,393,941	3,393,941	-76,491	-2.20%	17
Street Lighting	24,098	23,520	24,534	26,023	27,350	6,347	25,000	27,107	-243	-0.89%	
Souhegan Regional Landfill	325,715	324,551	331,131	438,589	391,579	90,344	411,000	411,000	19,421	4.96%	18
Landfill	276,375	265,078	283,229	294,239	298,832	106,869	321,154	321,154	22,322	7.47%	19
Septic	0	0	0	0	60,356	7,477	60,356	60,356	0	0.00%	
Health Administration	2,714	2,604	2,447	2,140	2,159	772	2,156	2,156	-3	-0.14%	
Animal Control	400	400	400	400	401	0	401	401	0	0.00%	
Health & Human Service Agencies	45,000	45,000	45,000	50,000	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	14,326	0	0.00%	
Recreation	332,468	349,168	362,262	391,821	404,545	141,073	426,373	426,373	21,828	5.40%	20
Parks	13,524	12,187	12,577	4,690	13,773	5,716	13,443	13,443	-330	-2.40%	
Peabody Mill Env. Ctr	6,000	0	0	0	1	0	0	0	-1	-100.00%	
Library	881,978	930,710	923,375	977,650	1,025,175	341,293	1,037,897	1,037,897	12,722	1.24%	21
Patriotic Purposes	8,612	8,085	8,000	0	8,500	0	8,500	8,500	0	0.00%	
Heritage Commission	732	500	380	443	2,572	148	2,608	2,608	36	1.40%	
Conservation Commission	13,924	16,811	15,910	19,891	14,991	12,325	16,472	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	1,137,927	-50,000	-4.21%	23
Interest Bonds	172,165	210,614	183,047	152,316	119,650	68,884	100,670	100,670	-18,980	-15.86%	24
<b>GRAND TOTAL</b>	<b>11,967,637</b>	<b>13,393,617</b>	<b>13,305,564</b>	<b>13,954,349</b>	<b>14,616,376</b>	<b>5,142,376</b>	<b>14,657,379</b>	<b>14,666,451</b>	<b>50,075</b>	<b>0.34%</b>	

**NOTES:**

**Changes from Draft 1 to Draft 2** Workmen's Compensation rates increased by \$6,965, or 4.1%.  
Street Lighting increased by \$2,107 following review by DPW director.

Comparison of FY21 Tax Rate with FY22 Estimated Tax Rate

Valuation = 1,745,847

FY22 Article #	Appropriation Purpose	FY21 Warrant Amount	FY22 Warrant Amount	FY21 Tax Rate /1000	Estimated FY22 Tax Rate /1000	Estimated FY22 Tax \$ on \$355,000 Home
23	Operating Budget	14,616,376	14,666,451	8.37	8.40	
	(Less Revenue)	(5,508,122)	(5,650,162)	(3.15)	(3.24)	
	War Service Credits	321,800	321,800	0.18	0.18	
	Overlay	209,052	200,000	0.12	0.11	
	(Less fund balance used to reduce tax)	(940,000)	-	(0.54)	0.00	
	<b>Adjusted Tax Rate of Operating Budget</b>			<b>4.98</b>	<b>5.46</b>	
22	Open Space Acquisition Bond Authority - Conservation - Evergreen with annual cap of \$3,000,000 (estimate of 3% interest over 20 years)	-	240,000	0.00	0.14	48.80
24	Contingency Fund	120,000	120,000	-	-	-
25	Communications Center Capital Reserve Funding	25,000	25,000	0.01	0.01	5.08
26	Assessing Revaluation Capital Reserve Funding	25,000	25,000	0.01	0.01	5.08
27	Increase Service-Connected Total Disability Credit	17,600	20,000	0.01	0.01	4.07
28	Bridge Repair/Replacement Capital Reserve Funding	200,000	200,000	0.11	0.11	40.67
29	Fire Rescue Vehicle/Equipment/Repair Capital Reserve Funding	257,000	257,000	0.15	0.15	52.26
30	Establish & fund CRF for DPW vehicles and equipment replace.	-	250,000	-	0.14	50.83
31	Police Station Renovation - Phase 2	-	200,000	-	-	-
32	Establish & fund CRF for Amherst Multimodal Facilities	-	75,000	-	0.04	15.25
33	Recreation Facilities Capital Reserve Funding	-	50,000	-	0.03	10.17
	Police Station Renovation Capital Reserve Funding	200,000	-	0.11	-	-
	Veteran Credit for Combat Service	5,000	-	0.00	-	-
	Town Computer Capital Reserve Funding	15,000	-	0.01	-	-
	Amherst Street Side Path	287,500	-	0.16	-	-
	Police Union Contract	46,221	-	0.03	-	-
	<b>Subtotal of Warrant Articles</b>	<b>1,198,321</b>	<b>1,462,000</b>	<b>0.62</b>	<b>0.65</b>	<b>232.21</b>
	<b>Town portion of tax rate</b>			<b>5.60</b>	<b>6.12</b>	<b>2,171.69</b>
	<b>FY21 Actual</b>				<b>5.60</b>	<b>1,988.14</b>
	<b>FY21 to FY22 Increase</b>				<b>0.52</b>	<b>183.55</b>



**AMHERST TOWN WARRANT  
THE STATE OF NEW HAMPSHIRE  
MARCH 9, 2021**

To the inhabitants of the Town of Amherst in the County of Hillsborough and the State of New Hampshire, qualified to vote in town affairs:

You are hereby notified that the Annual Meeting of Amherst will be held in accordance with NH RSA 40:13. The first session, to transact all business other than voting, is on Wednesday, February 3, 2021 at 7:00 PM at the Souhegan High School Auditorium. The second session, voting by official ballot at the polls, is on Tuesday, March 9, 2021 at the Souhegan High School from 6:00 AM to 8:00 PM.

**ARTICLE 21:** To choose all necessary Town Officers for the ensuing terms as follows:

- 2 Selectmen for 3 Years**
- 1 Town Treasurer for 3 Years**
- 1 Cemetery Trustee for 3 Years**
- 2 Library Trustees for 3 Years**
- 1 Trustee of the Trust Funds for 3 Years**
- 2 Zoning Board of Adjustment Members for 3 Years**
- 2 Planning Board Members for 1 Year**
- 2 Planning Board Members for 2 Years**
- 2 Planning Board Members for 3 Years**

**ARTICLE 22: Open Space Acquisition Bond (pending legal opinion on wording)**

To see if the Town will vote to raise and appropriate the sum of six million dollars (\$6,000,000) for the purchase of land and easements for conservation purposes, and to authorize the issuance of not more than \$6,000,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and the maturity and other terms thereof, however, no such bonds or notes shall be issued with a term of maturity of less than ten (10) years or more than twenty (20) years, and to take any other action they deem appropriate to effectuate the sale and/or issuance of said bonds or notes, provided, however, that notwithstanding anything herein to the contrary, the Town shall not issue more than three million dollars (\$3,000,000) of bonds or notes in any one calendar year; and additionally to raise and appropriate the sum of \_\_\_\_\_dollars (XXXXX) for the first year interest and costs. Land or property interests to be purchased with bond proceeds shall be acquired in the name of the Town by the Conservation Commission, subject to the approval of the Selectmen, pursuant to RSA 36-A:4. (Tax impact) (Selectmen vote) (Ways and Means vote) 3/5 Vote Required.

