



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
MONDAY, JANUARY 4, 2021 6:30 PM

Please click the link below to join the

webinar: <https://us02web.zoom.us/j/87960165616>

Telephone: 646 558 8656

Webinar ID: 879 6016 5616

If you have trouble connecting to this webinar, please (603) 440-8248

- 1. Call to Order**
- 2. Board of Health**
 - 2.1. Stormwater Regulations
- 3. Citizens' Forum**
- 4. Public Hearing**
 - 4.1. Stop, Speed and No-Parking Signs, 2nd Public Hearing
- 5. Administration**
 - 5.1. Administrative Overview
 - 5.2. Health Insurance Membership Renewal
 - 5.3. Proposal for Emergency Paid Sick Leave Act (EPSLA) extension
- 6. Staff Reports**
 - 6.1. Stormwater Regulations
- 7. Approvals**
 - 7.1. Payroll and BOS Meeting Minutes December 21, 2020
- 8. Action Items**
- 9. Old/New Business**

Adjournment

Next Meeting: Tuesday January 19, 2021

Introduction

Like 44 other municipalities in New Hampshire, the Town of Amherst's stormwater discharges to the environment are regulated by the Environmental Protection Agency under the Clean Water Act through the National Pollutant Discharge Elimination System (NPDES). One key Clean Water Act requirement is that Amherst have an EPA-issued small Municipal Separate Storm Sewer System (MS4) Permit. The Town's current MS4 permit was issued in July 2018 and the Town received an Authorization to Discharge from EPA Region 1 on May 19, 2019.

Among numerous other requirements, the current MS4 permit requires the Town to review its stormwater management regulations within two years of the issuance of the permit to ensure those regulations incorporate appropriate stormwater retention and treatment requirements for new development and redevelopment occurring within the town. The technical requirements for stormwater retention and treatment are detailed in the MS4 permit itself and in state stormwater control handbooks and Best Management Practices.

The Town's current stormwater regulations were adopted in 2007 and do not meet the current technical requirements for stormwater retention and treatment. The 2007 regulations also include outdated references to expected precipitation values and do not require design for severe precipitation events commonly used by the state and other communities (a so-called "50-year storm").

The Town's Office of Community Development, Public Works Department, and Conservation Commission have cooperatively developed draft stormwater regulations to address the MS4 permit requirements and these other issues. Their efforts started with a model regulation developed by a coalition of towns and cities in the Manchester and Nashua area (the New Hampshire Lower Merrimack Valley Stormwater Coalition) to meet the 2018 MS4 permit requirements, an effort that included substantial participation by Amherst. Appropriate stormwater requirements from the current regulations were incorporated into that draft after updating references and design standards. The attached proposed regulations are the result of those efforts.

Larger development projects (those disturbing more than 100,000 square feet (just over two acres) are already subject to extensive stormwater controls under the NHDES's Alteration of Terrain Permit Program Rules. Projects disturbing an acre or more of land are required to comply with the federal EPA NPDES Construction General Permit (CGP). The proposed stormwater regulations rely largely on the same calculations, technical requirements, and stormwater control methods that are already used under the state rules and federal program, which should reduce the need for applicants to perform different or duplicative analyses, or to use different control methods, to comply with the Town's proposed regulations.

Additional efforts will be necessary over the next few years to address other MS4 permit requirements. The MS4 permit includes several requirements to examine existing impervious cover (roads, parking lots, and structures) and to assess the feasibility of reducing such impervious cover or its impact on water quality. Most of those studies must be complete in the 2022 timeframe, with implementation to be tracked in subsequent years.

STORMWATER MANAGEMENT REGULATIONS**1. Purpose and Goals**

The purpose of these regulations is to protect local natural resources from degradation and to prevent adverse impacts to adjacent and downstream land, property, facilities and infrastructure by planning for and managing stormwater runoff during design, construction and post- construction phases. These regulations cover land development projects and other construction activities to control and minimize increases in stormwater runoff rates and volumes, soil erosion, stream channel erosion, and nonpoint source pollution associated with stormwater runoff.

These regulations are designed to be used for land in the Town's designated Municipal Separate Storm Sewer System (MS4) as well as other property in Town where construction, development or redevelopment is taking place, whether or not it is part of an application before the Planning Board. See Section 3. A. below for applicability.

The goal of these regulations is to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public in the Town of Amherst. These regulations seek to meet this goal through the following objectives:

- A. Minimize stormwater runoff from any development to reduce flooding, siltation and streambank erosion and maintain the integrity of stream channels.
- B. Minimize nonpoint source pollution caused by stormwater runoff which would otherwise degrade local water quality.
- C. Minimize the total volume of surface water runoff which flows from any specific site during and following development to not exceed the pre-development hydrologic condition.
- D. Reduce stormwater runoff rates and volumes, soil erosion and nonpoint source pollution through stormwater management controls and ensure that these management controls are properly maintained and pose no threat to public safety nor cause excessive municipal expenditures.
- E. Protect the quality of groundwater resources, surface water bodies and wetlands.

2. Authority

The provisions of these regulations are adopted pursuant to NH RSA 147:1, Local Regulations; 674:16, Grant of Power; RSA 674:17, Purposes of Zoning Ordinance; RSA 674:36, Subdivision Regulations; and, RSA 674:44, Site Plan Review Regulations.

3. General**A. Square Footage Thresholds and Other Applicability Provisions**

- 1. Sections 10 and 11 of these regulations apply to all persons and places within the Town.

2. These regulations apply as set forth herein to any development or redevelopment project that disturbs more than 20,000 square feet or disturbs more than 10,000 square feet within 100 feet of a surface water body or wetland.
 3. These regulations apply as set forth herein to disturbances of less than the limits in section 3.A.2 above if that disturbance is part of a larger common plan of development that would cumulatively disturb 20,000 square feet or more.
 4. These regulations apply as set forth herein to disturbances of any square footage if the disturbed area is directly adjacent to a wetlands buffer established under the Town's Wetland and Watershed Conservation District Ordinance.
 5. These regulations apply as set forth herein to disturbances of any square footage if the disturbed area is a Critical Area.
 6. These regulations apply as set forth herein to construction or reconstruction of a street or road.
 7. These regulations apply as set forth herein to any site work performed in connection with a subdivision of more than three building lots.
 8. These regulations apply to subdivisions that result in creation of a private road or a road intended for adoption as a public road. All stormwater runoff generated from the proposed private or public roadway(s) and any other stormwater runoff contributing to the roadway stormwater management system(s) shall be managed and treated in full compliance with these regulations.
 9. For subdivisions comprising lots with frontage on existing private or public roadways, roadside drainage and any other stormwater runoff from the new lots discharging to the roadside drainage system shall be managed for: stormwater runoff quantity/volume; and water quality treatment if stormwater is discharged to the municipality's drainage system subject to the EPA MS4 permit.
- B. Exemptions. The following activities are considered exempt from sections 4 through 9 of these regulations:
1. Agricultural and forestry practices in accordance with current versions of BMPs published by the NH Department of Agriculture.
 2. Resurfacing and routine maintenance of roads and parking lots currently surfaced with impervious materials.
 3. Interior alterations and exterior maintenance to existing buildings and structures.
- C. All development projects and disturbances covered by section 3. A. and not exempt shall comply with the requirements of sections 3, 4, and 7 through 11.

1. All new development projects shall also comply with the requirements of section 5.
 2. All redevelopment projects shall also comply with the requirements of section 6.
- D. Application and Requirement for Written Approval to Proceed
- All projects subject to these regulations require an application for approval and submission of plans and other required documents as detailed below. Prior to commencement of land disturbance, the applicant shall obtain written approval under these regulations. The Planning Board or Board of Health may adapt or relax these application requirements for smaller or less complex applications provided the intent of these regulations is followed.

Completed Application Submission Requirements

The following shall be required in the final application and plan:

1. Completed and signed Stormwater Management Plan Application.
2. Site drawing of existing and proposed conditions showing:
 - a. Locus map showing property boundaries.
 - b. North arrow, scale, date.
 - c. Property lines.
 - d. Structures, roads, utilities, earth stockpiles, equipment storage, and plan for stump and debris removal.
 - e. Topographic contours at two (2) foot intervals.
 - f. Critical areas.
 - g. Within the project area and within two hundred (200) feet of project boundary surface waters, wetlands, and drainage patterns and watershed boundaries.
 - h. Vegetation.
 - i. Extent of one hundred (100) year flood plain boundaries if published or determined.
 - j. Soils information for design purposes from a National Cooperative Soil Survey (NCSS) soil series map or a High Intensity Soil Map of the site, prepared in accordance with SSSNNE Special Publication No. 1. Highly erodible soils shall be determined by soil series.
 - k. Easements, existing and proposed.
 - l. Areas and timing of soil disturbance, including calculation of square footage disturbed.
 - m. Areas of cut and fill, including existing and proposed elevations.
 - n. Locations of earth stockpiles
 - o. Locations of equipment storage and staging.
 - p. Stump disposal.
 - q. Highlighted areas of poorly and very poorly drained soils.
 - r. Highlighted areas of poorly and/or very poorly drained soils proposed to be filled.
 - s. Locations, descriptions, details, and design calculations for all structural, non-structural, permanent, and temporary erosion and sedimentation control measures and BMPs.
 - t. Identification of all permanent control measures.
 - u. Identification of permanent snow storage areas.
 - v. Identification of snow management measures during construction.
 - w. Construction schedule.
 - x. Earth movement schedule.

- y. Temporary (additional) detention and/or sediment control facilities may be designed to accommodate the storm most likely to occur during the anticipated duration of construction (e.g., construction duration of two years requires a two-year frequency storm evaluation).
- z. A proposed schedule and procedures for the inspection and maintenance of BMPs, during and after construction.
- aa. Identification of all permanent control measures and responsibility for continued maintenance.

