



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
**MONDAY, DECEMBER 7, 2020 6:30 PM**

Please click the link below to join the

webinar: <https://us02web.zoom.us/j/87204786907>

Or Telephone: (646) 558-8656      Webinar ID: 872 0478 6907

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- 1. Call to Order**
- 2. Citizens' Forum**
- 3. Scheduled Appointments**
  - 3.1. Rick Katzenberg, Health and Human Services Budget request follow up from 11/23/2020 meeting
- 4. Administration**
  - 4.1. General Administrative Updates
- 5. Staff Reports**
  - 5.1. FY22 Budget Draft #3
  - 5.2. Update to Lot 24-11 Park project
  - 5.3. Award 2021 Statistical Revaluation Update Contract Bid
  - 5.4. DPW Cell Phone Policy
- 6. Approvals**
  - 6.1. Baboosic Lake Community Septic Warrants
  - 6.2. EVERSOURCE Petition & Pole Licenses
  - 6.3. Accounts Payable and BOS Meeting Minutes November 23, 2020
- 7. Action Items**
- 8. Old/New Business**

**Adjournment**

**Next Meeting: December 21, 2020**



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

**Title:** General Administrative Updates

**Department:** Administration

**Meeting Date:** December 7, 2020

**Staff Contact:**

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**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:** FY22 Budget Draft #3

**Department:** Finance Department

**Meeting Date:** December 7, 2020

**Staff Contact:** Cheryl Eastman

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## **BACKGROUND INFORMATION:**

Draft #3 includes the changes the Board made in the budget at the last meeting, including increasing the DPW New Capital Purchases, Recreation Part Time hours increase, and the 1.5% COLA.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

Just a reminder that this does not yet include the new health insurance rates.

## **ATTACHMENTS:**

1. FY22 Budget - Draft #3
2. tax rate impact per article FY22 12-7-2020
3. FY22 Significant Changes
4. 2022 WARRANT DRAFT #3

**Town of Amherst FY22 Operating Budget Summary**

Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	11/24/2020	FY22 Request				
							Budget Draft #1	Budget Draft #2	Draft Budget #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
Executive	368,654	389,487	372,499	394,690	468,818	158,893	448,561	448,561	451,226	-17,592	-3.75%
Election, Reg, Vital Stats	178,261	186,245	204,220	204,712	220,623	91,806	213,832	213,832	216,063	-4,560	-2.07%
Financial Admin	276,356	287,078	281,860	298,543	311,458	149,049	318,280	318,280	320,933	9,475	3.04%
Tax Collecting	111,772	113,988	122,490	121,692	137,092	50,049	138,124	138,124	139,399	2,307	1.68%
Property Assessing	157,464	163,992	166,233	183,605	181,166	61,364	182,028	182,028	183,145	1,979	1.09%
Legal	65,700	33,677	44,935	48,644	45,800	3,866	45,101	45,101	45,101	-699	-1.53%
Personnel Admin.	208,012	207,433	202,410	138,570	226,656	163,121	226,065	233,030	233,030	6,374	2.81%
Planning Department	48,333	33,385	40,850	56,790	110,546	11,598	122,677	122,677	122,718	12,172	11.01%
Zoning	285,518	342,774	353,882	356,239	440,057	162,423	424,996	424,996	429,663	-10,394	-2.36%
Government Buildings	525,087	293,313	276,149	305,829	333,048	105,653	253,942	253,942	255,082	-77,966	-23.41%
Cemeteries	23,382	28,157	49,707	32,276	41,002	16,985	41,698	41,698	41,755	753	1.84%
Property/Liability Insurance	129,977	133,355	130,770	129,302	132,526	130,526	139,835	139,835	139,835	7,309	5.52%
Police	2,193,658	2,408,278	2,527,778	2,469,628	2,640,939	984,224	2,830,519	2,830,519	2,839,460	198,521	7.52%
Rescue	614,701	599,354	608,322	617,057	637,007	237,852	639,363	639,363	647,701	10,694	1.68%
Fire	592,300	506,116	621,630	591,361	685,840	195,348	687,894	687,894	695,067	9,227	1.35%
Emergency Management	7,055	8,500	8,500	8,500	8,501	8,500	8,501	8,501	8,501	0	0.00%
Public Safety Communications	400,876	420,531	438,636	426,635	480,784	183,884	494,508	494,508	499,573	18,789	3.91%
Public Works Admin	475,798	482,234	294,395	360,870	421,944	147,459	419,231	419,231	424,021	2,077	0.49%
Dept. Of Public Works	2,040,250	3,269,279	3,060,440	3,645,037	3,470,432	1,309,657	3,393,941	3,393,941	3,535,039	64,607	1.86%
Street Lighting	24,098	23,520	24,534	26,023	27,350	8,587	25,000	27,107	27,107	-243	-0.89%
Souhegan Regional Landfill	325,715	324,551	331,131	438,589	391,579	90,344	411,000	411,000	411,000	19,421	4.96%
Landfill	276,375	265,078	283,229	294,239	298,832	126,174	321,154	321,154	323,327	24,495	8.20%
Septic	0	0	0	0	60,356	5,516	60,356	60,356	60,356	0	0.00%
Health Administration	2,714	2,604	2,447	2,140	2,159	858	2,156	2,156	2,156	-3	-0.14%
Animal Control	400	400	400	400	401	0	401	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	50,000	0	0.00%
Direct Assistance	4,778	1,194	11,548	10,864	14,326	332	14,326	14,326	14,326	0	0.00%
Recreation	332,468	349,168	362,262	391,821	404,545	169,190	426,373	426,373	452,370	47,825	11.82%
Parks	13,524	12,187	12,577	4,690	13,773	6,047	13,443	13,443	13,443	-330	-2.40%
Peabody Mill Env. Ctr	6,000	0	0	0	1	0	0	0	0	-1	-100.00%
Library	881,978	930,710	923,375	977,650	1,025,175	376,506	1,037,897	1,037,897	1,047,624	22,449	2.19%
Patriotic Purposes	8,612	8,085	8,000	0	8,500	0	8,500	8,500	8,500	0	0.00%
Heritage Commission	732	500	380	443	2,572	191	2,608	2,608	2,629	57	2.22%
Conservation Commission	13,924	16,811	15,910	19,891	14,991	12,549	16,472	16,472	16,528	1,537	10.25%
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	1,137,927	-50,000	-4.21%
Interest Bonds	172,165	210,614	183,047	152,316	119,650	68,884	100,670	100,670	100,670	-18,980	-15.86%
<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>5,637,438</b>	<b>14,657,379</b>	<b>14,666,451</b>	<b>14,895,676</b>	<b>279,300</b>	<b>1.91%</b>

**NOTES:**

Changes from Draft 1 to Draft 2	Workmen's Compensation rates increased by 4.1%	6,965
	Street Lighting Increased per DPW Director	2,107
	Total Changes	<u>9,072</u>
Changes from Draft 2 to Draft 3	DPW New Equipment Capital line increased	130,000
	Increased hours for Part Time Recreation Maintenance position	21,530
	1.5% COLA	77,695
	Total Changes	<u>229,225</u>

# FY22 BUDGET REQUEST

11/24/2020

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4130- 10- 1110	Full Time Wages	151,255	154,927	154,392	167,765	172,705	63,631	170,623	-2,082	-1.21%
01- 4130- 10- 1115	Part Time Wages	3,884	3,780	3,971	2,839	4,402	978	4,387	-15	-0.34%
01- 4130- 10- 1130	Elected Officials	24,300	23,400	23,400	23,400	23,400	9,000	23,400	0	0.00%
01- 4130- 10- 1131	Moderator Wages	871	338	819	675	890	0	900	10	1.12%
01- 4130- 10- 1132	Merit Pay	0	0	0	0	5,000	0	0	-5,000	-100.00%
01- 4130- 10- 1140	Overtime	0	0	0	0	1	484	1	0	0.00%
01- 4130- 10- 1210	Health Insurance	34,432	34,016	27,693	38,192	36,389	7,049	16,995	-19,394	-53.30%
01- 4130- 10- 1211	Dental Insurance	3,256	3,155	1,598	1,426	1,577	677	2,223	646	40.96%
01- 4130- 10- 1220	Social Security	12,117	12,175	11,789	12,853	12,997	5,281	12,558	-439	-3.38%
01- 4130- 10- 1225	Medicare	2,834	2,840	2,757	3,006	3,040	1,235	2,937	-103	-3.39%
01- 4130- 10- 1230	Deferred Compensation	8,319	8,217	4,816	6,221	9,499	3,202	9,384	-115	-1.21%
01- 4130- 10- 1266	Sick Leave Incentive	3,240	3,121	3,267	3,311	3,239	2,720	3,239	0	0.00%
01- 4130- 10- 1290	Longevity	0	0	0	0	1	0	1	0	0.00%
01- 4130- 20- 1294	Educate & Training/Prof Dev.	2,312	1,988	13,123	2,431	5,000	40	5,000	0	0.00%
01- 4130- 30- 2335	Records Retention	0	0	0	0	1	0	1	0	0.00%
01- 4130- 30- 2341	Telephone	11,490	11,250	13,544	8,268	6,026	2,381	6,025	-1	-0.02%
01- 4130- 30- 2342	Cable Access Channel	7,953	29,256	16,287	13,237	21,000	6,220	21,000	0	0.00%
01- 4130- 30- 2343	Internet Service	0	0	0	0	2,400	581	2,400	0	0.00%
01- 4130- 30- 2374	Custodian	7,374	6,640	6,640	6,640	6,700	2,213	6,700	0	0.00%
01- 4130- 30- 2381	Outside Hire Professional Svcs	1,000	0	7,703	0	1	0	1	0	0.00%
01- 4130- 30- 2392	Outside Hire - Web Sites	4,566	1,900	1,900	1,995	1,900	0	2,000	100	5.26%
01- 4130- 30- 2395	Outside Hire IT	55,313	56,519	38,580	61,627	100,000	41,425	100,000	0	0.00%
01- 4130- 40- 2410	Electricity	0	0	0	0	0	0	11,000	11,000	New line
01- 4130- 40- 2411	Heat	3,478	3,695	4,304	5,509	6,000	244	6,000	0	0.00%
01- 4130- 40- 2412	Water	0	0	0	0	0	0	2,600	2,600	New line
01- 4130- 40- 2430	Equipment Repair & Maintenance	0	0	62	0	100	1,040	100	0	0.00%
01- 4130- 40- 2440	Equipment Rental	4,802	4,904	5,161	5,655	0	0	0	0	0.00%
01- 4130- 50- 2550	Printing	3,228	2,104	1,760	548	3,500	349	3,500	0	0.00%
01- 4130- 50- 2551	Advertising	873	755	1,171	1,163	1,100	135	1,100	0	0.00%
01- 4130- 50- 2552	Town Report	2,645	2,746	1,963	2,085	2,250	0	2,250	0	0.00%
01- 4130- 50- 2553	Record Binding	0	0	0	0	100	0	100	0	0.00%
01- 4130- 50- 2560	Dues & Subscriptions	11,475	11,766	13,300	13,528	12,000	1,098	13,700	1,700	14.17%
01- 4130- 50- 2565	Software Licenses	420	2,010	2,963	2,252	5,300	4,592	5,300	0	0.00%
01- 4130- 50- 2581	Travel (Convention Hotels)	0	134	0	0	400	0	400	0	0.00%
01- 4130- 60- 2620	Office Supplies	2,329	1,854	1,899	1,522	2,000	400	2,000	0	0.00%
01- 4130- 60- 2621	Computer Supplies	80	1,079	690	1,209	1,200	1,900	1,200	0	0.00%
01- 4130- 60- 2625	Postage	1,525	2,880	5,052	5,470	5,500	526	5,000	-500	-9.09%
01- 4130- 60- 2635	Gasoline	501	239	0	0	0	0	0	0	0.00%
01- 4130- 70- 2740	New Equipment Capital	1,889	219	844	0	0	0	1	1	New line
01- 4130- 80- 2618	Special Events & Supplies	0	0	0	0	3,000	0	1,000	-2,000	-66.67%
01- 4130- 80- 2762	Equipment Lease Payment	0	0	0	0	8,000	1,492	4,000	-4,000	-50.00%
01- 4130- 80- 2820	Mileage	210	0	225	0	200	0	200	0	0.00%
01- 4130- 80- 2825	Meetings & Conferences	683	1,581	824	1,862	2,000	0	2,000	0	0.00%
<b>TOTAL EXECUTIVE</b>		<b>368,654</b>	<b>389,487</b>	<b>372,499</b>	<b>394,690</b>	<b>468,818</b>	<b>158,893</b>	<b>451,226</b>	<b>-17,592</b>	<b>-3.75%</b>

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
Acct Number	Election, Reg & Vital Stats	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4140- 10- 1110	Town Clerk Wages	54,616	62,379	58,552	65,208	66,456	25,584	67,516	1,060	1.60%
01- 4140- 10- 1111	Full Time Wages	46,806	46,851	49,816	49,006	52,520	22,559	54,392	1,872	3.56%
01- 4140- 10- 1115	Part Time Wages	1,370	0	795	640	1	0	1	0	0.00%
01- 4140- 10- 1130	Supervisor Of Check List, Wages	3,750	1,549	3,901	4,451	4,200	1,552	2,496	-1,704	-40.57%
01- 4140- 10- 1210	Health Insurance	28,917	39,634	46,674	46,295	50,732	19,430	50,686	-46	-0.09%
01- 4140- 10- 1211	Dental Insurance	1,811	2,184	2,141	1,904	1,902	757	1,975	73	3.84%
01- 4140- 10- 1220	Social Security	7,757	7,225	7,249	7,200	7,910	3,063	7,986	76	0.96%
01- 4140- 10- 1225	Medicare	1,814	1,684	1,695	1,684	1,850	716	1,868	18	0.97%
01- 4140- 10- 1230	Deferred Compensation	5,968	5,787	6,281	6,265	6,544	2,511	6,705	161	2.46%
01- 4140- 10- 1266	Sick Leave Incentive	479	25	200	73	2,409	1,200	2,400	-9	-0.37%
01- 4140- 10- 1290	Longevity	1,250	1,250	1,750	1,750	2,000	0	2,000	0	0.00%
01- 4140- 50- 2551	Advertising	129	165	167	181	170	0	200	30	17.65%
01- 4140- 50- 2562	Ballot Machine Programing	6,470	3,525	6,437	787	6,800	0	800	-6,000	-88.24%
01- 4140- 50- 2565	Software Licenses	6,622	6,732	7,222	7,264	7,078	7,373	7,486	408	5.76%
01- 4140- 60- 2610	Supplies - General	2,920	1,213	1,323	2,221	1,100	1,473	2,000	900	81.82%
01- 4140- 60- 2620	Office Supplies	2,132	1,765	2,464	5,411	2,000	3,042	2,000	0	0.00%
01- 4140- 60- 2621	Computer Equipment	0	0	966	0	1,400	2,545	1	-1,399	-99.93%
01- 4140- 60- 2625	Postage	2,068	3,541	3,827	4,128	4,000	0	4,000	0	0.00%
01- 4140- 70- 2740	New Equipment	3,254	0	1,429	0	800	0	800	0	0.00%
01- 4140- 80- 2820	Mileage	19	0	0	244	1	0	1	0	0.00%
01- 4140- 80- 2825	Meetings & Conferences	110	735	1,330	0	750	0	750	0	0.00%
<b>TOTAL ELECTION, REG, VITAL STATS</b>		<b>178,261</b>	<b>186,245</b>	<b>204,220</b>	<b>204,712</b>	<b>220,623</b>	<b>91,806</b>	<b>216,063</b>	<b>-4,560</b>	<b>-2.07%</b>
Acct Number	Financial Administration	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4150- 10- 1110	Full Time Wages	115,509	136,069	146,121	138,834	140,279	54,988	143,669	3,390	2.42%
01- 4150- 10- 1115	Part Time Wages	1,151	1,458	700	400	802	135	811	9	1.12%
01- 4150- 10- 1130	Treasurer Stipend	13,807	13,500	13,250	13,833	13,500	5,096	13,834	334	2.47%
01- 4150- 10- 1140	Overtime	0	0	0	0	0	325	1	1	New Line
01- 4150- 10- 1210	Health Insurance	19,779	29,090	31,449	34,734	38,063	14,626	38,028	-35	-0.09%
01- 4150- 10- 1211	Dental Insurance	2,143	2,043	1,308	1,038	1,067	414	1,077	10	0.94%
01- 4150- 10- 1220	Social Security	9,152	10,112	10,203	9,765	9,767	3,805	9,998	231	2.37%
01- 4150- 10- 1225	Medicare	2,140	2,360	2,386	2,284	2,284	890	2,339	55	2.41%
01- 4150- 10- 1230	Deferred Compensation	6,050	7,056	6,378	7,355	7,715	2,942	7,902	187	2.42%
01- 4150- 10- 1266	Sick Leave Incentive	2,625	2,154	2,584	2,171	2,945	0	2,945	0	0.00%
01- 4150- 20- 1294	Educat & Training/Prof Dev.	0	0	124	5,053	1,200	0	3,847	2,647	220.58%
01- 4150- 30- 2301	Auditing	20,000	21,000	24,300	17,400	19,100	16,710	19,400	300	1.57%
01- 4150- 30- 2381	Outside Hire Professional Svcs	39,322	0	0	0	0	0	0	0	0.00%
01- 4150- 50- 2560	Dues & Subscriptions	105	70	35	20	35	349	285	250	714.29%
01- 4150- 50- 2561	Bank Charges and Fees	19,105	15,227	22,809	16,530	18,000	5,411	15,300	-2,700	-15.00%
01- 4150- 50- 2565	Software Licenses	0	0	0	0	53,100	42,386	58,146	5,046	9.50%
01- 4150- 60- 2620	Office Supplies	3,644	2,195	3,768	3,097	3,600	971	3,350	-250	-6.94%
01- 4150- 60- 2621	Computer Software & Supplies	21,648	44,704	16,447	45,987	0	0	0	0	0.00%
01- 4150- 80- 2820	Mileage	177	38	0	43	1	0	1	0	0.00%
<b>TOTAL FINANCIAL ADMIN</b>		<b>276,356</b>	<b>287,078</b>	<b>281,860</b>	<b>298,543</b>	<b>311,458</b>	<b>149,049</b>	<b>320,933</b>	<b>9,475</b>	<b>3.04%</b>
Acct Number	Tax Collecting	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4151- 10- 1110	Full Time Wages	61,678	62,379	63,879	65,208	66,456	25,574	67,517	1,061	1.60%
01- 4151- 10- 1140	Overtime	3,835	292	0	3,010	4,266	480	4,333	67	1.57%
01- 4151- 10- 1210	Health Insurance	24,471	27,419	30,081	31,196	33,043	13,155	34,202	1,159	3.51%
01- 4151- 10- 1211	Dental Insurance	1,625	1,621	1,658	1,684	1,778	673	1,749	-29	-1.63%
01- 4151- 10- 1220	Social Security	4,077	3,844	3,928	4,162	4,524	1,635	4,594	70	1.55%
01- 4151- 10- 1225	Medicare	954	896	919	973	1,058	382	1,075	17	1.61%
01- 4151- 10- 1230	Deferred Compensation	3,392	3,310	3,517	3,586	3,655	1,407	3,713	58	1.59%
01- 4151- 10- 1266	Sick Leave Incentive	810	956	1,001	600	1,000	1,599	1,000	0	0.00%
01- 4151- 10- 1290	Longevity	1,520	1,250	1,250	1,250	1,250	0	1,250	0	0.00%
01- 4151- 20- 1294	Educate & Training/Prof Dev.	0	0	0	0	700	0	700	0	0.00%
01- 4151- 30- 2340	Banking Services (Lockbox)	0	0	0	0	4,800	2,179	3,500	-1,300	-27.08%
01- 4151- 30- 2391	Registry Fees	351	521	353	181	700	95	700	0	0.00%
01- 4151- 30- 2393	Tax Lien & Deed Researach	1,225	856	1,204	0	1,400	156	1,400	0	0.00%
01- 4151- 50- 2560	Dues & Subscriptions	50	20	0	20	60	20	60	0	0.00%
01- 4151- 50- 2565	Software License	0	2,832	3,077	3,146	3,100	148	3,604	504	16.26%
01- 4151- 60- 2620	Office Supplies	1,378	1,507	1,230	1,545	1,700	96	1,700	0	0.00%
01- 4151- 60- 2625	Postage	6,264	6,254	6,264	5,032	7,000	2,416	7,000	0	0.00%
01- 4151- 60- 2690	Misc. Supplies	0	0	0	0	1	0	1	0	0.00%
01- 4151- 80- 2621	Computer Equipment	0	0	4,060	99	300	0	1,000	700	233.33%
01- 4151- 80- 2743	Office Equipment	0	0	0	0	1	0	1	0	0.00%
01- 4151- 80- 2820	Mileage	144	32	70	0	300	35	300	0	0.00%
<b>TOTAL TAX COLLECTING</b>		<b>111,772</b>	<b>113,988</b>	<b>122,490</b>	<b>121,692</b>	<b>137,092</b>	<b>50,049</b>	<b>139,399</b>	<b>2,307</b>	<b>1.68%</b>
Acct Number	Property Assessment & Revals	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4152- 10- 1110	Full Time Wages	55,886	56,597	58,011	59,176	60,341	23,207	61,277	936	1.55%
01- 4152- 10- 1140	Overtime	0	0	0	0	205	0	208	3	1.46%
01- 4152- 10- 1210	Health Insurance	9,085	10,169	11,157	11,586	12,255	4,879	12,685	430	3.51%
01- 4152- 10- 1211	Dental Insurance	866	913	917	519	532	207	539	7	1.32%
01- 4152- 10- 1220	Social Security	3,639	3,611	3,636	3,676	3,893	1,459	3,952	59	1.52%
01- 4152- 10- 1225	Medicare	851	844	850	860	911	341	925	14	1.54%
01- 4152- 10- 1230	Deferred Compensation	3,074	1,556	1,718	626	3,319	1,276	3,370	51	1.54%
01- 4152- 10- 1266	Sick Leave Incentive	486	1,021	635	662	1,000	0	1,000	0	0.00%
01- 4152- 10- 1290	Longevity	1,250	1,250	1,250	1,250	1,250	0	1,250	0	0.00%
01- 4152- 20- 1294	Educate & Training/Prof Dev.	0	0	0	0	400	0	400	0	0.00%
01- 4152- 30- 2381	Outside Hire Special Project	0	0	0	0	1	0	1	0	0.00%
01- 4152- 30- 2382	Outside Hire - Professional Svcs	74,322	77,039	76,164	76,164	84,000	26,598	84,000	0	0.00%
01- 4152- 30- 2391	Registry Fees	152	0	28	25	200	0	200	0	0.00%
01- 4152- 30- 2394	Tax Maps	0	182	189	189	200	0	200	0	0.00%
01- 4152- 50- 2560	Dues & Subscriptions	20	20	20	40	30	0	30	0	0.00%
01- 4152- 50- 2565	Software License	7,180	9,940	10,279	28,328	10,928	3,140	10,906	-22	-0.20%
01- 4152- 60- 2620	Office Supplies	180	268	253	234	350	257	350	0	0.00%
01- 4152- 60- 2621	Computer Equipment	0	0	470	0	0	0	1,000	1,000	New Line
01- 4152- 60- 2625	Postage	250	449	542	271	600	0	600	0	0.00%
01- 4152- 60- 2670	Books & Periodicals	0	0	0	0	1	0	1	0	0.00%
01- 4152- 80- 2743	Office Equipment	0	0	0	0	500	0	1	-499	-99.80%
01- 4152- 80- 2820	Mileage	223	132	114	0	250	0	250	0	0.00%
<b>TOTAL PROPERTY ASSESSING</b>		<b>157,464</b>	<b>163,992</b>	<b>166,233</b>	<b>183,605</b>	<b>181,166</b>	<b>61,364</b>	<b>183,145</b>	<b>1,979</b>	<b>1.09%</b>



Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
<b>Acct Number</b>	<b>Legal Expense</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Budget</b>	<b>FY21 Actual</b>	<b>FY22 Request</b>	<b>Variance \$</b>	<b>Variance %</b>
01- 4153- 30- 2320	Town Counsel	65,674	33,677	43,230	48,644	40,000	3,866	45,000	5,000	12.50%
01- 4153- 30- 2321	Collective Bargaining	0	0	0	0	800	0	100	-700	-87.50%
01- 4153- 30- 2322	Misc. Legal (Code Enforcement)	26	0	1,705	0	5,000	0	0	-5,000	-100.00%
01- 4153- 30- 2323	Cable Negotiations	0	0	0	0	0	0	1	1	New Line
<b>TOTAL LEGAL</b>		<b>65,700</b>	<b>33,677</b>	<b>44,935</b>	<b>48,644</b>	<b>45,800</b>	<b>3,866</b>	<b>45,101</b>	<b>-699</b>	<b>-1.53%</b>
<b>Acct Number</b>	<b>Personnel Administration</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Budget</b>	<b>FY21 Actual</b>	<b>FY22 Request</b>	<b>Variance \$</b>	<b>Variance %</b>
01- 4155- 20- 1214	Short Term Disability Insurance	28,396	29,361	27,459	22,914	22,701	9,148	20,110	-2,591	-11.41%
01- 4155- 20- 1215	Life and Disability Insurance	22,793	23,543	19,836	21,068	18,417	7,642	18,417	0	0.00%
01- 4155- 20- 1250	NH Unemployment	13,524	8,911	0	2,832	6,668	0	6,668	0	0.00%
01- 4155- 20- 1260	Workers Comp Insurance	133,244	138,970	145,636	81,113	169,870	144,427	176,835	6,965	4.10%
01- 4155- 20- 1280	Health Reimbursement Account	10,054	6,648	9,480	10,642	9,000	1,904	11,000	2,000	22.22%
<b>TOTAL PERSONNEL ADMIN</b>		<b>208,012</b>	<b>207,433</b>	<b>202,410</b>	<b>138,570</b>	<b>226,656</b>	<b>163,121</b>	<b>233,030</b>	<b>6,374</b>	<b>2.81%</b>
<b>Acct Number</b>	<b>Planning Department</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Budget</b>	<b>FY21 Actual</b>	<b>FY22 Request</b>	<b>Variance \$</b>	<b>Variance %</b>
01- 4191- 10- 1115	Part Time Wages	0	17	489	2,565	2,446	1,238	2,632	186	7.60%
01- 4191- 10- 1220	Social Security	0	0	30	159	151	77	163	12	7.95%
01- 4191- 10- 1225	Medicare	0	0	7	37	35	18	38	3	8.57%
01- 4191- 30- 2381	Outside Hire	35,092	18,813	17,836	17,665	7,500	0	7,500	0	0.00%
01- 4191- 30- 2382	Outside Hire-Prof. Serv (Impact Fees)	0	0	0	14,535	1	0	1	0	0.00%
01- 4191- 30- 2430	Equipment Repair & Maintenance	0	0	0	0	0	0	700	700	New Line
01- 4191- 50- 2396	Storm Water II Projects	0	0	0	6,635	40,000	0	40,000	0	0.00%
01- 4191- 50- 2550	Printing	150	50	17	1,022	1,060	0	1,060	0	0.00%
01- 4191- 50- 2551	Advertising	1,222	757	567	566	951	178	951	0	0.00%
01- 4191- 50- 2555	Master Plan	0	0	8,158	0	42,800	0	54,800	12,000	28.04%
01- 4191- 50- 2560	Regional Planning Dues & Fees	10,639	10,289	10,247	10,202	10,062	10,062	10,063	1	0.01%
01- 4191- 60- 2620	Office Supplies	434	829	1,027	568	1,750	26	1,750	0	0.00%
01- 4191- 60- 2625	Postage	797	2,630	2,471	2,836	3,790	0	3,060	-730	-19.26%
<b>TOTAL PLANNING DEPARTMENT</b>		<b>48,333</b>	<b>33,385</b>	<b>40,850</b>	<b>56,790</b>	<b>110,546</b>	<b>11,598</b>	<b>122,718</b>	<b>12,172</b>	<b>11.01%</b>
<b>Acct Number</b>	<b>Zoning Department</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Budget</b>	<b>FY21 Actual</b>	<b>FY22 Request</b>	<b>Variance \$</b>	<b>Variance %</b>
01- 4192- 10- 1110	Full Time Wages	183,427	225,716	218,335	217,433	250,661	95,196	259,515	8,854	3.53%
01- 4192- 10- 1115	Part Time Wages	3,344	2,506	2,169	1,141	2,446	555	2,632	186	7.60%
01- 4192- 10- 1140	Overtime	530	0	215	110	2,705	0	2,800	95	3.51%
01- 4192- 10- 1210	Health Insurance	53,452	65,172	63,940	75,093	109,903	33,970	88,323	-21,580	-19.64%
01- 4192- 10- 1211	Dental Insurance	3,507	3,929	3,628	3,992	4,950	1,735	3,973	-977	-19.74%
01- 4192- 10- 1220	Social Security	12,371	15,111	14,743	14,019	16,514	6,243	16,636	122	0.74%
01- 4192- 10- 1225	Medicare	2,893	3,525	3,448	3,279	3,862	1,460	3,891	29	0.75%
01- 4192- 10- 1230	Deferred Compensation	9,409	11,574	11,488	11,103	13,201	5,013	14,273	1,072	8.12%
01- 4192- 10- 1266	Sick Leave Incentive	444	2,063	2,062	1,260	3,375	2,650	3,375	0	0.00%
01- 4192- 10- 1290	Longevity	0	0	0	0	1	0	1	0	0.00%
01- 4192- 20- 1294	Educat & Training/Prof Dev.	2,880	3,579	1,713	2,398	4,205	45	4,217	12	0.29%
01- 4192- 30- 2341	Telephone	1,280	1,267	4,338	3,029	3,115	1,255	3,360	245	7.87%
01- 4192- 30- 2382	Professional Consultant	0	0	12,247	10,542	5,850	0	5,850	0	0.00%
01- 4192- 30- 2391	Recording Fees (Temporary Acct)	16	0	0	0	0	0	0	0	0.00%
01- 4192- 40- 2425	Vehicle Repairs	135	529	0	196	1,000	432	1,000	0	0.00%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4192- 40- 2430	Equipment Repair & Maintenance	1,723	0	0	0	700	670	690	-10	-1.43%
01- 4192- 50- 2550	Printing	0	0	242	0	3,060	0	3,060	0	0.00%
01- 4192- 50- 2551	Advertising	382	0	743	505	1,320	178	1,320	0	0.00%
01- 4192- 50- 2560	Dues & Subscription	0	0	135	309	1,200	320	1,134	-66	-5.50%
01- 4192- 50- 2565	Software License	5,835	4,815	6,255	9,922	10,130	11,978	12,311	2,181	21.53%
01- 4192- 50- 2615	Uniforms	0	0	0	0	200	90	200	0	0.00%
01- 4192- 60- 2620	Office Supplies	1,200	1,081	1,805	1,386	484	618	484	0	0.00%
01- 4192- 60- 2625	Postage	0	0	0	0	1	0	1	0	0.00%
01- 4192- 60- 2635	Gasoline	285	192	209	253	250	13	275	25	10.00%
01- 4192- 80- 2621	Computer Equipment	0	399	5,027	0	1	0	1	0	0.00%
01- 4192- 80- 2743	Office Equipment	1,557	0	0	0	1	0	1	0	0.00%
01- 4192- 80- 2820	Mileage	847	1,318	1,143	270	922	0	340	-582	-63.12%
<b>TOTAL ZONING</b>		<b>285,518</b>	<b>342,774</b>	<b>353,882</b>	<b>356,239</b>	<b>440,057</b>	<b>162,423</b>	<b>429,663</b>	<b>-10,394</b>	<b>-2.36%</b>
Acct Number	General Government Buildings	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4194- 10- 1110	Full Time Wages	47,395	54,197	53,800	55,072	62,629	22,345	61,561	-1,068	-1.71%
01- 4194- 10- 1115	Overtime	1,932	369	637	196	1,253	249	1,998	745	59.46%
01- 4194- 10- 1140	Health Insurance	18,120	20,592	22,289	23,148	23,060	9,747	24,063	1,003	4.35%
01- 4194- 10- 1210	Dental Insurance	915	929	934	952	932	380	938	6	0.64%
01- 4194- 10- 1211	Social Security	3,274	3,491	3,565	3,559	4,086	1,393	4,063	-23	-0.56%
01- 4194- 10- 1220	Medicare	766	814	834	832	956	326	950	-6	-0.63%
01- 4194- 10- 1225	Deferred Compensation	2,577	2,861	3,019	3,029	3,445	1,229	3,386	-59	-1.71%
01- 4194- 10- 1230	Sick Leave Incentive	1,693	1,045	716	1,275	1,020	0	1,020	0	0.00%
01- 4194- 10- 1266	Longevity	778	778	1,319	1,000	1,000	0	950	-50	-5.00%
01- 4194- 20- 1290	Custodian	1,646	0	0	0	1	0	1	0	0.00%
01- 4194- 20- 1294	Town Clocks	730	500	1,000	500	1,000	0	750	-250	-25.00%
01- 4194- 40- 2410	Town Electricity & Lighting	58,960	60,108	66,519	68,699	72,572	21,628	1	-72,571	-100.00%
01- 4194- 40- 2412	Water	11,453	11,607	12,072	11,918	13,350	4,053	1	-13,349	-99.99%
01- 4194- 40- 2430	Building Repair & Maintenance	338,546	105,318	75,254	91,268	120,000	32,857	125,000	5,000	4.17%
01- 4194- 40- 2433	Alarms	4,731	4,443	3,396	12,983	4,500	1,800	7,000	2,500	55.56%
01- 4194- 40- 2434	Common Lighting	465	438	442	500	600	166	600	0	0.00%
01- 4194- 40- 2451	Outside Hire Building	18,385	18,317	22,225	28,466	17,000	7,050	17,000	0	0.00%
01- 4194- 50- 2545	Trash Removal	6,822	1,320	6,101	-212	1,644	453	1,800	156	9.49%
01- 4194- 60- 2630	Maintenance Supplies	5,900	6,186	2,028	2,644	4,000	1,977	4,000	0	0.00%
<b>TOTAL GOVERNMENT BUILDINGS</b>		<b>525,087</b>	<b>293,313</b>	<b>276,149</b>	<b>305,829</b>	<b>333,048</b>	<b>105,653</b>	<b>255,082</b>	<b>-77,966</b>	<b>-23.41%</b>

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
Acct Number	Cemeteries	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4195- 10- 1110	Full Time Wages	5,123	1,825	2,953	2,598	3,060	1,682	3,274	214	6.99%
01- 4195- 10- 1115	Part Time Wages	7,935	12,717	21,621	13,519	22,950	9,118	22,922	-28	-0.12%
01- 4195- 10- 1140	Overtime	372	2,809	1,098	1,585	1,020	0	1,126	106	10.39%
01- 4195- 10- 1210	Health Insurance	1,775	672	516	1,124	700	0	1,280	580	82.86%
01- 4195- 10- 1211	Dental Insurance	111	41	30	91	70	0	50	-20	-28.57%
01- 4195- 10- 1220	Social Security	822	1,068	1,589	1,284	1,676	670	1,634	-42	-2.51%
01- 4195- 10- 1225	Medicare	192	250	372	300	392	156	382	-10	-2.55%
01- 4195- 10- 1230	Deferred Compensation	240	26	182	338	168	93	180	12	7.14%
01- 4195- 10- 1266	Sick Leave Incentive	0	0	0	0	0	0	0	0	
01- 4195- 10- 1290	Longevity	0	0	0	0	0	0	51	51	
01- 4195- 40- 2410	Electricity	292	311	466	268	790	278	790	0	0.00%
01- 4195- 40- 2412	Water	87	200	151	309	300	250	350	50	16.67%
01- 4195- 40- 2430	Equipment Repair & Maintenance	689	1,648	1,462	1,562	1,900	1,016	1,900	0	0.00%
01- 4195- 40- 2432	Headstone Repair	93	309	142	0	200	0	100	-100	-50.00%
01- 4195- 40- 2451	Outside Hire	1,827	1,004	15,599	4,127	2,700	1,964	2,700	0	0.00%
01- 4195- 40- 2470	Tree Care	1,000	0	0	0	900	0	450	-450	-50.00%
01- 4195- 50- 2560	Dues & Subscriptions	210	255	240	120	700	148	1,040	340	48.57%
01- 4195- 60- 2610	Supplies - General	2,480	4,682	3,085	4,053	3,275	1,611	3,275	0	0.00%
01- 4195- 60- 2667	Loam	0	0	0	0	1	0	1	0	0.00%
01- 4195- 70- 2740	New Equipment Capital	0	0	0	998	0	0	0	0	0.00%
01- 4195- 80- 2612	Equipment Purchases	133	340	200	0	200	0	250	50	25.00%
<b>TOTAL CEMETERIES</b>		<b>23,382</b>	<b>28,157</b>	<b>49,707</b>	<b>32,276</b>	<b>41,002</b>	<b>16,985</b>	<b>41,755</b>	<b>753</b>	<b>1.84%</b>
Acct Number	Property/Liability Insurance	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4196- 50- 2525	Property/Liability Insurance	127,977	133,355	131,770	129,302	130,526	130,526	137,835	7,309	5.60%
01- 4196- 50- 2529	Insurance Deductible	2,000	0	-1,000	0	2,000	0	2,000	0	0.00%
<b>TTL PROPERTY/LIABILITY INSURANCE</b>		<b>129,977</b>	<b>133,355</b>	<b>130,770</b>	<b>129,302</b>	<b>132,526</b>	<b>130,526</b>	<b>139,835</b>	<b>7,309</b>	<b>5.52%</b>
Acct Number	Police Department	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4210- 10- 1110	Wages Full Time Officers	1,105,666	974,059	1,051,644	1,055,444	1,060,614	451,236	1,112,842	52,228	4.92%
01- 4210- 10- 1111	Wages Full Time Clerical	56,408	56,597	56,205	56,900	60,341	26,596	61,277	936	1.55%
01- 4210- 10- 1112	Police Chief & Lieutenants	0	252,376	250,831	253,623	275,808	59,739	281,775	5,967	2.16%
01- 4210- 10- 1115	Wages Part Time Officers	39	0	0	0	250	0	250	0	0.00%
01- 4210- 10- 1116	Wages Part Time Clerical	0	0	0	0	1	0	1	0	0.00%
01- 4210- 10- 1119	Traffic Aides-Wages	16,558	16,524	18,873	11,958	20,017	3,352	19,469	-548	-2.74%
01- 4210- 10- 1140	Overtime	85,437	75,021	96,630	76,976	94,000	34,714	97,976	3,976	4.23%
01- 4210- 10- 1141	Overtime-Clerical	5,929	6,429	3,515	4,076	6,789	1,698	6,894	105	1.55%
01- 4210- 10- 1210	Health Insurance	290,519	318,967	315,026	307,526	329,490	120,884	367,791	38,301	11.62%
01- 4210- 10- 1211	Dental Insurance	20,599	21,971	21,955	24,419	23,151	9,168	22,705	-446	-1.93%
01- 4210- 10- 1220	Social Security	5,393	5,067	5,172	4,814	5,419	1,748	6,922	1,503	27.74%
01- 4210- 10- 1225	Medicare	19,751	21,281	21,622	22,355	22,008	8,969	23,773	1,765	8.02%
01- 4210- 10- 1230	Deferred Compensation	3,082	3,038	3,210	3,255	3,696	1,279	3,370	-326	-8.82%
01- 4210- 10- 1235	Police Group II Retirement	329,507	397,400	404,358	409,610	411,102	162,215	487,469	76,367	18.58%
01- 4210- 10- 1240	Education Reimbursement	2,126	0	0	0	1,400	0	1,400	0	0.00%
01- 4210- 10- 1266	Sick Leave Incentive	18,502	18,829	19,410	20,869	22,000	12,646	22,000	0	0.00%
01- 4210- 10- 1269	Vacation Buyout-Union Contract	10,154	3,412	11,211	3,329	12,000	977	12,000	0	0.00%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4210- 10- 1290	Longevity	10,346	12,357	15,017	15,066	19,000	0	15,750	-3,250	-17.11%
01- 4210- 20- 1294	Educat & Training/Prof Dev.	5,782	6,018	7,947	1,803	7,500	3,505	7,500	0	0.00%
01- 4210- 10- 1295	Educational Incentive	15,288	16,153	19,723	22,145	21,250	8,158	21,250	0	0.00%
01- 4210- 30- 2336	Blood Analysis	-63	0	0	0	250	0	250	0	0.00%
01- 4210- 30- 2337	Crime Lab	612	728	978	927	1,000	230	1,000	0	0.00%
01- 4210- 30- 2341	Telephone	15,053	13,163	14,655	15,001	12,500	5,865	13,000	500	4.00%
01- 4210- 30- 2343	Internet Service	0	0	0	0	2,500	888	2,500	0	0.00%
01- 4210- 30- 2350	Physicals, Alcohol And Drug Testings	760	1,754	1,619	245	1,500	0	1,500	0	0.00%
01- 4210- 30- 2374	Custodian	7,479	7,325	6,922	7,313	8,400	2,990	11,225	2,825	33.63%
01- 4210- 30- 2380	Uniform Cleaning	3,008	3,456	3,962	4,137	4,000	2,450	4,300	300	7.50%
01- 4210- 40- 2410	Electricity	0	0	0	0	0	0	19,800	19,800	New Line
01- 4210- 40- 2411	Heat	897	2,494	3,273	5,233	5,720	226	5,720	0	0.00%
01- 4210- 40- 2412	Water	0	0	0	0	0	0	1,900	1,900	New Line
01- 4210- 40- 2425	Vehicle Repairs	13,086	14,659	14,214	22,453	15,000	8,394	16,000	1,000	6.67%
01- 4210- 40- 2429	Radio Repair	5,938	5,892	6,000	7,566	6,000	2,444	7,000	1,000	16.67%
01- 4210- 40- 2440	Equipment Rental	525	525	500	617	1,860	749	1,860	0	0.00%
01- 4210- 40- 2442	Office Equip Maintenance	1,146	1,200	1,842	1,669	0	0	0	0	0.00%
01- 4210- 50- 2550	Printing	985	1,258	1,000	789	1,200	0	1,200	0	0.00%
01- 4210- 50- 2551	Advertising	376	0	500	0	500	0	500	0	0.00%
01- 4210- 50- 2560	Dues & Subscriptions	750	795	775	748	800	145	800	0	0.00%
01- 4210- 50- 2565	Software License	9,628	11,235	12,322	17,978	15,125	9,722	15,200	75	0.50%
01- 4210- 50- 2580	Public Relations	198	760	804	261	750	0	750	0	0.00%
01- 4210- 60- 2614	Ammunition & Supplies	2,122	1,977	3,552	3,230	3,000	3,952	3,500	500	16.67%
01- 4210- 60- 2615	Uniforms	8,993	12,175	9,801	9,753	9,500	7,109	9,500	0	0.00%
01- 4210- 60- 2620	Office Supplies	1,524	2,418	2,071	1,903	2,500	1,077	2,500	0	0.00%
01- 4210- 60- 2621	Computer Equipment	5,638	7,833	7,118	7,999	18,000	13,841	18,000	0	0.00%
01- 4210- 60- 2625	Postage	690	1,741	1,574	907	1,800	86	1,800	0	0.00%
01- 4210- 60- 2635	Gasoline	28,237	32,020	34,559	29,759	43,000	6,299	39,000	-4,000	-9.30%
01- 4210- 60- 2643	Film	196	47	0	100	100	0	100	0	0.00%
01- 4210- 60- 2653	Tools & Equipment	1,655	1,578	1,721	1,808	1,800	598	1,800	0	0.00%
01- 4210- 60- 2654	Tires	5,597	6,258	6,579	7,291	7,000	3,876	7,500	500	7.14%
01- 4210- 60- 2660	Vehicle Supplies	621	564	672	887	700	0	800	100	14.29%
01- 4210- 60- 2670	Books & Periodicals (Lawbooks)	593	793	836	1,232	1,000	247	1,200	200	20.00%
01- 4210- 70- 2740	New Equipment Capital	17,407	7,660	6,406	8,509	7,500	6,153	7,500	0	0.00%
01- 4210- 70- 2750	Furniture Fixtures Office Eq.	435	460	498	0	500	0	500	0	0.00%
01- 4210- 70- 2760	New Vehicle Cruisers	52,800	56,260	54,933	16,098	65,673	0	67,315	1,642	2.50%
01- 4210- 70- 2761	Motorcycle Lease	4,392	4,392	4,392	0	4,400	0	1	-4,399	-99.98%
01- 4210- 80- 2811	Prisoner Care	0	0	0	0	25	0	25	0	0.00%
01- 4210- 80- 2825	Meetings & Conferences	1,293	1,359	1,353	1,045	1,500	0	1,500	0	0.00%
<b>TOTAL POLICE</b>		<b>2,193,658</b>	<b>2,408,278</b>	<b>2,527,778</b>	<b>2,469,628</b>	<b>2,640,939</b>	<b>984,224</b>	<b>2,839,460</b>	<b>198,521</b>	<b>7.52%</b>

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
Acct Number	Rescue	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4215- 10- 1115	Part Time Wages	498,177	496,838	485,148	502,223	515,484	197,561	519,680	4,196	0.81%
01- 4215- 10- 1140	Overtime	0	0	3,872	4,249	0	177	4,404	4,404	New Line
01- 4215- 10- 1220	Social Security	30,887	30,730	30,319	31,400	31,960	12,260	32,493	533	1.67%
01- 4215- 10- 1225	Medicare	7,223	7,183	7,093	7,613	7,475	2,867	7,599	124	1.66%
01- 4215- 20- 1294	Educ & Training/Prof Dev.	3,045	3,265	2,107	230	3,000	177	2,000	-1,000	-33.33%
01- 4215- 20- 1296	Supplemental Volunteer Insurance	4,122	0	4,260	3,524	3,000	3,524	3,600	600	20.00%
01- 4215- 30- 2305	Amb Billing Service Fee	25,878	25,148	31,163	28,489	31,163	9,092	33,124	1,961	6.29%
01- 4215- 30- 2341	Telephone	5,596	5,812	10,401	7,491	5,440	2,585	6,900	1,460	26.84%
01- 4215- 30- 2374	Custodian	2,340	1,150	0	0	0	0	0	0	0.00%
01- 4215- 40- 2411	Heat	897	230	0	0	0	0	0	0	0.00%
01- 4215- 40- 2425	Vehicle Repair Ambulance	10,909	3,758	7,456	7,300	8,000	2,712	9,000	1,000	12.50%
01- 4215- 40- 2429	Radio Repair	0	293	2,944	0	2,500	0	2,500	0	0.00%
01- 4215- 40- 2430	Equipment Repair & Maintenance	1,877	723	2,033	6,306	4,000	2,387	4,000	0	0.00%
01- 4215- 50- 2560	Dues & Subscription	315	315	100	315	100	0	315	215	215.00%
01- 4215- 60- 2615	Uniforms	681	1,696	1,165	1,732	1,400	0	1,400	0	0.00%
01- 4215- 60- 2620	Office Supplies	80	1,001	0	0	0	0	0	0	0.00%
01- 4215- 60- 2621	Computer Equipment	1,008	800	955	780	1,000	416	1,000	0	0.00%
01- 4215- 60- 2625	Postage	81	5	108	0	100	0	100	0	0.00%
01- 4215- 60- 2635	Gasoline	869	813	946	895	935	208	935	0	0.00%
01- 4215- 60- 2636	Diesel Fuel	5,045	7,290	5,304	5,696	7,150	1,290	7,150	0	0.00%
01- 4215- 60- 2680	ALS Supplies	5,966	5,343	5,913	3,674	6,000	1,510	4,500	-1,500	-25.00%
01- 4215- 60- 2685	Oxygen	1,323	1,252	1,569	1,103	1,700	170	1,400	-300	-17.65%
01- 4215- 60- 2686	BLS Supplies	5,109	4,809	4,463	3,654	5,100	803	5,100	0	0.00%
01- 4215- 60- 2690	Misc. Supplies	1,282	899	379	383	400	115	400	0	0.00%
01- 4215- 70- 2740	New Equipment Capital	1,991	0	623	0	1,000	0	1	-999	-99.90%
01- 4215- 80- 2820	Mileage	0	0	0	0	100	0	100	0	0.00%
<b>TOTAL RESCUE</b>		<b>614,701</b>	<b>599,354</b>	<b>608,322</b>	<b>617,057</b>	<b>637,007</b>	<b>237,852</b>	<b>647,701</b>	<b>10,694</b>	<b>1.68%</b>
Acct Number	Fire	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4220- 10- 1110	Full Time Fire Chief Wages	85,333	84,436	89,662	95,972	98,301	37,808	99,775	1,474	1.50%
01- 4220- 10- 1111	Full Time Deputy/Inspector Wages	52,884	73,174	76,502	78,683	82,805	31,848	85,738	2,933	3.54%
01- 4220- 10- 1112	Full Time Captain Wages	71,288	12,240	72,488	74,861	78,458	30,184	81,245	2,787	3.55%
01- 4220- 10- 1114	Part Time Mechanic	8,925	7,588	5,663	9,375	10,978	6,175	11,165	187	1.70%
01- 4220- 10- 1115	Call Pay	97,370	81,942	98,649	75,111	107,100	9,110	101,500	-5,600	-5.23%
01- 4220- 10- 1210	Health Insurance	53,167	36,458	27,777	28,582	53,328	11,416	29,681	-23,647	-44.34%
01- 4220- 10- 1211	Dental Insurance	3,714	2,251	3,065	3,117	4,459	1,235	3,211	-1,248	-27.99%
01- 4220- 10- 1220	Social Security	6,320	5,447	6,508	5,040	7,321	881	6,985	-336	-4.59%
01- 4220- 10- 1225	Medicare	4,739	3,908	5,324	5,198	5,562	1,782	5,583	21	0.38%
01- 4220- 10- 1230	Deferred Compensation	67	207	315	186	0	0	0	0	0.00%
01- 4220- 10- 1235	Group II Retirement-Fire	62,490	55,157	77,125	75,472	78,102	29,798	88,251	10,149	12.99%
01- 4220- 10- 1266	Sick Leave Incentive	7,541	5,189	4,537	7,607	4,817	1,752	4,817	0	0.00%
01- 4220- 10- 1269	Vacation Buyout	1,833	0	0	0	0	0	0	0	0.00%
01- 4220- 10- 1290	Longevity	500	500	500	750	750	0	750	0	0.00%
01- 4220- 20- 1294	Educ & Training/Prof Dev.	4,790	8,218	3,931	1,179	10,000	343	7,000	-3,000	-30.00%
01- 4220- 20- 1296	Supplemental Fire Insurance	3,107	3,243	3,243	2,013	3,000	3,524	3,600	600	20.00%
01- 4220- 30- 2341	Telephone	7,118	7,264	14,725	9,156	4,700	2,651	7,700	3,000	63.83%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4220- 30- 2343	Internet	0	0	0	0	3,050	1,244	3,081	31	1.02%
01- 4220- 30- 2350	Physicals, Alcohol and Drug Testings	4,872	2,202	2,060	827	2,500	0	2,500	0	0.00%
01- 4220- 30- 2351	Vaccinations	0	0	0	0	1	0	1	0	0.00%
01- 4220- 30- 2374	Custodian	3,490	3,156	3,156	3,156	3,156	1,052	3,156	0	0.00%
01- 4220- 40- 2410	Electricity	0	0	0	0	0	0	13,650	13,650	New Line
01- 4220- 40- 2411	Heat	8,814	9,424	8,362	7,641	10,395	680	8,500	-1,895	-18.23%
01- 4220- 40- 2412	Water	0	0	0	0	0	0	4,700	4,700	New Line
01- 4220- 40- 2425	Vehicle Repairs	13,168	8,478	24,421	20,991	13,000	4,296	18,000	5,000	38.46%
01- 4220- 40- 2430	Equipment Repair & Maintenance	6,915	3,851	5,770	3,869	4,000	590	4,000	0	0.00%
01- 4220- 50- 2560	Dues & Subscriptions	5,266	4,905	5,469	6,062	5,500	5,318	6,100	600	10.91%
01- 4220- 60- 2610	Supplies - General	1,209	2,393	1,363	2,276	2,000	336	2,500	500	25.00%
01- 4220- 60- 2615	Uniforms	2,259	1,302	1,821	887	2,000	0	2,000	0	0.00%
01- 4220- 60- 2616	Protective Clothing	21,750	21,881	30,531	17,837	21,940	2,584	21,940	0	0.00%
01- 4220- 60- 2620	Office Supplies	475	350	543	769	2,000	0	2,000	0	0.00%
01- 4220- 60- 2621	Computer Equipment	2,063	3,435	3,793	6,100	3,466	4,867	3,466	0	0.00%
01- 4220- 60- 2624	Education and Prevention	0	0	1,499	1,368	1,500	0	1,500	0	0.00%
01- 4220- 60- 2625	Postage	218	296	289	184	300	127	300	0	0.00%
01- 4220- 60- 2635	Gasoline	1,736	2,924	3,687	2,860	3,952	818	3,700	-252	-6.38%
01- 4220- 60- 2636	Diesel Fuel	3,580	3,793	3,104	2,908	4,399	664	4,399	0	0.00%
01- 4220- 60- 2651	Breathing Apparatus	25,198	26,343	17,241	23,858	26,500	0	25,000	-1,500	-5.66%
01- 4220- 60- 2652	Radios And Pagers	5,761	7,672	8,361	2,963	8,000	0	8,000	0	0.00%
01- 4220- 60- 2653	Tools & Equipment	12,251	14,431	10,148	14,503	15,000	4,266	15,000	0	0.00%
01- 4220- 60- 2654	Tires	2,522	2,059	0	0	3,000	0	3,000	0	0.00%
01- 4220- 80- 2762	Equipment Lease Payment	0	0	0	0	0	0	1,273	1,273	New Line
01- 4220- 80- 2820	Mileage	-432	0	0	0	500	0	300	-200	-40.00%
<b>TOTAL FIRE</b>		<b>592,300</b>	<b>506,116</b>	<b>621,630</b>	<b>591,361</b>	<b>685,840</b>	<b>195,348</b>	<b>695,067</b>	<b>9,227</b>	<b>1.35%</b>
Acct Number	Emergency Management	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4290- 50- 2560	CodeRed Software	7,055	8,500	8,500	8,500	8,500	8,500	8,500	0	0.00%
01- 4290- 70- 2740	New Equipment	0	0	0	0	1	0	1	0	0.00%
<b>TOTAL EMERGENCY MANAGEMENT</b>		<b>7,055</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>8,501</b>	<b>8,500</b>	<b>8,501</b>	<b>0</b>	<b>0.00%</b>
Acct Number	Public Safety Communications	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4299- 10- 1110	Full Time Wages	219,677	227,051	241,162	219,818	255,897	91,668	252,616	-3,281	-1.28%
01- 4299- 10- 1115	Part Time Wages	14,774	23,359	17,969	23,355	19,063	8,384	20,862	1,799	9.44%
01- 4299- 10- 1140	Overtime	15,028	15,329	16,155	19,612	17,000	6,592	21,442	4,442	26.13%
01- 4299- 10- 1210	Health Insurance	92,420	94,566	98,673	102,714	116,190	51,840	140,635	24,445	21.04%
01- 4299- 10- 1211	Dental Insurance	5,138	5,319	5,907	4,824	6,137	2,124	2,611	-3,526	-57.45%
01- 4299- 10- 1220	Social Security	15,759	17,669	18,357	16,590	18,389	6,333	18,523	134	0.73%
01- 4299- 10- 1225	Medicare	3,685	4,122	4,293	3,880	4,301	1,481	4,332	31	0.72%
01- 4299- 10- 1230	Deferred Compensation	10,695	10,831	11,557	8,723	14,074	3,071	8,824	-5,250	-37.30%
01- 4299- 10- 1266	Sick Leave Incentive	1,728	3,259	2,409	4,333	3,332	487	3,332	0	0.00%
01- 4299- 10- 1290	Longevity	0	500	1,253	1,281	1,300	0	500	-800	-61.54%
01- 4299- 20- 1294	Educat & Training/Prof Dev.	1,720	0	425	0	1,500	0	0	-1,500	-100.00%
01- 4299- 30- 2341	Telephone	4,638	6,503	7,738	8,806	5,500	2,519	6,000	500	9.09%
01- 4299- 30- 2343	Internet Service	0	0	0	0	2,500	682	3,000	500	20.00%
01- 4299- 30- 2350	Physicals, Alcohol And Drug Testings	125	525	0	325	750	0	750	0	0.00%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4299- 30- 2430	Equipment Repair & Maintenance	0	0	0	0	1,250	955	1,250	0	0.00%
01- 4299- 40- 2425	Vehicle Repairs - Public Safety	1,210	757	875	900	0	0	0	0	0.00%
01- 4299- 40- 2440	Equipment Rental	0	0	0	0	0	0	1,295	1,295	New Line
01- 4299- 50- 2560	Dues & Subscription	331	331	331	339	350	345	350	0	0.00%
01- 4299- 50- 2565	Software Licenses	0	0	0	0	7,500	5,719	7,500	0	0.00%
01- 4299- 60- 2615	Uniforms	1,264	1,752	529	831	1,700	590	1,700	0	0.00%
01- 4299- 60- 2620	Office Supplies	313	111	328	17	500	127	500	0	0.00%
01- 4299- 60- 2621	Computer Equipment	11,490	8,498	8,572	9,802	2,500	776	2,500	0	0.00%
01- 4299- 60- 2625	Postage	0	0	0	0	50	0	50	0	0.00%
01- 4299- 60- 2690	Misc. Supplies	132	50	0	0	0	0	0	0	0.00%
01- 4299- 70- 2740	New Equipment Capital	750	0	2,103	485	0	0	0	0	0.00%
01- 4299- 80- 2612	Equipment Purchase	0	0	0	0	1,000	190	1,000	0	0.00%
01- 4299- 80- 2820	Mileage	0	0	0	0	1	0	1	0	0.00%
<b>TOTAL PUBLIC SAFETY COMMUNICATIONS</b>		<b>400,876</b>	<b>420,531</b>	<b>438,636</b>	<b>426,635</b>	<b>480,784</b>	<b>183,884</b>	<b>499,573</b>	<b>18,789</b>	<b>3.91%</b>
Acct Number	Public Works Administration	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4311- 10- 1110	Full Time Wages	272,220	267,275	149,520	199,609	245,556	88,390	239,038	-6,518	-2.65%
01- 4311- 10- 1115	Part Time Wages	12,944	15,905	20,472	20,706	19,933	8,467	27,636	7,703	38.64%
01- 4311- 10- 1116	Wages-Other-Stormwater DPW	7,380	12,651	19,328	8,684	14,790	0	14,419	-371	-2.51%
01- 4311- 10- 1140	Overtime	13,396	13,513	1,429	793	1,020	125	1,061	41	4.02%
01- 4311- 10- 1210	Health Insurance	44,314	43,032	20,919	31,110	53,813	12,388	32,209	-21,604	-40.15%
01- 4311- 10- 1211	Dental Insurance	3,326	3,185	2,330	3,712	1,235	1,553	3,499	2,264	183.32%
01- 4311- 10- 1220	Social Security	20,352	20,638	12,867	16,274	17,441	6,942	17,808	367	2.10%
01- 4311- 10- 1225	Medicare	4,760	4,822	3,009	3,806	4,079	1,623	4,165	86	2.11%
01- 4311- 10- 1230	Deferred Compensation	13,648	11,879	7,770	11,009	13,506	4,861	13,147	-359	-2.66%
01- 4311- 10- 1266	Sick Leave Incentive	5,577	6,703	2,400	5,048	4,320	3,514	4,320	0	0.00%
01- 4311- 10- 1290	Longevity	2,500	2,547	500	750	750	0	750	0	0.00%
01- 4311- 20- 1294	Educate & Training/Prof Dev.	714	2,365	2,653	1,190	3,000	720	3,000	0	0.00%
01- 4311- 30- 2310	Engineering	45,396	45,205	7,200	7,828	5,000	1,440	7,500	2,500	50.00%
01- 4311- 30- 2341	Telephone	8,307	8,394	11,653	12,571	4,000	1,646	5,500	1,500	37.50%
01- 4311- 30- 2343	Internet	0	0	0	0	3,800	951	3,500	-300	-7.89%
01- 4311- 30- 2374	Custodian	2,661	2,210	2,210	2,553	2,400	680	2,600	200	8.33%
01- 4311- 30- 2396	Storm Water II Projects	2,714	3,208	2,138	2,195	2,500	0	2,500	0	0.00%
01- 4311- 40- 2410	Electricity	0	0	0	0	0	0	12,500	12,500	New Line
01- 4311- 40- 2411	Heat	2,426	3,805	7,995	3,802	7,500	222	7,500	0	0.00%
01- 4311- 40- 2412	Water	0	0	0	0	0	0	1,068	1,068	New Line
01- 4311- 40- 2430	Equipment Repair & Maintenance	7,561	8,170	11,066	14,803	7,500	2,242	9,000	1,500	20.00%
01- 4311- 50- 2551	Advertising	447	2,274	1,137	1,095	2,000	0	1,500	-500	-25.00%
01- 4311- 50- 2560	Dues & Subscriptions	605	776	2,050	1,864	2,100	3,590	3,000	900	42.86%
01- 4311- 60- 2620	Office Supplies	3,798	2,796	3,434	4,630	3,000	2,043	3,000	0	0.00%
01- 4311- 60- 2621	Computer Equipment	0	0	0	5,666	1,500	5,000	2,000	500	33.33%
01- 4311- 60- 2625	Postage	304	189	1,783	382	200	24	300	100	50.00%
01- 4311- 70- 2750	Furniture Fixtures Office Eq.	432	692	125	789	1,000	1,038	1,500	500	50.00%
01- 4311- 80- 2820	Mileage	16	0	409	0	1	0	1	0	0.00%
<b>TOTAL PUBLIC WORKS ADMIN</b>		<b>475,798</b>	<b>482,234</b>	<b>294,395</b>	<b>360,870</b>	<b>421,944</b>	<b>147,459</b>	<b>424,021</b>	<b>2,077</b>	<b>0.49%</b>
Acct Number	Department of Public Works	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4312- 10- 1110	Full Time Wages	427,583	415,700	483,850	460,147	562,140	202,650	554,029	-8,111	-1.44%
01- 4312- 10- 1115	Part Time Wages	50,969	46,613	51,925	38,852	52,826	11,494	56,376	3,550	6.72%
01- 4312- 10- 1140	Overtime	69,332	76,518	78,937	73,509	91,135	4,605	93,363	2,228	2.44%
01- 4312- 10- 1210	Health Insurance	138,686	160,804	184,490	176,235	176,422	77,309	202,231	25,809	14.63%
01- 4312- 10- 1211	Dental Insurance	8,422	9,363	11,356	9,532	10,405	3,997	7,762	-2,643	-25.40%
01- 4312- 10- 1220	Social Security	34,044	34,547	39,528	35,728	44,266	13,674	44,214	-52	-0.12%
01- 4312- 10- 1225	Medicare	7,964	8,061	9,245	8,356	10,354	3,198	10,340	-14	-0.14%
01- 4312- 10- 1230	Deferred Compensation	18,063	18,828	21,912	22,314	30,918	9,255	25,764	-5,154	-16.67%
01- 4312- 10- 1266	Sick Leave Incentive	1,865	1,056	3,101	1,769	2,860	873	2,860	0	0.00%
01- 4312- 10- 1290	Longevity	4,000	4,208	5,085	4,250	5,000	0	6,500	1,500	30.00%
01- 4312- 30- 2350	Physicals, Alcohol and Drug Testings	664	1,180	1,362	2,809	1,400	662	2,800	1,400	100.00%
01- 4312- 40- 2425	Vehicle Repairs & Maintenance	40,533	93,350	60,779	81,219	81,000	29,692	85,000	4,000	4.94%
01- 4312- 40- 2429	Radio Repairs	1,728	538	571	372	1,200	888	1,200	0	0.00%
01- 4312- 40- 2430	Equipment Repair & Maintenance	38,778	63,998	49,210	50,376	55,000	41,122	57,000	2,000	3.64%
01- 4312- 40- 2431	Facility Maintenance/Repairs	1,745	1,573	2,578	928	2,800	2,015	2,000	-800	-28.57%
01- 4312- 40- 2435	Fuel Tank Apron	92	0	0	0	1	93	1	0	0.00%
01- 4312- 40- 2443	Pennichuck Water Main Assessment	197,488	212,831	228,887	236,588	284,938	78,817	300,000	15,062	5.29%
01- 4312- 40- 2450	Line Stripe Roads	19,186	14,708	5,257	17,960	18,000	680	29,000	11,000	61.11%
01- 4312- 40- 2451	Outside Hire	69,706	86,629	106,192	99,924	76,000	10,468	90,000	14,000	18.42%
01- 4312- 40- 2452	Equipment Lease/Rental Payments	1,195	10,544	7,710	6,195	6,000	339	7,000	1,000	16.67%
01- 4312- 40- 2453	Fuel Tank Testing	425	2,014	0	1,015	350	0	1,100	750	214.29%
01- 4312- 40- 2461	Street Sweeping	11,450	10,750	12,760	6,142	12,000	0	7,000	-5,000	-41.67%
01- 4312- 40- 2462	Drainage	12,061	11,611	93,421	0	0	0	0	0	0.00%
01- 4312- 40- 2463	Catch Basin	22,386	39,523	25,048	27,616	25,000	25	12,500	-12,500	-50.00%
01- 4312- 40- 2470	Tree Care	16,550	12,815	7,321	6,700	15,000	7,500	15,000	0	0.00%
01- 4312- 60- 2610	Supplies - General	33,679	30,778	34,166	32,688	31,000	12,801	33,000	2,000	6.45%
01- 4312- 60- 2615	Uniforms	15,846	16,822	18,501	18,433	18,500	6,658	19,500	1,000	5.41%
01- 4312- 60- 2620	Safety Equipment/Protective Clothing	7,823	9,562	8,855	7,930	9,000	3,741	9,000	0	0.00%
01- 4312- 60- 2626	Oil & Grease	3,969	8,415	5,675	6,918	5,500	2,512	6,000	500	9.09%
01- 4312- 60- 2635	Gasoline	11,636	12,661	15,045	12,326	14,999	3,898	14,999	0	0.00%
01- 4312- 60- 2636	Diesel Fuel	39,968	54,704	37,580	37,642	55,418	6,377	50,000	-5,418	-9.78%
01- 4312- 60- 2653	Tools	2,884	5,214	4,925	11,049	5,000	3,291	7,500	2,500	50.00%
01- 4312- 60- 2654	Tires	9,643	13,853	3,234	4,986	6,000	2,585	6,000	0	0.00%
01- 4312- 60- 2662	Salt	146,172	138,887	106,536	91,586	110,000	29,885	120,000	10,000	9.09%
01- 4312- 60- 2663	Sand	18,106	24,521	53,424	11,219	25,000	0	10,000	-15,000	-60.00%
01- 4312- 60- 2665	Gravel	20,592	12,976	16,996	6,287	20,000	20,550	12,000	-8,000	-40.00%
01- 4312- 60- 2666	Calcium Chloride	28,880	10,614	20,630	15,878	27,000	4,452	27,000	0	0.00%
01- 4312- 60- 2668	Cold Patch	344	0	817	2,778	1,000	0	2,500	1,500	150.00%
01- 4312- 60- 2669	Crack Sealing	8,000	0	0	0	0	0	0	0	0.00%
01- 4312- 60- 2684	Guardrails	-160	20,135	6,738	2,195	7,000	0	7,000	0	0.00%
01- 4312- 60- 2687	Signs	7,808	6,607	9,089	9,957	10,000	2,836	11,000	1,000	10.00%
01- 4312- 70- 2730	Road Maintenance (Hot Top)	279,718	9,573	51,981	407,089	100,000	30,246	100,000	0	0.00%
01- 4312- 70- 2735	Road rebuild	1,250	1,321,616	916,487	1,233,324	1,200,000	464,158	1,300,000	100,000	8.33%
01- 4312- 70- 2740	New Equipment Capital	13,237	13,510	12,675	153,483	10,000	147,170	140,000	130,000	1300.00%
01- 4312- 70- 2762	Eq. Lease Payments	195,941	221,070	246,560	210,732	250,000	69,142	46,500	-203,500	-81.40%
<b>TOTAL DEPT. OF PUBLIC WORKS</b>		<b>2,040,250</b>	<b>3,269,279</b>	<b>3,060,440</b>	<b>3,645,037</b>	<b>3,470,432</b>	<b>1,309,657</b>	<b>3,535,039</b>	<b>64,607</b>	<b>1.86%</b>



Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
Acct Number	Street Lighting	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4316- 40- 2415	General Street Lighting	20,500	20,120	21,268	22,453	23,607	7,387	23,607	0	0.00%
01- 4316- 40- 2415	Warning Lights	2,408	2,311	2,038	2,313	2,300	785	2,200	-100	-4.35%
01- 4316- 40- 2416	Traffic Signals	1,191	1,088	1,228	1,257	1,443	415	1,300	-143	-9.91%
<b>TOTAL STREET LIGHTING</b>		<b>24,098</b>	<b>23,520</b>	<b>24,534</b>	<b>26,023</b>	<b>27,350</b>	<b>8,587</b>	<b>27,107</b>	<b>-243</b>	<b>-0.89%</b>
Acct Number	Souhegan Regional Landfill	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4232- 30- 2307	Souhegan Regional Landfill	325,715	324,551	331,131	438,589	391,579	90,344	411,000	19,421	4.96%
<b>TOTAL SOUHEGAN REGIONAL LANDFILL</b>		<b>325,715</b>	<b>324,551</b>	<b>331,131</b>	<b>438,589</b>	<b>391,579</b>	<b>90,344</b>	<b>411,000</b>	<b>19,421</b>	<b>4.96%</b>
Acct Number	Landfill Department	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4324- 10- 1110	Full Time Wages	49,004	51,624	50,799	43,072	44,554	16,967	45,677	1,123	2.52%
01- 4324- 10- 1115	Part Time Wages	69,411	77,840	75,870	69,747	81,364	27,701	84,850	3,486	4.28%
01- 4324- 10- 1140	Overtime	3,849	1,106	2,010	8,256	3,010	1,409	3,722	712	23.65%
01- 4324- 10- 1210	Health Insurance	19,137	16,311	20,217	32,496	22,259	13,626	34,202	11,943	53.65%
01- 4324- 10- 1211	Dental Insurance	975	866	1,098	1,753	876	697	1,749	873	99.66%
01- 4324- 10- 1220	Social Security	8,270	8,201	8,030	7,301	8,086	2,755	8,415	329	4.07%
01- 4324- 10- 1225	Medicare	1,934	1,916	1,878	1,707	1,891	644	1,968	77	4.07%
01- 4324- 10- 1230	Deferred Compensation	2,763	2,635	2,474	0	2,451	0	0	-2,451	-100.00%
01- 4324- 10- 1266	Sick Leave Incentive	312	690	508	1,553	727	425	727	0	0.00%
01- 4324- 10- 1290	Longevity	750	750	750	0	750	0	750	0	0.00%
01- 4324- 20- 1294	Educat & Training/Prof Dev.	734	450	400	200	500	300	500	0	0.00%
01- 4324- 30- 2341	Telephone	1,185	2,678	1,215	2,812	1,250	446	1,250	0	0.00%
01- 4324- 30- 2343	Internet	0	0	0	0	2,400	1,830	2,400	0	0.00%
01- 4324- 40- 2410	Electricity - Landfill	6,008	6,650	6,418	7,151	7,381	1,966	7,866	485	6.57%
01- 4324- 40- 2412	Water	567	576	714	667	750	333	750	0	0.00%
01- 4324- 40- 2420	Waste Disposal	81,837	73,420	87,084	96,447	91,500	38,775	97,000	5,500	6.01%
01- 4324- 40- 2431	Facility Maintenance & Repairs	2,411	402	2,267	1,365	3,850	3,056	3,850	0	0.00%
01- 4324- 40- 2451	Outside Hire	12,377	872	9,753	2,156	11,000	844	11,000	0	0.00%
01- 4324- 40- 2452	Scale Maintenance	340	1,322	755	1,442	0	0	0	0	0.00%
01- 4324- 50- 2551	Advertising	0	0	0	0	1	0	1	0	0.00%
01- 4324- 50- 2560	Solid Waste Reg. Plan Dues	7,099	7,099	7,431	8,175	7,700	9,006	8,400	700	9.09%
01- 4324- 50- 2561	Credit Card Fees and Expenses	2,270	2,616	997	2,652	1,700	750	2,700	1,000	58.82%
01- 4324- 50- 2563	Weighmaster Licenses	0	0	465	300	600	0	600	0	0.00%
01- 4324- 60- 2664	Landfill Waste Oil	1,329	3,319	413	2,959	1,882	2,654	2,500	618	32.84%
01- 4324- 60- 2687	Signs - Landfill	176	462	0	21	850	958	950	100	11.76%
01- 4324- 60- 2688	Tire Removal	1,141	1,830	1,048	1,112	1,500	342	1,500	0	0.00%
01- 4324- 60- 2690	Miscellaneous	2,497	1,444	634	897	0	688	0	0	0.00%
<b>TOTAL LANDFILL DEPARTMENT</b>		<b>276,375</b>	<b>265,078</b>	<b>283,229</b>	<b>294,239</b>	<b>298,832</b>	<b>126,174</b>	<b>323,327</b>	<b>24,495</b>	<b>8.20%</b>
Acct Number	Septic	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4326- 30- 2341	Telephone	0	0	0	0	10,000	769	10,000	0	0.00%
01- 4326- 30- 2343	Internet Service	0	0	0	0	9,000	0	9,000	0	0.00%
01- 4326- 30- 2444	Monitoring Service	0	0	0	0	4,800	0	4,800	0	0.00%
01- 4326- 40- 2344	Septage Pumping	0	0	0	0	4,800	0	4,800	0	0.00%
01- 4326- 40- 2410	Electricity	0	0	0	0	9,000	1,746	9,000	0	0.00%
01- 4326- 40- 2430	Equipment Repair & Maintenance	0	0	0	0	4,500	3,000	4,500	0	0.00%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4326- 80- <sup>3</sup> 2612	Equipment Purchase	0	0	0	0	1	0	1	0	0.00%
01- 4326- 80- <sup>3</sup> 2821	Babbosic Lake Misc. Administration	0	0	0	0	4,500	0	4,500	0	0.00%
01- 4326- 80- <sup>3</sup> 1611	Depreciation - Septic Phase 1	0	0	0	0	1,403	0	1,403	0	0.00%
01- 4326- 80- <sup>3</sup> 1612	Depreciation - Septic Phase 2	0	0	0	0	3,187	0	3,187	0	0.00%
01- 4326- 80- <sup>3</sup> 1613	Depreciation - Septic Phase 3	0	0	0	0	4,347	0	4,347	0	0.00%
01- 4326- 80- 1614	Depreciation - Septic Phase 4	0	0	0	0	4,818	0	4,818	0	0.00%
<b>TOTAL SEPTIC DEPARTMENT</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60,356</b>	<b>5,516</b>	<b>60,356</b>	<b>0</b>	<b>0.00%</b>
Acct Number	Health Administration	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4411- 10- 1115	Health Officer Stipend	2,000	1,913	1,913	2,000	2,000	769	2,000	0	0.00%
01- 4411- 10- 1210	Health Insurance	536	520	292	0	0	0	0	0	0.00%
01- 4411- 10- 1211	Dental Insurance	32	31	16	0	0	0	0	0	0.00%
01- 4411- 10- 1220	Social Security	118	113	114	113	127	44	124	-3	-2.36%
01- 4411- 10- 1225	Medicare	28	26	27	26	29	10	29	0	0.00%
01- 4411- 10- 1230	Deferred Compensation	0	0	0	0	0	35	0	0	0.00%
01- 4411- 20- 1294	Educate & Training/Prof Dev.	0	0	86	0	1	0	1	0	0.00%
01- 4411- 60- 2610	Supplies - General	0	0	0	0	1	0	1	0	0.00%
01- 4411- 80- 2820	Mileage	0	0	0	0	1	0	1	0	0.00%
<b>TOTAL HEALTH ADMINISTRATION</b>		<b>2,714</b>	<b>2,604</b>	<b>2,447</b>	<b>2,140</b>	<b>2,159</b>	<b>858</b>	<b>2,156</b>	<b>-3</b>	<b>-0.14%</b>
Acct Number	Animal Control	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4414- 40- 2430	Equipment Repairs	0	0	0	0	1	0	1	0	0.00%
01- 4414- 60- 2619	Dog Emergency Care	200	200	200	200	400	0	400	0	0.00%
01- 4414- 80- 2811	Kennel Fees	200	200	200	200	0	0	0	0	0.00%
<b>TOTAL ANIMAL CONTROL</b>		<b>400</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>401</b>	<b>0</b>	<b>401</b>	<b>0</b>	<b>0.00%</b>
Acct Number	Health & Human SRVC Agencies	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4415- 30- 2399	Health Agencies and Hospitals	45,000	45,000	45,000	50,000	50,000	50,000	50,000	0	0.00%
<b>TOTAL HEALTH &amp; HUMAN SERVICE AGENCIES</b>		<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0.00%</b>
Acct Number	Direct Assistance (Welfare)	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4442- 10- 1110	Part Time Wages	2,145	413	0	0	1	0	1	0	0.00%
01- 4442- 10- 1220	Social Security	133	26	0	0	1	0	1	0	0.00%
01- 4442- 10- 1225	Medicare	31	6	0	0	1	0	1	0	0.00%
01- 4442- 40- 2441	Rent, WGA	1,500	0	10,940	8,450	12,070	330	12,070	0	0.00%
01- 4442- 60- 2627	Utilities, WGA	870	0	565	0	1,500	0	1,500	0	0.00%
01- 4442- 60- 2629	Medical - WGA	0	0	0	0	1	0	1	0	0.00%
01- 4442- 60- 2631	Food Supplies WGA	0	0	0	0	1	0	1	0	0.00%
01- 4442- 60- 2699	Other Charges WGA	99	750	43	2,414	750	2	750	0	0.00%
01- 4442- 80- 2890	General Assistance	0	0	0	0	1	0	1	0	0.00%
<b>TOTAL DIRECT ASSISTANCE</b>		<b>4,778</b>	<b>1,194</b>	<b>11,548</b>	<b>10,864</b>	<b>14,326</b>	<b>332</b>	<b>14,326</b>	<b>0</b>	<b>0.00%</b>
Acct Number	Recreation Department	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4520- 10- 1110	Full Time Rec Wages	118,667	121,763	123,442	130,970	135,866	52,222	140,654	4,788	3.52%
01- 4520- 10- 1112	Full Time Maintenance Wages	90,128	97,774	102,690	106,881	111,072	42,716	114,109	3,037	2.73%
01- 4520- 10- 1113	Part Time Seasonal Labor	7,585	2,285	4,998	5,680	5,000	7,081	25,000	20,000	400.00%
01- 4520- 10- 1140	Overtime Maintenance	482	532	166	90	700	0	711	11	1.57%
01- 4520- 10- 1210	Health Insurance	40,824	44,591	49,168	51,113	56,264	17,267	57,552	1,288	2.29%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4520- 10- 1211	Dental Insurance	3,646	3,730	3,836	4,722	4,418	1,419	3,599	-819	-18.54%
01- 4520- 10- 1220	Social Security	16,446	16,198	16,280	17,077	15,664	7,089	17,606	1,942	12.40%
01- 4520- 10- 1225	Medicare	3,846	3,779	3,811	3,994	3,663	1,658	4,117	454	12.39%
01- 4520- 10- 1230	Deferred Compensation	11,241	11,725	12,272	13,056	13,582	5,222	14,012	430	3.17%
01- 4520- 10- 1266	Sick Leave Incentive	2,677	2,361	1,856	2,954	2,500	987	2,500	0	0.00%
01- 4520- 10- 1290	Longevity	0	500	500	500	500	0	1,000	500	100.00%
01- 4520- 30- 2341	Telephone	4,818	5,387	8,811	6,776	7,356	2,937	7,356	0	0.00%
01- 4520- 30- 2343	Internet Service	0	0	0	0	2,640	881	2,640	0	0.00%
01- 4520- 30- 2374	Custodian	1,508	1,300	1,200	1,350	1,300	400	1,300	0	0.00%
01- 4520- 30- 2410	Electricity	0	0	0	0	0	0	11,682	11,682	New Line
01- 4520- 40- 2411	Heat	2,641	2,233	2,681	4,278	3,000	309	5,000	2,000	66.67%
01- 4520- 40- 2412	Water	0	0	0	0	0	0	340	340	New Line
01- 4520- 40- 2425	Vehicle Repairs	2,561	4,491	3,923	4,000	4,000	1,787	4,000	0	0.00%
01- 4520- 40- 2431	Field Maintenance/Repairs	8,155	14,031	10,716	13,283	8,000	6,747	8,000	0	0.00%
01- 4520- 50- 2545	Trash Removal	1,365	630	1,008	1,006	1,400	390	1,400	0	0.00%
01- 4520- 50- 2551	Advertising	44	1,268	258	792	400	0	400	0	0.00%
01- 4520- 50- 2565	Software Licenses	0	0	0	0	690	0	888	198	28.70%
01- 4520- 50- 2615	Uniforms	0	0	0	0	1,400	456	1,400	0	0.00%
01- 4520- 60- 2610	Supplies - General	979	1,265	1,541	520	750	0	750	0	0.00%
01- 4520- 60- 2612	Equipment Purchases	5,234	1,500	2,124	12,249	0	547	0	0	0.00%
01- 4520- 60- 2620	Office Supplies	284	737	423	799	800	2,593	800	0	0.00%
01- 4520- 60- 2625	Postage	57	112	84	120	100	0	100	0	0.00%
01- 4520- 60- 2635	Gasoline	5,912	6,032	7,457	5,963	7,500	1,665	8,000	500	6.67%
01- 4520- 60- 2636	Diesel Fuel	1,443	3,325	1,499	987	2,500	386	2,800	300	12.00%
01- 4520- 70- 2762	Equipment Lease Payment	0	0	0	0	10,880	10,880	12,153	1,273	11.70%
01- 4520- 80- 2653	Tools & Equipment	0	0	0	0	1,000	2,211	1,000	0	0.00%
01- 4520- 80- 2820	Mileage	0	12	0	0	100	0	1	-99	-99.00%
01- 4520- 80- 2825	Meetings & Conferences	1,692	1,574	1,385	2,662	1,500	1,342	1,500	0	0.00%
01- 4520- 80- 2840	Vandalism	233	32	135	0	0	0	0	0	0.00%
<b>TOTAL RECREATION</b>		<b>332,468</b>	<b>349,168</b>	<b>362,262</b>	<b>391,821</b>	<b>404,545</b>	<b>169,190</b>	<b>452,370</b>	<b>47,825</b>	<b>11.82%</b>
Acct Number	Parks	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4522- 10- 1115	Part Time Summer Mowing	8,512	6,329	8,567	3,071	9,588	4,696	9,700	112	1.17%
01- 4522- 10- 1140	Overtime Parks	0	0	0	0	1	165	1	0	0.00%
01- 4522- 10- 1210	Health Insurance	777	302	0	0	0	0	0	0	0.00%
01- 4522- 10- 1211	Dental Insurance	46	18	46	0	0	0	0	0	0.00%
01- 4522- 10- 1220	Social Security	526	390	536	193	595	301	601	6	1.01%
01- 4522- 10- 1225	Medicare	123	91	125	45	139	70	141	2	1.44%
01- 4522- 10- 1230	Deferred Compensation	101	4	96	40	0	0	0	0	0.00%
01- 4522- 40- 2430	Equipment Repair & Maintenance	674	1,325	199	284	500	39	500	0	0.00%
01- 4522- 40- 2451	Outside Hire	1,279	231	1,667	0	1,000	0	500	-500	-50.00%
01- 4522- 60- 2610	Supplies - General	1,009	678	254	219	300	776	350	50	16.67%
01- 4522- 60- 2613	Fertilizer & Lime	344	2,649	836	698	1,000	0	1,000	0	0.00%
01- 4522- 70- 2612	Equipment Purchases	133	170	250	140	650	0	650	0	0.00%
<b>TOTAL PARKS</b>		<b>13,524</b>	<b>12,187</b>	<b>12,577</b>	<b>4,690</b>	<b>13,773</b>	<b>6,047</b>	<b>13,443</b>	<b>-330</b>	<b>-2.40%</b>
Acct Number	Peabody Mill Environmental CTR	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4525- 80- 2830	PMEC Subsidy	6,000	0	0	0	1	0	0	-1	-100.00%
<b>TOTAL PEABODY MILL ENV CTR</b>		<b>6,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>-1</b>	<b>-100.00%</b>
Acct Number	Library	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4550- 10- 1110	Full Time Wages	407,852	408,977	374,830	427,648	440,827	169,541	451,192	10,365	2.35%
01- 4550- 10- 1115	Part Time Wages	127,315	131,655	133,377	135,177	155,654	38,357	156,411	757	0.49%
01- 4550- 10- 1210	Health Insurance	105,314	116,105	103,548	116,058	123,237	47,208	126,380	3,143	2.55%
01- 4550- 10- 1211	Dental Insurance	7,039	7,237	5,874	6,376	6,448	2,727	4,487	-1,961	-30.41%
01- 4550- 10- 1220	Social Security	34,941	34,600	32,215	35,460	37,488	13,214	38,177	689	1.84%
01- 4550- 10- 1225	Medicare	8,171	8,073	7,534	8,293	8,767	3,091	8,928	161	1.84%
01- 4550- 10- 1230	Deferred Compensation	19,265	20,350	19,763	22,637	24,245	8,997	24,816	571	2.36%
01- 4550- 10- 1266	Sick Leave Incentive	4,808	5,400	4,930	5,876	5,658	3,271	5,658	0	0.00%
01- 4550- 10- 1290	Longevity	2,250	2,333	1,750	2,250	2,500	0	2,500	0	0.00%
01- 4550- 20- 1294	Educate & Training/Prof Dev.	1,053	1,082	1,324	1,161	300	64	300	0	0.00%
01- 4550- 30- 2339	Technical Consulting	0	0	0	0	1	0	1	0	0.00%
01- 4550- 30- 2341	Telephone	345	342	4,860	2,643	3,960	1,154	3,960	0	0.00%
01- 4550- 30- 2343	Internet Service	0	0	0	0	4,092	1,823	4,092	0	0.00%
01- 4550- 30- 2374	Custodian	12,718	11,710	11,500	13,796	15,000	3,800	15,000	0	0.00%
01- 4550- 30- 2395	Outside Hire IT	1,900	3,510	4,996	3,240	5,000	2,113	4,500	-500	-10.00%
01- 4550- 40- 2410	Electricity	0	0	0	0	0	0	8,220	8,220	New Line
01- 4550- 40- 2411	Heat	5,392	6,075	9,860	7,181	10,846	399	7,900	-2,946	-27.16%
01- 4550- 40- 2412	Water	0	0	0	0	0	0	1,950	1,950	New Line
01- 4550- 40- 2430	Equipment Repair/Maintenance	181	0	0	0	250	0	250	0	0.00%
01- 4550- 50- 2560	Dues & Subscription	560	1,253	520	925	1,200	0	1,200	0	0.00%
01- 4550- 50- 2565	Software Licenses-Automated Lib.	34,555	35,654	37,658	39,554	40,500	36,018	45,000	4,500	11.11%
01- 4550- 50- 2581	Travel	971	1,467	1,494	728	1	0	1	0	0.00%
01- 4550- 60- 2620	Office Supplies	7,900	7,599	7,148	5,578	8,000	1,289	6,500	-1,500	-18.75%
01- 4550- 60- 2621	Computer Equipment	6,257	3,791	8,534	13,140	0	0	0	0	0.00%
01- 4550- 60- 2625	Postage	522	1,415	562	71	1,500	220	1,500	0	0.00%
01- 4550- 60- 2670	Books	82,214	103,640	124,246	113,164	100,000	25,929	100,000	0	0.00%
01- 4550- 70- 2740	New Equipment Capital	0	637	11,014	5,788	1	205	1	0	0.00%
01- 4550- 80- 2612	Equipment Purchases	0	0	0	0	500	0	500	0	0.00%
01- 4550- 80- 2618	Special Events & Supplies	0	0	0	0	16,000	2,975	16,000	0	0.00%
01- 4550- 80- 2621	Computer Equipment	0	0	0	0	10,000	14,110	10,000	0	0.00%
01- 4550- 80- 2820	Mileage	0	0	0	0	1,500	0	500	-1,000	-66.67%
01- 4550- 80- 2825	Meetings & Conferences	10,456	17,806	15,835	10,907	1,700	0	1,700	0	0.00%
<b>TOTAL LIBRARY</b>		<b>881,978</b>	<b>930,710</b>	<b>923,375</b>	<b>977,650</b>	<b>1,025,175</b>	<b>376,506</b>	<b>1,047,624</b>	<b>22,449</b>	<b>2.19%</b>
Acct Number	Patriotic Purposes	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4583- 80- 2860	4th of July Subsidy	8,000	8,000	8,000	0	8,000	0	8,000	0	0.00%
01- 4583- 80- 2861	Memorial Day Subsidy	612	85	0	0	500	0	500	0	0.00%
<b>TOTAL PATRIOTIC PURPOSES</b>		<b>8,612</b>	<b>8,085</b>	<b>8,000</b>	<b>0</b>	<b>8,500</b>	<b>0</b>	<b>8,500</b>	<b>0</b>	<b>0.00%</b>
Acct Number	Heritage Commission	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4589- 10- 1115	Part Time Wages	680	438	353	318	1,264	178	1,316	52	4.11%
01- 4589- 10- 1220	Social Security	42	51	22	20	78	11	82	4	5.13%
01- 4589- 10- 1225	Medicare	10	12	5	5	18	2	19	1	5.56%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
01- 4589- 30- 2382	Outside Hire	0	0	0	0	50	0	50	0	0.00%
01- 4589- 50- 2550	Printing	0	0	0	0	400	0	400	0	0.00%
01- 4589- 60- 2610	Supplies - General	0	0	0	0	82	0	82	0	0.00%
01- 4589- 60- 2621	Computer Equipment	0	0	0	0	80	0	80	0	0.00%
01- 4589- 80- 2618	Special Events & Supplies	0	0	0	0	300	0	300	0	0.00%
01- 4589- 80- 2825	Meetings & Conferences	0	0	0	100	300	0	300	0	0.00%
<b>TOTAL HERITAGE COMMISSION</b>		<b>732</b>	<b>500</b>	<b>380</b>	<b>443</b>	<b>2,572</b>	<b>191</b>	<b>2,629</b>	<b>57</b>	<b>2.22%</b>
Acct Number	Conservation Commission	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4611- 10- 1115	Part Time Wages	238	969	2,414	3,118	3,057	789	3,509	452	14.79%
01- 4611- 10- 1220	Social Security	15	35	150	193	190	49	218	28	14.74%
01- 4611- 10- 1225	Medicare	3	8	35	45	44	11	51	7	15.91%
010- 4611- 20- 1294	Education & Training/Prof. Dev	0	200	862	1,676	750	0	750	0	0.00%
01- 4611- 40- 2482	Surveying	0	0	375	0	0	0	0	0	0.00%
01- 4611- 40- 2483	Land Management	9,274	3,449	3,085	0	0	3,851	0	0	0.00%
01- 4611- 40- 2484	Town Meadow Maintenance	3,492	4,999	1,073	0	0	0	0	0	0.00%
01- 4611- 40- 2486	Water Crossing Repair & Maint	0	716	3,213	5,238	3,000	0	3,000	0	0.00%
01- 4611- 40- 2487	Invasives Mitigation	0	4,000	0	8,920	3,000	3,499	3,800	800	26.67%
01- 4611- 40- 2488	Signage	0	1,130	2,670	0	1,500	3,649	1,500	0	0.00%
01- 4611- 40- 2489	Kiosk	0	0	982	0	0	0	0	0	0.00%
01- 4611- 50- 2560	Dues & Subscriptions	804	684	700	700	1,200	700	1,200	0	0.00%
01- 4611- 50- 2564	Education & Outreach	0	620	351	0	2,250	0	2,500	250	11.11%
01- 4611- 60- 2625	Postage	99	0	0	0	0	0	0	0	0.00%
<b>TOTAL CONSERVATION COMMISSION</b>		<b>13,924</b>	<b>16,811</b>	<b>15,910</b>	<b>19,891</b>	<b>14,991</b>	<b>12,549</b>	<b>16,528</b>	<b>1,537</b>	<b>10.25%</b>
Acct Number	Principal - L-T Bonds & Notes	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4711- 90- 2209	Bridge Loan	0	140,017	140,017	39,302	0	0	0	0	0.00%
01- 4711- 90- 2210	Principal Rd Const Phase1 & 2	306,000	306,000	306,000	306,000	306,000	0	306,000	0	0.00%
01- 4711- 90- 2211	Road Construction Bond Spring Rd	50,000	50,000	50,000	50,000	50,000	50,000	0	-50,000	-100.00%
01- 4711- 90- 2214	Principal - Road Construction FY 14	200,000	200,000	200,000	200,000	200,000	0	200,000	0	0.00%
01- 4711- 90- 2215	Principal - Road Construction FY 15	200,000	200,000	200,000	200,000	200,000	100,000	200,000	0	0.00%
01- 4711- 90- 2216	Principal - Road Construction FY 16/17	400,000	400,000	400,000	400,000	400,000	400,000	400,000	0	0.00%
01- 4711- 90- 9502	Septic Loan - Phase 2	0	0	0	0	11,900	0	11,900	0	0.00%
01- 4711- 90- 9503	Septic Loan - Phase 3	0	0	0	0	11,380	0	11,380	0	0.00%
01- 4711- 90- 9504	Septic Loan - Phase 4	0	0	0	0	8,647	0	8,647	0	0.00%
<b>TOTAL PRINCIPAL BONDS</b>		<b>1,156,000</b>	<b>1,296,017</b>	<b>1,296,017</b>	<b>1,195,302</b>	<b>1,187,927</b>	<b>550,000</b>	<b>1,137,927</b>	<b>-50,000</b>	<b>-4.21%</b>
Acct Number	Interest L-T Bonds & Notes	2017 Actual	2018 Actual	2019 Actual	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Request	Variance \$	Variance %
01- 4721- 90- 2209	Bridge Loan Interest	0	3,894	4,656	1,011	0	0	0	0	0.00%
01- 4721- 90- 2210	Int. Rd Const Phase1 & 2	65,821	58,567	51,234	44,021	36,567	0	29,254	-7,313	-20.00%
01- 4721- 90- 2211	Road Construction Bond Spring Rd	7,574	6,034	4,522	2,974	1,511	1,503	0	-1,511	-100.00%
01- 4721- 90- 2214	Int. - Road Construction FY 14	31,389	27,111	22,463	17,979	13,479	0	9,000	-4,479	-33.23%
01- 4721- 90- 2215	Int. - Road Construction FY 15	37,090	32,305	26,522	21,905	17,220	9,206	12,660	-4,560	-26.48%
01- 4721- 90- 2216	Int. - Road Construction FY 16/17	30,291	82,703	73,650	64,425	45,946	55,264	45,946	0	0.00%
01- 4721- 90- 9502	Septic Loan - Phase 2	0	0	0	0	1,250	746	750	-500	-40.00%
01- 4721- 90- 9503	Septic Loan - Phase 3	0	0	0	0	2,167	2,165	1,802	-365	-16.84%
01- 4721- 90- 9504	Septic Loan - Phase 4	0	0	0	0	1,510	0	1,258	-252	0.00%