**ARTICLE 23: Operating Budget**

Shall the Town vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the

budget posted with the warrant or as amended by vote of the first session, for the purposes set forth herein, totaling \$\_\_\_\_\_. Should this article be defeated the default budget shall be \$\_\_\_\_\_, which is the same as last year with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only. This operating budget warrant article does not include appropriations contained in any other warrant article. (Majority vote required)

*(The Board of Selectmen supports this article by a vote of -0-0.)*

*(The Ways and Means Committee supports this article by a vote of -0-0.)*

**ARTICLE 24: Contingency Fund**

Shall the Town vote to establish a contingency fund for the current year, in accordance with NH RSA Section 31:98-a, for unanticipated expenses that may arise and further to raise and appropriate the sum of one hundred-twenty thousand dollars (**\$120,000**) to go into the fund. Said sum shall come from the undesignated fund balance and no amount to be raised from taxation. Any appropriation left in the fund at the end of the year will lapse to the general fund. (Majority vote required)

*(The Board of Selectmen supports this article by a vote of -0-0.)*

*(The Ways and Means Committee supports this article by a vote of -0-0.)*

**ARTICLE 25: Communications Center Capital Reserve Fund**

Shall the Town vote to raise and appropriate the sum of twenty-five thousand dollars (**\$25,000**) to be added to the Communications Center Capital Reserve Fund, previously established. (Majority vote required)

*(The Board of Selectmen supports this article by a vote of -0-0.)*

*(The Ways and Means Committee supports this article by a vote of -0-0.)*

**ARTICLE 26: Assessing Revaluation Capital Reserve Fund**

Shall the Town vote to raise and appropriate the sum of twenty-five thousand dollars (**\$25,000**) to be added to the Assessing Revaluation Capital Reserve Fund, previously established. (Majority vote required)

*(The Board of Selectmen supports this article by a vote of -0-0.)*

*(The Ways and Means Committee supports this article by a vote of -0-0.)*

**ARTICLE 27: Service-Connected Total Disability Tax Credit**

Shall the Town vote to increase the optional tax credit for Service-Connected Total Disability on residential property occupied by a service-connected totally disabled person or their surviving spouse from \$3,200 to \$4,000 as permitted by RSA 72:35 I-a. (Majority vote required)

*(The Board of Selectmen supports this article by a vote of -0-0.)*

*(The Ways and Means Committee supports this article by a vote of -0-0.)*

**ARTICLE 28: Bridge Repair and Replacement Capital Reserve Fund**

Shall the Town vote to raise and appropriate the sum of two hundred thousand (**\$200,000**) to be added to the Bridge Repair and Replacement Capital Reserve Fund, previously established. (Majority vote required)

*(The Board of Selectmen supports this article by a vote of -0-0.)*

*(The Ways and Means Committee supports this article by a vote of -0-0.)*

**ARTICLE 29: Fire Rescue Vehicle and Equipment Purchase and Repair Capital Reserve Fund**

Shall the Town vote to raise and appropriate the sum of two hundred fifty-seven thousand dollars **(\$257,000)** to be added to the Fire Rescue Vehicle and Equipment Purchase and Repair Capital Reserve Fund, previously established. (Majority vote required)

*(The Board of Selectmen supports this article by a vote of -0-0.)*

*(The Ways and Means Committee supports this article by a vote of -0-0.)*

**ARTICLE 30: Establish DPW Vehicles & Equipment Replacement CRF**

Shall the Town vote to establish a DPW Vehicles & Equipment Replacement Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of replacement of DPW vehicles and equipment and to raise and appropriate the sum of Two Hundred Fifty Thousand Dollars **(\$250,000)** to be placed in this fund. Further, to name the Board of Selectmen as agents to expend from said fund. (Majority vote required)

*(The Board of Selectmen supports this article by a vote of -0-0.)*

*(The Ways and Means Committee supports this article by a vote of -0-0.)*

**ARTICLE 31: Police Station Renovation Completion**

Shall the Town vote to raise and appropriate the sum of One Hundred Seventy-Five Thousand Dollars **(\$175,000)** for the purpose of completing the 3<sup>rd</sup> floor of the Police Station renovation.

*(The Board of Selectmen supports this article by a vote of -0-0.)*

*(The Ways and Means Committee supports this article by a vote of -1-0.)*

**ARTICLE 32: Establish and fund CRF for Amherst Multimodal Facilities**

Shall the Town vote to establish an Amherst Multimodal Facilities Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of design and construction of projects and provide matching funds for grants for such projects, and to raise and appropriate the sum of Seventy-Five Thousand Dollars **(\$75,000)** to be placed in this fund. Further, to name the Board of Selectmen as agents to expend from said fund. (Majority vote required)

*(The Board of Selectmen supports this article by a vote of -0-0.)*

*(The Ways and Means Committee supports this article by a vote of -0-0.)*

**ARTICLE 33: Recreation Facilities Acquisition, Construction, and Maintenance CRF**

Shall the Town vote to raise and appropriate the sum of Fifty Thousand Dollars **(\$50,000)** to be added to the Recreation Facilities Capital Reserve Fund, previously established. (Majority vote required)

*(The Board of Selectmen supports this article by a vote of -0-0.)*

*(The Ways and Means Committee supports this article by a vote of -0-0.)*

**Given under our hands and seal this   th day of January 2021**

---

*Peter Lyon, Chairman*

---

*Reed Panasiti, Clerk*

---

*John D'Angelo, Selectman*

---

*Dwight Brew, Vice Chairman*

---

*Thomas Grella, Selectman*





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Assessing

**Department:** Assessing

**Meeting Date:** November 23, 2020

**Staff Contact:**

---

## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

### **A - Abatement**

The subject property is a vacant parcel of 6.53 acres. This parcel was inadvertently created when doing a subdivision per plan #40310. This account needs to be deleted. It is recommended that an abatement be granted in the amount of \$11,754.

**Suggested Motion A:** Therefore, I move to approve the abatement for Map 002 Lot 034-001-001 in the amount of \$11,754.

### **B- Land Use Change Tax**

Attached is a land use change tax release for Tax Map 005 Lot 059-19. 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 \$27,500.00 amount represents 10% of the full and true market value of \$275,000.

**Suggested Motion B:** Therefore, I move to approve the Land Use Change Tax in the amount of \$27,500 for Tax Map 005 Lot 059-019, 5 Gatchel Way.

### **C- Land Use Change Tax**

Attached is a land use change tax release for Tax Map 005 Lot 059-17. 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 \$23,900.00 amount represents 10% of the full and true market value of \$239,000.

**Suggested Motion C:** Therefore, I move to approve the Land Use Change Tax in the amount of \$23,900 for Tax Map 005 Lot 059-017, 1 Gatchel Way.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Assessing Documents Nov 23 2020 BOS



OFFICE OF THE ASSESSOR

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

Abatement Recommendation (item A in cover memo)

ABATEMENT RECOMMENDATION

**TO:** Board of Selectmen  
Dr. Dean Shankle, Town Administrator

**FROM:** George Lickiss *GL*  
KRT Appraisal

**DATE:** November 6, 2020

**RE:** Ballinger Properties  
CNT Investments  
91 Amherst St  
Nashua, NH 03064

**Location:** 10 Howe Dr

**Tax Year:** 2020

**Map ID:** 002/034/001/001

**Assessment:** \$412,700

The subject property is a vacant parcel of 6.53 acres. This parcel was inadvertently created when doing a subdivision per plan #40310. This account needs to be deleted. It is recommended that an abatement be granted in the amount of \$11,754.