3. Stormwater Management Report Section Including:

- 1. Design calculations for all temporary and permanent structural control BMP measures.
- 2. A proposed schedule and procedural details for the inspection and maintenance of all BMPs, during and after construction.
- 3. Identification of all permanent control measures and responsibility for continued maintenance.
- 4. Drainage report with calculations showing volume, peak discharge, and velocity of present and future runoff as required in Section 5. Stormwater Management for New Development and Section 6. Stormwater Management for Redevelopment.
- 5. Plans showing the entire drainage area affecting or being affected by the development of the site. Proposed lot boundaries and drainage areas shall be clearly shown on the plan.
- 6. The direction of flow of runoff through the use of arrows shall clearly be shown on the plan.
- 7. The location, elevation, and size of all existing and proposed catch basins, drywells, drainage ditches, swales, retention basins, and storm sewers shall be shown on the plan.
- 8. When detention structures are planned to reduce future condition peak discharge, the soil cover complex method shall be used to compute the runoff volume and peak discharge for designing the structure. The design shall conform to the criteria outlined for those types of structures given in the latest version of the NH Stormwater Manual, 3 vols.
- 9. Copies of pertinent State and Federal Permits.
- 10. An example Stormwater Management Plan table of contents follows:
 - i. Project Overview
 - ii. Owner.
 - iii. Address of development.
 - iv. Location of the site.
 - v. Description of receiving waters.
 - vi. Nature and purpose of the land disturbing activity.
 - vii. Limits of disturbance.
 - viii. Construction schedule.
 - ix. Existing conditions summary.
 - x. Define topography, drainage patterns, soils, ground cover, critical areas adjacent areas, upstream areas draining through site, existing development, existing stormwater facilities, on- and off-site utilities, construction limitations, buffers, wetlands, streams, sensitive areas, and other pertinent features.
 - xi. Include an existing conditions plan (drawing) showing the above existing

- conditions and labeled per the narrative above.
- xii. Off-site analysis.
 - xiii. Describe the tributary area (include at least one-quarter (¼) mile downstream), drainage channels, conveyance systems, and downstream receiving waters.
 - xiv. Review existing or potential problems resulting from the development including, but not limited to, sedimentation, erosion, water quality issues, chemical spills.
 - xv. Demonstrate that development of the site will not affect the downstream systems negatively.
 - xvi. Demonstrate adequate capacity of the downstream system to handle flow conditions after development.
 - xvii. As applicable, include an off-site drainage plan (the plan may be part of the existing conditions plan), special reports, studies, maintenance information.
 - xviii. As applicable, include test pit log forms, soil conditions data, and wetland delineation information.
 - xix. As applicable, include information regarding long-range maintenance of any closed drainage systems, detention/retention facilities, etc.
 - xx. Appendix (include copies of all tables, graphs, and charts, test pit and percolation test data used in any of the above calculations).

E. Notification of Disturbance Adjacent to Town Property or Rights-of-Way

There are many construction, development or redevelopment projects that create disturbance as defined in these regulations but that do not meet the applicability criteria in Section 3. A. When viewed in isolation, these projects may present minimal stormwater impacts. However, the impacts of these projects if viewed cumulatively can create significant issues for the Town of Amherst's drainage system, particularly if care is not taken to control erosion and sedimentation.

Projects that create disturbance adjacent to Town property or rights-of-way (including roadsides), but which do not meet any of the criteria of Section 3. A., do not require an application or approval from the Planning Board or Board of Health, but shall provide notice to the Office of Community Development, on forms to be provided, prior to the commencement of the disturbance. Use of Stormwater Management Best Management Practices is strongly encouraged for such projects to minimize potential stormwater impacts on Town property. No excavation or disturbance to shoulders, ditches, swales or embankments may take place without written permit permission (RSA 236:9, 236:11 and 236:19).

Road opening, temporary access and driveway permit applications may be required by the DPW in accordance with the Town's Roadway and Utility Standards.

F. Other Required Permits; Precedence; Severability

1. In addition to local approval, all applicable state and federal permits shall be obtained, including, but not limited to, NHDES Alteration of Terrain and EPA NPDES Construction General Permit. Any errors or omissions in these regulations shall not exempt applications from complying with applicable state and federal statutes, rules and regulations.

2. In the event of conflicting requirements, pursuant to NH RSA 676:14, Determination of Which Local Ordinance Takes Precedence, the stricter standard applies.
3. If any section, subsection, sentence, clause, phrase, or other part of these regulations is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of these regulations.

G. Jurisdiction

The Planning Board and the Board of Health (comprised of the Health Officer and the Board of Selectmen) share jurisdiction over stormwater regulation matters. The Planning Board shall have initial jurisdiction over stormwater regulation for and during development that occurs in connection with a subdivision, site plan, or Conditional Use Permit review. The Board of Health shall have initial jurisdiction over stormwater regulation in all other instances. Additional requirements post-construction are as specified in these regulations.

H. Waivers

A waiver from these regulations may be granted under the following conditions:

1. The applicant identifies the specific provisions from which relief is sought and its proposed substitute solution, and
2. a. For applications relating to a subdivision, site plan, or Conditional Use Permit (CUP), the applicant demonstrates, and the Planning Board finds: (1) that granting the waiver will not impair achieving the spirit and intent of these regulations; (2) that compliance with these regulations is not reasonably possible given the specific circumstances relative to the subdivision, site plan, or CUP, or the conditions of the land in such subdivision, site plan, or CUP; and (3) that the proposed substitute solution is consistent with the goals of these regulations and is in the best interest of the Town; or
 - b. For all other applications, the applicant demonstrates, and the Board of Health finds: (1) that granting the waiver will not impair achieving the spirit and intent of these regulations; (2) that compliance with these regulations is not reasonably possible; and, (3) that the proposed substitute solution is consistent with the goals of these regulations and is in the best interest of the Town.

4. Stormwater Management General Performance Criteria

A. General Performance Criteria for Stormwater Management:

1. All applications shall apply site design practices to reduce the generation of stormwater during construction and in the post-developed condition, reduce overall impervious surface coverage, seek opportunities to capture and reuse and minimize discharge of stormwater to the municipal stormwater management system.
2. Water Quality Protection
 - a. No stormwater runoff generated from new development or redevelopment shall be discharged directly into a jurisdictional wetland or surface water body without adequate treatment. Wetland areas and surface waters shall be protected from sediment.

- b. All developments shall provide adequate management of stormwater runoff and prevent discharge of stormwater runoff from creating or contributing to water quality impairment.
3. Onsite groundwater recharge rates shall be maintained by promoting infiltration through use of structural and non-structural methods. Capture and reuse of stormwater runoff is encouraged in instances where groundwater recharge is limited by site conditions. All stormwater management practices shall be designed to convey stormwater to allow for maximum groundwater recharge. This shall include, but not be limited to:
 - a. Maximizing flow paths from collection points to outflow points.
 - b. Use of multiple best management practices.
 - c. Retention of and discharge to fully vegetated areas.
 - d. Maximizing use of infiltration practices.
 - e. Stormwater System Design Performance Standards.
4. Stormwater system design, performance standards and protection criteria shall be provided as prescribed in the NHDES Alteration of Terrain program, unless more stringent requirements are established in these regulations. Calculations shall include sizing of all structures and best management practices, including sizing of emergency overflow structures, based on assessment of the 50-year frequency 24-hour storm discharge rate.
5. Stormwater discharges shall comply with the setback requirements from water supply sources established in the NH DES Alteration of Terrain Permit Program Rules (see Env-Wq 1508.02).
6. The sizing and design of stormwater management practices shall utilize the then-current precipitation data from the Northeast Region Climate Center (NRCC) or the most recent precipitation atlas published by the National Oceanic and Atmospheric Administration (NOAA) for the sizing and design of all stormwater management practices. See the NRCC website at <http://precip.eas.cornell.edu/>.
7. Runoff shall not be discharged from the development site to municipal drainage systems or offsite privately owned drainage systems (whether enclosed or open drainage) or to surface water bodies and wetlands in volumes greater than discharged under existing conditions (developed condition or undeveloped condition).
8. All stormwater management practices involving bioretention and vegetative cover as a key functional component shall have a landscape plan detailing both the type and quantities of plants and vegetation to be in used in the practice and how and who will manage and maintain this vegetation. The use of native plantings appropriate for site conditions is strongly encouraged for these types of stormwater treatment areas. The landscape plan shall be prepared by a licensed landscape architect, or other qualified professional. Whenever practicable, native site vegetation shall be retained, protected, or supplemented. Any stripping of vegetation shall be done in a manner that minimizes soil erosion.
9. Seasonal high water tables shall be accounted for in all BMP design criteria.
10. Salt storage areas shall be fully covered with permanent or semi-permanent measures and loading/offloading areas shall be located and designed to not drain directly to receiving waters and shall be maintained with good housekeeping measures in accordance with NH DES published guidance. Runoff from snow and salt storage areas shall enter treatment areas before being discharged to receiving waters or being allowed to infiltrate into the groundwater.
11. Low Impact Development (LID) site planning and design strategies shall be used to the maximum extent practicable (MEP) to reduce stormwater runoff volumes, protect

water quality, and maintain predevelopment site hydrology. LID techniques with the goals of protecting water quality, maintaining predevelopment site hydrology, preserving existing vegetation, reducing the development footprint, minimizing or disconnecting impervious area, and using enhanced stormwater BMP's (such as rain gardens, bioretention systems, tree box filters, and similar stormwater management landscaping techniques) shall be incorporated into landscaped areas. Capture and reuse of stormwater is strongly encouraged. The applicant shall document in writing why LID strategies are not appropriate when not used to manage stormwater.