Acct Number	Department	2017 Actual	2018 Actual	2019 Actual	(unaudited) FY20 Actual	FY21 Budget	FY21 Actual	FY22 Draft #3	FY22 v FY21 Variance \$	FY22 v FY21 Variance %
TOTAL INTEREST BONDS		172,165	210,614	183,047	152,316	119,650	68,884	100,670	-18,980	-15.86%
GRAND TOTAL		11,967,637	13,393,617	13,305,564	13,954,349	14,616,376	5,637,438	14,895,676	279,300	1.91%

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	14,895,676	8.37	8.53		
	(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)	(130,000)	(0.54)	(0.07)		
	<b>Adjusted Tax Rate of Operating Budget</b>			<b>4.98</b>	<b>5.52</b>		<b>1,959.65</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.	-	120,000	-	0.07	24.40	
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>1,332,000</b>	<b>0.62</b>	<b>0.58</b>	<b>205.78</b>	
				<b>Town portion of tax rate</b>	<b>5.60</b>	<b>6.10</b>	<b>2,165.43</b>
				<b>FY21 Actual</b>		<b>5.60</b>	<b>1,988.14</b>
				<b>FY21 to FY22 Increase</b>		<b>0.50</b>	<b>177.29</b>

190.77

<b>FY21 BUDGET V. FY22 BUDGET - Significant Changes</b>	
<b>CHANGES</b>	<b>OVER (UNDER) FY21</b>
Health Insurance Rate Increase of %	
DPW New Capital Equipment	130,000
Road Rebuild Increase per BOS Agreement	100,000
NH Retirement Contributions	83,736
COLA (1.5%)	77,695
CBA Cost Increases	44,864
Recreation Part Time Employee hours increase	21,530
Souhegan Regional Landfill District Assessment Increase	19,421
Pennichuck Water Main Assessment Increase	15,062
Outside Hire - Plow Drivers	14,000
Insurances (Short Term Disability, Workman's Comp, HRA, Property-Liability)	13,683
Software Licenses - Town Wide	12,890
Master Plan Update Funding	12,000
Vehicle Repairs - Town Wide	11,000
Line Striping Increase	11,000
Building Repair/Maintenance/Alarms	7,500
Waste Disposal	5,500
Motorcycle Lease Payment	(4,400)
Merit Pay Program Removed	(5,000)
Street Sweeping	(5,000)
# of Elections in FY22	(7,978)
Catch Basin Cleaning	(12,500)
Salt, Sand, Gravel	(13,000)
Interest Bonds & Notes	(18,980)
Principal Bonds & Notes	(50,000)
DPW Equipment Lease Payments	(203,500)
<b>Total Summary of Significant Changes</b>	<b>259,523</b>





**AMHERST TOWN WARRANT – DRAFT #3 12-7-20  
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 TOWN COUNSEL ADVICE****

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. (Tax Impact) (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. (Tax Impact = \$0.00) (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. (Tax Impact = \$0.01) (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. (Tax Impact = \$0.01) (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. (Tax Impact = \$0.01) (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. (Tax Impact = \$0.11) (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. (Tax Impact = \$0.15) (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 One Hundred Twenty Thousand Dollars **(\$120,000)** to be placed in this fund. Further, to name the Board of Selectmen as agents to expend from said fund. (Tax Impact = \$0.07) (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 Two Hundred Thousand Dollars **(\$200,000)** for the purpose of completing the 3<sup>rd</sup> floor of the Police Station renovation. 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. (Tax Impact = \$0.0) (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 -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. (Tax Impact = \$0.04) (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. (Tax Impact = \$0.03) (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:** Update to Lot 24-11 Park project

**Department:** Parks & Recreation  
Department

**Meeting Date:** December 7, 2020

**Staff Contact:** Craig Fraley

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## **BACKGROUND INFORMATION:**

After reviewing the information for the small park proposal given in early November, it was determined no structure can be built on parcel 24-11. In the deed written on October 16, 1912, it states that no building or structure can be built on this parcel. The Amherst Parks and Recreation Department would like to modify the original proposal to build a fishing pier on this parcel to just installing a fence and sign to let Amherst Residents know this is a small park that can be used by all Amherst Residents. With the help of the DPW, the Parks and Recreation Department will clean the current site up and remove all items that are on the parcel.

In the 24-11 deed, it is written that this parcel is to be used as a public park. The Parks and Recreation Department intends to reshape this parcel into what it was intended for. A donation from Mr. William Widmer will be given for the cost of the project (not to exceed \$9,500).

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Garbage disposal and time. The Fence and sign will be paid for by donation.

## **POLICY IMPLICATIONS:**

None

## **DEPARTMENT HEAD RECOMMENDATION:**

I recommend we move ahead with the proposal written above and accept the donation from Mr. William Widmer to complete the project.

## **SUGGESTED MOTION:**

I make a motion to approve the proposal to turn parcel 24-11 into a usable park for all Amherst Residents.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

As of the date of this agenda, we are still waiting to hear back from the town attorney. It is possible that by the time of the meeting we may have more information on whether the fence and parking can be built.

**ATTACHMENTS:**

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Award 2021 Statistical Revaluation Update Contract Bid      **Department:** Assessing

**Meeting Date:** December 7, 2020      **Staff Contact:** Gail Stout

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## BACKGROUND INFORMATION:

Three bids were submitted as follows:

	KRT Appraisal	Municipal Resources	Vision Government Solutions
QUOTE	71,000	112,000	82,500
APPEALS BTLA/SUP CT	75. HR	95. HR.	1000. Per Diem

## BUDGET IMPACT:

*(Include general ledger account numbers)*

Budgeted as follows:

Current available balance in the Revaluation Capital Reserve Account is \$ 110,161.78.

## POLICY IMPLICATIONS:

Mandated by the State of NH Department of Revenue Administration for tax year 2021 (Fiscal year 2022).

## DEPARTMENT HEAD RECOMMENDATION:

Vision Government Solutions, 1 Cabot Road, Hudson, MA in the amount of \$82,500.

## SUGGESTED MOTION:

I move to award the bid for the 2021 Statistical Revaluation Contract to

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## TOWN ADMINISTRATOR RECOMMENDATION:

## ATTACHMENTS:

1. Tax and Assessing RFP Statistical Revaluation Bids

TOWN OF AMHERST

Town Department: Tax and Assessing

Date: December 2, 2020

Line Item: 10-4911-00-3901


Budget Amount: \$ 110,161.78 Cap Reserve

Bid #: Item: 2021 Statistical Revaluation Update

Date Bid To Be Awarded: December 7, 2020

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
1. KRT Appraisal		\$ 71,000.	Appeals \$75. Hr.
2. Vision Government Solutions		\$ 82,500.	Appeals \$1,000. Per Diem/Utility Values Not Included. Estimated Cost - Additional \$10,000.
3. Municipal Resources, Inc.		\$ 112,000.	Appeals \$95. Hr.
4.		\$	
5.		\$	

Recommend bid be awarded to: Please see attached.

  
Signature of Town Administrator / Date

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





OFFICE OF THE TAX COLLECTOR

Gail P. Stout, CTC

2 Main Street

Amherst, NH 03031

gstout@amherstnh.gov

www.amherstnh.gov

Tel. (603) 673-6041 ex. 201 Fax (603) 673-4138

MEMO

DATE: December 2, 2020
TO: Board of Selectmen/Dean Shankle, Town Administrator
FROM: Gail Stout
SUBJECT: Review of 2021 Statistical Revaluation Update Proposals

Three proposals were received in response to a Request for Proposal (RFP) due for submission at the Town of Amherst prior to October 30, 2020. The results are as follows:

Table with 4 columns: Item, KRT Appraisal, Municipal Resources, and Vision Government Solutions. Rows include QUOTE, APPEALS BTLA/SUP CT, ADJUSTMENTS, UTILITIES, UTILITY COST, and ADJUSTED TOTAL.

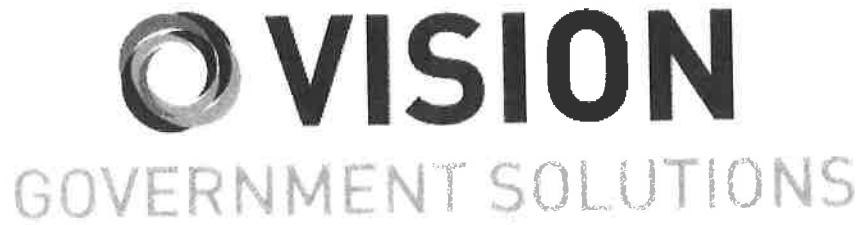
Each proposal included the items outlined in the RFP with one exception. Vision Government Solutions did not include valuation services for the Utilities, (Eversource, Liberty Utility, and Pennichuck Water Works) located within the Town of Amherst. For comparison purposes an adjustment of \$10,000. has been added to the overall cost quoted by Vision Government Solutions.

All three vendors are experienced in the revaluation process and have submitted comparable proposals but after review the preferred choice to perform the Statistical Revaluation Update is Vision Government Solutions for the following reasons:

- 1) Although, the 2011 and 2016 Revaluations were both performed successfully by KRT Appraisal, it is sometimes advantageous for the Town to consider changing the firm that conducts the town-wide revaluation of property periodically.
2) The Assessing CAMA software that will be utilized for the revaluation is a product of Vision Government Solutions and with the recent upgrade to Version 8, there is no other vender that has more experience with this newer software version.

- 3) The Public Relations portion of Vision's proposal appears to offer an expanded educational piece and a more engaged effort with property owners throughout the revaluation process.

SUGGESTED MOTION: I move to award the bid for the 2021 Statistical Revaluation Update to \_\_\_\_\_ in the amount of \_\_\_\_\_.



RESPONSE TO THE REQUEST FOR PROPOSALS FOR:

**Amherst, New Hampshire**

**Statistical Revaluation Update Proposal**

Due: October 30, 2020 by 2:00 pm

*Prepared by:*

*Patrick Donovan of Vision Government Solutions, Inc.*

*1 Cabot Rd, Hudson, MA 01749*

*Phone: 800.628.1013 ext. 3644 | Fax: 508.351.3798*

*Email: [pdonovan@vgsi.com](mailto:pdonovan@vgsi.com) | [www.vgsi.com](http://www.vgsi.com)*



October 30, 2020

Town Assessor's Office  
Amherst Town Hall  
2 Main Street  
Amherst, NH 03031

Dear Assessor,

Vision Government Solutions is pleased to propose a Statistical Revaluation for the Town of Amherst in response to your Request for Proposals. It is our perspective that there is no other revaluation firm that can complete the project with the level of quality, service, valuation accuracy, and reliability of Vision.

Below are specific reasons why Vision stands above the competition:

**1. More New Hampshire Experience than Any Other Firm**

Vision is proud to have completed revaluations in more than 60 communities in New Hampshire, including recent projects in Bedford, Claremont and Portsmouth, New Hampshire.

Because of this, Vision is the only firm with the requisite local staff, local market knowledge, and state-specific track record to provide the market experience, reliability, and data accuracy that a large reassessment effort entails.

**2. Quality & Experience of DRA-Certified Staff to Ensure Data Accuracy and Equity**

Vision is proud to offer a revaluation team with the highest levels of New Hampshire expertise and certifications, including DRA-certified property assessors and supervisors. Not only do we have a 60-person full-time staff to ensure full surety of job completion, but our team is also highly experienced, with more than 50% of the staff with greater than 20 years tenure.

This level of experience is uniquely important to ensure accuracy at all levels of the project, from sales data collection to field review to statistical analysis.

To ensure the highest data accuracy, our staff work from detailed, intensive data rubrics, built in collaboration with the Town and supervised by DRA-certified property assessors and supervisors, who implement a multi-tier quality control process. In addition, our appraisers bring decades of statistical expertise to ensure true valuation equity, along with local market knowledge.



Finally, we are proposing highly experienced Steve Whalen as Project Manager and as the lead appraiser for the Town. Steve brings over 30 years of revaluation experience to the project and has completed numerous New Hampshire-based reappraisal projects.

**3. The Value of Experience utilizing the existing Amherst CAMA Software:**

We plan to support the Town of Amherst's *Appraisal Vision*® CAMA software as part of this revaluation project.

Vision's Appraisal Teams exclusively use our *Appraisal Vision*® CAMA software to conduct every revaluation. **There is no other vendor that has the level of experience on *Appraisal Vision*® version 8, than the Vision appraisal team.** This is critical to the success of the project, as incorrect data entry changes to the CAMA database, inconsistent tables and mass updates can lead to massive data quality errors, causing project timeline delay, costly re-work, and significant public relations issues. At Vision, we put in place quality control procedures to eliminate these costly errors.

Because our appraisal staff are highly trained in using *Appraisal Vision*, we expect to be able to complete the project dramatically faster and more effectively than any other option.

We thank you in advance for your consideration and welcome the opportunity to answer any questions about the proposal.

The Primary Contact for this Proposal is:

Patrick Donovan  
Director of Appraisal Sales  
Vision Government Solutions, Inc.  
T. 508-351-3644  
F. 508-351-3798

This proposal is good for 90 days.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Bullock', written over a horizontal line.

Kevin Bullock  
Chief Financial Officer

### Project Proposal Form

The following form must be completed and submitted with the proposal for the statistical revaluation update of all properties situated within the municipal boundaries of the Town of Amherst, NH, effective valuation date of April 1, 2021.

The undersigned Proposer affirms and declares:

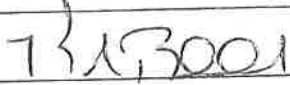
1. As the Department of Revenue Administration requires a standard State of New Hampshire contract, the Town desires that each Proposer submit a separate instrument outlining a specific scope of services consistent with the Proposers method of performing statistical revaluations.
2. That this PROPOSAL is executed by said Proposer with full knowledge and acceptance of the CONTRACT, including all specifications contained within, enclosed with the Request for Proposals for the subject Project.
3. That should this Proposal be accepted in writing by the Town of Amherst, said Proposer will furnish the services for which this Proposal is submitted at the price bid, and in compliance with State laws, rules and the provisions of said Contract.
4. That the Proposer or his/her representative has visited the Town of Amherst; is familiar with its geography, character of development; and has made himself or herself knowledgeable of those matters and conditions in the Town of Amherst which would influence this bid proposal and subsequent efforts in the execution of the Project.
5. That all items, documents, and information required to accompany this proposal of the aforesaid Contract are enclosed herewith.
6. That the Proposer proposes to furnish the services and materials required to complete the subject Project in accordance with the aforesaid Contract for the following amount:  

\$ 82,500
7. That the Proposer proposes to perform appraisals on those parcels that exceed the base parcel count on the following prorated basis:  

\$ no overage
8. That the Proposer proposes to provide services in the defense of values generated from the Project in excess of the Contract specifications on the following basis:  

\$ 1,000 ~~per hour~~ <sup>per</sup> diem (choose one)

9. That the Proposer understands that the Town of Amherst will be utilizing Amase (Interware) tax billing software, and that the Proposer will, on occasion as needed, interface the VISION CAMA software with the tax billing software to ensure integration and that said cooperation was a consideration in the development of the bid price.
10. That the Proposer understands that any Contract the Town accepts in regard to revaluation services will include the RFP, including this section and that the wording in the RFP will govern in all matters of conflict between the Contract and the RFP.
11. That the Proposer has the experience and qualified personnel to execute the aforesaid Contract in a timely and workmanlike manner.
12. That the Proposer fully understands, and will comply with, all Statutes and Administrative Rules that govern or come to bear upon re-valuations and valuations for ad valorem purposes in the State of New Hampshire.
13. That the Proposer understands and accepts that although the proposed price is a major factor in the determination of the selected vendor, the Town reserves the right to award the contract to other than the low cost Proposer, and that considerations other than low cost will come to bear in the Town's deliberations and selection process.
14. That the undersigned is a duly authorized officer of the Proposer, and has the authority to enter into binding discussions and Agreements with the Town.
15. That the quoted bid price is valid until 1/27/2021 (enter date - minimum of 30 days).

FIRM'S NAME: Vision Government Solutions, Inc  
SIGNATURE:   
NAME WRITTEN: Kevin Bullock  
TITLE: Chief Financial Officer  
DATE: 10/27/2020  
TELEPHONE #: 800-628-1013 ext 3693  
FAX #: 508.351.3798  
E-mail Address: kbullock@vgsi.com

## TOWN OF AMHERST, NEW HAMPSHIRE

### CLARIFICATIONS & OPTIONS

1. **On-Site Inspections:** We have included on-site inspections for 12 months of outstanding Building Permit properties and 12 months of sales properties that will be utilized in the sales analysis. Vision will measure the exterior of improvements and attempt to perform an interior inspection. If after the initial visit, an interior inspection was not performed, a notification letter will be mailed. Appointments will then be arranged by phone for interior inspections.
2. **Optional Digital Images:** Vision can provide optional imaging services at a cost of \$3.00 per image. These services include digital imaging capturing and associated data entry services into the CAMA system.
3. **Field Review:** We have included a parcel-by-parcel field review of the entire town. This review will be performed by a DRA-certified property assessor supervisor to match DRA requirements.
4. **Excluded from proposal:** We have not included any Personal Property or Utility valuation services in our proposal. Also excluded are the poles, conduits, transmission lines and distribution facilities. \*
5. **Abatement Support:** The Town will review all Appeal requests as a result of the Revaluation. Vision will provide a staff member to support requests requiring a value decision. The process will be a combined effort of both the Town and Vision in an endeavor to effectively and expeditiously handle all appeal requests. Both staffs will work together to resolve any outstanding valuation issues. Any assistance by Vision personnel to Board of Land and Tax Appeals is not included in our bid cost.
6. **BTLA/Superior Court:** Any litigation days, litigation preparation or Narrative Appraisal reports will be billed at the rate of **One Thousand Dollars (\$1,000) per Diem.**



### PROJECT COST BREAKDOWN

<b>Accounting Code</b>	<b>Description</b>	<b>Total Value</b>
100	Project Supervision	\$ 5,940.77
200	Residential Valuation	\$ 5,364.07
201	Residential Measure & List	\$ 3,371.21
202	Residential Field Review	\$ 11,772.81
204	Permits	\$ 3,160.51
300	Commercial Valuation	\$ 11,520.86
301	Commercial Measure & List	\$ 377.91
302	Commercial Field Review	\$ 4,931.06
304	Permits C/I	\$ 583.13
600	Residential Hearings	\$ 6,046.40
601	Commercial Hearings	\$ 847.53
800	Data Entry	\$ 10,074.26
802	Data Entry Printing	\$ 2,664.46
900	Project Finalization & Support	\$ 3,911.34
1100	Letters/Mailings	\$ 5,405.15
9901	Associated Project Expenses	\$ 4,125.63
9902	Bonding	\$ 2,402.91
<b>TOTAL</b>	<b>TOTAL</b>	<b>\$ 82,500.00</b>

**VISION**  
**REVALUATION REFERENCES**

Municipality	Contact	Phone	Email	Number of Parcels
Manchester, NH	Bob Gagne	603-624-6520	<a href="mailto:rgagne@manchesternh.gov">rgagne@manchesternh.gov</a>	36,140 Parcels
Bedford, NH	William Ingalls	603-472-5242	<a href="mailto:wingalls@bedfordnh.org">wingalls@bedfordnh.org</a>	8,300 Parcels
Portsmouth, NH	Rosann Maurice-Lentz	603-610-7212	<a href="mailto:rlentz@cityofportsmouth.com">rlentz@cityofportsmouth.com</a>	9,400 Parcels
Claremont, NH	Bob McCarthy	603-542-7004 ext 2	<a href="mailto:Bobmccarthy.wcg@gmail.com"><u>Bobmccarthy.wcg@gmail.com</u></a>	5,488 Parcels

*Vision Government Solutions  
Public Relations Program*

Over recent years, Vision Government Solutions has witnessed an increased need for a comprehensive Public Relations Program. As federal and state governments cut back on all programs, Municipal Governments struggle to maintain basic services and real estate taxes are scrutinized.