**Suggested Motion:**

Therefore, I move to approve the abatement for Map 002 Lot 034-001-001 in the amount of \$11,754.

\_\_\_\_\_  
Peter Lyon Date

\_\_\_\_\_  
Dwight Brew Date

\_\_\_\_\_  
Reed Panasiti Date

\_\_\_\_\_  
Thomas P Grella Date

\_\_\_\_\_  
John D' Angelo Date

TOWN OF AMHERST  
TOWN HALL 2 MAIN STREET  
PO BOX 960 TEL: 603/673/6041  
AMHERST, NH 03031

FAX: 603/673/4138

TO THE COLLECTOR OF TAXES:

By vote of the Board of Selectmen upon application of:

Ballinger Properties

CNT Investments

91 Amherst St

Nashua, NH 03064

See attached memo from George Lickiss, KRT Appraisal.

Map/Lot: 002-034-001-001

Location: 10 Howe Drive

Abated Amount: \$11,754.00

Tax Year 2020

Previous Assessment:	\$	Amount Abated:	_____
New LUCT Assessment:	\$	Amt. Refunded:	_____
Abated:	\$	Int. Pd. @6%:	_____
Tax Rate:		Ck. N for Refund:	_____
Tax Dollars:	\$11,754.00	Date:	_____

(And statutory interest)

Acct# 01-3110-31-3001

By Order of the Board of Selectmen

\_\_\_\_\_  
Peter Lyon Date

\_\_\_\_\_  
Dwight Brew Date

\_\_\_\_\_  
Reed Panasiti Date

\_\_\_\_\_  
Thomas P Grella Date

\_\_\_\_\_  
John D'Angelo Date



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

## Land Use Change Tax (Item B in cover memo)

### LAND USE CHANGE TAX

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

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

Date: November 17, 2020

RE: Land Use Change Tax Release  
Map/Lot 005-059-019  
5 Gatchel Way

---

Attached is a land use change tax release for Tax Map 005 Lot 059-19. 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 \$27,500.00 amount represents 10% of the full and true market value of \$275,000.

### Suggested Motion:

Therefore, I move to approve the Land Use Change Tax in the amount of \$27,500 for Tax Map 005 Lot 059-019, 5 Gatchel Way.

<b>FORM</b>
<b>A-5</b>

**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:**

<b>PLEASE TYPE OR PRINT</b>	LAST NAME/CORPORATION/TRUST NAME <b>CROTTY</b>	FIRST NAME/CORPORATION/TRUST NAME <b>PAUL</b>	INITIAL <b>R</b>
	LAST NAME/CORPORATION/TRUST NAME <b>CROTTY</b>	FIRST NAME/CORPORATION/TRUST NAME <b>CHRISTINE</b>	INITIAL <b>V</b>
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	MAILING ADDRESS <b>1 FOUNDER'S WAY</b>		
MUNICIPALITY <b>AMHERST</b>		STATE <b>NH</b>	ZIP CODE <b>03031</b>

**STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND**

<b>PLEASE TYPE OR PRINT</b>	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED			
	(b) ACCESSIBLE STREET LOCATION <b>5 GACHEL WAY</b>		MUNICIPALITY <b>AMHERST</b>	COUNTY <b>HILLBOROUGH</b>
	(c) TOTAL ACRES OF PARCEL <b>2.17</b>	PARCEL TAX MAP AND LOT # <b>5                      59-19</b>		DEED BOOK AND PAGE # <b>9373            0919</b>
	(d) CHECK ONE BELOW: <input checked="" type="checkbox"/> <b>PARTIAL RELEASE</b> <input type="checkbox"/> <b>FULL RELEASE</b> <input type="checkbox"/> <b>RIGHT OF WAY LAND USE CHANGE TAX</b>			

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: <b>ENRIGHT, PATRICK &amp; THOMAS</b>	DEED BOOK AND PAGE # <b>3393            1234</b>	
(b) Total Number of Acres Originally Enrolled in Current Use	<b>56</b>	
(c) Total Number of Acres Previously Released Since The Original Recording	<b>40.57</b>	
(d) Number of Acres Subject to the LUCT Per This Assessment	<b>2.17</b>	
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	<b>13.26</b>	

<b>FORM</b>
<b>A-5</b>

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>LOT SOLD AND OWNERSHIP IS LESS THAN 10 ACRES</b>	
(b) Actual Date of Change in Use (MM/DD/YYYY)	<b>10/30/2020</b>
(c) Full and True Market Value at Time of Change in Use	\$ <b>275,000</b>
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ <b>27,500</b>

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

TYPE OR PRINT NAME (in black or dark blue ink) <b>PETER LYON</b>	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) <b>DWIGHT BREW</b>	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) <b>REED PANASITI</b>	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) <b>THOMAS P. GRELLA</b>	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) <b>JOHN D'ANGELO</b>	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 <b>CROTTY</b>		FIRST NAME/CORPORATION/TRUST NAME <b>PAUL R. &amp; CHRISTINE V.</b>		INITIAL
MAILING ADDRESS <b>1 FOUNDER'S WAY</b>				
MUNICIPALITY <b>AMHERST</b>	STATE <b>NH</b>	ZIP CODE <b>03031</b>		
(b) Actual Date of Change in Use (MM/DD/YYYY)				<b>10/30/2020</b>
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)				
(d) Full and True Market Value at Time of Change in Use				\$ <b>275,000</b>
(e) Land Use Change Tax Due				\$ <b>27,500</b>

<b>FORM</b>
<b>A-5</b>

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>TOWN OF AMHERST</b>		
(b) MAIL TO: <b>GAIL P. STOUT, TAX COLLECTOR</b>		
MAILING ADDRESS: <b>2 MAIN STREET</b>		
MUNICIPALITY <b>AMHERST</b>	STATE <b>NH</b>	ZIP CODE <b>03031</b>
(c) MUNICIPAL TAX COLLECTOR PHYSICAL OFFICE LOCATION: <b>2 MAIN ST, AMHERST, NH</b>		
(d) MUNICIPAL TAX COLLECTOR OFFICE HOURS: <b>9 AM - 3PM MON. THRU FRI. 2ND &amp; 4TH TUES. EVENING 4:30PM - 6:30PM</b>		
(e) LAND USE CHANGE EXEMPT FROM RECORDING RSA 79-A:7, I (c): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
(f) RECORDING FEE: INCLUDE A SEPARATE CHECK IN THE AMOUNT OF \$ <b>20.50</b>		
PAYABLE TO: <b>HILLSBOROUGH COUNTY REGISTRY OF DEEDS</b>		
(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 COLLECTOR)**

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



FORM
A-5

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

**WHO MUST FILE**

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

**WHEN TO FILE**

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

**WHERE TO FILE**

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

**BILLING AND COLLECTION OF THE TAX**

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

**APPEAL OF LAND USE CHANGE TAX**

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

**ADA**

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

**NEED HELP?**

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

FORM
A-5

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

**LINE-BY-LINE INSTRUCTIONS**

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

**STEP 1**

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

**STEP 2**

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

**STEP 3**

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

**STEP 4**

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

**STEP 5**

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

**STEP 6**

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

**STEP 7**

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

**STEP 8**

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

<b>FORM</b>
<b>A-5W</b>

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

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

NAME OF MUNICIPALITY AMHERST		
STREET ADDRESS 2 MAIN STREET		
MAILING ADDRESS 2 MAIN STREET		
MUNICIPALITY AMHERST	STATE NH	ZIP CODE <b>03031</b>