- B. The applicant shall demonstrate that all stormwater management and treatment practices have an Operations and Maintenance Plan in place and agreement to ensure the system will continue to function as designed. This agreement shall include all maintenance easements required to access and inspect the stormwater treatment practices, and to perform routine maintenance as necessary to ensure proper functioning of the stormwater system. The Operations and Maintenance Plan shall specify the parties responsible for the proper maintenance of all stormwater treatment practices and frequency of inspections. The Operations and Maintenance Plan shall be provided to the Planning Board as part of the application prior to issuance of any local permits for land disturbance and construction activities or the Board of Health during their review process.
- C. The applicant shall provide legally binding documents for filing with the Registry of Deeds at the applicant's expense, which demonstrate that the obligation for maintenance of stormwater best management practices and infrastructure runs with the land and that the Town has legal access to inspect the property to ensure their proper function or maintain onsite stormwater infrastructure when necessary to address emergency situations or conditions.
- D. The property owner shall bear responsibility for the installation, construction, inspection, and maintenance of all stormwater management and erosion control measures required by the provisions of these regulations and as approved by the Planning Board or Board of Health, including emergency repairs completed by the Town.

5. Stormwater Management for New Development

- A. All proposed stormwater management practices and treatment systems shall meet the following performance standards:
 - 1. Stormwater management and erosion and sediment control practices shall be located outside any specified wetland or other buffer zones unless otherwise approved by the Planning Board pursuant to a Conditional Use Permit application.
 - 2. All stormwater treatment areas shall be planted with plantings appropriate for the site conditions: trees, grasses, shrubs and/or other plants in sufficient numbers and density to prevent soil erosion and to achieve the water quality treatment requirements of this section. Preference should be given to native plant materials or improved cultivars of native plants.
 - 3. All stormwater installations and areas that receive rainfall runoff shall be designed to drain within a maximum of 72 hours for vector control, unless specifically identified and approved for longer term water storage.
 - 4. Surface runoff shall be directed into appropriate stormwater control measures designed for treatment and/or filtration to the maximum extent practicable

and/or captured and reused onsite.

5. All newly generated stormwater from new development shall be treated on the development site. A development plan shall include provisions to retain stormwater on the site by using the natural flow patterns.
6. Impervious surfaces for parking areas and roads shall be minimized to the extent possible (including minimum parking requirements for proposed uses). All runoff from new impervious surfaces and structures shall be directed to a subsurface filtration and/or infiltration device or properly discharged to a naturally occurring or fully replanted and vegetated area with slopes of 15 percent or less and with adequate controls to prevent soil erosion and concentrated flow.
Runoff from impervious surfaces shall be treated to achieve at least 90% removal of Total Suspended Solids (TSS) and at least 60% removal of both total nitrogen and total phosphorus using appropriate treatment measures, as specified in the NH Stormwater Manual, Volumes 1 and 2, December 2008, as amended or other equivalent means. Where practical, the use of natural, vegetated filtration and/or infiltration practices or subsurface gravel wetlands for water quality treatment is preferred given its relatively high nitrogen removal efficiency. All new impervious area draining to surface waters impaired by nitrogen, phosphorus or nutrients shall be treated with stormwater BMP's designed to optimize pollutant removal efficiencies based on design standards and performance data published by the UNH Stormwater Center and/or included in the latest version of the NH Stormwater Manual.
7. Measures shall be taken to control the post-development peak runoff rate so that it does not exceed pre-development runoff rate. Drainage analyses shall include calculations comparing pre- and post-development stormwater runoff rates (cubic feet/second) for the 1-inch rainstorm and the 2-year, 10-year, 25-year, and 50-year frequency 24-hour storm events.
Similar measures shall be taken to control the post-development runoff volume to infiltrate the groundwater recharge volume (GRV) in accordance with NHDES Alteration of Terrain requirements. For sites where infiltration is limited or not practicable, the applicant shall demonstrate that the project will not create or contribute to water quality impairment.
8. The design of the stormwater drainage systems shall provide for the disposal of stormwater without flooding or functional impairment of streets, adjacent properties, downstream properties, soils, or vegetation.
9. The design of the stormwater management systems shall account for existing site hydrology, including flows originating from off-site.

6. Stormwater Management for Redevelopment

- A. Redevelopment (as applicable to these stormwater regulations) means: Construction, alteration, or improvement that disturbs existing impervious area (including demolition and removal of road/parking lot materials down to the erodible subbase) or expands existing impervious cover, and the area being disturbed or added reaches the square footage threshold or occurs in an area covered by the criteria of Section 3.
- B. The following activities are not considered redevelopment:
 - Interior and exterior building renovation.
 - Resurfacing of an existing paved impervious surface (e.g. parking lot, walkway or roadway).

- Pavement excavation and patching that is incidental to the primary project purpose, such as replacement of a collapsed storm drain.
 - Landscaping installation and maintenance.
- C. For sites meeting the definition of a redevelopment project and having less than 60% existing impervious surface coverage, the stormwater management requirements shall be the same as new development projects (see sections 4 and 5). The applicant shall satisfactorily demonstrate that impervious area is minimized, and LID practices have been implemented on-site to the maximum extent practicable.
- D. For sites meeting the definition of a redevelopment project and having more than 60% existing impervious surface area, stormwater shall be managed for water quality in accordance with one or more of the following techniques, listed in order of preference:
1. Implement measures onsite that result in disconnection or treatment of 100% of the additional proposed impervious surface area and at least 30% of the existing impervious area and pavement areas, preferably using filtration and/or infiltration practices.
 2. If resulting in greater overall water quality improvement on the site, implement LID practices to the maximum extent practicable to provide treatment of runoff generated from at least 60% of the entire developed site area.
- E. Runoff from impervious surfaces shall be treated to achieve at least 90% removal of Total Suspended Solids and at least 60% removal of both total nitrogen and total phosphorus using appropriate treatment measures, as specified in the NH Stormwater Manual Volumes 1 and 2, December 2008, as amended, or other equivalent means. Where practical, the use of natural, vegetated filtration and/or infiltration practices or subsurface gravel wetlands for water quality treatment is preferred given its relatively high nitrogen removal efficiency.

All new impervious area draining to surface waters impaired by nitrogen, phosphorus or nutrients shall be treated with stormwater BMP 's designed to optimize pollutant removal efficiencies based on design standards and performance data published by the UNH Stormwater Center and/or included in the latest version of the NH Stormwater Manual.

- F. All newly generated stormwater from redevelopment shall be treated on the development site.
- G. Off-site mitigation
1. In cases where the applicant demonstrates, to the satisfaction of the Planning Board or Board of Health, that on-site treatment has been implemented to the maximum extent possible or is not feasible, off-site mitigation may, at the Planning Board's or Board of Health's sole discretion, be an acceptable alternative if implemented within the same subwatershed, within the project's drainage area or within the drainage area of the receiving water body. To comply with local watershed objectives the mitigation site would be preferably situated in the same subwatershed as the development and impact/benefit the same receiving water.
 2. Off-site mitigation shall be equivalent to no less than the total area of impervious cover NOT treated on-site. Treatment of the impervious area shall comply with all standards of these regulations.
An approved off-site location shall be identified, the specific management measures identified, and if not owned by the applicant, a written agreement with the property owner(s) and an implementation schedule developed in accordance with Planning

Board or Board of Health review. The applicant shall also demonstrate that there is no downstream drainage or flooding impacts that would result from not providing on-site management for large storm events.

7. Stormwater Management Documentation

A. Stormwater Management Report and Plans.

1. All applications shall include a Stormwater Management Plan (SMP). The SMP shall include a narrative description and an Existing Conditions Site Plan showing all pre-development impervious surfaces, buildings and structures; surface water bodies and wetlands; drainage patterns, sub-catchment and watershed boundaries; building setbacks and buffers, locations of various hydrologic group soil types, mature vegetation, land topographic contours with minimum 2-foot intervals and spot grades where necessary for sites that are flat.
2. The SMP shall include a narrative description and a Proposed Conditions Site Plan showing all post-development proposed impervious surfaces, buildings and structures; temporary and permanent stormwater management elements and best management practices (BMP), including BMP GIS coordinates and GIS files; important hydrologic features created or preserved on the site; drainage patterns, sub-catchment and watershed boundaries; building setbacks and buffers; proposed tree clearing and topographic contours with minimum 2-foot intervals. The plans shall provide calculations and identification of the total area of disturbance proposed on the site (and off site if applicable) and total area of new impervious surface created. A summary of the drainage analysis showing a comparison of the estimated peak flow and volumes for various design storms at each of the outlet locations shall be included. For residential subdivisions meeting the threshold for applicability in Section 3, an allowance for individual lot development shall be included in the drainage calculations, including an allowance for impervious area as a result of lot development, and hydrologic changes as a result of ground cover changes.
3. The SMP shall describe the general approach and strategies implemented, and the facts relied upon, to meet the goals of Sections 1, 4, and 5 or 6. The SMP shall include design plans and/or graphical sketch(es) of all proposed above ground LID practices.
4. The SMP shall include calculations of the change in impervious area, removal rates for each best management practice, and GIS files containing the coordinates of all stormwater infrastructure elements (e.g. catch basins, swales, detention/bioretenion areas, piping).
5. The SMP shall include a description and a proposed Site Plan showing proposed erosion and sediment control measures, limits of disturbance, temporary and permanent soil stabilization measures in accordance with the NHDES Stormwater Manual Volume 3 (most recent version) as well as a construction site inspection plan including temporary water quality measures, phased installation of best management practices and final inspection upon completion of construction (see Section 8).
6. The SMP shall include a long-term stormwater management BMP Operations and Maintenance Plan (see Section 4.B.) that describes the responsible parties and contact information for the qualified individuals who will perform future BMP inspections. Required inspections, inspection frequency, maintenance schedule and reporting protocols shall be included. This Operations and Maintenance Plan shall be kept current by the responsible parties and any changes shall be reviewed and approved by the Planning Board or Board of Health prior to implementation. Revisions shall be submitted to the Planning Board or Board of Health after approval.