As all assessing professionals know, revaluations and updates are a means of equalizing the tax base by bringing all property to a uniform percentage of current value. To property owners, the word "revaluation" has become synonymous with "tax increase." When a revaluation is announced, the taxpayers are anxious and wary. A solid Public Relations Program educates and informs property owners about a revaluation, how it's implemented and how their property taxes fit into the equation. With educated, informed and active taxpayers, a Public Relations Program is required to create a positive image of the tax assessing process.

Vision Government Solutions Public Relations Program begins when a project is awarded. The Vision Government Solutions Project Manager and the Sales Staff work with the Assessor throughout the project. The Assessor is a key component in that Assessors have knowledge of both the political situation and the potential receptiveness of the property owners. Assessors generally know which special interest groups to target for added attention, have information on current municipal services, and are aware of which local media will enable the best and most exposure.

Vision Government Solutions provides standard information to the client for use in explaining the process. This information includes:

- Company history and experience.
- Initial explanation of the project, its time schedule, breakdown on each phase, and where the property owner can become involved.
- Project update notices on where the project is during each phase (not usually necessary for updates).
- Notification and explanation of the Hearings Process and how homeowners can prepare for them.
- Explanation of the Appeals Process, should property owners still disagree with the new values after hearings.
- Sample letters and articles from other Municipalities positive press experience.

  
GOVERNMENT SOLUTIONS  
*Public Relations Program Steps*

1. **Initial Set-up:**

- Assessing the needs via discussion and negotiation prior to signing a contract.
- Conduct Media Research: What papers, radio stations, etc. are in the area, their circulation, the political climate of each publication, etc.

2. **Media Releases:**

- Hold background meeting with local press by phone or in person.
- Press Release announcing the award of the impending revaluation, follow-up with press.
- Press Release announcing the start of the project, the actual steps and time frame involved, follow-up with press.
- Street listing Press Release every month for the duration of Data Collection Phase of project, follow-up with press.
- Press Release announcement of hearings; what to expect and how to prepare, follow-up with press.
- Press release on the results of the revaluation, follow-up with press.
- Generic Question & Answer Brochures.

3. **Media Status Meetings:**

- Client meetings
- Monitor local press

4. **Group Presentations:**

- Business/Commercial Groups, i.e. Kiwanis, Rotary.
- Political Groups; e.g. Selectmen, Aldermen, Finance Boards, et al.
- Preparation of materials and follow-up debriefing memos.

5. **Specialty Items:** Priced outside of the contract.

- Municipality Specific Question & Answer Brochures
- Municipality Specific Revaluation Slide Show

## Public Relations via the Internet

Whether or not the Town decides to publish assessing data on the web, a PR web page can be set up and customized for the Town to help the citizens better understand the revaluation process. Some sample screens are shown below.

Frequently asked questions can be added to address typical taxpayer concerns.

### Taxpayer Revaluation Information

#### Welcome

Welcome to the Vision Appraisal Technology Taxpayer Information Site. We have created this site to help taxpayers better understand the revaluation process and have included lots of information for you to review. As you navigate through the content, you will find a section that helps you understand how your property was assessed as well as a section that will help you to prepare for a hearing if you feel that need to contest your value. We have also included an overview of a typical revaluation project, videos that will familiarize you with the various steps involved in a revaluation as well as useful links to assessing industry sites.

Our goal in educating the taxpaying public is to help us better serve our Municipal clients. Our corporate focus is to assist Cities and Towns with the very important and necessary task of equalizing property values. Municipalities use these values to equitably distribute the tax burden amongst all taxpayers, helping the Municipalities collect much needed revenue that funds many important municipal services. Educating taxpayers can help them to be more understanding of the overall process while also helping their own Municipalities to better fulfill their responsibilities to be fair and equitable to all. We hope that this page allows you to better understand what can appear to be a complicated and confusing process.

[Return to Home Page](#)

#### Taxpayer Assistance

[Frequently Asked Questions](#)  
[Is my assessment correct?](#)  
[Preparing for a Hearing](#)

#### LINKS

[Vision Home Page](#)  
[Online Property Database](#)  
[MA Dept of Revenue](#)  
[Rhode Island Dept of Tax](#)  
[MA Assoc. of Assessing Officers](#)  
[CT Assoc. of Assessing Officers](#)  
[RI Assoc. of Assessing Officers](#)  
[NH Assoc. of Assessing Officers](#)  
[ME Assoc. of Assessing Officers](#)  
[VT Assessors & Listers Assoc.](#)

#### Helpful Videos

[Goals of a Revaluation](#)  
[Types of Revaluations](#)

The web site can feature a section that helps taxpayers evaluate whether their assessment is correct by bringing them through a series of questions.

### Taxpayer Revaluation Information

#### Is My Assessment Correct?

The following 4 questions and accompanying information can help you to decide if your assessment is correct.

Please note: If you are concerned that your taxes are going to double because your property value has doubled, that is usually not the case. Since everyone else's property value is also rising, the tax rate usually drops somewhat proportionally to the amount of total increase to a City or Town's total value.

#### 1) Can I sell my property for that amount?

The first thing that you should do is ask yourself if you could sell the property for approximately that amount. (Please note that assessments in Connecticut reflect 70% of market value.)

#### 2) Does the Assessing department have the correct information on my property?

You can review the information that the Assessing Department has collected on your property to make sure the data is accurate. Some towns allow access to property information on the internet. You can check if your City or Town makes the information available in the Vision Appraisal Online Database. If the

[Return to Home Page](#)

#### Taxpayer Assistance

[Frequently Asked Questions](#)  
[Is my assessment correct?](#)  
[Preparing for a Hearing](#)

#### LINKS

[Vision Home Page](#)  
[Online Property Database](#)  
[MA Dept of Revenue](#)  
[Rhode Island Dept of Tax](#)  
[MA Assoc. of Assessing Officers](#)  
[CT Assoc. of Assessing Officers](#)  
[RI Assoc. of Assessing Officers](#)  
[NH Assoc. of Assessing Officers](#)  
[ME Assoc. of Assessing Officers](#)  
[VT Assessors & Listers Assoc.](#)

#### Helpful Videos

[Goals of a Revaluation](#)  
[Types of Revaluations](#)  
[How is Land Valued](#)  
[How are Buildings Valued](#)  
[How Does a Property's Condition Affect Value](#)

An actual representation of previous assessed values to current sales price can be a great way to explain why assessments have risen to their current level.

## Danbury, CT Revaluation Information

### Welcome

Welcome to the Vision Appraisal Technology Taxpayer Information Site. We have created this site to help taxpayers better understand the revaluation process and have included lots of information for you to review. As you navigate through the content, you will find a section that helps you understand how your property was assessed as well as a section that will help you to prepare for a hearing if you feel the need to contest your value. We have also included an overview of a typical revaluation project, videos that will familiarize you with the various steps involved in a revaluation as well as useful links to assessing industry sites.

Our goal in educating the taxpaying public is to help us better serve our Municipal clients. Our corporate focus is to assist Cities and Towns with the very important and necessary task of equalizing property values. Municipalities use these values to equitably distribute the tax burden amongst all taxpayers, helping the Municipalities collect much needed revenue that funds many important municipal services. Educating taxpayers can help them to be more understanding of the overall process while also helping their own Municipalities to better fulfill their responsibilities to be fair and equitable to all. We hope that this page allows you to better understand what can appear to be a complicated and confusing process.

[Return to Home Page](#)

### Taxpayer Assistance

[Overview of Market Conditions](#)  
[Frequently Asked Questions](#)  
[Is my assessment correct?](#)  
[Preparing for a Hearing](#)

### LINKS

[Vision Home Page](#)  
[Online Property Database](#)  
[MA Dept of Revenue](#)  
[Rhode Island Dept of Tax](#)  
[MA Assoc. of Assessing Officers](#)  
[CT Assoc. of Assessing Officers](#)  
[RI Assoc. of Assessing Officers](#)  
[NH Assoc. of Assessing Officers](#)  
[NE Assoc. of Assessing Officers](#)  
[VT Assessors & Listers Assoc.](#)

### Helpful Videos

[Scale of a Revaluation](#)

We can even offer videos that explain how a revaluation is performed.

## Taxpayer Revaluation Information

### Goals of a Revaluation



Launch in external player

Click below to view a copy of the chart referred to in this Video.

[Return to Home Page](#)

### Taxpayer Assistance

[Frequently Asked Questions](#)  
[Is my assessment correct?](#)  
[Preparing for a Hearing](#)

### LINKS

[Vision Home Page](#)  
[Online Property Database](#)  
[MA Dept of Revenue](#)  
[Rhode Island Dept of Tax](#)  
[MA Assoc. of Assessing Officers](#)  
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[NH Assoc. of Assessing Officers](#)  
[NE Assoc. of Assessing Officers](#)  
[VT Assessors & Listers Assoc.](#)

### Helpful Videos

[Scale of a Revaluation](#)  
[Types of Revaluations](#)  
[How is Land Valued](#)  
[How are Buildings Valued](#)  
[How does a Property's Condition Affect Value](#)  
[How to Appeal a Valuation](#)

We have found that providing explanations via the web helps tremendously with our PR efforts. We have also been able to measure this need. We have tracked more than 2,000,000 unique hits annually to our Taxpayer Revaluation Information Web Site since December 2005.

# Town of Amherst, New Hampshire



## Proposal for Statistical Revaluation Update

### KRT Appraisal

October 27, 2020

Assessor's Office  
Town Hall  
2 Main Street  
Amherst, NH 03031

**Price Proposal**

To Whom it May Concern:

KRT Appraisal (KRT) is pleased to submit a price proposal in response to your Request for Proposals (RFP), for a Statistical Revaluation Update for the Town of Amherst, New Hampshire. KRT will provide all services outlined in the RFP while conforming to all New Hampshire State Laws and Statutes.

Based on the current parcel count (5,571), the total cost for a Statistical Revaluation Update is Seventy One Thousand Dollars (**\$71,000**). This includes all of the services requested in the RFP with all products delivered by August 13, 2021. The cost to defend appeals locally or to NH BTLA/Superior Court is Seventy Five Dollars per Hour (**\$75.00/Hour**).

We look forward to the opportunity to discuss this proposal with you. If you have any questions or need more information, please do not hesitate to call.

Sincerely,



Robert A. Tozier  
Vice President  
KRT Appraisal  
Office: (877) 337-5574  
Fax: (978) 913-7201  
rob\_tozier@krtappraisal.com  
www.krtappraisal.com



### Project Proposal Form

The following form must be completed and submitted with the proposal for the statistical revaluation update of all properties situated within the municipal boundaries of the Town of Amherst, NH, effective valuation date of April 1, 2021.

The undersigned Proposer affirms and declares:

1. As the Department of Revenue Administration requires a standard State of New Hampshire contract, the Town desires that each Proposer submit a separate instrument outlining a specific scope of services consistent with the Proposers method of performing statistical revaluations.
2. That this PROPOSAL is executed by said Proposer with full knowledge and acceptance of the CONTRACT, including all specifications contained within, enclosed with the Request for Proposals for the subject Project.
3. That should this Proposal be accepted in writing by the Town of Amherst, said Proposer will furnish the services for which this Proposal is submitted at the price bid, and in compliance with State laws, rules and the provisions of said Contract.
4. That the Proposer or his/her representative has visited the Town of Amherst; is familiar with its geography, character of development; and has made himself or herself knowledgeable of those matters and conditions in the Town of Amherst which would influence this bid proposal and subsequent efforts in the execution of the Project.
5. That all items, documents, and information required to accompany this proposal of the aforesaid Contract are enclosed herewith.
6. That the Proposer proposes to furnish the services and materials required to complete the subject Project in accordance with the aforesaid Contract for the following amount:  

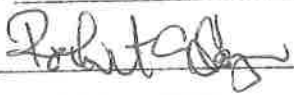
\$ 71,000
7. That the Proposer proposes to perform appraisals on those parcels that exceed the base parcel count on the following prorated basis:  

\$ N/A
8. That the Proposer proposes to provide services in the defense of values generated from the Project in excess of the Contract specifications on the following basis:  

\$ 75.00/Hour per hour/diem (choose one)

9. That the Proposer understands that the Town of Amherst will be utilizing Amase (Interware) tax billing software, and that the Proposer will, on occasion as needed, interface the VISION CAMA software with the tax billing software to ensure integration and that said cooperation was a consideration in the development of the bid price.
10. That the Proposer understands that any Contract the Town accepts in regard to revaluation services will include the RFP, including this section and that the wording in the RFP will govern in all matters of conflict between the Contract and the RFP.
11. That the Proposer has the experience and qualified personnel to execute the aforesaid Contract in a timely and workmanlike manner.
12. That the Proposer fully understands, and will comply with, all Statutes and Administrative Rules that govern or come to bear upon re-valuations and valuations for ad valorem purposes in the State of New Hampshire.
13. That the Proposer understands and accepts that although the proposed price is a major factor in the determination of the selected vendor, the Town reserves the right to award the contract to other than the low cost Proposer, and that considerations other than low cost will come to bear in the Town's deliberations and selection process.
14. That the undersigned is a duly authorized officer of the Proposer, and has the authority to enter into binding discussions and Agreements with the Town.
15. That the quoted bid price is valid until December, 31 2020 (enter date - minimum of 30 days).

FIRM'S NAME: KRT Appraisal

SIGNATURE: 

NAME WRITTEN: Robert A. Tozier

TITLE: Vice President

DATE: October 27, 2020

TELEPHONE #: 1-887-337-5574

FAX #: 1-978-914-7201

E-mail Address: rob\_tozier@krtappraisal.com

October 27, 2020

Assessor's Office  
Town Hall  
2 Main Street  
Amherst, NH 03031

**Letter of Transmittal**

To Whom it May Concern:

The following report is submitted in response to your Request for Proposals, for the Town of Amherst, New Hampshire. This proposal will serve to provide the Town with our qualifications and experience in providing similar services in the past. KRT has the capability to perform the services requested in the RFP while meeting all established deadlines and quality expectations.

As a small company, KRT's upper management will be solely responsible for the valuation process. Our experience, outstanding references, and familiarity with Vision CAMA make KRT an excellent candidate to complete the Statistical Revaluation Update.

KRT is pleased to provide this proposal and we look forward to the opportunity to discuss it with you. Please do not hesitate to call if there are any questions or if more information is necessary.

Sincerely,



Robert A. Tozier  
Vice President  
KRT Appraisal  
Office: (877) 337-5574  
Fax: (978) 913-7201  
rob\_tozier@krtappraisal.com  
www.krtappraisal.com

## EXECUTIVE SUMMARY STATISTICAL REVALUATION UPDATE

KRT has read the RFP and fully understands the services requested for the Statistical Revaluation Update for the Town of Amherst, New Hampshire. Below is a brief list of services to be provided:

- Hold a start up meeting with the Town and DRA Monitor;
- Measure, List and Data Enter all sale properties within the Town;
- Either leave a door hanger or mail a letter requesting a callback appointment;
- Analyze all of the qualified sales for the time period of two (2) years prior to the assessment date of April 1, 2021;
- Update all land and building tables as dictated by sales analysis;
- Review one hundred percent (100%) of the properties in the field;
- Conduct the informal hearings and consider all credible information provided;
- KRT shall implement a public relations program designed to educate the Town and general public on the phases of the Statistical Revaluation Update as well as the valuation results from the market analysis;
- Submit to the Town and the Department of Revenue Administration (DRA) a full Uniform Standards of Professional Appraisal Practice (USPAP) compliant report detailing the results from the Statistical Update;
- Work closely with the Town, DRA, and Assessor to ensure a successful Statistical Revaluation Update

KRT offers a variety of mass appraisal, consulting, and assessing services to its clients. Some of these services include:

- Data Collection
- Digital Imaging
- Building Permit Review
- Consulting
- Abatement Review
- Full Revaluations
- Valuation Updates
- Contract Assessing

KRT has extensive hands-on experience using the Vision CAMA System. KRT has a widespread knowledge of cost modeling, table maintenance, and advanced report writing. KRT has completed over fifty Revaluations/Updates using the Vision CAMA System, including the last Statistical Revaluation for the Town of Amherst in 2016.

**STATEMENT OF SERVICES**  
**STATISTICAL REVALUATION UPDATE**

**1) PROFILE OF AMHERST, NH**

**1.1:** Amherst, NH is a large bedroom community covering 34.8 square miles located in Hillsborough County. Amherst includes 5,571 total parcels, less utilities, with the following breakdown between classes:

<b>Parcel Count</b>	<b>Property Type</b>
3,716	Residential - Improved
245	Residential - Vacant
65	Residential – Mobile Home
599	Residential – Condo
7	Residential – Apartments
201	Commercial - Improved
5	Commercial - Vacant
155	Industrial – Improved
10	Industrial - Vacant
341	Exempt
201	Current Use
<b>5,554</b>	<b>Total Parcel Count to Value</b>

**2) SCOPE OF THE PROJECT**

**2.1:** Subject to the terms and conditions of this Statement of Services, KRT will measure and list all properties that sold from 4/1/2019 and 3/31/2021 and update the values for all classes of property located within the Town of Amherst as identified in Section 1 while conforming to RSA 75:8 through 75:8-b and consistent with the Assessing Standards Board and the Assessing Equalization Standards Board requirements for equitable assessments. The determined value will reflect full market value as of April 1, 2021.

**2.2:** KRT shall, in good faith, use its best efforts to assist the Town in determining accurate and proper market valuations, and will work closely with all Town Officials and the NH Department of Revenue to ensure a successful Statistical Update.

**2.3:** KRT agrees to provide all services, support, personnel, records, forms, labor, materials, and equipment to perform the Statistical Update as outlined in this proposal.

**2.4:** For purposes of this proposal, the scope will be divided into four (4) main groups of project requirements, each extensively detailed. The four (4) main groups are as follows: Data Collection, Analysis, Field Review, and Informal Hearings/Reporting.

## **A) Data Collection**

**2.A.1:** Before starting the Statistical Update, KRT shall meet with the Town to review the project steps and data collection guidelines.

**2.A.2:** KRT will conduct an on-site exterior measurement and interior inspection of all properties within the Town that sold between 4/1/2020 and 3/31/2021. All KRT employees will have proper identification (KRT Badge or Town ID) as well as a letter from the Town with a vehicle description and purpose for visiting the property. KRT will either leave a door hanger or mail a letter requesting an appointment for inspection if the owner is not home.

**2.A.3:** KRT will verify all of the information on the property record card. This includes all construction detail, sketch measurements, year built, property condition, outbuildings/extra features, legal information, sale conditions, and land detail information. A visit history code with the employee's initials and date will be added for each visit to the property.

**2.A.4:** KRT will input all data collection changes into the Vision CAMA system.

**2.A.5:** KRT, in conjunction with the Assessor, will verify all sales and mark as qualified or unqualified using the appropriate DRA code. Sales verification will be conducted by a DRA Certified Assessor Supervisor.

## **B) Analysis**

**2.B.1:** KRT will analyze all of the qualified sales for the time period of two (2) years prior to the assessment date of April 1, 2021. Assessments shall be updated to conform to RSA 75:8 through 75:8-b and be consistent with the Assessing Standards Board and Assessing Equalization Standards Board requirements for equitable assessments. All strata's tested (style, size, sale price, age, sale date, neighborhood, site index, and grade) will be within 5% of the desired median for all classes of property.

**2.B.2:** KRT will field review all sale properties that have transferred two (2) years prior to April 1, 2021.

**2.B.3:** KRT will compute, to the nearest One Hundred Dollars (\$100), the value of all properties within the Town.

**2.B.4:** Land values will be established for all properties within the Town by analyzing two (2) years worth of vacant land sales. If there is insufficient data, a land residual technique will be utilized. Factors to be considered in land valuation shall include lot size, neighborhood, zoning restrictions, shape, topography and any other factors deemed relevant after closer investigation.

**2.B.5:** Residential values will be generated utilizing a “market adjusted” cost approach. To achieve this, a cost analysis will be done to determine the Replacement Cost New (RCN) for all building types within the Town. Factor’s to be considered include the style, grade or quality, size, number of bedrooms and bathrooms, and other various characteristics that affect value. Once the RCN is established, an analysis of the physical condition of the property relative to its age will be conducted. Once the depreciated building value is established, it is added to any outbuilding/extra feature value, and the land value to come up with the overall market value.

**2.B.6:** Commercial/Industrial values will be generated utilizing both the “market adjusted” cost approach and the income approach. KRT will make a thorough analysis of income and expense data reported on the Income and Expense forms returned to the Town. Cap rates will be developed using a current publication of the Investor’s Survey as well as local market analysis. Information gathered such as income/rents, vacancy, and expenses will be compiled in the income tables and used to determine the value for the income approach. Whenever possible, both values are then reconciled to within 10% of each other.

**2.B.7:** Income and expense forms will be mailed to all applicable improved commercial, industrial, mixed use, and apartment properties at KRT’s expense.

#### **C) Field Review**

**2.C.1:** KRT will review one hundred percent (100%) of the properties in the field. The personnel conducting this phase of the project will have a minimum of five (5) years of mass appraisal experience as well as be certified with the DRA as required.

**2.C.2:** It is understood that KRT will have the ability to exercise good judgment in making final value estimates. KRT, in order to ensure valuation accuracy and consistency, will have no more than two (2) field review appraisers work in the Town.

**2.C.3:** KRT will input all field review data changes into the CAMA system.

#### **D) Informal Hearings/Reporting**

**2.D.1:** KRT in conjunction with the Town, will develop an Assessment Change Notice. The notice will, at a minimum, contain the following information: brief description of the assessment process, how to appeal, the phone number to call to schedule a hearing, parcel MBLU, parcel ID number, property location, owner’s address, and the total parcel value.

**2.D.2:** KRT will be responsible for mailing the notice and all associated postage. KRT will take the phone calls and schedule all hearings on a schedule approved by the Town. Hearings will take place at a convenient location designated by the Town.

**2.D.3:** KRT will conduct the informal hearings. Skilled personnel with past hearing experience will be available for all work relating to the hearings and other taxpayer inquiries. A schedule will be available at the hearings to re-inspect properties that warrant a site visit in order to consider the requested change.

**2.D.4:** KRT will consider all credible information brought forth by a taxpayer at a hearing and make the necessary changes. KRT will look for any patterns to see if any particular market areas or groups need to be reviewed as a result of information provided by the taxpayers.

**2.D.5:** KRT will hold hearings for a period of at least five (5) days. KRT shall offer evening appointments and/or phone appointments to accommodate taxpayers who are unavailable during the day or to meet in person.

**2.D.6:** KRT will send all taxpayers who came in for an informal hearing a final letter notifying the taxpayer of their post-hearing value. This letter will briefly explain the taxpayer's next course of action if they are still displeased with their assessment.

**2.D.7:** At the conclusion of the project, KRT will submit to the Town and the Department of Revenue Administration (DRA) a full Uniform Standards of Professional Appraisal Practice (USPAP) compliant report detailing the results from the update. This bound report will meet all DRA requirements under Standard 6 and will contain, at a minimum, the following information:

- a) A Letter of Transmittal
- b) A Certification Statement
- c) A section detailing the scope of work
- d) A section detailing the methodology used for determining values
- e) A section including all tables, cost schedules, and a neighborhood map
- f) A section including all statistical analysis and testing

**2.D.8:** If requested, KRT will review and defend all appeals at the local level through the abatement process and formal appeals to NH BTLA or Superior Court.

### **3) PROGRESS AND CONTROL**

**3.1:** KRT shall turn over all final deliverables to the Town no later than August 13, 2021. The project shall begin within ninety (90) days after execution of the contract with a start-up meeting between KRT, Town Officials, and the DRA.

**3.2:** It is recognized that the plan for operation may require alteration from time to time and the Town shall not unreasonably require strict adherence to the plan, however, any change in starting date or completion date must be requested in writing by KRT and must be approved by the Town. The Town may grant an extension of the completion date not to exceed thirty (30) days to conclude any additional work required under the terms herein



specified with respect to alterations, additions, subdivisions, where circumstances beyond KRT's control, and not due to its own acts or omissions, tend to delay completion of the project. Such extension shall only be made after submission of a written request by KRT stating the reasons for an extension request. Below is a proposed Statistical Update Timeline:

<u>Task</u>	<u>Start Date</u>	<u>Completion Date</u>
Execution of Contract		12/11/20
Start Up Meeting with Town and DRA		01/15/21
Public Relations	On-Going	
Quality Control	On-Going	
Measure and List All Sale Properties	01/18/21	04/22/21
Data Entry	01/18/21	04/22/21
Callback Appointments	04/18/21	04/22/21
Sales Field Review	02/01/21	04/22/21
Cost Modeling/Update Tables	02/01/21	04/22/21
Preliminary Residential Analysis	02/01/21	04/22/21
I&E Review/C&I Preliminary Valuation	02/01/21	04/22/21
Field Review	04/26/21	05/14/21
Final Valuations	05/17/21	06/25/21
Town Review of Values	06/28/21	07/09/21
Impact Notices	07/12/21	07/16/21
Informal Hearings	07/19/21	07/30/21
Hearing Review/Field Work	08/02/21	08/06/21
Final Products Delivered	08/09/21	08/13/21
Project Completion		08/13/21

**3.3:** At the end of every month beginning in April, 2021, the Town will receive a status report via email. Different from an invoice, this report will inform the Town of the Statistical Update progress including the percentage of completion for each major task of the project. It is up to the Town to promptly notify KRT if there are any recommended changes.

**3.4:** Failure to complete all work prior to September 1, 2021, shall cause KRT to pay the Town Three Hundred Dollars (**\$300.00**) per calendar day beyond the specified date of completion. Delays caused by war, strike, explosion, acts of God, pandemics or an order of court of competent jurisdiction, and any other factors beyond the reasonable control of KRT are excluded.

#### 4) PUBLIC RELATIONS

**4.1:** KRT will take measures at all stages of the project to foster and maintain good relations with the Town of Amherst's taxpayers, Town Officials and Town Employees.

**4.2:** KRT, if requested by the Town, will hold at least one (1) informational meeting for the Amherst taxpayers. This meeting(s) will serve to inform the public of the following points:

- a) Necessity of a Statistical Update
- b) Progress and status of the project
- c) Goals of the project
- d) Roles of the Town, KRT, and DRA
- e) Qualifications of KRT
- f) Necessity of taxpayer cooperation
- g) Disclosure aspects throughout the project
- h) On-going nature of completed system

**4.3:** KRT shall make available the project supervisor for all speaking endeavors and meetings with various groups as a means of establishing and promoting understanding and support for the Statistical Update. KRT shall supply visual aids and other media at its disposal to this end. All prepared releases shall be submitted to the Town for approval.

## **5) EQUIPMENT AND SUPPLIES**

**5.1:** The Town shall provide KRT with the following equipment and supplies available for the duration of the project:

- a) Adequate office space with furniture and chairs
- b) Access to a computer and printer
- c) Access to a telephone for local calls
- d) Two (2) sets of current tax maps as well as the most current zoning map

**5.2:** The Town shall cooperate with KRT by providing all existing data from current property record cards. The Town shall further assist KRT in providing or making available any information it possesses or is conveniently available that may be required for the execution of the project.

**5.3:** All records, computations, maps, manuals, cards, computer discs and other electronic data, photographs, schedules, tables, reports, etc. from KRT in respect to any work related to the project shall be left in custody and become property of the Town.

**5.4:** All forms utilized throughout the project shall first be approved by the Town as to format, design, content, shape, size, color, and quality.

## **6) PAYMENT SCHEDULE**

**6.1:** KRT will submit a monthly invoice based on the portion of work completed during the preceding month, less twenty percent (20%) for retainage. The invoice shall be paid within thirty (30) days of receipt.

**6.2:** The twenty percent (20%) retainage shall be released using the following schedule:

- 1) Fifteen Percent (15%) after the final hearing notices have been mailed;
- 2) Five Percent (5%) within thirty (30) days after a compliant USPAP Manual has been delivered to the Town.