**STEP 2 - COLLECTION OF LAND USE CHANGE TAX**

(a) State of New Hampshire, County of: HILLSBOROUGH	
(b) To: GAIL P STOUT	Municipal Collector of taxes
(c) for the municipality of: AMHERST	in said County.
(d) In the name of said State you are directed to collect the <b>LAND USE CHANGE TAX</b> in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 27,500
(e) Given under our hands at AMHERST	
(f) This day of	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY PAUL R. & CHRISTINE V. CROTTY	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS 1 FOUNDER'S WAY AMHERST, NH 03031	
(h) MUNICIPAL TAX MAP 5	LOT NUMBER 59-19

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

TYPE OR PRINT NAME (in black or dark blue ink) PETER LYON	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) DWIGHT BREW	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) REED PANASITI	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) THOMAS P. GRELLA	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) JOHN D'ANGELO	SIGNATURE (in black or dark blue ink)	DATE

<b>FORM</b>
<b>A-5W</b>

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

**WARRANT FOR LAND USE CHANGE TAX**

INSTRUCTIONS

---

**WHEN TO FILE**

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

**WHO MUST FILE**

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

**WHERE TO FILE**

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

**TAX COLLECTOR PROCEDURES**

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

**WHEN TAX IS DUE**

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

**COLLECTION OF UNPAID TAX**

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

**ADA**

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

**NEED HELP?**

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

**LINE-BY-LINE FORM INSTRUCTIONS**

**STEP 1**

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

**STEP 2**

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

**STEP 3**

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



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

## Land Use Change Tax (Item C in cover memo)

### LAND USE CHANGE TAX

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

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

Date: November 17, 2020

RE: Land Use Change Tax Release  
Map/Lot 005-059-017  
1 Gatchel Way

---

Attached is a land use change tax release for Tax Map 005 Lot 059-17. 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 \$23,900.00 amount represents 10% of the full and true market value of \$239,000.

#### Suggested Motion:

Therefore, I move to approve the Land Use Change Tax in the amount of \$23,900 for Tax Map 005 Lot 059-017, 1 Gatchel Way.

<b>FORM</b>
<b>A-5</b>

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 <b>RAMPELLO</b>	FIRST NAME/CORPORATION/TRUST NAME <b>DAVID</b>	INITIAL
	LAST NAME/CORPORATION/TRUST NAME <b>RAMPELLO</b>	FIRST NAME/CORPORATION/TRUST NAME <b>LORI</b>	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 <b>34 KENDALL HILL ROAD</b>		
MUNICIPALITY <b>LEOMINSTER</b>		STATE <b>MA</b>	ZIP CODE <b>01453</b>

**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 <b>1 GACHEL WAY</b>		MUNICIPALITY <b>AMHERST</b>	COUNTY <b>HILLBOROUGH</b>
	(c) TOTAL ACRES OF PARCEL <b>1.31</b>	PARCEL TAX MAP AND LOT # <b>5</b>	DEED BOOK AND PAGE # <b>59-17</b> <b>9368</b> <b>1295</b>	
	(d) CHECK ONE BELOW: <input checked="" type="checkbox"/> <b>PARTIAL RELEASE</b> <input type="checkbox"/> <b>FULL RELEASE</b> <input type="checkbox"/> <b>RIGHT OF WAY LAND USE CHANGE TAX</b>			

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: <b>ENRIGHT, PATRICK &amp; THOMAS</b>	DEED BOOK AND PAGE # <b>3393</b> <b>1234</b>	
(b) Total Number of Acres Originally Enrolled in Current Use	<b>56</b>	
(c) Total Number of Acres Previously Released Since The Original Recording	<b>39.26</b>	
(d) Number of Acres Subject to the LUCT Per This Assessment	<b>1.31</b>	
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	<b>15.43</b>	

<b>FORM</b>
<b>A-5</b>

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>LOT SOLD AND OWNERSHIP IS LESS THAN 10 ACRES</b>	
(b) Actual Date of Change in Use (MM/DD/YYYY)	<b>10/23/2020</b>
(c) Full and True Market Value at Time of Change in Use	\$ <b>239,000</b>
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ <b>23,900</b>

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

TYPE OR PRINT NAME (in black or dark blue ink) <b>PETER LYON</b>	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) <b>DWIGHT BREW</b>	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) <b>REED PANASITI</b>	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) <b>THOMAS P. GRELLA</b>	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) <b>JOHN D'ANGELO</b>	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 <b>RAMPELLO</b>		FIRST NAME/CORPORATION/TRUST NAME <b>DAVID &amp; LORI</b>	INITIAL
MAILING ADDRESS <b>34 KENDALL HILL ROAD</b>			
MUNICIPALITY <b>LEOMINSTER</b>	STATE <b>MA</b>	ZIP CODE <b>01453</b>	
(b) Actual Date of Change in Use (MM/DD/YYYY)	<b>10/23/2020</b>		
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)			
(d) Full and True Market Value at Time of Change in Use	\$ <b>239,000</b>		
(e) Land Use Change Tax Due	\$ <b>23,900</b>		

<b>FORM</b>
<b>A-5</b>

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>TOWN OF AMHERST</b>		
(b) MAIL TO: <b>GAIL P. STOUT, TAX COLLECTOR</b>		
MAILING ADDRESS: <b>2 MAIN STREET</b>		
MUNICIPALITY <b>AMHERST</b>	STATE <b>NH</b>	ZIP CODE <b>03031</b>
(c) MUNICIPAL TAX COLLECTOR PHYSICAL OFFICE LOCATION: <b>2 MAIN ST, AMHERST, NH</b>		
(d) MUNICIPAL TAX COLLECTOR OFFICE HOURS: <b>9 AM - 3PM MON. THRU FRI. 2ND &amp; 4TH TUES. EVENING 4:30PM - 6:30PM</b>		
(e) LAND USE CHANGE EXEMPT FROM RECORDING RSA 79-A:7, I (c): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
(f) RECORDING FEE: INCLUDE A SEPARATE CHECK IN THE AMOUNT OF \$ <b>20.50</b>		
PAYABLE TO: <b>HILLSBOROUGH COUNTY REGISTRY OF DEEDS</b>		
(g) PAYMENT OF THE LAND USE CHANGE TAX IS DUE NO LATER THAN 30 DAYS AFTER MAILING OF THIS BILL. INTEREST, AT THE RATE OF 18% PER ANNUM, SHALL BE DUE IF THE TAX IS NOT PAID ON OR BEFORE: _____		

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

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



FORM
A-5

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

**WHO MUST FILE**

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

**WHEN TO FILE**

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

**WHERE TO FILE**

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

**BILLING AND COLLECTION OF THE TAX**

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

**APPEAL OF LAND USE CHANGE TAX**

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

**ADA**

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

**NEED HELP?**

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

FORM
A-5

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

**LINE-BY-LINE INSTRUCTIONS**

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

**STEP 1**

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

**STEP 2**

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

**STEP 3**

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

**STEP 4**

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

**STEP 5**

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

**STEP 6**

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

**STEP 7**

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

**STEP 8**

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

<b>FORM</b>
<b>A-5W</b>

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 <b>AMHERST</b>		
STREET ADDRESS <b>2 MAIN STREET</b>		
MAILING ADDRESS <b>2 MAIN STREET</b>		
MUNICIPALITY <b>AMHERST</b>	STATE <b>NH</b>	ZIP CODE <b>03031</b>