7. The SMP shall describe and identify locations of any proposed deicing chemical and/or snow storage areas. SMP will describe how deicing chemical use will be minimized or used most efficiently.
8. In urbanized areas that are subject to the EPA MS4 Stormwater Permit and will drain to chloride-impaired waters, any new developments and redevelopment projects shall submit a description of measures that will be used to minimize salt usage, and track and report amounts applied using the UNH Technology Transfer Center online tool (<http://www.roadsalt.unh.edu/Salt/>) in accordance with Appendix H of the NH MS4 Permit.
9. Stormwater management plans shall be incorporated as part of any approved site plan, subdivision plan or Conditional Use Permit, if applicable and recorded as appropriate at the Hillsborough County Registry of Deeds. The approval shall be referenced to the property deed (title/book/page number) and apply to all persons that may acquire any property subject to the approved stormwater management plans. Further, the plans and documents shall reference the requirements for maintenance pursuant to the stormwater management plans as approved by the Planning Board. Approvals granted by the Board of Health shall also require the plans and documents as described in this section.
10. The applicant shall submit as-built drawings of the constructed stormwater management system to the Community Development Office within six months following the completion of construction.

11. Easements

Where a development is traversed by or requires the construction of a watercourse or a drainage way, an easement to the Town of adequate size to enable construction, reconstruction and required maintenance shall be provided for such purpose.

Easements to the Town shall also be provided for the purpose of periodic inspection of drainage facilities and BMPs should such inspections by the Town become necessary. All easements shall be recorded at the Hillsborough County Registry of Deeds at the applicant's expense. Where stormwater management or treatment facilities are constructed outside of public rights of way, a permanent easement to the Town shall be recorded to allow construction, maintenance or inspection of the facility, as well as flowage rights.

Granting of the easements required by this section shall not relieve the applicant and/or landowner from its design, construction, inspection and maintenance responsibilities under these regulations, and shall not obligate the Town to undertake those responsibilities.

12. The Planning Board or Board of Health may adapt or relax these SMP documentation requirements for smaller or less complex applications provided the intent of these regulations is followed.

8. **Stormwater Management During Construction**

- A. The applicant and the applicant's engineer (or technical representative) shall schedule and attend a mandatory preconstruction meeting with the Office of Community Development and/or Health Officer at least two (2) weeks prior to commencement of construction. Two (2) copies of the Stormwater Management Plan, associated construction documents and permits, and Notice of Intent (if required) shall be provided at that time. All documents shall bear the seal and signature of the licensed Professional

Engineer preparing the documents. Prior to commencement of construction, the Planning Board/Board of Health or their agents shall confirm that the documents submitted meet the conditions of plan approval. An appropriate notation shall be made on the official construction set.

- B. The applicant shall implement erosion, sediment and good housekeeping controls as prescribed in the Stormwater Management Plan (SMP) (see Section 7) and reduce potential pollutants during construction activities. Best Management Practices (BMP) shall be followed and shall include management of non-stormwater discharges and materials, (including, but not limited to, wastes such as discarded building materials, concrete truck wash out, chemicals, litter, and sanitary wastes, which may not be discharged to the MS4), minimization of disturbed area, phased construction activity, good housekeeping practices, stabilization of construction site entrances and exits to prevent off-site tracking, containment of materials and waste, perimeter controls, control for dust and particulate generating activities, street sweeping, the protection of all storm drain inlets and slopes, and stabilization of the site during temporary cessation of activities and upon completion.
- C. The Planning Board may require a bond or other security in an amount and with satisfactory surety conditions providing for the actual construction and installation of stormwater control measures within a specified period and expressed in the bond or the surety.
- D. The Board of Health or its agent may require a bond or other security in an amount and with surety conditions satisfactory to the Board of Health, providing for the actual construction and installation of stormwater control measures within a specified period and expressed in the bond or the surety.
- E. The landowner or his authorized agent may be required to deposit in escrow with the Town an amount of money sufficient to cover the costs for inspection and any professional assistance required by the Town for site monitoring during construction.
- F. Controls shall be regularly inspected and maintained per the schedule established in the SMP but, in any case, not less frequently than once every seven days, and within 24 hours after a storm of 0.25 inches or greater. Any deficiencies noted shall be corrected within 24 hours and said corrective actions documented and submitted to the Planning Board or Board of Health.
- G. Records of inspections of any corrective actions and construction activities shall be maintained on site and submitted electronically to the Planning Board or Board of Health if requested.
- H. The SMP shall be updated, if necessary, during construction and the revisions submitted to the Planning Board or Board of Health as appropriate.
- I. The applicant shall achieve final site stabilization upon the completion of construction, including removal of temporary measures and restoration of affected areas.

9. Inspection and Maintenance Responsibility During and After Construction

- A. The purpose of this section is to enact locally the administrative and enforcement procedures set forth in RSA 676:15, 16, 17, 17-a and 17-b, of the existing planning and land use statutes.
- B. RSA 676:15, 16, 17, 17-a and 17-b, authorize the following penalties and remedies for enforcement of the provisions of these regulations:
 - i. Injunctive relief in accordance with RSA 676:15.
 - ii. Fines and penalties in accordance with RSA 676:17.
 - iii. Issuance of a cease and desist order in accordance with RSA 676:17-a.
 - iv. Pleas by mail for local land use citations in accordance with RSA 676:17-b.

- C. Any violation of the requirements of these regulations shall be subject to enforcement by Town officials, or their designated agent(s), who shall be empowered to take any action authorized by the provisions of the statutes noted above, or any other applicable law or regulation.
- D. Community Development Office staff or their designated agent shall be granted site access to complete routine inspections to ensure compliance with the approved stormwater management plans. Such inspections shall be performed at a time agreed upon with the landowner.
 - i. If permission to inspect is denied by the landowner, Community Development Office staff or their designated agent may secure an administrative inspection warrant from district or superior court under RSA 595-B, Administrative Inspection Warrants. Expenses associated with inspections shall be the responsibility of the applicant/property owner.
 - ii. If violations or non-compliance with a condition(s) of approval are found on the site during inspections, the inspector shall provide a report documenting these violations or non-compliance including recommended corrective actions. The Town shall notify the property owner in writing of these violations or non-compliance and the corrective actions necessary to bring the property into full compliance. During construction, the Planning Board, at their discretion, may recommend to the Board of Health to issue a stop work order if corrective actions are not completed within 10 days, or sooner if a danger to the public health or welfare is present.
 - iii. If corrective actions are not completed within a period of 30 days from the Planning Board or Board of Health notification, the Planning Board may exercise their jurisdiction under RSA 676:4-a, Revocation of Recorded Approval, and the Town may take, at the property owner's expense, any actions within its authority to correct violations and non-compliances or to require and have others do so.
- E. The applicant shall bear final responsibility for the installation, construction, inspection, and disposition of all stormwater management and erosion control measures as required by these regulations.
- F. The Town retains the right, though accepts no obligation, to repair or maintain stormwater infrastructure at the property owner's expense if a property is abandoned or becomes vacant; and in the event a property owner refuses to repair infrastructure that is damaged or is not functioning properly.
- G. Landowners subject to a Stormwater Management Plan shall submit to the Community Development Office, by September 1 each year, an annual report prepared by a qualified professional confirming that all stormwater management and erosion control measures are functioning per the approved stormwater management plan. The annual report shall note if any stormwater infrastructure has needed any repairs other than routine maintenance and the results of those repairs. If the stormwater infrastructure is not functioning per the approved stormwater management plan the landowner shall report on the malfunction in their annual report and include detail regarding when the infrastructure shall be repaired and functioning as approved.

The Planning Board or Board of Health may adapt, relax or waive these reporting requirements for smaller or less complex installations provided the intent of these regulations is followed.
- H. If a required report is not filed by September 1, the Community Development Office staff or their designated agent shall be granted site access to complete routine

inspections to ensure compliance with the approved stormwater management plans. Such inspections shall be performed at a time agreed upon with the landowner and shall be at landowner expense.

- I. All projects shall be subject to a final inspection prior to issuance of a Certificate of Occupancy.

10. Notification for Spills or Other Non-Stormwater Discharges

As soon as any person responsible for a facility, site, activity, or operation has information of any known or suspected release of pollutants or non-stormwater discharges which are resulting or may result in illicit discharges or pollutants discharging into stormwater, the Town of Amherst’s municipal storm system, state waters, or waters of the United States, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release so as to minimize the effects of the discharge. (If said individual is not competent to assess, contain, or clean-up, that person shall immediately notify another competent individual or firm.) If the substance poses an immediate health or safety concern, the Town of Amherst Emergency Services shall immediately be notified. If the substance does not pose an immediate concern, the Town of Amherst Board of Health should be notified. This notification should be made as soon as possible, however, no later than twenty-four (24) hours post event. This notification does not substitute for and must be made in addition to any Federal or State required notifications.

The site operator/owner must be aware that discharges such as treated swimming pool water are not allowed discharges unless appropriate measures have been taken to reduce the treatment chemical concentrations in the water.

11. Alteration of Stormwater Management Structures Prohibited

No person shall alter any structure or feature installed for stormwater management pursuant to a Stormwater Management Plan, or by the Town on town property or right of way whether or not pursuant to a formal plan, without approval by the Planning Board or Board of Health, following review and comment by the DPW and Board of Selectmen, as appropriate. The costs of repair or restoration of any structure or feature altered in violation of this provision shall be the responsibility of the person(s) making the alteration, the landowner responsible for the alteration, or both.