## **7) INSURANCE**

**7.1:** KRT, working as an independent contractor, shall carry and maintain in force professional and general liability insurance, as well as workmen's compensation insurance. KRT shall save the Town, its agents, servants, and employees harmless, at KRT's sole expense, to any liability or legal proceeding occurring as a result of KRT's actions or omissions, including injury, death, property damage, or any associated expense(s) including costs of defense and reasonable attorney's fees.

**7.2:** KRT's general liability policy has limits of two million dollars (\$2,000,000) per occurrence and four million dollars (\$4,000,000) aggregate. This policy provides comprehensive coverage against claims for personal injury, death, or property damage. Documentation shall be made available within thirty (30) days if awarded the contract.

**7.3:** KRT's professional liability policy has limits of one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) aggregate. Documentation shall be made available within thirty (30) days if awarded the contract.

**7.4:** All of KRT's employees shall carry adequate automobile insurance to provide comprehensive coverage of one million dollars (\$1,000,000) each person/each occurrence for bodily injury liability. Documentation shall be made available within thirty (30) days if awarded the contract.

## **8) EMPLOYEES**

**8.1:** KRT's employees shall at all time treat the taxpayers, residents, and Town employees with respect and courtesy.

**8.2:** The Town, at its sole discretion, shall reserve the right to request that any employee involved in the project be removed for any reason it deems appropriate or in the best interest of the Town.

**8.3:** KRT shall not employ or compensate, in any way, a Town Officer, agent, or employee, or any member of the family of such officer or employee of the Town of Amherst in the performance of any work on this project.

**8.4:** All KRT employees are certified with the DRA to complete the tasks they will be assigned for. All employees assigned to this project shall also be approved by the DRA before project commencement.

**8.5:** All KRT employees working outside the Town Hall or assigned in office quarters will, at all times, wear an identification badge, in a format acceptable to the Town, on a conspicuous location upon their person. All employees will allow for close inspection of the badge upon request of any interested party.

## **9) TERMINATION**

**9.1: Force Majeure:** Neither party shall be liable to the other or deemed to be in breach under the agreement for any failure to perform including, without limitation, a delay in rendering performance due to causes beyond its reasonable control, such as an order, injunction, judgment, or determination of any Court of the United States, or the State of New Hampshire, an Act of God, war, civil disobedience, extraordinary weather conditions, labor disputes, shortages or fluctuation in electric power, heat, light, or air conditioning. Dates or time of performance will be extended automatically to the extent of such delays provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay. It is agreed, however, that since the performance dates of this contract are important to the implementation of ongoing property value update programs, continued failure to perform for periods aggregating sixty (60) or more days even for causes beyond the control of KRT, shall be deemed to render performance impossible, and the Town shall thereafter have the right to terminate this agreement in accordance with the provisions of the section entitled, "Termination."

**9.2:** Subject to the provisions of the section entitled "Force Majeure", if KRT shall fail to fulfill in a timely and satisfactory manner its obligations under this agreement, or if KRT violates any covenants, conditions, or stipulations of this agreement, which failure or violation shall continue for ten (10) business days after written notice of such failure or violation is received by KRT, then the Town shall thereupon have the right to terminate this agreement by giving written notice to KRT of such termination and specifying the effective date thereof, at least seven (7) days before the effective date of such termination.

## **10) ASSIGNMENT OF CONTRACT**

**10.1:** KRT shall not assign or in any way transfer any interest in this agreement without the prior written consent of the Town, provided however, that claims for money due or to become due to KRT from the Town hereunder may be assigned to a bank, trust company, or other financial institution without such consent, so long as notice of any such assignment is furnished promptly to the Town, any such assignment shall be expressly made subject to all defenses, set offs, or counterclaims which would have been available to the Town against KRT in the absence of such assignment.

**11) PERFORMANCE BOND**

**11.1:** In-Lieu of a performance bond, KRT requests the Town hold an additional ten percent (10%) retainage for a total of twenty percent (20%).

**12) CERTIFICATION OF NON-COLLUSION**

**12.1:** The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation, or other business or legal entity.

  
\_\_\_\_\_  
Signature

October 27, 2020  
Date

Robert A. Tozier  
Printed Name

Vice President, KRT Appraisal  
Title/Company

## Gail Stout

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**From:** Rob Tozier <rob\_tozier@krtappraisal.com>  
**Sent:** Tuesday, November 17, 2020 12:32 PM  
**To:** Gail Stout  
**Cc:** Ken Rodgers; Michele Boudreau  
**Subject:** RE: Clarification of Proposal - Statistical Revaluation Update

[External Sender]:

Good Afternoon,

Please see answers below in red. Thanks!

Regards,

Robert Tozier  
Vice President  
KRT Appraisal  
Office: 1-877-337-5574  
Fax: 1-978-914-7201  
[www.krtappraisal.com](http://www.krtappraisal.com)

**From:** Gail Stout  
**Sent:** Tuesday, November 17, 2020 12:00 PM  
**To:** Rob Tozier  
**Cc:** Ken Rodgers; Michele Boudreau  
**Subject:** Clarification of Proposal - Statistical Revaluation Update

Good Morning Rob/Ken:

A couple items of clarification on your Proposal:

1. Item 1.1 Chart includes a total parcel count of 5,554 leaving out the 17 Utilities...please clarify if this proposal would include valuations for utilities...PSNH/Eversource, Liberty Utilities/Energy North, and Pennichuck Water Works.  
KRT has the ability to provide Utility Valuations as of recently. Richard Dorsett has the training to complete these valuations and we will do it as part of our proposal for no additional cost.
2. Please provide a list of Towns where Revaluations or Updates were conducted by KRT using Vision **Version 8** CAMA software.  
KRT has completed revaluations using Version 8. The list includes:  
Littleton, NH (Statistical Revaluation)  
Baldwin, ME (Full Revaluation)  
Scarborough, ME (Full Revaluation)  
Rockland, ME (Statistical Revaluation)  
Longmeadow, MA (Statistical Revaluation)  
Belmont, NH (Statistical Revaluation)  
Milford, NH (Residential Partial Update)  
Keene, NH (Residential Statistical Revaluation, Version 7 (Same as Version 8))
3. Please elaborate on KRT's Public Relations practices as it pertains to this Proposal.

KRT's public relation practices starts with always act professional and courteous when communicating with a Town employee or taxpayer during the sales data collection and informal hearings. KRT would make Ken and Rob available for any meetings with the Town or Board of Selectmen to explain the revaluation process and results from the revaluation. KRT would provide a press release to be put up on the Town and KRT website explaining the revaluation process.

Thank You,

*Gail P. Stout*

Gail P. Stout, Tax Collector  
Town of Amherst, NH  
2 Main Street  
Amherst, NH 03031  
(603) 673-6041 Ext. 201  
[gstout@amherstnh.gov](mailto:gstout@amherstnh.gov)

PLEASE NOTE: AMHERST TAX INFORMATION IS NOW AVAILABLE ONLINE AT THE FOLLOWING LINK:  
<https://pay.eb2gov.com/amherstnh>

The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from Town Employees regarding the business of the Town of Amherst, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure.

RESPONSE TO TOWN OF AMHERST, NH  
REQUEST FOR PROPOSAL  
FOR  
FULL STATISTICAL REVALUATION UPDATE FOR 2021

OCTOBER 2020

Prepared by:  
Municipal Resources, Inc.  
120 Daniel Webster Highway  
Meredith, NH 03253  
603-279-0352  
[all@mrigov.com](mailto:all@mrigov.com)





### Project Proposal Form

The following form must be completed and submitted with the proposal for the statistical revaluation update of all properties situated within the municipal boundaries of the Town of Amherst, NH, effective valuation date of April 1, 2021.

The undersigned Proposer affirms and declares:

1. As the Department of Revenue Administration requires a standard State of New Hampshire contract, the Town desires that each Proposer submit a separate instrument outlining a specific scope of services consistent with the Proposers method of performing statistical revaluations.
2. That this PROPOSAL is executed by said Proposer with full knowledge and acceptance of the CONTRACT, including all specifications contained within, enclosed with the Request for Proposals for the subject Project.
3. That should this Proposal be accepted in writing by the Town of Amherst, said Proposer will furnish the services for which this Proposal is submitted at the price bid, and in compliance with State laws, rules and the provisions of said Contract.
4. That the Proposer or his/her representative has visited the Town of Amherst; is familiar with its geography, character of development; and has made himself or herself knowledgeable of those matters and conditions in the Town of Amherst which would influence this bid proposal and subsequent efforts in the execution of the Project.
5. That all items, documents, and information required to accompany this proposal of the aforesaid Contract are enclosed herewith.
6. That the Proposer proposes to furnish the services and materials required to complete the subject Project in accordance with the aforesaid Contract for the following amount:

\$ 112,000.00

7. That the Proposer proposes to perform appraisals on those parcels that exceed the base parcel count on the following prorated basis:

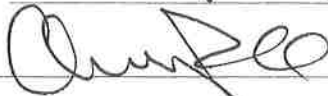
\$ NO Charge

8. That the Proposer proposes to provide services in the defense of values generated from the Project in excess of the Contract specifications on the following basis:

\$ 95.00 per hour\diem (choose one)

9. That the Proposer understands that the Town of Amherst will be utilizing Amase (Interware) tax billing software, and that the Proposer will, on occasion as needed, interface the VISION CAMA software with the tax billing software to ensure integration and that said cooperation was a consideration in the development of the bid price.
10. That the Proposer understands that any Contract the Town accepts in regard to revaluation services will include the RFP, including this section and that the wording in the RFP will govern in all matters of conflict between the Contract and the RFP.
11. That the Proposer has the experience and qualified personnel to execute the aforesaid Contract in a timely and workmanlike manner.
12. That the Proposer fully understands, and will comply with, all Statutes and Administrative Rules that govern or come to bear upon re-valuations and valuations for ad valorem purposes in the State of New Hampshire.
13. That the Proposer understands and accepts that although the proposed price is a major factor in the determination of the selected vendor, the Town reserves the right to award the contract to other than the low cost Proposer, and that considerations other than low cost will come to bear in the Town's deliberations and selection process.
14. That the undersigned is a duly authorized officer of the Proposer, and has the authority to enter into binding discussions and Agreements with the Town.
15. That the quoted bid price is valid until December 2, 2020 (enter date - minimum of 30 days).

FIRM'S NAME: Municipal Resources, INC

SIGNATURE: 

NAME WRITTEN: Christian Pearsall

TITLE: Treasurer

DATE: 10/29/2020

TELEPHONE #: 605-279-0352

FAX #: \_\_\_\_\_

E-mail Address: cpearsall@mri.gov.com



October 29, 2020

Town Assessor's Office  
Town of Amherst  
2 Main Street  
Amherst, NH 03031

Re: Response to RFP – Revaluation of the Town of Amherst

Honorable Board:

MRI is pleased to submit the following proposal to provide Revaluation Services for the Town's taxable and tax-exempt properties.

While you are likely familiar with us, below are a few comments about our assessing group and our revaluation services:

- MRI has provided assessing services for nearly 30 years.
- We value long-term client relationships and complete our work with this goal in mind. Our average client has been with us for nearly 10 years, and 20 of the 23 communities we have served in the past five years remain current clients. (see attached list)
- MRI has been performing town-wide valuation updates since 2015; and for over 25 years has been performing partial updates and has monitored the revaluation process for our assessing clients.
- We produce values that are equitable and defensible, resulting in limited time and expense wasted on abatements and appeals.
- Our goal is to keep taxpayers, town employees and officials informed throughout the revaluation process and treat the taxpayers, residents, and town employees with respect and courtesy.
- We have experience with a wide variety of communities throughout New Hampshire ranging from 1,000 to 10,000 parcels.
- We propose an experienced team of assessors and support staff who are well-suited to meet the unique needs of the Town of Amherst.

## GENERAL SCOPE OF WORK

All services shall be performed in a professional manner in accordance with applicable NH Statutes, and NH DRA and ASB Rules. MRI shall:

1. Perform complete exterior and interior inspection (full measure and list) and appraisal of properties sold between April 1, 2019 through March 31, 2021 within the Town. The existing property cards may be used for reference; however all data on the cards, other than lot measurements, must be verified by measurement and inspection. MRI will send letters to property owners attempting to set up appointments where MRI was unable to contact the property owner and gain access to the interior after one attempt to do so. New photos will be taken and uploaded to the CAMA system
2. For the safety of MRI staff and taxpayers, MRI staff will at all times follow the more stringent of either state or federal guidelines as it relates to social distancing and other COVID related precautions. As of the date of submission of this proposal, protocol would be to knock on residence door, step back 6 feet, and verify interior features with property owner without entering the structure. We can also utilize sales surveys for residential properties to assist with sales data collection.
3. Perform sales analysis of all sales, determining appropriate classification using data from April 1, 2019 through March 31, 2021. The sales analysis and final values will be determined as of April 1, 2021.
4. Input all property records and sales analysis data into Town's appraisal VISION CAMA system.
5. Complete a full field review of all properties prior to sending proposed valuation notices.
6. Make progress reports to the Town monthly unless otherwise agreed to by both contract parties.
7. Provide appropriate public and media information to ensure effective communications regarding the property assessment process, including but not limited to ongoing press releases, progress reports, notification of revaluation results and information reviews. All information will be reviewed and approved by the Town prior to distribution.
8. Develop and distribute all communications to taxpayers advising of the preliminary assessments and scheduling of the informal review of assessments. All mailings shall be by first class mail.



9. Develop a hearing schedule designed to accommodate taxpayers' desire to meet with MRI staff to discuss assessments. Alternative methods for meeting such as telephone and Zoom appointments will also be available for taxpayers. Additional days will be added if needed as we find this offers better service to taxpayers and typically reduces the number of abatements resulting from the update of values. MRI shall be responsible for scheduling hearings by providing a telephone number at MRI to contact, or the option of self-scheduling a hearing online.
10. Notify by first class mail all property owners addressed during the hearings and any other affected property owners of the disposition of the review stating whether or not a change in value has resulted, and the amount, along with instructions for appealing the informal review process.
11. Develop a USPAP compliant manual with a final copy supplied to both the Town and the NH Department of Revenue Administration at the completion of the project.
12. Work files will be delivered in final form to the Town.
13. MRI shall make available a Supervisor skilled at public speaking endeavors, to meet with and address citizens groups, service clubs, and other interested groups as a means of establishing and promoting understanding and support for the revaluation program and sound assessing procedures and administration.
14. MRI's employees, agents, or subcontractors shall at all times treat the taxpayers, residents, and Town employees with respect and courtesy. MRI shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.
15. Except where specifically noted, MRI shall provide all records, paper products, appraisal and data cards, computer supplies, equipment, literature, calculators, portable computers, and the like, adequate for the successful execution of the Contract.
16. Provide, at no additional cost to the Town, review and recommendations for all 2021 timely filed abatements.
17. Provide, at an additional cost, defense of values for appeals of assessment above the local level (BTLA/Superior Court).
18. MRI shall deliver either on August 15, 2021 or no later than 30 days after submission of the MS-1, in completed and final form, and in good order, the following deliverable products:

- a. An estimate of fair market value for all exempt and taxable properties within the Town; **Due August 15, 2021**
- b. A final property record card, with data and value current and accurate, for each parcel in the Town; **Due August 15, 2021**
- c. A manual describing base values for all land and building classifications, depreciation schedules, and special conditions applied throughout the project; **Due 30 days after MS-1 submission**
- d. A manual describing income, vacancy, and expense models, along with capitalization rates and schedules utilized throughout the project; **Due 30 days after MS-1 submission**
- e. A manual describing coefficients, variables, or factors utilized in multiple regression routines or direct sales comparison routines including any weighting procedures; **Due 30 days after MS-1 submission**
- f. Documentation regarding all sales analyses and analyses of any kind performed throughout the course of the statistical revaluation, in a bound, indexed booklet or notebook; **Due 30 days after MS-1 submission**
- g. All data and values current and accurate in the CAMA system; **Due August 15, 2021**
- h. All manuals utilized throughout the course of the project; **Due August 15, 2021**
- i. Bound manual defining all codes utilized on the record cards or CAMA system; **Due 30 days after MS-1 submission**
- j. Source or field records with any correspondence, hearing sheets or other worksheets, including review appraisers' instructions enclosed or attached; **Due August 15, 2021**
- k. Maps showing delineated economic neighborhoods; **Due 30 days after MS-1 submission**
- l. USPAP Compliant report; **Due 30 days after MS-1 submission**

#### SCHEDULE

MRI will work with the town to establish an agreeable schedule that complies with the completion date of September 1, 2021 with the finalized USPAP compliant manual due no later than 30 days after the submission of the MS-1.

#### RESPONSIBILITIES OF THE TOWN

The Town of Amherst will provide access to all property tax records and associated data as may be available.

The Town will provide MRI access to a workstation which has the Town's CAMA system installed and will allow MRI to access the workstation remotely using the MRI's LogMeIn or similar software.



## FEES

Services outlined in the Scope of Work will be provided for a flat fee of **\$112,000.00**, which is intended to cover all staff time and project expenses.

**1. Defense of Values above the local level**

MRI will provide defense of values above the local level (BTLA/Superior Court) at the rate of **\$95.00 per hour**.

**2. Liquidated Damages**

Liquidated damages of **\$200 per day** for late completion will be based on the date of September 1, 2021 or with regards to the USPAP manual, 30 days after submission of the MS-1. Given the current uncertainty with COVID, MRI and the Town agree to work cooperatively to adjust the project schedule as needed.

In addition, MRI shall not be responsible for liquidated damages resulting from delays due to a state of emergency or other federal or state orders which impact MRI's ability to fulfill the scope of work. For example, stay at home orders or town office closures may limit our ability to complete certain tasks, hold hearings, etc.

**3. Retainage**

MRI will send the Town nine monthly invoices, each representing 10% of the total cost of the project. Payments will be made within thirty (30) days of receipt of the invoice unless otherwise agreed. The remaining 10% retainage shall be due upon completion of items as outlined in the scope of services item #18.

## ABOUT MRI

For over 25 years, MRI's assessing group has performed a full range of assessing related services to municipalities in New Hampshire and Maine. We are committed to retaining highly qualified staff who perform quality work. We understand the nature of property assessing and our interactions with citizens, town employees and municipal officials are courteous and professional.

"The Town of Rye has used several assessing companies over the years to conduct property revaluations. MRI conducted a very thorough and methodical process. But most importantly, they took the mystery out of it. Their community outreach was superb. It had to be the smoothest revaluation process I have ever participated in."

**-Michael Magnant, Town Administrator, Town of Rye**

## OUR GOALS

- Establish fair and defensible values for all taxpayers
- Address any potential issues during the update process
- Don't "kick the can down the road" and hide issues which may crop up in the future

## OUR PROCESS

### Public Outreach

- Extensive public outreach to promote understanding and support for the revaluation program and sound assessing procedures
- Communicate via public presentations, Town newsletter, press releases/newspaper articles
- Easy to use online hearing scheduling tool
- Accept taxpayer submissions and questions as late as possible, including after hearings are complete

### Team Approach

- Our revaluation team has extensive experience with revaluations; includes staff familiar with complex and high value properties
- Special expertise for exempt and challenging properties
- Hearings are held by staff with significant experience in revaluation/ hearing process
- Oversight and quality checks are performed; ability to work with existing contracted assessor

## OUR RESULTS

We are proud of our results as shown by the limited number of appeals and abatements that result from our revaluation process. We produce fair, equitable and defensible values and work with taxpayers to understand the process, as shown below:

<b>Town/Year</b>	<b>Parcels</b>	<b>% Increase</b>	<b># of Abatements</b>	<b># of Appeals</b>
Hollis - 2018	4,000	12%	20	0
Sandown - 2018	2,700	24%	27	0
Rye - 2017	3,000	13%	30	1
Chester - 2016	2,500	10%	8	0
Jaffrey - 2015	2,700	-11%	26	0
Exeter - 2015	6,500	3%	54	0
Exeter - 2019	6,500	24%	34	TBD
Hampton - 2019	10,000	13%	63	TBD
Newmarket - 2019	3,500	35%	24	TBD



## PROPOSED STAFF

- All proposed staff members have prior experience working together on revaluations
- Our team member's average assessing/appraisal experience is 22 years; the "least" experienced has 14 years

**Paul McKenney, CNHA, CMA Assessor Supervisor (Project Manager)** Paul has served as Project Manager for dozens of revaluation projects through both MRI and Vision Government Solutions. He leads MRI's revaluation efforts and has 17 years' experience in the industry.

**Edward Tinker, CNHA, Assessor Supervisor** Ed is the former Chief Assessor in Hampton and Claremont. He previously worked for two New England assessing and revaluation firms. Ed is a former president of NHAEO. Ed has 20 years' experience providing valuation services to New England communities.

**Scott Marsh, CNHA, Assessor Supervisor** Scott has over 25 years' experience in the appraisal field, 20 of which has been with MRI. He has appeared before the BTLA and in court as an expert witness.

**Paul Moreau, Assistant Assessor** Paul joined MRI in 2018 after 17 years at Vision Government Solutions where he assisted in all aspects of revaluations from residential and commercial data collection to field review and hearings.

**Shawn Main, Measure and Lister** Shawn has provided data collection services for towns throughout New Hampshire for 14 years.

### Project Oversight and Appeals

**Scott Marsh, CNHA, Assessor Supervisor**

**Edward Tinker, CNHA, Assessor Supervisor**

**Joseph W. Lessard, Jr., CNHA, CMA** is a co-founder of Municipal Resources and is currently serving a second two-year term on the NH Assessing Standards Board. Mr. Lessard typically supports MRI staff with assistance in complex valuation projects, appeals and exempt properties.

### REFERENCES

A complete list of clients served in the past five years is attached to this proposal as **Appendix A**, including contact information.

### List of Completed Valuation Updates

MRI has completed the following valuation updates. (Note that our staff have extensive experience in revaluations while working for other firms, including Vision Government Solutions.) All revaluations below were completed in Vision, except where noted.

<b>2015</b> Exeter, NH – 6,300 parcels Jaffrey, NH – 2,700 parcels	<b>2019</b> Berwick, ME – 3,500 parcels Exeter, NH – 6,500 parcels Chester, NH – 2,500 parcels ( <b>Avitar</b> ) Newmarket, NH – 3,500 parcels Hampton, NH – 10,000 parcels
<b>2016</b> Chester, NH – 2,200 parcels Acworth, NH – 1,000 parcels	<b>2020</b> Jaffrey – 2,700 parcels Epping – 3,200 parcels Fremont – 2,000 parcels Dunbarton – 1,400 parcels ( <b>Avitar</b> ) Kittery, ME – 6,000 parcels Windham, NH – 6,300 parcels
<b>2017</b> Rye, NH – 3,000 parcels	
<b>2018</b> Hollis, NH – 3,700 parcels Sandown, NH – 2,700 parcels Durham, NH – 2,300 parcels	

### PROJECT PROPOSAL FORM

See **Appendix B**.

### PERFORMANCE BOND

MRI will obtain a performance bond for the full amount of the Contract price, in a NH financial or banking institution acceptable to the Town.

### INSURANCE

See **Appendix C** for a Certificate of Insurance.

### CONTRACT

MRI uses DRA's standard contract for Statistical Revaluations. MRI's contract will contain all components as outlined in the RFP's Contract Minimum Specifications and all items in the Scope of Services (#1 through #7) will be included in the contract language.

CONTACT

Christian Pearsall, Business Administrator (603) 279-0352 x304 or cpearsall@mrigov.com  
Or  
Scott Marsh, CNHA, Assessor Supervisor (603) 785-5805 or smarsh@mrigov.com

**NON-COLLUSION CLAUSE**

The undersigned certified under penalties of perjury that this bid is in all respects bon fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity.

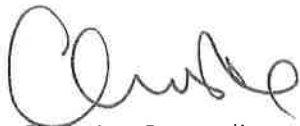


Christian Pearsall, Treasurer  
Municipal Resources, Inc.

10/29/2020

Date

Respectfully Submitted by Municipal Resources, Inc.,



Christian Pearsall  
Municipal Resources, Inc.  
120 Daniel Webster Highway





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** DPW Cell Phone Policy

**Department:** Public Works

**Meeting Date:** December 7, 2020

**Staff Contact:** Eric Hanh

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## **BACKGROUND INFORMATION:**

The existing town cell phone policy was written almost 19 years ago. Cell phones and other electronic communication devices are now ubiquitous. This purpose of this policy is to address these changed circumstances and to allow for expanded use of town cell phones by our employees. Expanded issuance will enhance our communications for both routine and emergency situations. DPW vehicles have radios, but the coverage is spotty and frustrating. Further, they can only work when someone is in the vehicle, most of our work is outside of being in a vehicle. While there is a plan to update/review all town policies in the near future, DPW cannot speak for all departments. This policy is written with our specific concerns in mind.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

There is no budget impact to approving this policy. A secondary part of the policy would be the expanded issuance of cell phones to DPW personnel. There are sufficient existing funds in a combination of lines to support the initiative of expanded town cell phone issue. See attached memo.

## **POLICY IMPLICATIONS:**

Provides clearer guidance to DPW staff for the use of both town owned cell phones and the use of personal cell phones

## **DEPARTMENT HEAD RECOMMENDATION:**

Approve the policy and secondarily approve the expanded issue of town cell phones to DPW staff.

## **SUGGESTED MOTION:**

I move to approve DPW policy 20-001, Amherst DPW Cell Phone Use.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

ATTACHMENTS:

1. 11-20-2020 Cell phone policy pdf
2. Cell phone letter 9-29-20.doc

**Governing Laws/Policies: NH RSA 265:79c, Town of Amherst Employee Policies Handbook - sections 504 & 706**

## **Amherst Department of Public Works** **Cell Phone Use Policy**

This document establishes policies regarding the use of both town-issued and personal cell phones for all DPW employees. For purposes of this policy, the term "cell phone" shall be defined as any handheld device used to receive and transmit voice communications, text messages, other data messages, or use the internet, without a cable connection (including but not limited to: cellular telephones, tablets, handheld two-way radios, etc.).

This policy is in addition to existing town of Amherst policies to include sections 504 and 706 found in the Town of Amherst Employee Policies Handbook (EPH).

Violations of the DPW cell phone policy may be subject to the town's disciplinary procedures up to and including termination.

### **Town-Issued Cell Phones**

The town may issue cell phones to employees whom the Department Head determines has a need for a cell phone in order to facilitate improved communication, efficiency and productivity at work, or for other work-related purposes such as safety and security. Town-issued cell phones should be used for town business purposes only. Employees should refrain from using town-issued cell phones to make or receive personal phone calls. If there is an urgent need to make a personal phone call with a town-issued phone it should be made during a coffee break or lunch period. Employees issued town cell phones shall have their phone on their person during working hours.

Employees may use town-issued cell phones for any legitimate safety, security, or emergency purposes.

Employees in possession of town equipment (including cell phones) are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination from employment, or at any other time upon request, employees shall produce the cell phone for return or inspection (please refer to the Town of Amherst EPH section 706).

### **Personal Cell Phones**

The use of personal cell phones for personal use at work is discouraged. If there is an urgent need to make a personal phone call it should be made during a coffee break or lunch period, or outside of working hours. While it is understood that occasionally an employee may have an urgent need to make or receive a phone call during working hours, excessive phone calls/texts at work will not be permitted.

The town is not liable for damage or loss of personal cell phones brought into the workplace.

**Cell Phone Use While Driving**

Cell phones shall not be used for any purpose while driving a town vehicle to include but not be limited to talking on the phone, texting, inputting any data into the phone, or accessing the internet. If it is necessary to make or receive a phone call while driving employees should pull off the roadway in a safe location and make or receive the phone call only after the vehicle has come to a complete stop and is stationary (**Ref. RSA 265:79c**).

The use of Bluetooth hands-free devices while driving town vehicles or equipment is permitted however it is still strongly encouraged to pull off the roadway in a safe location to make or receive calls in a stationary vehicle.

Use of a non-cellular two-way radio with one hand while driving, to transmit or receive messages, is permitted.

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Peter Lyon, Chairman

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Dwight Brew, Vice-Chair

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Reed Panasiti, Clerk

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Thomas Grella, Member

---

John D'Angelo, Member



## DEPARTMENT OF PUBLIC WORKS

Eric M. Slosek  
Assistant Director  
22 Dodge Road  
Amherst, NH 03031

Tel. (603) 673-2317 x-402 Email: [eslosek@amherstnh.gov](mailto:eslosek@amherstnh.gov)

October 5, 2020

### Memo Concerning Cell Phones / Additional Tablets for Crew

**TO: Dr. Dean Shankle, Town Administrator**

Dear Dean,

Eric Hahn and I recognize that there is a need for our crew to be provided Town-issued cell phones to improve efficiency and communication within the department. We also recognize that to realize full efficiency of Mobile 311 we need to add five (5) tablets to our current inventory. Eric told me that he discussed this with you recently, and he asked me to provide you with an explanation supporting our request. The following why we believe our request deserves your support.