**STEP 2 - COLLECTION OF LAND USE CHANGE TAX**

(a) State of New Hampshire, County of: <b>HILLSBOROUGH</b>	
(b) To: <b>GAIL P STOUT</b>	Municipal Collector of taxes
(c) for the municipality of: <b>AMHERST</b>	in said County.
(d) In the name of said State you are directed to collect the <b>LAND USE CHANGE TAX</b> in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	§ <b>23,900</b>
(e) Given under our hands at <b>AMHERST</b>	
(f) This day of	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY <b>DAVID &amp; LORI RAMPELLO</b>	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS <b>34 KENDALL HILL ROAD LEOMINSTER, MA 01453</b>	
(h) MUNICIPAL TAX MAP <b>5</b>	LOT NUMBER <b>59-17</b>

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

TYPE OR PRINT NAME (in black or dark blue ink) <b>PETER LYON</b>	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) <b>DWIGHT BREW</b>	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) <b>REED PANASITI</b>	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) <b>THOMAS P. GRELLA</b>	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink) <b>JOHN D'ANGELO</b>	SIGNATURE (in black or dark blue ink)	DATE

<b>FORM</b>
<b>A-5W</b>

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

**INSTRUCTIONS**

**WHEN TO FILE**

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

**WHO MUST FILE**

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

**WHERE TO FILE**

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

**TAX COLLECTOR PROCEDURES**

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

**WHEN TAX IS DUE**

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

**COLLECTION OF UNPAID TAX**

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

**ADA**

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

**NEED HELP?**

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

**LINE-BY-LINE FORM INSTRUCTIONS**

**STEP 1**

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

**STEP 2**

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

**STEP 3**

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



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

**Title:** Accounts Payable and Payroll  
Manifests and BOS Meeting Minutes  
November 9, 2020

**Department:** Finance Department

**Meeting Date:** November 23, 2020

**Staff Contact:**

---

**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**APPROVALS**

**Accounts Payable**

**AP1~** I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$233,580.70 dated November 10, 2020, subject to review and audit.

**AP2~** I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$317,288.00 dated November 12, 2020, subject to review and audit.

**Payroll**

**AP3~** I move to approve one (1) FY21 Payroll Manifest in the amount of \$227,844.25 dated November 19, 2020, subject to review and audit.

**Minutes**

~ I move to approve the Board of Selectmen meeting minutes of November 3, 2020.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. 2020.11.09\_BOS\_MINUTES



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, November 09, 2020 6:30PM**

1       **1. Call to Order**

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

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

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

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

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

18  
19       Utilizing Zoom teleconferencing for this meeting. All members of the Board have the  
20       ability to communicate during the meeting through this platform and the public has access  
21       to contemporaneously listen and if necessary participate in the meeting by dialing +1 301  
22       715 8592 and using a webinar ID of 886-3830-1164 or by using the link contained in the  
23       agenda posted at amherstnh.gov.

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

31  
32       All votes will be taken by roll call and for ease, in alphabetical order.  
33       Lastly, the meeting is being recorded and will be replayed on ACATV.

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

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

40  
41 **2. Citizen’s Forum – none.**

42  
43 **3. Appointments**

44 **3.1 Volunteer Application – Bike/Ped Advisory Committee**

45 Chairman Lyon explained that Tom Christensen would like to take Wes Robertson’s seat that  
46 is vacant, due to Mr. Robertson’s resignation from the Bicycle Pedestrian Advisory  
47 Committee. This term is to end March 2021.

48  
49 Tom Christensen stated that he has lived in Amherst for a long time and has enjoyed the  
50 opportunity to work alongside the Bicycle Pedestrian Advisory Committee. He believes the  
51 group is made up of good people who are efficient and work hard to save the Town money in  
52 their proposed projects.

53  
54 The Board members gave their thanks to Mr. Christensen for his decision to volunteer for the  
55 Committee.

56  
57 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to seat*  
58 *Tom Christensen on the Bicycle Pedestrian Advisory Committee, for a term to expire in 2021.*  
59 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
60 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

61  
62 **3.2 2020 Amherst Tree Lighting Ceremony – A Virtual Celebration**

63 Michelle Arbogast, Chair of the Amherst Tree Lighting Festival, explained that she has been  
64 working with Town Administrator Shankle to create a virtual celebration for this year’s Tree  
65 Lighting Ceremony. She stated that about half of the previous year’s performers have  
66 confirmed that they will be available. Some/most of the performers and possibly the tree  
67 lighting itself will be pre-recorded; other performers may be live from their houses.

68  
69 The Board agreed with the idea to hold the Tree Lighting Ceremony virtually this year and  
70 thanked Ms. Arbogast for her work.

71  
72 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Brew to approve*  
73 *the Virtual Tree Lighting Ceremony, as proposed by the Tree Lighting Committee.*

74 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
75 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

76  
77 **4. Administration**

78 **4.1. Administrative Updates**

79 Town Administrator Shankle explained that he heard from the Town Attorney that intervenors  
80 have put in a motion to dismiss the lawsuit from TransFarmations, Inc. against the Town. The  
81 Town does not need to do anything with this information.

83 Town Administrator Shankle stated that the Department of Business and Economic Affairs  
84 will be holding a virtual Job and Relocation Fair tomorrow from 11-2. This is being sponsored  
85 by many of the local Chambers of Commerce.

86

87 Town Administrator Shankle and the Board discussed that some of the items that will be  
88 recommended by the Highway Safety Committee later in the meeting will need public  
89 hearings. The Board agreed that these public hearings can be scheduled at the next appropriate  
90 meeting.

91

## 92 **5. Staff Reports**

93

### 94 **5.1 FY22 Draft Budget #2**

95

96 Cheryl Eastman explained that the second draft of the budget shows an increase in  
97 Workman's Comp insurance of 4.1%, or \$6,965. There is also an increase in the Street  
98 Lighting line of \$2,107. The new bottom line of the budget is \$14,666, 451, which is an  
99 increase of \$50,075 over FY21, or 0.34%.

100

101 Chairman Lyon noted that the budget is still missing numbers for COLA and health insurance  
102 increases. He stated that there may also be a request from the Recreation Department for  
103 additional part-time hours for field maintenance, at around \$21,000.

104

105 Selectman Brew stated that, even assuming the Board votes to use \$500,000 to offset taxes  
106 next year, the proposed budget is still up a fair amount, about \$0.44/\$1,000, or \$155/typical  
107 house in Amherst. This is without the potential COLA and health insurance increases, and  
108 without factoring in possible Warrant Articles. He questioned why this increase appears much  
109 higher for this year versus last year. He requested that the staff work to decide what  
110 reasonable items might be reduced from the proposed budget to make it more manageable.

111

112 In response to a question from Selectman D'Angelo, Cheryl Eastman stated that the \$200,000  
113 has been removed from the DPW Vehicle Purchase line, in the expectation of the proposed  
114 Warrant Article CRF.