Maintenance of driveway culverts is the continuing responsibility of the property owner for the life of the culvert.

12. Effectivity

These regulations shall become effective upon adoption and publication by the Town of Amherst Board of Health and Planning Board, in accordance with the provisions of NH RSA 147 and 675:6.

13. Definitions

Best Management Practices (BMPs):	A proven or accepted structural, non-structural, or vegetative measure, the application of which reduces erosion
-----------------------------------	--

	sediment, or peak storm discharge, or improves the quality of Stormwater runoff.
Bioretention:	A water quality practice that utilizes vegetation and soils to treat stormwater runoff by collecting it in shallow depressions, before filtering through an engineered bioretention planting soil media.
Bioretention Areas/Systems:	A bioretention system (sometimes referred to as a “rain garden”) is a type of filtration BMP designed to collect and filter moderate amounts of stormwater runoff using conditioned planting soil beds, gravel beds and vegetation within shallow depressions.
Board of Health:	Town of Amherst Board of Health (comprised of the Board of Selectmen and the Health Officer).
Catch Basin:	An engineered drainage structure with the sole function of collecting rainwater, snowmelt and stormwater runoff from streets and parking lots and transporting it to local waterways through a system of underground piping, culverts, and / or drainage ditches.
Construction:	The building of things such as structures, roads, bridges, drainage infrastructure, etc.
Critical Area:	Disturbed areas of any size within fifty (50) feet of any wetland; one hundred (100) feet of any Public Water Protection Wetland (as defined in Zoning Ordinance Section 4-11 Part C); disturbed areas exceeding two thousand (2,000) square feet in highly erodible soils; or, disturbed areas containing slope lengths exceeding twenty-five (25) feet on slopes greater than ten (10) percent.
Detention:	Temporary storage of runoff before releasing it at a controlled rate, thereby reducing the intensity of peak flows during storm events.
Disturbance:	Action to alter the existing vegetation and/or underlying soil of a site, such as clearing, grading, site preparation (e.g. excavating, cutting and filling), soil compaction, and movement and stockpiling of topsoils.
Disturbed Area:	An area where the natural vegetation, including tree stumps, has been removed exposing the underlying soil, or vegetation has been covered.
Drainage System:	A network of structures, channels and underground pipes that carry stormwater to ponds, lakes, streams and rivers. The network consists of both public and private systems and

	is designed to control the quantity, quality, timing and distribution of storm runoff.
Erosion:	The detachment and movement of soil or rock fragments by water, wind, ice or gravity.
Filtration:	The process of physically or chemically removing pollutants from runoff. Practices that capture and store stormwater runoff and pass it through a filtering media such as sand, organic material, or the native soil for pollutant removal. Stormwater filters are primarily water quality control devices designed to remove particulate pollutants and, to a lesser degree, bacteria and nutrients.
Flowage Rights:	The perpetual right, power, privilege and easement to overflow, flood and submerge the lands affected.
Geographic Information System (GIS):	A framework for gathering, managing, and analyzing data. Rooted in the science of geography, GIS integrates many types of data. It analyzes spatial location and organizes layers of information into visualizations using maps and 3D scenes.
Groundwater:	Groundwater is water that exists underground in saturated zones beneath the land surface.
Impervious Surface:	Any surface that prevents or significantly impedes the infiltration of water into the underlying soil. This can include, but is not limited to, roads, driveways, parking areas and other areas created using non-porous material: buildings, rooftops, structures, artificial turf, and compacted gravel or soil.
Infiltration:	The process of runoff percolating into the ground (subsurface materials). Stormwater treatment practices designed to capture stormwater runoff and infiltrate it into the ground over a period of days.
Low Impact Development (LID):	A site planning and design strategy intended to maintain or replicate predevelopment hydrology through the use of site planning, source control, and small-scale practices integrated through the site to prevent, infiltrate and manage runoff as close to its sources as possible. Examples of LID strategies are pervious pavement, rain gardens, green roofs, bioretention basins and swales, filtration trenches, and other functionally similar BMPs located near the runoff source.
New Development:	Any construction activities or land alteration on an area that has not previously been developed to include impervious cover.

Non-point Source Pollution:	Pollution resulting from many diffuse sources, in direct contrast to point source pollution which results from a single source. Nonpoint source pollution generally results from land runoff, precipitation, atmospheric deposition, drainage, seepage, or hydrological modification (rainfall and snowmelt) where tracing pollution back to a single source is difficult.
Outlet Locations:	The point at which water discharges from a stormwater pipe or drain.
Peak Flow:	The maximum flow of water during a storm event, usually expressed in CFS (cubic feet per second).
Pollutant:	Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, and industrial, municipal and agricultural waste discharged into water.
Post-Construction:	The phase following construction of new development or re-development.
Precipitation:	Any product of the condensation of atmospheric water vapor that falls under gravity from clouds. The main forms of precipitation include drizzle, rain, sleet, snow, ice pellets, graupel and hail.
Pre-Construction Meeting:	Initial project meeting to discuss the proposed project, construction schedule, construction standards, construction observations and municipal expectations
Predevelopment:	The phase prior to construction new development or re-development.
Recharge:	The process by which water seeps into the ground, eventually replenishing groundwater aquifers and surface waters such as lakes, streams and the oceans. This process helps maintain water flow in streams and wetlands and preserves water table levels that support drinking water supplies.
Redevelopment:	Any construction, land alteration, or improvement of impervious surfaces that does not meet the definition of new development.
Restoration:	Return of an area to a close approximation of its condition prior to disturbance.
Retention:	The amount of precipitation on a drainage area that

	does not escape as runoff.
Sedimentation:	The process by which solids are removed from the water column by settling.
Siltation:	Water pollution caused by particulate fine minerals and rock material, with a particle size dominated by silt or clay.
Stabilization:	A site is stabilized when the soils onsite will not experience accelerated or unnatural erosion. In areas that will not be paved, a minimum of 85% vegetative cover has been established, a minimum of 3" of non- erosive material such as stone or a certified compost blanket has been installed, or erosion control blankets have been installed. In areas to be paved, base course gravels have been installed.
Stormwater:	Stormwater runoff, snow melt runoff, and surface runoff and drainage.
Stormwater Management:	Managing stormwater runoff through site design, pollutant source controls, structural BMPs and construction phase practices.
Stormwater Runoff:	The water from precipitation that is not absorbed, evaporated, or otherwise stored within the contributing drainage area.
Stormwater Treatment:	The action of capturing pollutants and contaminants from stormwater runoff before they reach a watercourse or body of water such as a river, lake or ocean.
Subsurface Gravel Wetland:	A low impact development stormwater design that offers a high level of treatment for nonpoint source pollution. Gravel wetlands combine sedimentation on the surface of the system and microbial nitrogen removal in an anaerobic subsurface zone with physical filtration.
Surface Water:	Water located on top of the Earth's surface such as streams, rivers, lakes, and wetlands.
Swale:	A shallow, low-gradient, vegetated drainage channel designed to convey and treat shallow, concentrated stormwater runoff. Vegetation may consist of grasses (grass swale) or herbaceous plants and shrubs (vegetated swale)
Watershed:	A watershed is an area of land upstream of a waterbody (a point in a stream or the outlet of a lake) in which all the surface water drains to the waterbody.

Wetlands:

As defined in the Town of Amherst Zoning Ordinance. In general terms, an area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal conditions does support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

TOWN OF AMHERST, NH
Board of Selectmen

NOTICE OF PUBLIC HEARING

Pursuant to the authority granted to the Board of Selectmen of the Town of Amherst by virtue of NH RSA's 31:39, 41:11, and 47:17 for the purpose of enforcing and regulating traffic, the following traffic control regulations are hereby established for the Town of Amherst:

TRAFFIC SIGNS The Board will hear input from citizens regarding the need for traffic signs at the following locations:

1. *Two (2) stop signs at the intersections of the following Town of Amherst roads:*
 - a. *Madison Lane @ Williamsburg Drive*
 - b. *Madison Lane @ Georgetown Drive*

2. *A maximum speed limit of 30 M.P.H. for the section of Manchester Road located between the intersections of Mack Hill Road and Limbo Lane.*

3. *A no parking zone on Grater Road between the intersection with South Grater Road and the point 600 feet north of South Grater Road.*

The public hearing will be held in conjunction with the Board of Selectmen's scheduled meetings on Monday December 21, 2020 and Monday January 4, 2021 at 6:30pm.

There is no physical location for the meeting. All interested citizens are invited to attend the virtual meetings.

TO ATTEND THE DECEMBER 21ST HEARING AND BOARD OF SELECTMEN MEETING:

Please click the link below to join the webinar: <https://us02web.zoom.us/j/86155281949>
Or Telephone: (646) 558-8656 Webinar ID: 861 5528 1949

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

TO ATTEND THE JANUARY 4TH HEARING AND BOARD OF SELECTMEN MEETING:

Please click the link below to join the webinar: <https://us02web.zoom.us/j/87960165616>
Telephone: 646 558 8656 Webinar ID: 879 6016 5616

If you have trouble connecting to this webinar, please (603) 440-8248



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

Title: Administrative Overview
Meeting Date: January 4, 2021

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Health Insurance Membership
Renewal

Department: Administration

Meeting Date: January 4, 2021

Staff Contact: Dean Shankle

BACKGROUND INFORMATION:

The town has received a Health Insurance Not-to-Exceed Agreement from NH Interlocal Trust. This agreement says that we will have no increase if we agree to a renewal by February 1, 2021.

BUDGET IMPACT:

(Include general ledger account numbers)

Will keep health insurance costs stable for next eyar.

POLICY IMPLICATIONS:

Will maintain current insurance.

DEPARTMENT HEAD RECOMMENDATION:

Recommend acceptance.