#### Cell Phones

We currently rely on two methods of electronic communication to communicate with our crew. First is the use of our two-way radios which are installed in our vehicles and equipment, as well as in the office at the DPW garage. These two-way radios are extremely frustrating. They are part of a separate communication system from the Fire and Police radios that is not maintained for emergency communications. We routinely experience equipment malfunctions and "dead" zones. Our annual budget for radio repairs is \$1200 and is spent on repairs to maintain a poor and limited method of communication. We believe the \$1200 radio budget would be better spent funding an annual cell phone plan. Additionally, the fact that the radios are not portable limits their usefulness. Personnel can use the radio to make a call at will (when working), however, they would have to be in a vehicle or piece of equipment with the radio on to receive a call. Cell phones would be kept on one's person making it possible to communicate with an employee most of the time.

Our second method of contacting employees is calling their personal cell phones. This is not the preferred method as their phones are their personal equipment. The crew has mostly been willing to use their cell phones at work however there is at least one employee that



refuses to use his personal phone for Town business. We are completely dependent on their good will.

The winter months pose the greatest challenges with department communications. Our crew are frequently alone and widely dispersed throughout town. Personnel regularly use their cell phones for Town business during snowstorms and other inclement weather events to communicate with each other and management. This is often unavoidable due to the previously stated unreliability of our radio communications. Real-time communication is imperative for the foreman to manage a storm efficiently, enabling him to effectively dispatch equipment and personnel where and when they are most needed. The use of personal cellphones is unavoidable and much more reliable.

Safety will be improved with the issuance of cell phones to the crew. By having a cell phone on one's person, personnel would be able to make a call for help in an emergency when working in the field. Our radios are limited to "in-truck" use; throughout the year we are frequently working outside of our vehicles and equipment.

### Tablets

We currently have ten (10) tablets in circulation at the DPW. Management uses three (3) tablets, our mechanic uses one (1), and our lead attendant at the transfer station uses one (1). This leaves five (5) tablets for the remaining nine (9) employees to share. Having a tablet assigned to each employee will allow for personalization of each tablet, to include setting the tablet up with the employees work email. Primex, NHDES, and UNH T2, are all now requiring correspondence pertaining to training be done through the employee's email. Additionally, most training offered from these organizations takes place electronically via zoom conferences; employees would have the ability to use their personalized tablets for these training webinars. Personalized tablets will contribute to more accurate data entry.

Assigning tablets to each employee will also eliminate the need to share handheld electronic devices and reduce the likelihood of spreading Covid-19. This may be a legitimate Covid-19 expense and qualify for reimbursement.

Lastly, it is the goal of the department to have a ratio of one tablet per employee so that every employee will be able to take a tablet with them into the field daily. This will allow for the greatest level of efficiency and effectiveness of our Mobile 311 software as personnel will be able to enter information into the system on a real-time basis. This is becoming increasingly important as we rely more and more on information from Mobile 311 to guide our department's budgeting and strategic planning.

### Cost

This initiative will have no impact on the current budget (there is an estimated total cost savings of \$100). We propose to pay for the increase of \$1100.00 to the 4311-30-2341 telephone budget line with a transfer of the \$312 currently in the 4312-40-2429 radio budget line, and a transfer of the \$750 currently in the 4324-20-1290 longevity line. There is no one at the transfer station currently qualified for a longevity payment. Annually thereafter we propose to zero the \$1200 from the radio line and add it to the telephone line to fund the cell phones. The increase of \$1100 is comprised of the monthly expenses for the addition of five (5) tablets and ten (10) flip phones. We intend to abandon radio repairs and zero out this line. Amherst Dispatch will be given all personnel cell phone numbers and be able to send instantaneous text notifications to all DPW personnel in an emergency. The radios are not needed for emergency communications with DPW.

There is no upfront cost for purchasing the cell phones. They are free. We will need to purchase vehicle charging cables for the phones for an expected cost of \$300. The tablets will cost \$209 each including a protective case. Five (5) tablets will cost \$1045.00. These items will total \$1345.00 and be paid for from budget line item 4311-30-2396 (Storm Water II Projects). This line has a budget amount of \$2500.00. We did not hire a storm water intern this year and expect to have a \$1300.00 surplus in this line. We propose to use this surplus to pay for the upfront phone and tablet expenses.

In summary we believe our ability to effectively manage the crew will be vastly improved with the addition of cell phones for the crew and five (5) additional tablets. Our foreman will be able to deliver a message to an employee with a phone call or deliver a message to all employees at the same time with a text message. The crew will be able to better communicate with each other making their workday more efficient. Safety will greatly improve with the ability for all personnel to make an emergency call if needed. Amherst Dispatch will be able to contact all DPW personnel at once in an emergency. Our refinement of Mobile 311 will be furthered leading to greater efficiency. Covid-19 concerns related to the shared use of handheld devices will be alleviated.

Thank you for your careful consideration in this matter.

Respectfully Submitted,

Eric M. Slosek  
Assistant Director





## OFFICE OF THE TAX COLLECTOR

Gail P. Stout, CTC

2 Main Street

Amherst, NH 03031

gstout@amherstnh.gov

www.amherstnh.gov

Tel. (603) 673-6041 ex. 201 Fax (603) 673-4138

### MEMO

DATE: November 30, 2020  
TO: Board of Selectmen/Dean Shankle, Town Administrator  
FROM: Gail Stout, Tax Collector  
SUBJECT: Baboosic Lake Community Septic Warrants

The Community Septic Warrants due for January 4, 2021 are attached for the Boards approval.

**SUGGESTED MOTION:** I move to approve and sign the Quarterly Warrants for the Baboosic Lake Community Septic invoices due January 4, 2021 as follows:

Phase I Quarterly Septic Warrant	\$ 2,011.32
Phase II Quarterly Septic Warrant	\$ 5,553.97
Phase III Quarterly Septic Warrant	\$ 6,759.35
Phase IV Quarterly Septic Warrant	\$ 4,794.57



TOWN OF AMHERST

2 Main Street  
Amherst, NH 03031  
www.amherstnh.gov

Tel. (603) 673-6041 ext. 201 Fax (603) 673-4138

TAX COLLECTOR'S WARRANT

STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes  
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase I quarterly invoice for the properties included in the attached list, amounting in all to the sum of Two Thousand, Eleven Dollars and Thirty-two Cents (\$2,011.32).

With interest at eight (8) percent per annum from the 4<sup>th</sup> day of January, 2021 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 7<sup>th</sup> day of December, 2020.

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

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

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

\_\_\_\_\_  
Thomas Grella

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

Board of Selectmen, Amherst, New Hampshire

DECEMBER 2020 QUARTERLY INVOICE PHASE I

ACCT#	PHASE I OWNERS	MAILING ADDRESS	PROPERTY ADDRESS	M/L	QUARTERLY INVOICE DUE JANUARY 4, 2021
304	Eric James Beiswenger	71 Broadway Amherst, NH 03031	71 Broadway	25-1	\$ 167.61
3270	Donald R. Robbins Pauline L. Robbins	4 West Street Amherst, NH 03031	4 West Street	25-2	\$ 167.61
3664	Duarte, Paige M.	6 West Street Amherst, NH 03031	6 West Street	25-3	\$ 167.61
4118	James E. McGinness Gail B. Coad	8 West Street Amherst, NH 03031	8 West Street	25-4	\$ 167.61
689	Dorothy A. Larson Walter R. Collins, ETAL	8 Whippoorwill Drive Gales Ferry, CT 06335	10 West Street (Front Bldg)	25-5	\$ 167.61
689	Dorothy A. Larson Walter R. Collins, ETAL	8 Whippoorwill Drive Gales Ferry, CT 06335	10 West Street (Rear Bldg)	25-5	\$ 167.61
1430	Christopher S Judson Victoria M. Judson	16 West Street Amherst, NH 03031	16 West Street	25-8	\$ 167.61
1097	Benjamin Millina	P. O. BOX 324 Amherst, NH 03031	7 Washer Cove	25-24	\$ 167.61
3520	Kay E. Anderson	8 Washer Cove Amherst, NH 03031	8 Washer Cove	25-15	\$ 167.61
369	Bruce Bowler Lynn Stratton	P. O. Box 117 Amherst, NH 03031	11 Washer Cove	25-22	\$ 167.61
1552	Robert C. Houvener Lisa M. Houvener-Dimare	9 Emerson Lane Hollis, NH 03049	13 Washer Cove	25-21	\$ 167.61
1113	Gary Kalajian Tami Kalajian	24 Nourse Street Arlington, MA 02474	15 Washer Cove	25-19	\$ 167.61
<b>WARRANT TOTAL:</b>					<b>\$ 2,011.32</b>



## TOWN OF AMHERST

2 Main Street  
Amherst, NH 03031  
www.amherstnh.gov

Tel. (603) 673-6041 ex. 201 Fax (603) 673-4138

### TAX COLLECTOR'S WARRANT

### STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes  
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase II Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Five Thousand, Five Hundred Fifty-three Dollars and Ninety-seven Cents (\$ 5,553.97).

With interest at eight (8) percent per annum from the 4<sup>th</sup> day of January, 2021 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 7<sup>th</sup> day of December, 2020.

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Peter Lyon

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Dwight Brew

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Reed Panasiti

---

Thomas Grella

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John D'Angelo

Board of Selectmen, Amherst, New Hampshire

DECEMBER 2020 QUARTERLY INVOICE PHASE II

ACCT #	PHASE II OWNERS	MAILING ADDRESS	PROPERTY ADDRESS	M/L	QUARTERLY INVOICE DUE JANUARY 4, 2021
1322	Alexander D. Madsen	60 Broadway Amherst, NH 03031	60 Broadway	25-96	521.53
2321	William S. Mackay Jr. Anne M. Mackay	32 Old Stagecoach Rd. Tewksbury, MA 01876	57 Broadway	25-51	555.08
2234	Carmen Losanno Judith Losanno	61 Redfield Circle Derry, NH 03038	58 Broadway	25-86	521.53
258	David Berube	P. O. Box 68 Milford, NH 03055	59 Broadway	25-50	555.08
2322	Paige Duarte	1 Norton Street Amherst, NH 03031	1 Norton Street	25-95	521.53
819	Richard Trainor	1840 Cleveland Rd Miami, FL 33141	53 Broadway	25-53	554.98
1121	Donna M. Vrouhas	66 Broadway Amherst, NH 03031	66 Broadway	25-99	556.25
1245	Kara Bouchard	68 Broadway Amherst, NH 03031	68 Broadway	25-100	556.25
1158	Parker-Christou, Melissa & Parker-Christou, Christopher	55 Broadway Amherst, NH 03031	55 Broadway	25-52	554.98
241	Robert Bartis	86 Broad St. Hollis, NH 03049	3 Clark Avenue	25-49-2	656.76
<b>WARRANT TOTAL:</b>					<b>5553.97</b>





## TOWN OF AMHERST

2 Main Street  
Amherst, NH 03031  
www.amherstnh.gov

Tel. (603) 673-6041 ex. 201 Fax (603) 673-4138

### TAX COLLECTOR'S WARRANT

### STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes  
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase III Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Six Thousand, Seven Hundred Fifty-nine Dollars and Thirty-five Cents (\$ 6,759.35).

With interest at eight (8) percent per annum from the 4<sup>th</sup> day of January, 2021 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 7<sup>th</sup> day of December, 2020.

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

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

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

\_\_\_\_\_  
Thomas Grella

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

Board of Selectmen, Amherst, New Hampshire

DECEMBER 2020 QUARTERLY INVOICE PH III

ACCT#	PHASE III OWNERS	MAILING ADDRESS	PROPERTY ADDRESS	M/L	QUARTERLY INVOICE DUE JANUARY 4, 2021
3236	Kurt J. Sweetser	8 Clark Ave. Amherst, NH 03031	8 Clark Ave.	25-31	471.54
3239	Corrine Bouchard Richard & Ellen Fallon	9 Clark Ave. Amherst, NH 03031	9 Clark Ave.	25-48	470.56
530	William H. Greenwood III	P. O. Box 1054 Amherst, NH 03031	10 Clark Ave.	25-32	471.54
3667	Nancy A. Greenwood Philipp G. Strickland	72 Broad Meadow Dr. Lunenburg, MA 01462	11 Clark Ave.	25-47	470.56
2864	Jeffrey & Patricia Affeldt	4 Hillary Ln. Westfield, MA 01085	13 Clark Ave.	25-43	468.71
3207	Wayne Dykstra	14 Clark Ave Amherst, NH 03031	14 Clark Ave	25-34	589.5
2865	Cullen, Susan B. & Michael T.	424 Buxton St. North Smithfield, RI 02896	15 Clark Ave.	25-46	468.71
222	James Beatty	4895 Bonita Beach Rd. #303 Bonita Springs, FL 34134	17 Clark Ave.	25-45	587.59
23	Winona Beatty Jeffrey Affeldt	4 Hillary Ln. Westfield, MA 01085	19 Clark Ave.	25-44	531.54
303	Michael A. Swabowicz	20 Clark Avenue Amherst, NH 03031	20 Clark Ave.	25-37	468.71
2760	Wendy A. Swabowicz Doris Miller	105 Valhalla Dr Milford, NH 03055	24 Clark Ave.	25-39	468.71
756	Michael P. Neveu Szakacs, Juliana	34 Walnut Hill Road Amherst, NH 03031	28 Clark Ave.	25-40	430.56
716	Topham, Donald David & Ellen Constant	100 Lund Road Nashua, NH 03060	32 Clark Ave.	25-42	430.56
758	Eleanor Corriveau	702 Ocean Ave. New Smyrna Beach, FL 32169	34 Clark Ave.	25-105	430.56
<b>WARRANT TOTAL:</b>					<b>6759.35</b>



TOWN OF AMHERST

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TAX COLLECTOR'S WARRANT

STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes  
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase IV Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Four Thousand, Seven Hundred, Ninety-four Dollars and Fifty-seven Cents (\$ 4,794.57).

With interest at eight (8) percent per annum from the 4<sup>th</sup> day of January, 2021 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 7<sup>th</sup> day of December, 2020.

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

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

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

\_\_\_\_\_  
Thomas Grella

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

Board of Selectmen, Amherst, New Hampshire

DECEMBER 2020 QUARTERLY INVOICE PHASE IV

ACCT#	PHASE IV OWNERS	MAILING ADDRESS	PROPERTY ADDRESS	M/L	QUARTERLY INVOICE DUE JANUARY 4, 2021
2101	William & Dorothy Larson	8 Whippoorwill Drive Gales Ferry, CT 06335	37 Broadway	25-61	527.36
3881	Kevin M. Corriveau	24 Milford Street Amherst, NH 03031	24 Milford St.	24-10	\$ 527.36
3773	Gary P. O'Neil Barbara M. O'Neil	15 Reservoir Drive Gardner, MA 01440	41 Broadway	25-59	\$ 636.44
1098	Leslie Brenker	18 Valleycrest Trail Nashua, NH 03060	43 Broadway	25-58	\$ 528.01
3945	Robert T. Lemieux	39 Broadway Amherst, NH 03031	44 Broadway	25-64	\$ 528.01
3508	Richard Barritt	34 Suncook Terrace Merrimack, NH 03054	48 Broadway	25-66	\$ 487.24
3101	McCarthy Trustee, Thomas III McCarthy Trustee, Susan	50 Broadway Amherst, NH 03031	48A Broadway	25-67	\$ 487.24
3477	Theresa M. Cheslock	6 Milford Street Amherst, NH 03031	6 Milford St	25-72	\$ 487.24
5	Yon, Deborah Ganem	19 West Street Amherst, NH 03031	19 West St	25-16	\$ 585.67
<b>WARRANT TOTAL:</b>					<b>\$ 4,794.57</b>



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** EVERSOURCE Petition & Pole Licenses

**Department:** Administration

**Meeting Date:** December 7, 2020

**Staff Contact:**

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## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

To the Board of Selectmen of the Town of Amherst, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and Consolidated Communications of Northern New England Company, LLC requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with strengthening and protecting fixtures as may be necessary along, and under the following public ways:

### **License one ( 1) pole(s), 853/5 located on Honey Brook Lane in the Town of Amherst.**

~ I move to approve one ( 1) pole(s), 853/5 located on Honey Brook Lane in the Town of Amherst.

### **License one ( 1) pole(s), 411/25 located on BUCKRIDGE DR in the Town of Amherst.**

~ I move to approve one ( 1) pole(s), 411/25 located on BUCKRIDGE DR in the Town of Amherst.

### **21-1552 License one ( 1) pole(s), 3212X/5A located on OLD NASHUA RD in the Town of Amherst.**

~ I move to approve one ( 1) pole(s), 3212X/5A located on OLD NASHUA RD in the Town of Amherst.

**TOWN ADMINISTRATOR RECOMMENDATION:**

ATTACHMENTS:

1. PSNH 12-0877
2. 12-0877\_PLP
3. PSNH 12-0878
4. 12-0878\_PLP
5. PSNH 21-1552
6. 21-1552\_PLP

**TOWN OF AMHERST, NEW HAMPSHIRE**  
**Petition and Pole License**

**PETITION**

To the Board of Selectmen of the Town of Amherst, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and Consolidated Communications of Northern New England Company, LLC requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one ( 1) pole(s), 853/5 located on Honey Brook Lane in the Town of Amherst.

Consolidated Communications of Northern New England  
Company, LLC

Public Service Company of New Hampshire,  
dba Eversource Energy

BY:           *Kimberley Burgess*          

BY:           *Pamela Gaudreault*          

Specialist

Pam Gaudreault, Licensing

**POLE LICENSE**

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

**ORDERED**

1. This 18th day of November, 2020, that PUBLIC SERVICE OF NEW HAMPSHIRE and Consolidated Communications of Northern New England Company, LLC be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "POLE LOCATION PLAN" No. 12-0877, dated 8/26/2020, attached hereto and made a part hereof.

2. In accordance with the requirements of RSA 72:23, I (b), the licensee(s) hereunder and any other entity using or occupying the property of the municipality pursuant to this license shall provide for the payment of properly assessed real and personal property

taxes by the party using or occupying said property no later than the due date. Failure of the lessee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said lease or agreement by the lessor. Furthermore, in accordance with the requirements of RSA 72:23, I (b), the licensee(s) and any other entity using and/or occupying property of the municipality pursuant to this license shall be obligated to pay real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying the property of the licensor pursuant to this license.

3. In accordance with the requirements of RSA 72:23, I, (b), this License is granted to the Licensee subject to that condition that the Licensee shall be responsible for notifying the Town of Amherst Assessing Office, within 90 days of construction and/or attachments, the name and address of each entity that attaches to the Licensed pole(s) as referenced herein. Further, this License is granted subject to the condition that the Licensee shall annually update the information provided to the Town of Amherst Assessing Office on or before April 1<sup>st</sup> of each year, to include the name and address of all entities that are attached to the licensed pole(s) and any entities that have removed their attachments. Notwithstanding any other penalties allowed by law, failure to provide the notifications as set forth in this License when due shall be cause for the Town of Amherst to provide a written notice to the Licensed entity to show cause by a date certain specified in the notice as to why this License should not be terminated for breach of conditions.

For the Town of Amherst, by its duly authorized Board of Selectmen, acting at a duly posted, public meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_;  
ATTEST:

Town of Amherst, New Hampshire

BY: \_\_\_\_\_ BY: \_\_\_\_\_

BY: \_\_\_\_\_ BY: \_\_\_\_\_

BY: \_\_\_\_\_ BY: \_\_\_\_\_

UNDER SEAL OF THE TOWN, RECEIVED AND RECORDED ON THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_\_\_, BY:

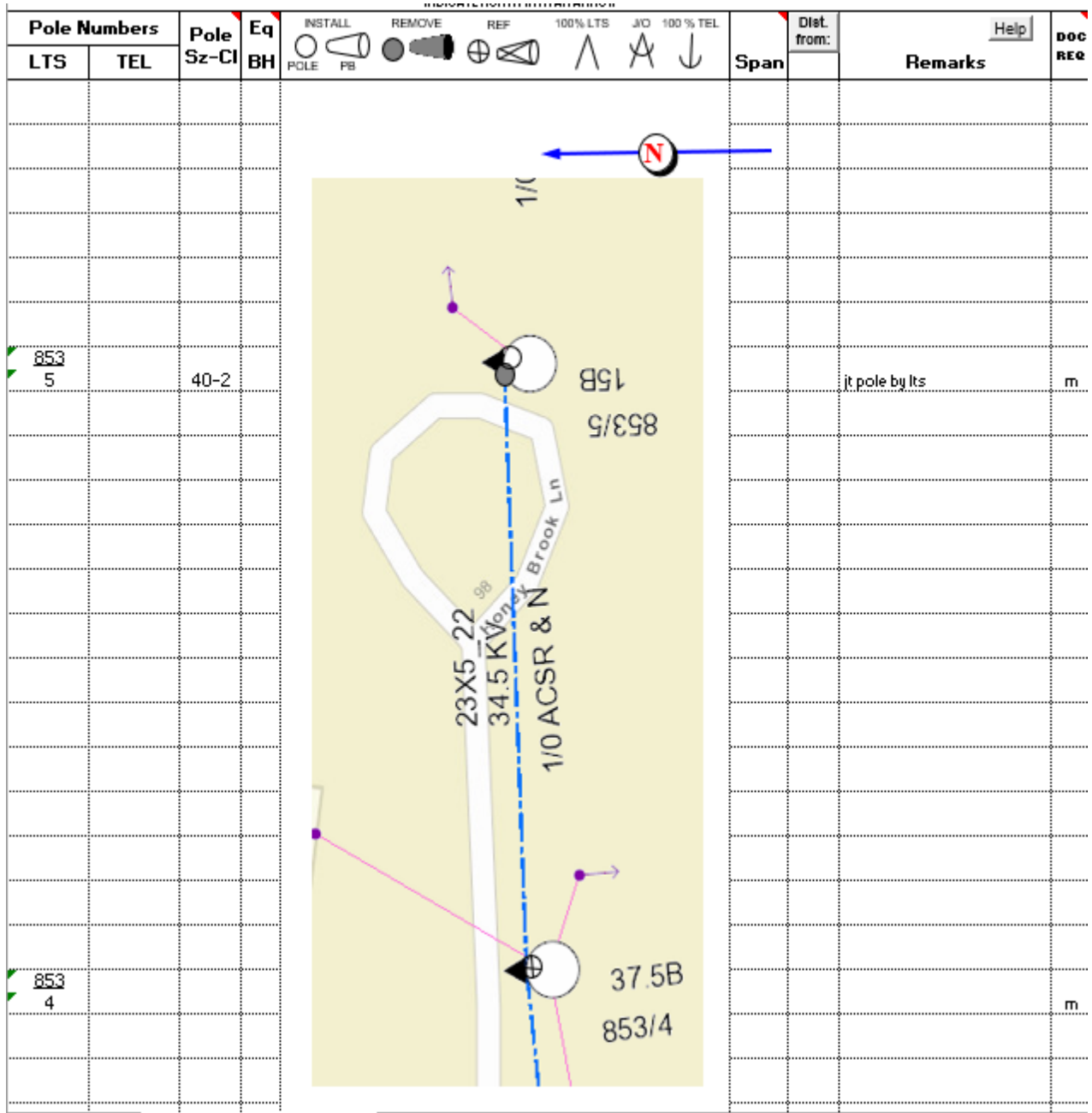
\_\_\_\_\_  
NANCY DEMERS, TOWN CLERK



# POLE LOCATION PLAN

EVERSOURCE and  
 DATE 08/26/2020  
 MUNICIPALITY: Amherst  
 STREET / ROAD: Honey Brook Lane  
 PSNH OFFICE: Bedford  
 PSNH ENGINEER: John Farrar  
 TELCO ENGINEER: \_\_\_\_\_

LICENSE NO. 12-0877  
 STATE HWY. DIV. NO. 5  
 STATE LICENSE NO. \_\_\_\_\_  
 WORK REQUEST# 3417325  
 WORK FINANCIAL # 9Z030614  
 TELCO PROJECT # \_\_\_\_\_



**TOWN OF AMHERST, NEW HAMPSHIRE  
Petition and Pole License**

**PETITION**

To the Board of Selectmen of the Town of Amherst, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and Consolidated Communications of Northern New England Company, LLC requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one ( 1) pole(s), 411/25 located on BUCKRIDGE DR in the Town of Amherst.

Consolidated Communications of Northern New England  
Company, LLC

Public Service Company of New Hampshire,  
dba Eversource Energy

BY: \_\_\_\_\_ *Kimberley Burgess*  
Specialist

BY: \_\_\_\_\_ *Pam Gaudreault*  
Pam Gaudreault, Licensing

**POLE LICENSE**

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

**ORDERED**

1. This 18th day of November, 2020, that PUBLIC SERVICE OF NEW HAMPSHIRE and Consolidated Communications of Northern New England Company, LLC be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "POLE LOCATION PLAN" No. 12-0878, dated 9/1/2020, attached hereto and made a part hereof.

2. In accordance with the requirements of RSA 72:23, I (b), the licensee(s) hereunder and any other entity using or occupying the property of the municipality pursuant to this license shall provide for the payment of properly assessed real and personal property

taxes by the party using or occupying said property no later than the due date. Failure of the lessee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said lease or agreement by the lessor. Furthermore, in accordance with the requirements of RSA 72:23, I (b), the licensee(s) and any other entity using and/or occupying property of the municipality pursuant to this license shall be obligated to pay real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying the property of the licensor pursuant to this license.

3. In accordance with the requirements of RSA 72:23, I, (b), this License is granted to the Licensee subject to that condition that the Licensee shall be responsible for notifying the Town of Amherst Assessing Office, within 90 days of construction and/or attachments, the name and address of each entity that attaches to the Licensed pole(s) as referenced herein. Further, this License is granted subject to the condition that the Licensee shall annually update the information provided to the Town of Amherst Assessing Office on or before April 1<sup>st</sup> of each year, to include the name and address of all entities that are attached to the licensed pole(s) and any entities that have removed their attachments. Notwithstanding any other penalties allowed by law, failure to provide the notifications as set forth in this License when due shall be cause for the Town of Amherst to provide a written notice to the Licensed entity to show cause by a date certain specified in the notice as to why this License should not be terminated for breach of conditions.

For the Town of Amherst, by its duly authorized Board of Selectmen, acting at a duly posted, public meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_;  
ATTEST:

Town of Amherst, New Hampshire

BY: \_\_\_\_\_ BY: \_\_\_\_\_

BY: \_\_\_\_\_ BY: \_\_\_\_\_

BY: \_\_\_\_\_ BY: \_\_\_\_\_

UNDER SEAL OF THE TOWN, RECEIVED AND RECORDED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BY:

\_\_\_\_\_  
NANCY DEMERS, TOWN CLERK

# POLE LOCATION PLAN

EVERSOURCE and  
 DATE 09/01/2020  
 MUNICIPALITY: Amherst  
 STREET / ROAD: BUCKRIDGE DR  
 PSNH OFFICE: Bedford  
 PSNH ENGINEER: Robert Yianakopolos  
 TELCO ENGINEER: \_\_\_\_\_

LICENSE NO. 12-0878  
 STATE HWY. DIV. NO. 5  
 STATE LICENSE NO. \_\_\_\_\_  
 WORK REQUEST# 3430104  
 WORK FINANCIAL # 9Z030798  
 TELCO PROJECT # \_\_\_\_\_

Pole Numbers		Pole Sz-CI	Eq BH	INDICATE NORTH WITH AN ARROW							Span	Dist. from:	Remarks	DOC REQ
LTS	TEL			INSTALL POLE	REMOVE PB	REF	100% LTS	J/O	100% TEL					
411 24	3361 24	40-2	J								210'	411 25	Reference pole	M
411 25	3361 25	40-2	J								20'	EOP	Abandon old 40-3, install new 40-2	M


**TOWN OF AMHERST, NEW HAMPSHIRE**  
**Petition and Pole License**

**PETITION**

To the Board of Selectmen of the Town of Amherst, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one ( 1) pole(s), 3212X/5A located on OLD NASHUA RD in the Town of Amherst.

BY:   
Pam Gaudreault, Licensing Specialist

**POLE LICENSE**

Upon the foregoing petition and it appearing that the public good so requires, it is herby

**ORDERED**

1. This 20th day of November, 2020, that PUBLIC SERVICE OF NEW HAMPSHIRE and be and herby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "POLE LOCATION PLAN" No. 21-1552, dated 11/2/2020, attached hereto and made a part hereof.

2. In accordance with the requirements of RSA 72:23, I (b), the licensee(s) hereunder and any other entity using or occupying the property of the municipality pursuant to this license shall provide for the payment of properly assessed real and personal property taxes by the party using or occupying said property no later than the due date. Failure of the lessee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said lease or agreement by the lessor. Furthermore, in accordance with the requirements of RSA 72:23, I (b), the licensee(s) and any other entity using and/or

occupying property of the municipality pursuant to this license shall be obligated to pay real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying the property of the licensor pursuant to this license.