115

116 Selectman D'Angelo stated that he believes it is irresponsible to zero out the DPW Vehicle  
117 Purchase line in hopes that the voters will agree to the proposed CRF, in this year and  
118 proceeding years. He requested that this amount be restored into the budget line item. Similar  
119 Warrant Article CRF requests have not been agreed to in the past by the voters.

120

121 Selectman Grella stated that he agrees with Selectman D'Angelo. He explained that the Town  
122 finally got its hands around a way to replace DPW vehicles by putting it in the budget as a line  
123 item. He is concerned about having this be an item to be voted on each year.

124

125 Selectman Brew requested that the budget impact numbers be presented at the next Board  
126 meeting.

127

128 In response to a question from Chairman Lyon, Selectman D'Angelo stated that he objects  
129 being put in the position to have to make a motion to restore the DPW Vehicle Purchase  
130 budget money into a line item. Selectman D'Angelo stated that he believes the money should  
131 be kept in the line item, and that a motion to remove it from the line item would be more



130 appropriate. He stated that he would have liked for the Board to discuss this reduction before  
131 it was made.

132

133 Selectman Brew stated that he believes the decision to remove the money from the line item  
134 and into a CRF was due to legal reasons.

135

136 Selectman Grella explained that, if the Warrant Article doesn't pass, the DPW may not have  
137 the funds available to make any vehicle purchases for the year. He would rather have the  
138 funds left in the budget line item.

139

140 In response to a question from Selectman Panasiti, Chairman Lyon explained that there was a  
141 line in the DPW budget for lease/purchase equipment. The last two trucks purchased by DPW  
142 Director, Eric Hahn, were lease/purchased through that line item. There was concern on  
143 behalf of Town Counsel that there was not adequate record of the intent to lease/purchase  
144 these trucks. Town Counsel advised that, without adequate record of the intent, these  
145 lease/purchases should not be made. Due to the fact that there was enough money in the  
146 budget line item, the DPW was able to purchase these two trucks outright. This is an  
147 unsustainable practice for the future. Thus, the idea came up to create a CRF and pull the  
148 money out of the budget line item. This will allow for purchases to be made outright, as  
149 needed, from year-to-year. If the CRF fails, the DPW will be left without a budget for vehicle  
150 purchases for the upcoming year. The upsides to the proposal are that the Town will avoid  
151 financing costs, the intent of the purchases will be made abundantly clear, and there will be  
152 flexibility for the DPW in which equipment they'd like to purchase rather than having to  
153 follow the truck replacement schedule as outlined.

154

155 In response to a question from Selectman Panasiti, Chairman Lyon explained that the DPW  
156 has a schedule for replacement equipment that was previously funded through the budget.  
157 This schedule is similar to that used by the Fire Department for replacement trucks, which is  
158 funded through a CRF. The intent is to move toward the CRF model for the DPW as well, as  
159 it has worked well for other departments.

160

161 Selectman D'Angelo stated that he has many objections to this proposal. He believes that the  
162 current system is working just fine. He stated that Town Counsel's concerns could be  
163 alleviated with better communication by the Town at the Deliberative Session. He has  
164 concerns about scraping a system that is currently working that will leave the DPW to  
165 possibly expend all of the CRF funds each year. He suggested that funds be left in the budget  
166 line item, in case the DPW wants to lease/purchase any equipment, if it is also decided that a  
167 CRF should be created to purchase equipment outright. He does not believe that this proposal  
168 is consistent with RSAs or is politically prudent.

169

170 Selectman Brew explained that Town Counsel stated that the Town would need to identify  
171 which vehicles would be purchased at Deliberative Session and that this list could then not be  
172 deviated from. He stated that he would hate to see the DPW stuck without flexibility to move  
173 vehicle replacements around based on future needs. Selectman Brew also explained that the  
174 DPW currently has a very expensive grader, approximately \$300,000. When this item  
175 eventually needs to be replaced, it will require more funds than are available in the

176 lease/purchase budget line item. A CRF would allow for funds to be built up over time in  
177 order to replace large pieces of equipment like that.

178

179 Selectman D'Angelo stated that he does not agree with some of the other Selectmen's  
180 interpretations of Town Counsel's email. He suggested that it might be possible for the voters  
181 to approve of lease/purchases without having specific equipment details. There could be a list  
182 circulated to the voters, with a caveat that the Town could reserve the right to change to a  
183 piece of equipment, if needed, with the right to lease/purchase or buy outright.

184

185 In response to a question from Chairman Lyon, Selectman D'Angelo explained that he  
186 believes it would be politically prudent for the voters to vote to partially fund a CRF each  
187 year, while also gradually scaling down the budget line item. He believes it is grossly  
188 imprudent to zero out the budget line item, in hopes that voters will fund a CRF and continue  
189 to do so each year.

190

191 Chairman Lyon stated that his outlook is that the voters have responded positively each time  
192 to voting on CRF's for the Fire Department, bridges, roads, etc. He is confident that the voters  
193 will be supportive of the Town and DPW's work moving forward.

194

195 Selectman D'Angelo noted that the voters have voted down a DPW CRF in the past.

196

197 In response to a question from Selectman Panasiti, Chairman Lyon explained that  
198 lease/purchases of DPW vehicles have been made fairly frequently in the last 3-4 years. There  
199 are usually 2-3 lease/purchases going at a time.

200

201 DPW Director, Eric Hahn, stated that he feels that there have been obstacles to him  
202 purchasing equipment/vehicles in the past two fiscal years. He believes he has been fortunate  
203 to have the Board's cooperation in purchasing these vehicles outright instead. He believes it is  
204 unsustainable to keep purchasing vehicles in that manner, but also doesn't want to give up any  
205 money from his budget.

206

207 In response to a question from Selectman Panasiti, Eric Hahn explained that the DPW has  
208 probably purchased a vehicle/equipment every year in the past five years. If the DPW sticks  
209 with its current plan, it will probably spend about \$100,000-\$200,000/year.

210

211 Selectman Panasiti stated that he sees Selectman D'Angelo's point, and believes it might be a  
212 good idea to keep the budget line item, ask the voters to fund a CRF, and then slowly work to  
213 zero out the budget line item.

214

215 Town Administrator Shankle explained that Town Counsel's suggestion was that the legal  
216 way to lease/purchase equipment/vehicles, per the RSA, is for the voters to know specifically  
217 what will be done with the money voted on in the budget line item.

218

219 Selectman D'Angelo stated that one scenario is to have a CRF that specifies which vehicle at  
220 which price and if it will be lease/purchased. Another scenario is that the Town could  
221 communicate better at the Deliberative Session regarding what the DPW's planned equipment

222 schedule is and that the Town may reserve the right to switch to another item on the list, if  
223 needed.

224

225 Bill Loscocco, Ways & Means member, agreed with Selectman Brew's request to look at the  
226 budget impact to the taxpayers. He also believes it is important to look at what might not be  
227 necessary in this year's budget.

228

229 Jim Kuhnert, Ways & Means member, stated that he believes clear guidance from Town  
230 Counsel is needed on this issue. He believes that zeroing out the budget line item in hopes of  
231 creating a CRF could be a high-risk strategy. He explained that the suggestions to transition to  
232 this approach is a good middle-of-the-road idea.

233

234 In response to a question from Lisa Eastland, Chairman Lyon explained that, under State  
235 Statute, the Library Trustees create the Library budget. This is presented to the voters for  
236 support along with the rest of the Town's budget. There is a cooperative relationship between  
237 the Town and Library in that the Library uses the Town's software to create its budget, the  
238 Library subscribes to the Town's wage scale matrix, and the Library uses the Town's  
239 Accounts Payable and Payroll systems.