SUGGESTED MOTION:

"I move that we approve the renewal of the NH Interlocal Trust Insurance plan membership for the coming year and authorize the town administrator to sign the membership agreement, with the understanding that this will result in no increase to our rates for the coming year."

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2427_001

Town of Amherst
Jennifer Stover
Executive Assistant
2 Main Street
Amherst, NH 03031

Dear Ms. Stover,

The New Hampshire Interlocal Trust Board of Trustees met on December 3, 2020 to review and approve the Not to Exceed (NTE) renewal rating for the Plan year beginning July 1, 2021.

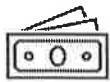
Your group's Not to Exceed rates for July 1, 2021 are at the bottom of page two. These rates can be safely used for budgeting purposes.

By renewing your membership in the NHIT on or before February 1, 2021, you are guaranteed that this rate will not increase for July 1, 2021. You can use these rates for budgeting purposes as *they will not be increased in the final calculation* – they can only be lower.

Final rates will be available in April 2021. **At that time, if your health plan's experience has improved or stayed about the same, the final renewal rates will be lower as four months of Medical Trend in the NTE calculation will be removed.** If your plan's experience has become less favorable, these Not-to-Exceed rates will apply.

If you renew after February 1, 2021, your final rate, based on your health plan's experience, may be higher or lower than the NTE in this letter. You can make plan changes after February 1, 2021 without affecting your NTE renewal.

NH INTERLOCAL TRUST PLAN OPTIONS



Your Member Services Team has analyzed and reviewed your current benefit plan and claims experience. We have included alternative plan options for your consideration. These alternatives are included on a separate rate sheet and are being suggested as potential new plans if you wish to make any changes.



If you would like to learn more about other new, less costly medical or prescription drug plans to offer for active Employees or Medicare Retirees for the upcoming year, please contact me as soon as possible at 1-888-960-6448 or by email at McKenzie@nhitrust.org.

NH INTERLOCAL TRUST BENEFIT NEWS



Coming Soon! A dedicated Employer webpage for NH Interlocal Trust Employer Groups. Access group specific plan documents and benefit program materials in one easy to access location.



Coverage for Over the Counter Medications. Effective January 1, 2021, your health plan will include coverage for certain generic over the counter (OTC) medications. These medications are available at your Tier 1 Copay and are eligible for up to a 90-day supply with a script from your provider. OTC prescriptions are only available at the in-network pharmacy and must have a script from the provider.



COVID-19 Support. NH Interlocal Trust & our partner Harvard Pilgrim with United Behavioral Health (UBH) offers an Emotional Support Line staffed by clinicians 24/7 at (866) 342-6892. Harvard Pilgrim and NH Interlocal Trust also continues to waive copays for telemedicine visits. For up to date COVID information please visit our website at www.nhitrust.org/COVID-19-Resources

NH INTERLOCAL TRUST PROGRAMS



Digital ID Cards. NH Interlocal Trust members with an Apple iPhone can access their insurance ID card through the Apple Wallet App. Apple Wallet's card data is refreshed daily ensuring that any updates to plan information are quickly reflected.



Trust Work-Life Assistance Program. Available to all Member group employees regardless of enrollment in the NH Interlocal Trust health program. Licensed counselors offer confidential consultations for a wide range of personal, family or workplace concerns. This is a free and confidential program with 24/7 access, designed to help when you need it.



Reduce My Costs. Provides members opportunities to save when they need certain non-emergency tests or procedures. Employees and enrolled dependents are able to receive a 20% reward (up to \$2000 per service) of any savings on many non-emergency medical services. Members can call or use the online live nurse chat to take advantage of this voluntary program.



Doctor on Demand. Harvard Pilgrim's 24/7 Telemedicine Program continues to offer greater convenience and cost savings for NH Interlocal Trust Members' employees and dependents. The program virtually connects you live with licensed doctors and other professionals for non-emergency medical conditions. **This program is now available to enrolled employees and their dependents at a \$0 copay!**

The NTE renewal for Town of Amherst is 0.00%.

If you have any additional questions or if there is anything else that I can assist with, please let me know. We look forward to the opportunity of continuing to serve you and your employees!

Sincerely,

Albert C. Jones
Trust Administrator
(C) 1-888-255-6637

Town of Amherst
 NTE Rates
 July 1, 2021 - June 30, 2022



12/8/2020

PLEASE SIGN AND RETURN BY FEBRUARY 1, 2021

RE: July 2021 NTE Renewal

By renewing your membership with the New Hampshire Interlocal Trust (NHIT) by February 1, 2021, you are **guaranteed that this renewal will not increase for July 1, 2021.**

Town of Amherst can still make plan benefit changes with the NHIT for the plan year beginning July 1st after February 1st without affecting your NTE renewal.

If Town of Amherst does not renew by February 1, 2021, your final rates for the new plan year, based on your health plan's experience, **may be higher or lower** than the NTE rates shown below.

Town of Amherst's Not-to-Exceed renewal estimate for the plan year beginning July 1, 2021 is 0.00%. Premium calculations based on this NTE renewal are provided below. These rates may still decrease when final rates are released.

		HMO Super \$25 \$500
		R \$0/\$10/\$30/\$50
		M \$0/\$10/\$30/\$50
		MD13939 Rx11449
Billing Rates		
Single		\$1,215.06
Two-Person		\$2,427.48
Family		\$3,276.06

		ME \$5	ME \$25 \$1000
		R \$10/\$30/\$50	R \$10/\$30/\$50
		M \$10/\$30/\$50	M \$10/\$30/\$50
		MD50 Rx694	MD3149 Rx694
Billing Rates			
Single		\$1,003.91	\$861.00

Town of Amherst accepts the Not-to-Exceed renewal provided and confirms continued membership with the New Hampshire Interlocal Trust for the plan year July 1, 2021 through June 30, 2022.

 Authorized Signature

 Date

 Print Name

 Title



NOT-TO-EXCEED (NTE) CHECKLIST

1. PAPERWORK

- Sign and return Membership Confirmation to NHIT by February 1, 2021

*If you do not renew by February 1, 2021, your final rates for the new plan year, based on your health plan's experience, **may be higher or lower** than the NTE rates shown below.*

2. CONTACT NHIT TO...

- Request to review plan alternatives with NHIT (if desired)
- Update any FSA or HRA plan design(s) (if applicable)
- Plan Wellness Programming for the year -- schedule on-site educations, challenges, biometric fairs, etc.
- Schedule On-Site Training for the NEW Wellness Platform
- Order Enrollment Materials
- Ask any questions... or tell us what you need!



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Proposal for Emergency Paid Sick Leave Act (EPSLA) extension

Department: Administration

Meeting Date: January 4, 2021

Staff Contact: Dean Shankle

BACKGROUND INFORMATION:

On March 18, 2020 the Federal government issued mandates related to the Families First Coronavirus Response Act (**FFCRA**). The **FFCRA** contains two main provisions that address employee absences: the Emergency Family and Medical Leave Expansion Act (**EFMLEA**) and the Emergency Paid Sick Leave Act (**EPSLA**). The EFMLEA and the EPSLA are set to expire on December 31, 2020.

The **EPSLA** provided up to 80 hours of paid sick and family leave due to

- 1) the need to self isolate or quarantine at the employee's regular rate of pay *or*
- 2) caring for an individual who is subject to isolation or quarantine at 2/3 the employee's regular rate of pay

EFMLEA allowed up to 10 weeks of partially paid family and medical leave to eligible employees who were unable to work because of the need to care for a child whose school or place of care is closed.

Of these two programs, EPSLA was used here in Amherst significantly more than EFMLEA(28 employees v. 3 employees). The EPSLA allowed employees who were required to quarantine or isolate either due to exposure to someone who was positive for COVID 19, or tested positive themselves, to do so without using their sick leave and allowed people who had no sick leave continue to be paid.

Although the federal government no longer mandates these programs, they have allowed employers to extend them until March 31, if they are willing to self-fund. The quarantine timeline has changes since this was policy was signed in March, and quarantine and isolation ends after 10 days from start "as long as symptoms are improving and the person is fever-free for 24 hours without medication to reduce the fever.

I believe the BOS should consider extending the EPSLA until March 31, 2021. This would mean that the town would provide paid leave to any employee who, as defined by the governor's emergency orders and guidance, were required to be out of work due to COVID 19.

It is important to note that this is not an ADDITIONAL 80 hours. It just enables each employee who has not yet used the 80 hours maximum to do so if required by the

guidelines.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move that the Town of Amherst extend the EPSLA for its employees until March 31, 2021.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Stormwater Regulations

Department: Community Development
Office

Meeting Date: January 4, 2021

Staff Contact: Nic Strong

BACKGROUND INFORMATION:

The Town's current stormwater regulations were adopted in 2007 and do not meet the current technical requirements for stormwater retention and treatment. The 2007 regulations also include outdated references to expected precipitation values and do not require design for severe precipitation events commonly used by the state and other communities (a so-called "50- year storm").

The Town's Office of Community Development, Public Works Department, and Conservation Commission have cooperatively developed draft stormwater regulations to address the MS4 permit requirements and these other issues.

The regulations are administered both by the Planning Board for projects under their jurisdiction and by the Board of Health for projects that do not require Planning Board approval.

The Planning Board unanimously moved to adopt these stormwater regulations at their meeting of December 16, 2020.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to adopt the proposed Stormwater Regulations.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



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

Title: Payroll and BOS Meeting Minutes
December 21, 2020

Department: Finance Department

Meeting Date: January 4, 2021

Staff Contact: Cheryl Eastman

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Approvals:

Payroll

AP1~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$244,663.63 dated December 12, 2020, subject to review and audit.