3. In accordance with the requirements of RSA 72:23, I, (b), this License is granted to the Licensee subject to that condition that the Licensee shall be responsible for notifying the Town of Amherst Assessing Office, within 90 days of construction and/or attachments, the name and address of each entity that attaches to the Licensed pole(s) as referenced herein. Further, this License is granted subject to the condition that the Licensee shall annually update the information provided to the Town of Amherst Assessing Office on or before April 1<sup>st</sup> of each year, to include the name and address of all entities that are attached to the licensed pole(s) and any entities that have removed their attachments. Notwithstanding any other penalties allowed by law, failure to provide the notifications as set forth in this License when due shall be cause for the Town of Amherst to provide a written notice to the Licensed entity to show cause by a date certain specified in the notice as to why this License should not be terminated for breach of conditions.

For the Town of Amherst, by its duly authorized Board of Selectmen, acting at a duly posted, public meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_;  
ATTEST:

Town of Amherst, New Hampshire

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
BY: \_\_\_\_\_ BY: \_\_\_\_\_  
BY: \_\_\_\_\_ BY: \_\_\_\_\_

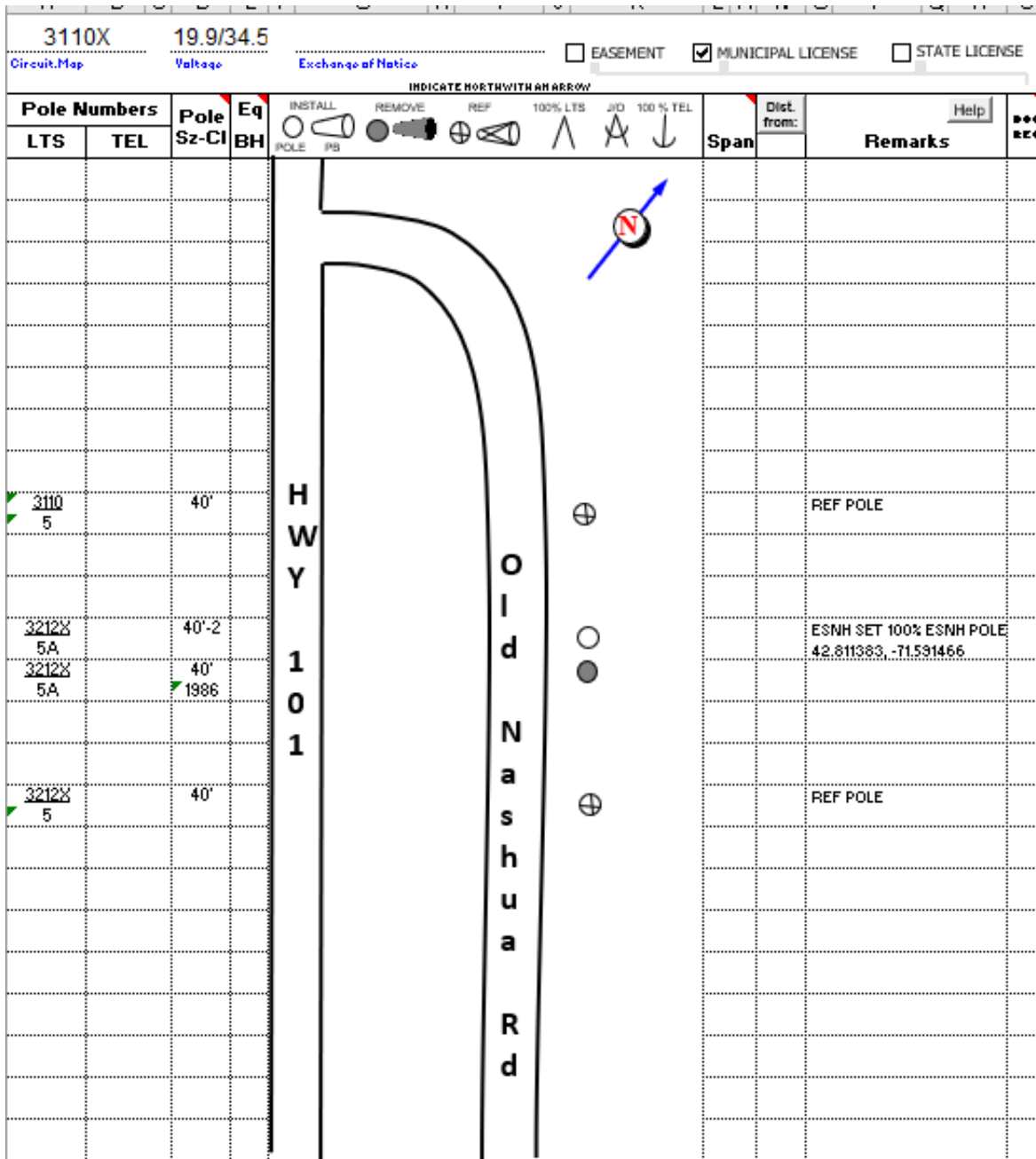
UNDER SEAL OF THE TOWN, RECEIVED AND RECORDED ON THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_\_\_, BY:

\_\_\_\_\_  
NANCY DEMERS, TOWN CLERK

# POLE LOCATION PLAN

EVERSOURCE  
 DATE 11/02/2020  
 MUNICIPALITY: Amherst  
 STREET / ROAD: OLD NASHUA RD  
 PSNH OFFICE: Nashua  
 PSNH ENGINEER: Scott Perkins  
 TELCO ENGINEER: \_\_\_\_\_

LICENSE NO. 21-1552  
 STATE HWY. DIV. NO. 5  
 STATE LICENSE NO. \_\_\_\_\_  
 WORK REQUEST# 3478763  
 WORK FINANCIAL # 9N031876  
 TELCO PROJECT # \_\_\_\_\_





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

**Title:** Accounts Payable and BOS Meeting **Department:** Finance Department  
Minutes November 23, 2020

**Meeting Date:** December 7, 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 \$7,223.00 dated November 19, 2020, subject to review and audit.

**AP2~** I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$132,249.04 dated November 24, 2020, subject to review and audit.

**AP3~** I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$66,455.29 dated November 25, 2020, subject to review and audit.

**AP4~** I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,024,202.00 dated December 1, 2020, subject to review and audit. (School disbursements).

**Payroll**

**AP5~** I move to approve one (1) FY21 Payroll Manifest in the amount of \$263,414.90 dated December 3, 2020, subject to review and audit.

**Minutes**

~ I move to approve the Board of Selectmen meeting minutes of November 23, 2020.

**TOWN ADMINISTRATOR RECOMMENDATION:**



ATTACHMENTS:

1. 2020.11.23\_BOS\_MINUTES



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, November 23, 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 (co-  
9       chair), Scott Tuthill, Matt Seiler, Mike Parisi, Bill Loscocco, James Kuhnert, Lori Mix  
10      (alternate).

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

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

19  
20      Utilizing Zoom teleconferencing for this meeting. All members of the Board have the  
21      ability to communicate during the meeting through this platform and the public has access  
22      to contemporaneously listen and if necessary, participate in the meeting by dialing +1 312  
23      626 6799 and using a webinar ID of 828-3681-1778 or by using the link contained in the  
24      agenda posted at amherstnh.gov.

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

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

35  
36      The Board started by taking a roll call vote and stating if they were alone.  
37

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

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

43  
44 **3. Appointments**

45 **3.1 Rick Katzenberg – Health & Human Services Summary Report 2020**

46 Rick Katzenberg stated that he is acting as chair for this Souhegan High School senior project,  
47 put together by Tylee Jancar and Amelia Wysor. He explained that the money being requested  
48 of the Town by these Health & Human Services groups is a deal in relation to the services  
49 being provided to the Town. He believes it is important for the Town to fund these agencies  
50 and that the need of these agencies is greater now more than ever. He noted that the total  
51 amount being requested of the Town, \$50,000, has not gone up, although the requests from  
52 the agencies were more. He also noted the importance of these groups, for example, the Home  
53 Health Hospice group serviced 171 of Amherst’s seniors this year.

54  
55 Selectman Brew thanked everyone involved with the project. He noted that the services  
56 provided by these agencies would ultimately fall to the Town to provide, if not for these  
57 groups.

58  
59 In response to a question from Selectman D’Angelo regarding increasing the total amount  
60 paid to these agencies, Rick Katzenberg explained that the agencies know that the Town is  
61 usually strapped to pay more to the organizations and so usually only request the same amount  
62 each year. Rick Katzenberg stated that he would love for the Town to support these  
63 organizations more.

64  
65 *A MOTION was made by Selectman Grella and SECONDED by Selectman D’Angelo to*  
66 *increase the total amount paid by the Town to these agencies by 10%, or \$5,000, at the*  
67 *discretion of the Health & Human Services Committee.*

68  
69 Selectman Panasiti stated that he believes the amount currently being paid by the Town seems  
70 to be in line with what’s being requested by the agencies at this time.

71  
72 In response to a question from Chairman Lyon, Rick Katzenberg stated that he doesn’t believe  
73 there’s any way to adequately compensate these groups for their services. The agencies do  
74 receive funding from other sources but do so much for so many. The agencies receive funding  
75 from each town they service, some state tax money, donations, and some also receive federal  
76 funding.

77  
78 Selectman Brew stated that he generally agrees that the Town should contribute more to these  
79 organizations but is reluctant to pick a random number to increase the amount by. He would  
80 like for the contribution to be indexed to determine the correct amount to increase the amount  
81 by over time.

82  
83 Selectman D’Angelo stated that the Town has been contributing \$50,000 for a bit. A 10%  
84 increase seems like a lot per inflation, but it’s not a lot per the need for these services.

85 Selectman Panasiti stated that he would like to look at indexing the contribution amount over  
86 the next few years.

87

88 Rick Katzenberg requested that the Board not look to index the contribution based on the  
89 COLA, but that the Committee be allowed to review the numbers to find the correct amount to  
90 possibly increase the contribution by.

91

92 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to table*  
93 *his previous motion until the next Board meeting.*

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

96

97

#### **4. Administration**

98

##### **4.1. Administrative Updates**

99 Town Administrator Shankle explained that Primex, the Town's insurance company, has sent  
100 along updates regarding COVID-19 that the staff will review on Wednesday. He also noted  
101 that the two appeals being made by TransFarmations, Inc. regarding the Planning Board's  
102 decisions, have been consolidated into one appeal. This should be heard by a judge on  
103 December 17, 2020, but the motion to dismiss made by a lawyer representing some of the  
104 abutters to the case may delay this.

105

106

##### **4.2 COVID-19 Task Force Update**

107 Jennifer Stover, Executive Assistant, stated that the group last met on the 16<sup>th</sup> to discuss  
108 moving towards requiring all employees to wear masks when not seated at their desks. The  
109 group is also looking into how to separate the Town Hall workforce so that the Town will be  
110 able to continue to conduct business and not close all Departments, if an outbreak occurs. The  
111 group is also looking into quotes for cleaning companies to come in and clean Town Hall, if a  
112 positive case were to occur.

113

114

#### **5. Staff Reports**

115

##### **5.1 FY22 Budget and Warrant Articles**

116 Cheryl Eastman, Finance Director, stated that she and Town Administrator Shankle met with  
117 all Department Heads to go line-by-line of the budget and find any places that could be  
118 reduced. She noted that some of the larger increases in the budget for FY22 include the  
119 Town's retirement contribution, the collateral bargaining agreement, the Souhegan Regional  
120 Landfill contribution, insurance rates, Pennichuck Water increases, and software licensing.

121

122 In response to a question from Chairman Lyon, Town Administrator Shankle explained that  
123 the \$12,000 request for the Master Plan came from the Planning Board as it hopes to be  
124 ramping down from the process in FY22.

125

126 In response to a question from Selectman D'Angelo, Cheryl Eastman explained that the DPW  
127 lease/purchase line amount has not been added back into the budget yet because the Board  
128 was still in the middle of discussing this item and hasn't yet voted on it.

129

130 In response to a question from Selectman Grella, Cheryl Eastman noted that the total delta of  
131 increases/decreases to the FY22 budget is \$223,798.

132 In response to a question from Selectman Panasiti, Cheryl Eastman stated that the impact to  
133 the tax rate for the Operating Budget was \$4.98 in FY21, versus a projected \$5.46 for FY22.  
134 This number is skewed by about \$0.54 because the number to be used from the unassigned  
135 fund balance to reduce taxes has not yet been agreed on.

136

137 In response to a question from Chairman Lyon, Cheryl Eastman explained that, if the Board  
138 decides to follow its policy and return 50% over the extra 10% of the unassigned fund balance  
139 to offset taxes in FY22, this amount will be approximately \$460,000.

140

141 Chairman Lyon noted that the tax impact on the average \$355,000 house in Town based on  
142 this current budget is \$77.06229.

143

144 Selectman Brew explained that he would rather project the budget as if the warrant articles  
145 will pass, meaning that an extra \$200,000 will be used from the unassigned fund balance to  
146 fund the extra Police Station renovations. This would mean that the amount used to offset  
147 taxes would only be \$260,000, not \$460,000.

148

149 Cheryl Eastman noted that, if the \$260,000 figure is used, the tax impact would increase to  
150 \$117.73 on a \$355,000 home.

151

152 Chairman Lyon explained that he spoke with Town Attorney, Bill Drescher, regarding the  
153 DPW lease/purchase line item issue. Attorney Drescher didn't seem to believe it would be a  
154 large issue to discuss the potential DPW truck/equipment purchases at the Deliberative  
155 Session and explain that the Town reserves the right to use a different purchasing schedule if  
156 need be. Attorney Drescher did, however, have a concern about leaving the lease/purchase  
157 line in the budget and the voters then voting on a default budget for the Town. This would be  
158 an issue because part of the lease/purchase agreements must include an out clause as to not  
159 commit future year town budgets. This clause means that the Town could potentially lose the  
160 trucks it currently has a lease/purchase on, and not be able to lease/purchase other trucks, if  
161 the voters agreed on a default budget.

162

163 Town Administrator Shankle noted that a lease/purchase could commit the Town to long-term  
164 debt. This type of agreement would usually require a super majority vote, but because the  
165 lease/purchase line is included in the budget, there is the need for this opt out clause.

166

167 Chairman Lyon explained that putting the DPW vehicle replacement funds into a Capital  
168 Reserve Fund (CRF) would allow for the Town to be flexible and buy the vehicles when  
169 needed, not simply when scheduled to be replaced. He spoke to DPW Director Eric Hahn  
170 about this item, and Eric Hahn stated that he would be comfortable transitioning the line item  
171 over to a CRF over the period of a couple of years. This means that some money would be  
172 kept in the lease/purchase budget line item, while transitioning over to a CRF, while keeping  
173 the same bottom-line amount.

174

175 Selectman Brew reviewed the DPW non-capital equipment (less than \$20,000) replacement  
176 schedule with the Board. He suggested that these items be replaced out of the operating  
177 budget. He also reviewed the DPW capital equipment replacement schedule. He suggested  
178 that the CRF initially be funded with \$120,000/year and increased to \$260,000 in the third

179 year, as the lease/purchase budget line item is phased out. In looking at the replacement  
180 schedule, the CRF will get close to zero in a few different years, based on projected  
181 expenditures, but will never go negative, and then will then continue to build back up. The  
182 total amount to be requested for the CRF may need to increase due to inflation.

183

184 Selectman D'Angelo stated that he would like to see the opinion from Attorney Drescher, in  
185 writing, that explains that the Town will not be able to make lease/purchases on new  
186 equipment and might lose the equipment that it already has lease/purchase agreements on, if  
187 the Town is dealt a default budget. He would also like to see advice from the NH Municipal  
188 Association on this. He believes it would be crazy for the Town to zero out the lease/purchase  
189 budget line item and hope that the voters will fund a CRF to make these purchases. He  
190 explained that he doesn't think it makes sense to have a CRF that will almost be drawn down  
191 to zero some years, based on projected purchases. He believes a better solution would be to  
192 increase the budget line item for lease/purchases by \$50,000 and put enough money in the  
193 CRF to purchase a piece of equipment outright. If all of the money is not spent from the  
194 budget line item, it will be returned to the taxpayers anyway. He does not believe that the  
195 purpose of a CRF is to put in funds and almost draw it down to zero some years. He is  
196 confused as to why the Town would move away from the way it's currently doing this  
197 process, which is working well.

198

199 Selectman Grella stated that Town Counsel's advice should be primarily considered. He  
200 believes it would be a bad choice to move towards a process that could allow for existing  
201 lease/purchase vehicles to be taken back from the Town.

202

203 Selectman Panasiti stated that he sees both Selectman Brew and Selectman D'Angelo's  
204 points. There is not an easy fix for this problem because the DPW has so many vehicles. He  
205 likes the idea of putting some funds into a budget line item and some funds into a CRF. He  
206 would then support the idea of moving all funding into a CRF over the next 4-5 years,  
207 according to the spreadsheet created by Selectman Brew.

208

209 Chairman Lyon stated that he fully supports the plan, as outlined by Selectman Brew. He  
210 believes the voters will support a well thought out and described plan for the proposed CRF.

211

212 Selectman Brew stated that his suggestion is to increase the budget by \$130,000 for this line  
213 item, because there is already \$46,500 in this budget line item. The proposed CRF would then  
214 be reduced by that same \$130,000 amount of money.

215

216 Selectman D'Angelo disagreed with this suggestion. He suggested that the CRF not be  
217 proposed to the voters this year, as the schools are going to be asking for huge amounts of  
218 money and he is concerned that the proposed CRFs will not pass. He instead suggested that  
219 \$50,000 be added to the budget line item and that this issue be readdressed next year.

220

221 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti that, to*  
222 *address DPW replacement vehicles, the Board budget approximately \$46,500 for next year's*  
223 *payment on the existing lease/purchase, that the Board budget \$130,000 in the budget for new*  
224 *vehicle purchases, and that a Capital Reserve Fund for DPW replacement vehicles be placed*  
225 *on the ballot for \$120,000.*

226 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – nay; Selectman Grella – aye;*  
227 *Selectman Panasiti – aye; Chairman Lyon – aye. 4-1-0; motion carried.*

228  
229 Chairman Lyon explained that there is a request for the Recreation Department to include  
230 \$21,500 for part-time field maintenance hours.

231  
232 Recreation Department Director, Craig Fraley, explained that the Department has not  
233 increased its budget for field maintenance since 2017, but has taken on new properties, such  
234 as Buck Meadow and Birch Park that need to be maintained. This request is for a part-time,  
235 year-round position for field maintenance.

236  
237 In response to a question from Chairman Lyon, Craig Fraley stated that this position will be  
238 approximately 29 hours/week. The net increase in the budget will be \$21,500. There is an  
239 additional \$7,000 already proposed in the budget for part-time maintenance and some of that  
240 funding will also be going towards this position. The total amount needed is \$28,000.

241  
242 In response to a question from Selectman Brew about other Recreation financial needs, Craig  
243 Fraley explained that most of the other necessary items that might increase the Department’s  
244 budget would come from the Revolving Fund.

245  
246 In response to a question from Chairman Lyon, Craig Fraley stated that in the winter this part-  
247 time position would maintain the ice-skating rink and do custodial work for the gyms in  
248 Town.

249  
250 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to*  
251 *include \$21,500 in the Recreation Department maintenance budget for a part-time assistant.*  
252 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*  
253 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

254  
255 The Board discussed including a possible COLA into the budget.

256  
257 Town Administrator Shankle explained that the Bureau of Labor Statistics for the New  
258 England Region set a COLA for October 2019-2020 at 1.1%. The Department of Social  
259 Security set a COLA of 1.3% for 2021.

260  
261 Chairman Lyon explained that a 1% COLA would be an increase of approximately \$54,000 to  
262 the budget. A 1.5% COLA would be an increase of approximately \$80,000; a 2% COLA  
263 would be an increase of approximately \$106,000.

264  
265 Selectman Brew stated that he is considering a COLA of either 1.25% or 1.5%. He believes  
266 these amounts are justifiable for the Town’s employees.

267  
268 Selectman D’Angelo and Selectman Grella both agreed with a COLA of 1.5%.

269  
270 Selectman Panasiti suggested that the Board consider the 1.1% COLA, based on the Bureau of  
271 Labor Statistics numbers.

272

273 Chairman Lyon stated that he agrees with the 1.5% figure.  
274  
275 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to set a*  
276 *COLA of 1.5%.*  
277 *Roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
278 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*  
279  
280 The Board and Ways & Means discussed the unassigned fund balance. Chairman Lyon  
281 explained that the Board returned \$940,000 from last year's unassigned fund balance to offset  
282 taxes and is proposing to use \$200,000 to pay off the Police Station Renovation. Thus, there is  
283 a balance of \$260,000, over the 10% figure, to be used to offset taxes for next year.  
284  
285 Selectman Brew explained that it is unusual for the Town to spend its budget to the penny and  
286 to receive in the exact amount of revenue estimated to the penny. Thus, the Board should be  
287 comfortable showing that the full \$260,000 will be used to offset taxes, because it is likely  
288 that the Town will end up making up more than that amount.  
289  
290 In response to a question from Lisa Eastland, Chairman Lyon explained that there are a couple  
291 of roads in Town that it was determined were not required to be striped. Lisa Eastland asked  
292 how these now non-striped roads were being assessed and how the Board will determine if  
293 that initiative is worth expanding, especially as a way to cut down on the budget line item for  
294 line striping.  
295  
296 In response to a question from Lisa Eastland about what would happen if a DPW vehicle was  
297 destroyed, Chairman Lyon explained that, if the DPW Vehicle Replacement CRF did not  
298 contain an amount sufficient to purchase a replacement vehicle, Eric Hahn would need to  
299 decide if the vehicle purchase could wait or not. If the purchase could not wait, he would have  
300 to come before the Board to discuss possible options. An emergency purchase could qualify  
301 for using funds from the Contingency Fund.  
302  
303 In response to a question from Lori Mix, Selectman D'Angelo explained that the Board  
304 decided on the \$120,000 figure for the Contingency Fund because it is the maximum amount  
305 allowed by law.  
306  
307 Selectman Brew noted that, up until about 7-8 years ago, the Contingency was found as a line  
308 item within the Town's budget. At that time, the DRA stated that it could no longer be  
309 included in the budget, and so the Town separated it out as a warrant article for emergencies  
310 but has never used the Contingency Fund.  
311  
312 Town Administrator Shankle explained that there is quite a process to go through in order to  
313 spend money from the unassigned fund balance. Thus, the Contingency Fund is a way for the  
314 Board to access emergency funds more easily, with authority given in advance by the voters.  
315  
316 In response to a question from Lori Mix, Cheryl Eastman explained that the Contingency  
317 Fund money goes back into the General Fund at the end of each year, if it hasn't been  
318 touched, but, essentially, it stays always in the unassigned fund balance.  
319



320 The Board discussed the proposed Warrant Articles.  
321 Chairman Lyon explained that Town Counsel expressed some concerns about the wording of  
322 Warrant Article 22 – the open space warrant article. The ACC is working to come up with  
323 wording that will be more appropriate. The general parameters of the warrant article haven't  
324 changed though. There is a possibility that the warrant article will not be evergreen but will  
325 instead have a five-year period before it expires, whether the bond money has been used or  
326 not.

327  
328 Warrant Articles 24-29 are all reoccurring articles.  
329

330 In response to a question from Lisa Eastland, Cheryl Eastman explained that the funds in the  
331 Computer CRF stay in the CRF until voted on, or until the Town votes to abolish the CRF.  
332

333 Lori Mix noted that there is approximately \$116,000 currently in the Communications CRF  
334 and approximately \$60,000 in the Computer CRF.  
335

336 In response to a question from Lisa Eastland, Town Administrator Shankle explained that the  
337 Town doesn't look to refund any of the CRFs until they are closer to \$0. He doesn't believe  
338 that there is any sense in defunding the CRFs and then having to reraise the money when  
339 needed.  
340

341 Selectman D'Angelo suggested that Warrant Article 30, to Establish DPW Vehicles &  
342 Replacement Equipment CRF, be funded through some of the excess funds from the  
343 unassigned fund balance. Selectman D'Angelo noted that there is still \$260,000 in excess of  
344 the 10% target for the unassigned fund balance.  
345

346 Chairman Lyon noted that the amount to fund this CRF has now been reduced to \$120,000,  
347 from \$250,000.  
348

349 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
350 *fund Warrant Article 30, for \$120,000, from the \$260,000 excess funds in the unassigned fund*  
351 *balance.*  
352

353 Selectman Brew explained that the tax impact for the budget, as it currently sits, is  
354 \$5.31/\$1,000, using the \$260,000 from the unassigned fund balance. If only \$130,000 is used  
355 from the unassigned fund balance, the tax impact increases to \$5.39/\$1,000. If the Board  
356 decides to use this fund balance excess to fund certain activities, it makes the activities look  
357 free, but does have an impact, increasing the budget. A more straightforward and honest way  
358 to use this money would be to not make a warrant article seem like it doesn't cost anything.  
359

360 Selectman D'Angelo explained that every dollar in the unassigned fund balance has already  
361 been taken from the taxpayers, in the form of excess taxes. The target, per the policy, is 10%  
362 of the unassigned fund balance. The policy seems woefully incapable of ever hitting this  
363 target. Thus, he is suggesting that \$120,000-130,000 of that excess money be used to fund this  
364 warrant article and get the Board closer to its target. He doesn't believe this amount is  
365 significant, compared to what will probably be made up for next year in unanticipated

366 revenue, and underspent budget. He believes putting this warrant article in as a \$0 item will  
367 probably allow it to come closer to passing.

368  
369 Chairman Lyon stated that the \$130,000 taken out of this warrant article was put back into the  
370 budget.

371  
372 Selectman Panasiti explained that he suggested money be used from the unassigned fund  
373 balance to pay for the Police Station Renovation because there was no way for the Board to  
374 have known the extra amount that was to be needed for this project. If more money is taken  
375 from the unassigned fund balance for other projects, the curve gets sharper in terms of  
376 reducing the amount used to help offset taxes in future years.

377  
378 Chairman Lyon explained that there is concern for the taxpayers regarding whiplash when  
379 their tax rates increase, not because the Town's spending has increased, but because there  
380 isn't enough money left to give back to help offset the tax rate in some way.

381  
382 *Roll call vote: Selectman Brew – no; Selectman D'Angelo – aye; Selectman Grella – no;*  
383 *Selectman Panasiti – no; Chairman Lyon – no. 1-4-0; motion failed.*

384  
385 Lori Mix mentioned that there is an existing Highway Maintenance Fund that currently has  
386 about \$18,000 in it. The Board discussed using the funds in the current CRF until the line is  
387 zeroed out before using funds from the new, proposed CRF.

388  
389 Chairman Lyon noted that Warrant Article 31, Police Station Renovation Completion, has  
390 been increased to \$200,000, and that the funds for this project were to come from the  
391 unassigned fund balance.

392  
393 The Board and Ways & Means members discussed the other proposed warrant articles.

394

## 395 **6. Approvals**

### 396 **6.1 Assessing**

397 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*  
398 *approve the Abatement in the amount of \$11,754 for Tax Map 002 Lot 034-001-001.*

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

401

402 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
403 *the Land Use Change Tax in the amount of \$27,500 for Tax Map 005 Lot 059-019, 5 Gatchel*  
404 *Way.*

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

407

408 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
409 *the Land Use Change Tax in the amount of \$23,900 for Tax Map 005 Lot 059-017, 1 Gatchel*  
410 *Way.*

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

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**6.2 Accounts Payable, Payroll Manifests and Meeting Minutes November 9, 2020**

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve one (1) FY21 Accounts Payable Manifest in the amount of \$233,580.70 dated November 10, 2020, subject to review and audit.*

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

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve one (1) FY21 Accounts Payable Manifest in the amount of \$317,288.00 dated November 12, 2020, subject to review and audit.*

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

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve one (1) FY21 Payroll Manifest in the amount of \$227,844.25 dated November 19, 2020, subject to review and audit.*

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

*A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to approve the meeting minutes of November 9, 2020, as amended [Line 116, for “proceeding” to be changed to “future”.]*

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

**7. Action Items**

The Board reviewed its action items.

**8. Old/New Business**

Selectman Brew explained that the Master Plan Steering Committee has finalized its survey, which will be live on December 2/3. It will be open for approximately three weeks. The Committee hopes to hear from as many people as possible.

Selectman D'Angelo explained that the Souhegan School Board will meet next week to look at more school budget information.

*A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to adjourn the meeting at 9:22pm.*

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

**NEXT MEETING: Monday, December 7, 2020**

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*Selectman Reed Panasiti*

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*Date*