240

241 Cheryl Eastman noted that, per RSA 202-11, the Board is not able to alter the bottom line of  
242 the Library's budget by more than a certain percentage.

243

244 Town Administrator Shankle explained that some towns put out the Library budget as a  
245 separate warrant article, but this can become an issue because there is no default budget for  
246 the Library.

247

248 The Board agreed to look at COLA numbers in two weeks.

249

## 250 **5.2 FY22 Warrant Articles Draft #1**

251 Chairman Lyon stated that Town Counsel sent a letter regarding some concerns about Warrant  
252 Article 22, Open Space Acquisition Bond. Town Counsel expressed that the DRA might not  
253 approve the bond purchase without the property first being identified. The Board and ACC  
254 will review this item more thoroughly.

255

256 The Board reviewed the other Warrant Articles.

257

258 Selectman Panasiti suggested that the Board look at using some of the Unassigned Fund  
259 Balance to pay for the amount being requested in Warrant Article 41, Police Station  
260 Renovation Completion. He suggested that the Board take up to \$200,000 out of the  
261 unassigned fund balance for this purpose.

262

263 Chairman Lyon noted that, if \$200,000 is set aside to fund this item, there will be less money  
264 available to offset taxes next year.

265

266 Selectman Brew stated that using unassigned fund balance funds for this could make the  
267 Police Station Renovation look less expensive, while making the budget look more expensive.  
268 He is not in favor of this proposal.

269 Selectman D'Angelo stated that he agrees with the suggestion. He does not agree with the  
270 Board's current policy for the unassigned fund balance. He explained that the Board voted to  
271 implement this policy five years ago to converge on a target number. This intention has failed  
272 each year. He believes it makes sense to spend some of this money on a project in order to  
273 bring the balance of the unassigned fund balance down. He explained that, even if the  
274 proposal was to take out \$200,000 from the unassigned fund balance, only \$100,000 would be  
275 used to offset the tax rate next year, per the policy.

276  
277 Selectman Grella stated that he approves of the suggestion, as the Police Station Renovation  
278 Completion is a one-time expense.

279  
280 Bill Loscocco stated that he agrees with the suggestion as a way to address the excess amount  
281 in the unassigned fund balance.

282  
283 In response to a question from Jim Kuhnert, Chairman Lyon stated that the Town will clearly  
284 explain, if there is a Warrant Article for this, where the funds are coming from (taxpayers or  
285 unassigned fund balance).

286  
287 In response to a question from Selectman Brew, Cheryl Eastman explained that she calculates  
288 the estimated taxpayer impact by using the total number in the proposed warrant articles.  
289 Funds from the unassigned fund balance have no tax impact because they've already been  
290 collected. Selectman Brew stated that he believes using the unassigned fund balance in this  
291 way is not being transparent to the taxpayers.

292  
293 Chairman Lyon explained that this was originally slated to be a \$600,000 project, and those  
294 funds were raised from the taxpayers. The project ended up costing more, in large part due to  
295 an unexpected HVAC upgrade.

296  
297 In response to a question from Selectman D'Angelo, Police Chief Mark Reams explained that  
298 the cost was initially approximately \$120-125,000, but that the cost will probably increase due  
299 to any delays, closer to \$175,000. The architect recommends up to \$200,000 for any  
300 contingencies.

301  
302 Chairman Lyon explained that, part of the problem is that the Board can't lock itself into  
303 being able to pay the additional funds needed for the project out of this year's budget until  
304 closer to the end of the year.

305  
306 Lisa Eastland suggested raising some of the money from new taxes and using the unassigned  
307 fund balance for the rest of the funds.

308  
309 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*  
310 *change the wording of Article 31 to read: "Shall the Town vote to raise and appropriate the*  
311 *sum of Two Hundred Thousand Dollars (\$200,000) from the undesignated fund balance for*  
312 *the purpose of completing the 3<sup>rd</sup> floor of the Police Station Renovation."*

313 *Roll call vote: Selectman Brew – nay; Selectman D'Angelo – aye; Selectman Grella – aye;*  
314 *Selectman Panasiti – aye; Chairman Lyon – nay. 3-2-0; motion carried.*

315

316 The Board reviewed Warrant Article 33 Recreation Facilities Acquisition, Construction, and  
317 Maintenance CRF.

318

319 Craig Fraley, Recreation Department Director, explained that this proposed Warrant Article  
320 goes along with the Department's first goal in its Strategic Plan. These funds will help to  
321 change Buck Meadow Conservation & Recreation Area into an athletic field facility. The  
322 Department is looking into a 50/50 grant match through the Land Water Conservation Grant.  
323 He explained that he believes the cost of this project is about \$300,000. In order to start  
324 applying for grants, the Department hopes to create a CRF and fund it with \$50,000 each year.  
325 The Department is not asking for more than that in order to be cognizant of the other asks for  
326 this year.

327

328 In response to a question from Selectman Panasiti, Craig Fraley stated that the Department  
329 may not have needed this Warrant Article if there were more funds in the Revolving Account.

330

331 In response to a question from Danielle Pray, Ways & Means member, Craig Fraley explained  
332 that this will be a multi-year ask. More information will be available once the matching grants  
333 are applied for.

334

### 335 **5.3. Withdrawal from Communications Capital Reserve Fund**

336 Cheryl Eastman noted that this was voted on by the Board in July. This vote will close the  
337 loop on this item and allow the Trustees of the Trust Fund to release the funds.

338

339 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to request*  
340 *that the Trustees of the Trust Funds authorize Cambridge Trust Bank to withdraw \$28,936.97*  
341 *from the Town of Amherst Communications Center Capital Reserve Fund, as voted by the*  
342 *Board of Selectmen on July 27, 2020.*

343 *Roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
344 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

345

### 346 **5.4. Presentation of Capital Improvement Plan**

347 Danielle Pray, Chair of the Capital Improvement Plan (CIP) Committee, reviewed the CIP  
348 document with the Board. She explained that the Committee was made up of members from  
349 the Planning Board, School Departments, Board of Selectmen, and citizens. The Committee  
350 finished its work in August and created the final CIP document in September. There was one  
351 member of the Planning Board that voted against the CIP document, due to the Schools  
352 portion. She explained that the Schools are moving towards an expendable trust fund this  
353 year.

354

355 Chairman Lyon stated that the Planning Board is responsible for delegating this task to the  
356 CIP Committee, while the Board of Selectmen is tasked with receiving the CIP document.

357

358 In response to a question from Selectman Brew, Danielle Pray explained that some of the  
359 projected tax impact is from new tax dollars. The CIP Committee works to even out the  
360 bottom line and more things around so that there is no big spike for taxpayers. The  
361 placeholder number is \$35M for a new school, but that number is probably not accurate to  
362 what the request will be.

363 Selectman D'Angelo stated that three years ago, the Schools told the CIP Committee there  
364 would be a big ask but no information was given. This year a large number was given, but it  
365 will probably be more than the \$35M placeholder. The Amherst School Board is currently  
366 meeting to try to decide what number will be asked for. Next year's number should be more  
367 realistic. The impact to the taxpayers has remained flat for the next six years, even with that  
368 large number, thanks to the CIP Committee. The Town's bond impact is also rolling off,  
369 which opens up the ability for more bonds.