Minutes

~ I move to approve the Board of Selectmen meeting minutes of December 21, 2020.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2020.12.21_BOS_MINUTES



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, December 21, 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, Lori Mix, and Bill Loscocco

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

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

18
19 Utilizing Zoom teleconferencing for this meeting. All members of the Board have the
20 ability to communicate during the meeting through this platform and the public has access
21 to contemporaneously listen and if necessary, participate in the meeting by dialing +1 646
22 558 8656 and using a webinar ID of 861-5528-1949 or by using the link contained in the
23 agenda posted at amherstnh.gov.

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

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

33 Lastly, the meeting is being recorded and will be available on Vimeo and replayed on
34 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. Public Hearing**

45 Chairman Lyon stated that this public hearing is regarding a few proposed traffic control
46 measures in Town.

47

48 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D’Angelo to*
49 *open the Public Hearing.*

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

52

53 Chairman Lyon stated that this is the first of two public hearings for this item. The next public
54 hearing will occur on January 4, 2021, at 6:30pm. These public hearings are to discuss the
55 following proposed traffic control measures:

56

57 1. Two (2) stop signs at the intersections of the following Town of Amherst roads:

58

a. Madison Lane @ Williamsburg Drive

59

b. Madison Lane @ Georgetown Drive

60

61 2. A maximum speed limit of 30 M.P.H. for the section of Manchester Road located
62 between the intersections of Mack Hill Road and Limbo Lane.

63

64 3. A no parking zone on Grater Road between the intersection with South Grater
65 Road and the point 600 feet north of South Grater Road.

66

67 Rob Clemens, Chair of the Amherst Conservation Commission (ACC) noted that the Grater
68 Road parking zone proposal was recommended by the ACC to the Highway Safety
69 Committee last April/May due to overuse of the parking area on Grater Road. Parking was
70 occurring along both sides of the road and there were concerns regarding the narrowness of
71 the road and safety vehicles. This proposal is still warranted because people are still parking
72 along the road, even with temporary No Parking signs placed.

73

74 No member of the public chose to speak during the Public Hearing.

75

76 *A MOTION was made by Selectman Brew and SECONDED by Selectman D’Angelo to close*
77 *the public hearing.*

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

80

81 Chairman Lyon noted that a second Public Hearing on this subject would be held on January
82 4, 2021

83

84 **4. Administration**

85 **4.1. Administrative Overview**

86 Town Administrator Shankle stated that Finance Director, Cheryl Eastman, has given her
87 notice to the Town. She will be difficult to replace.

88
89 The Board agreed to change the time of the upcoming Budget Public Hearing on January 11,
90 2021, from 7:00pm to 6:30pm.

91
92 Town Moderator, Steve Coughlan, joined the Board. He explained that the upcoming
93 Deliberative Sessions are tentatively scheduled for February 1, Souhegan School District;
94 February 2, Amherst School District; and February 3, Town of Amherst. In most years, the
95 three entities share the same space and technology for each Deliberative Session. For this
96 year, HB 1129, past by legislation, there are alternate ways to have a deliberative-like process
97 without meeting in person. There seems to be some consensus in Town that people would like
98 to continue with a traditional deliberative process, as much as possible, with the ability to
99 have a voice and amend articles. It is up to the School Boards and Selectmen to ultimately
100 pick the time and location for the Deliberative Sessions. If one entity decides to do something
101 different than the others, it may be confusing to taxpayers and possibly impact attendance.

102
103 Steve Coughlan explained that the general election can still be held on March 9, 2021, just as
104 it was in the fall. The Deliberative Session can be postponed for up to 72 hours, if there is an
105 emergency. He is proposing that the Deliberative Session be held at Souhegan High School in
106 the auditorium, which will hold about 100 people with social distancing. This should cover
107 the number of people that have attended both the Town and Souhegan School District
108 Deliberative Sessions over the past number of years. The Amherst School District may have a
109 much larger turnout, due to proposed bond articles. Steve Coughlan suggested that overflow
110 rooms with video monitors be utilized. If people attend with their family or podmates, they
111 may sit together, thus allowing for additional space. With the main auditorium and overflow
112 rooms, Souhegan High School should be able to accommodate approximately 200 people,
113 with social distancing. The overflow audience will be able to hear what is going on in the
114 auditorium and will be able to be heard. There will be assistant moderators in each overflow
115 room. There will also be one overflow room set up for those who do not wish to, or cannot,
116 wear masks.

117
118 In response to a question from Chairman Lyon, Steve Coughlan stated that he held a run-
119 through of this process which worked well. Town Administrator Shankle was able to watch
120 the run-through from Town Hall and able to hear everything. Steve Coughlan explained that,
121 although Zoom will be utilized for the process, people will not be able to actively participate
122 from home. People participating in the deliberative process must check-in and will not be able
123 to do so remotely. People will still be able to watch the proceedings remotely, but not actively
124 participate.

125
126 In response to a question from Selectman Brew, Steve Coughlan explained that, once the time
127 and location are decided on for the Deliberative Session, the process is in the hands of the
128 moderators. Every town and school district are in the same boat for this process; there may be
129 additional flexibility given by the Governor at some point.

131 Selectman Brew stated that he believes this process has been well thought through. He hopes
132 that the Souhegan and Amherst School Boards support this proposed process as well.

133
134 Selectman D'Angelo stated that he believes this is a reasonable plan. He believes there will
135 need to be rules regarding mask use for the presenters and Selectmen.
136 Selectman Grella noted that there will need to be discussion regarding social distancing on the
137 stage for the Selectmen and Department Heads. Steve Coughlan noted that the School District
138 members tend to use the orchestra pit and that the Selectmen could do so as well, which
139 would allow for extra seats to be set aside for the Department Heads. Steve Coughlan stated
140 that the air ventilation within the High School is at the recommended standard levels for
141 COVID-19.

142
143 Selectman D'Angelo noted that there should be additional helpers available during
144 Deliberative Session to aid in seating choices for singles or couples.

145
146 In response to a question from Will Ludt, 3 School Street, Steve Coughlan stated that
147 everyone attending Deliberative Session will need to check-in, probably in the lobby area of
148 the High School. There will be social distancing in line and the check-in volunteers will be
149 provided plastic shields. Voting on any amendments or reconsiderations will still take place,
150 even in the overflow rooms.

151
152 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to hold the*
153 *Town Deliberative Session on February 3, 2021, at 7pm, at Souhegan High School.*
154 *Roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
155 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

156
157 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to accept,*
158 *with regret, Cheryl Eastman's resignation.*
159 *Roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
160 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

161
162 **4.2 Budget Discussion**

163 The Board and Ways & Means Committee reviewed each Warrant Article to move it to Public
164 Hearing on January 11, 2021. The Board agreed that it wanted the Ways & Means Committee
165 votes on articles in order to craft their opinions moving forward. The Board also decided it
166 was reasonable to have on record if the Board supports each article, prior to the Public
167 Hearing.

168
169 Chairman Lyon read ARTICLE 22: Open Space Acquisition Bond
170 Shall the Town vote to raise and appropriate the sum of six million dollars (\$6,000,000.00) to
171 purchase land and easements or other property interests within the Town of Amherst for
172 conservation purposes, and to authorize the Board of Selectmen to issue bonds or notes up to
173 six million dollars (\$6,000,000.00) in compliance with provisions of the Municipal Finance
174 Act (RSA33:1 et seq., as amended); provided, however, that notwithstanding anything herein
175 to the contrary, the Town shall not issue more than three million dollars (\$3,000,000.00) of
176 bonds or notes in any one fiscal year; to authorize the Selectmen to negotiate and determine
177 the rate of interest thereon and the maturity and other terms thereof, and to take any other

178 action they deem appropriate to effectuate the sale and/or issuance of said bonds or notes,
179 however, no such bonds or notes shall be issued with a term of maturity of less than ten (10)
180 years or more than twenty (20) years, furthermore, to authorize the Selectmen to acquire said
181 property exercising their authority under RSA 41:14-a, and additionally to raise and
182 appropriate the sum of Two Hundred Forty Thousand Dollars (\$240,000.00) for the first year
183 interest and costs. Land or property interests to be purchased with bond proceeds shall total
184 not more than 800 acres and shall be acquired in the name of the Town as conservation land to
185 be managed by the Conservation Commission pursuant to RSA 36-A:4, to protect and limit
186 the future use of, or otherwise conserve and properly utilize open spaces and other land and
187 water areas. The authorization to borrow provided hereunder shall not lapse until June 30,
188 2026. (Tax impact = \$0.14) (3/5 Vote Required)

189
190 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*
191 *support the Open Space Acquisition Bond Warrant Article.*

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

194
195 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to move*
196 *the Open Space Acquisition Bond Warrant Article to the Public Hearing.*

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

199
200 *The Ways & Means Committee supports Article 22, 4-3-0.*

201
202 Chairman Lyon read ARTICLE 23: Operating Budget
203 Shall the Town vote to raise and appropriate as an operating budget, not including
204 appropriations by special warrant articles and other appropriations voted separately, the
205 amounts set forth on the budget posted with the warrant or as amended by vote of the first
206 session, for the purposes set forth herein, totaling \$14,877,676. Should this article be defeated
207 the default budget shall be \$14,630,503, which is the same as last year with certain
208 adjustments required by previous action of the Town or by law; or the governing body may
209 hold one special meeting in accordance with RSA 40:13 X and XVI to take up the issue of a
210 revised operating budget only. This operating budget warrant article does not include
211 appropriations contained in any other warrant article. (Tax Impact = \$8.52) (Majority vote
212 required)

213
214 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*
215 *support the Operating Budget Warrant Article.*

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

218
219 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
220 *move the Operating Budget Warrant Article to the Public Hearing.*