370

371 In response to a question from Selectman Panasiti, Selectman D'Angelo explained that the  
372 CIP is formed by the Master Plan. The Master Plan is what drives the spending plan for the  
373 Town and Schools. The CIP is currently working off old information because the Master Plan  
374 is in the process of being updated. Once the Master Plan is complete, it will be used to help  
375 inform the CIP.

376

### 377 **5.5. Winter Operations Plan**

378 DPW Director Eric Hahn explained that the Department has a Winter Operations Plan  
379 approved by the Board about 17 years ago. This plan doesn't have anything new, other than  
380 items dealing with COVID items and reduced service levels.

381

382 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*  
383 *approve and adopt the Winter Maintenance Plan, dated 9/21/2020, as presented.*

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

386

### 387 **5.6. Old Manchester Road, shared roadway line striping**

388 DPW Director, Eric Hahn, stated that the Bicycle & Pedestrian Advisory Committee looked at  
389 this road as a candidate for this type of roadway striping. This treatment will include dashed  
390 lines, 5' from the edge of each side of the road for bicyclists/pedestrians. Old Manchester  
391 Road is a good candidate for this treatment to allow residents safer passage along the roads,  
392 and probably reduced speeds. He believes this will be a great flagship project for this type of  
393 multimodal treatment in Town.

394

395 Chairman Lyon explained that the Highway Safety Committee also reviewed this suggestion  
396 and recommended it be sent along to the Board for a vote.

397

398 Eric Hahn explained that there will also be two unique roadway signs at Walnut Hill Road and  
399 Georgetown Road. This will show users the shared path usage. He explained that other towns,  
400 such as Hanover, have implemented this treatment with no accidents and no issues.

401

402 Selectman Brew stated that he would like for abutters to be noticed before voting on this item.

403

404 Selectman D'Angelo stated that he believes this is a good idea to try as a traffic calming  
405 measure.

406

407 In response to a question from Selectman Grella, Eric Hahn stated that this road will be  
408 completely redone in the future.

409

410 In response to a question from Selectman Panasiti, Eric Hahn stated that there are about 80  
411 homes in the surrounding neighborhoods that could utilize this treatment. Eric Hahn stated  
412 that he believes this is a momentous opportunity to take advantage of.

413

414 Chairman Lyon stated that he believes this will be a good traffic calming measure. He shares  
415 Selectman Brew's concerns about notifying the abutters before voting on this item.

416

417 Eric Hahn stated that he would work with the Bicycle and Pedestrian Advisory Committee to  
418 notify all abutters.

419

#### 420 **5.7. Pocket Park/Fishing Deck Lot 24-11 & Lot 24-1**

421 Craig Fraley stated that the Town owns a right of way at 35 Broadway, near Baboosic Lake.  
422 His intention is to build a fishing pier/deck at this spot. The deck will be ADA accessible and  
423 there will be signage stating that it is for Amherst-resident use only. The new deck will  
424 disallow for boat launch from this area. He has taken to calling this a Pocket Park. There will  
425 be wetlands permits needed for this project. Town resident, Bill Widmer, has offered to  
426 donate \$9,950 to this project, so long as his donation is complete before 12/31/2020. The total  
427 project should cost about \$8,600. This will include the deck and parking space for one ADA  
428 accessible spot.

429

430 Selectman D'Angelo suggested that there be a plaque installed for Mr. Widmer on the deck.  
431 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to accept*  
432 *Bill Widmer's donation of up to \$9,950, and to move forward with the Pocket Park on Lot 24-*  
433 *11 and the ADA Accessible parking space.*

434 *Roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
435 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

436

#### 437 **5.8. Federal/State Grant: Emergency Operations Plan and the Hazard** 438 **Mitigation Plan**

439 Fire Chief, Matt Conley, explained that he was approached from the State regarding a grant to  
440 offset the cost to complete the Hazard Mitigation Plan. The federal funds will be \$9,999.75  
441 and the non-federal funds will be \$3,333.25, for a total of \$13,333. The non-federal funds will  
442 include the Department staff doing their share of the work and documenting their hours. There  
443 is a current Hazard Mitigation Plan; this is a plan to update that.

444

445 In response to a question from Chairman Lyon, Matt Conley explained that part of the federal  
446 funds includes an outside contractor to help with this work.

447

448 *A MOTION was made by Selectman Grella and SECONDED by Selectman Panasiti to move*  
449 *that the Board of Selectmen accept the terms of the Pre-Disaster Mitigation Grant Program,*  
450 *as presented, in the amount of \$9,999.75 to update the Town of Amherst Local Hazard*  
451 *Mitigation Plan. Furthermore, the Board acknowledges that the total cost of the project will*  
452 *be \$13,333.00, of which the town will be responsible for a 25% in-kind match of*  
453 *\$3,333.25. Furthermore, it is understood that this work will be done by a 3<sup>rd</sup> person*  
454 *contractor, who will be chosen in accordance with the Town's purchasing policy. And lastly,*  
455 *that the Board hereby authorizes the Chair of the Board of Selectmen to sign all documents*  
456 *related to the grant on behalf of the town.*

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

459

## 460 **6. Approvals**

### 461 **6.1 Assessing**

462 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
463 *the Land Use Change Tax in the amount of \$6,300 for Tax Map 005 Lot 100-000, 3 Stonewall*  
464 *Crossing Road.*

465 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
466 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

467

468 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to accept*  
469 *and sign the 2020 DRA Sales Ratio Study.*

470 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
471 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

472

473 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
474 *and sign the December 2020 Tax Warrant in the amount of \$25,971,350.*

475 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
476 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

477

478 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*  
479 *the placement of one utility pole on Boston Post Road and authorize the Board of Selectmen*  
480 *to sign the petition on behalf of the Town of Amherst.*

481 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
482 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

483

### 484 **6.2 Accounts Payable Manifests and Meeting Minutes October 12, 2020**

485 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*  
486 *approve one (1) FY21 Payroll Manifest in the amount of \$223,557.24 dated November 5,*  
487 *2020, subject to review and audit.*

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

490

491 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*  
492 *approve one (1) FY21 Payroll Manifest in the amount of \$739.02 dated November 5, 2020,*  
493 *subject to review and audit.*

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

496

497 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*  
498 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$221,033.36 dated*  
499 *October 28, 2020, subject to review and audit.*

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

502



503 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
504 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$2,163,008.30 dated*  
505 *October 29, 2020, subject to review and audit.*  
506 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
507 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

508  
509 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
510 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,024,202.00 dated*  
511 *November 1, 2020, subject to review and audit (School Disbursements).*  
512 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
513 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

514  
515 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*  
516 *approve the meeting minutes of October 23, 2020, as presented.*  
517 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
518 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

519  
520 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*  
521 *approve the meeting minutes of October 26, 2020, as presented.*  
522 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
523 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

524  
525 **7. Action Items**  
526 The Board reviewed its action items.

527  
528 **8. Old/New Business**  
529 The Board reviewed any old/new business.

530  
531 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*  
532 *adjourn the meeting at 10:12pm.*  
533 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
534 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

535  
536  
537  
538  
539  
540 **NEXT MEETING: Monday, November 23, 2020**

541  
542  
543  
544 \_\_\_\_\_  
545 *Selectman Reed Panasiti* \_\_\_\_\_  
*Date*