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

223
224 *The Ways & Means Committee supports Article 23, 7-0-0.*

225
226 Chairman Lyon read ARTICLE 24: Contingency Fund
227 Shall the Town vote to establish a contingency fund for the current year, in accordance with
228 NH RSA Section 31:98-a, for unanticipated expenses that may arise and further to raise and
229 appropriate the sum of one hundred-twenty thousand dollars (\$120,000) to go into the fund.
230 Said sum shall come from the undesignated fund balance and no amount to be raised from
231 taxation. Any appropriation left in the fund at the end of the year will lapse to the general
232 fund. (Tax Impact = \$0.00) (Majority vote required)
233
234 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to support*
235 *the Contingency Fund Warrant Article.*
236 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
237 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
238
239 *A MOTION was made by Selectman Brew and SECONDED by Selectman D’Angelo to move*
240 *the Contingency Fund Warrant Article to the Public Hearing.*
241 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
242 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
243
244 *The Ways & Means Committee supports Article 24, 7-0-0.*
245
246 Chairman Lyon read ARTICLE 25: Communications Center Capital Reserve Fund
247 Shall the Town vote to raise and appropriate the sum of twenty-five thousand dollars
248 (\$25,000) to be added to the Communications Center Capital Reserve Fund, previously
249 established. (Tax Impact = \$0.01) (Majority vote required)
250
251 *A MOTION was made by Selectman Brew and SECONDED by Selectman D’Angelo to*
252 *support the Communications Center Capital Reserve Fund Warrant Article.*
253 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
254 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
255
256 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*
257 *move the Communications Center Capital Reserve Fund Warrant Article to the Public*
258 *Hearing.*
259 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
260 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
261
262 *The Ways & Means Committee supports Article 25, 7-0-0.*
263
264 Chairman Lyon read ARTICLE 26: Assessing Revaluation Capital Reserve Fund
265 Shall the Town vote to raise and appropriate the sum of twenty-five thousand dollars
266 (\$25,000) to be added to the Assessing Revaluation Capital Reserve Fund, previously
267 established. (Tax Impact = \$0.01) (Majority vote required)
268
269 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Brew to*
270 *support the Assessing Revaluation Capital Reserve Fund Warrant Article as written.*

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

273
274 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D’Angelo to*
275 *move the Assessing Revaluation Capital Reserve Fund Warrant Article to the Public Hearing.*
276 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
277 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

278
279 *The Ways & Means Committee supports Article 26, 7-0-0.*

280
281 Chairman Lyon read ARTICLE 27: Service-Connected Total Disability Tax Credit
282 Shall the Town vote to increase the optional tax credit for Service-Connected Total Disability
283 on residential property occupied by a service-connected totally disabled person or their
284 surviving spouse from \$3,200 to \$4,000 as permitted by RSA 72:35 I-a. (Tax Impact = \$0.01)
285 (Majority vote required)

286
287 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D’Angelo to*
288 *support the Service-Connected Total Disability Tax Credit Warrant Article as written.*
289 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
290 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

291
292 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*
293 *move the Service-Connected Total Disability Tax Credit Warrant Article to the Public*
294 *Hearing.*
295 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
296 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

297
298 *The Ways & Means Committee supports Article 27, 7-0-0.*

299
300 Chairman Lyon read ARTICLE 28: Bridge Repair and Replacement Capital Reserve Fund
301 Shall the Town vote to raise and appropriate the sum of two hundred thousand (\$200,000) to
302 be added to the Bridge Repair and Replacement Capital Reserve Fund, previously established.
303 (Tax Impact = \$0.11) (Majority vote required)

304
305 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D’Angelo to*
306 *support the Bridge Repair and Replacement Capital Reserve Fund Warrant Article as written.*
307 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
308 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

309
310 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*
311 *move the Bridge Repair and Replacement Capital Reserve Fund Warrant Article to the Public*
312 *Hearing.*
313 *Roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
314 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

315
316 *The Ways & Means Committee supports Article 28, 7-0-0.*

317

318 Chairman Lyon read ARTICLE 29: Fire Rescue Vehicle and Equipment Purchase and Repair
319 Capital Reserve Fund
320 Shall the Town vote to raise and appropriate the sum of two hundred fifty-seven thousand
321 dollars (\$257,000) to be added to the Fire Rescue Vehicle and Equipment Purchase and
322 Repair Capital Reserve Fund, previously established. (Tax Impact = \$0.15) (Majority vote
323 required)

324
325 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
326 *support the Fire Rescue Vehicle and Equipment Purchase and Repair Capital Reserve Fund*
327 *Warrant Article as written.*

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

330
331 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
332 *move the Fire Rescue Vehicle and Equipment Purchase and Repair Capital Reserve Fund*
333 *Warrant Article to the Public Hearing.*

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

336
337 *The Ways & Means Committee supports Article 29, 7-0-0.*

338
339 Chairman Lyon read ARTICLE 30: Establish DPW Vehicles & Equipment Replacement CRF
340 Shall the Town vote to establish a DPW Vehicles & Equipment Replacement Capital Reserve
341 Fund under the provisions of RSA 35:1 for the purpose of replacement of DPW vehicles and
342 equipment and to raise and appropriate the sum of One Hundred Twenty Thousand Dollars
343 (\$120,000) to be placed in this fund. Further, to name the Board of Selectmen as agents to
344 expend from said fund. (Tax Impact = \$0.07) (Majority vote required)

345
346 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*
347 *support the Establish DPW Vehicles & Equipment Replacement CRF Warrant Article as*
348 *written.*

349
350 The Board discussed a Ways & Means Committee suggestion to amend the language of the
351 article to read "...for the purpose of acquisition and replacement of DPW vehicles..."

352
353 Selectman Brew questioned if the wording should read "and" or "or." He would like for
354 whatever language is included to closely match the statute.

355
356 Chairman Lyon suggested that the Board wait to amend the language of the Warrant Article
357 until Town Counsel has reviewed it. Town Administrator Shankle suggested that the Board
358 amend the wording of the Warrant Article now, because it will be easier to remove it in the
359 future, if the Board sees fit.

360
361 *An AMENDED MOTION was made by Selectman Brew and SECONDED by Selectman*
362 *D'Angelo to amend the language of Warrant Article 30, to read "...for the purpose of*
363 *acquiring and replacement of DPW vehicles ..., " to leave the rest of the wording the same,*
364 *and to support the Warrant Article.*

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

367

368 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*
369 *move the Establish DPW Vehicles & Equipment Replacement CRF Warrant Article to the*
370 *Public Hearing.*

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

373

374 *The Ways & Means Committee supports Article 30, 5-2-0. It was noted that the votes against*
375 *were due to not wanting to limit the use of these CRF funds to fund only high cost, infrequent*
376 *DPW purchases. It was believed this CRF would be better suited to allow for routine, over-*
377 *time purchases.*

378

379 Chairman Lyon read ARTICLE 31: Police Station Renovation Completion
380 Shall the Town vote to raise and appropriate the sum of Two Hundred Thousand Dollars
381 (\$200,000) for the purpose of completing the 3rd floor of the Police Station renovation. Said
382 sum shall come from the undesignated fund balance and no amount to be raised from taxation.
383 Any appropriation left in the fund at the end of the year will lapse to the general fund. (Tax
384 Impact = \$0.0) (Majority vote required)

385

386 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D’Angelo to*
387 *support the Police Station Renovation Completion Warrant Article as written.*

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

390

391 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*
392 *move the Police Station Renovation Completion Warrant Article to the Public Hearing.*

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

395

396 *The Ways & Means Committee supports Article 31, 7-0-0.*

397

398 Chairman Lyon read ARTICLE 32: Establish and fund CRF for Amherst Multimodal
399 Facilities

400 Shall the Town vote to establish an Amherst Multimodal Facilities Capital Reserve Fund
401 under the provisions of RSA 35:1 for the purpose of design and construction of projects and
402 provide matching funds for grants for such projects, and to raise and appropriate the sum of
403 Seventy-Five Thousand Dollars (\$75,000) to be placed in this fund. Further, to name the
404 Board of Selectmen as agents to expend from said fund. (Tax Impact = \$0.04) (Majority vote
405 required)

406

407 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*
408 *support the Establish and fund CRF for Amherst Multimodal Facilities Warrant Article as*
409 *written.*

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

412
413 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
414 *move the Establish and fund CRF for Amherst Multimodal Facilities Warrant Article to the*
415 *Public Hearing.*

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

418
419 *The Ways & Means Committee supports Article 32, 7-0-0.*
420

421 Chairman Lyon read ARTICLE 33: Recreation Facilities Acquisition, Construction, and
422 Maintenance CRF

423 Shall the Town vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to
424 be added to the Recreation Facilities Capital Reserve Fund, previously established. (Tax
425 Impact = \$0.03) (Majority vote required)

426
427 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
428 *support the Recreation Facilities Acquisition, Construction, and Maintenance CRF*
429 *Warrant Article as written.*

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

432
433 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
434 *move the Recreation Facilities Acquisition, Construction, and Maintenance CRF Warrant*
435 *Article to the Public Hearing.*

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

438
439 *The Ways & Means Committee supports Article 33, 7-0-0.*
440

441 Lisa Eastland noted that the dissenting votes (4-3-0) on Article 22 were due to Ways & Means
442 members believing: 1) this is a want versus a need; 2) this proposal is like an open blank
443 check, making it hard for taxpayers to estimate their taxes in any given year; 3) the idea of
444 preserving open space in Town is attractive but there isn't enough data to show that open
445 space increases the value of Amherst.

446
447 Scott Tuthill noted that, while he isn't against conservation, his voted against Warrant Article
448 22 because there are going to be a lot of asks on the ballot this year and he isn't sure this is the
449 right year for this request.

450
451 **4.3 Discretionary Easement Policy/Proposal**

452 Town Administrator Shankle explained that the Town has been approached to consider
453 putting a discretionary easement (DE) on a piece of property. Although this process has been
454 around for a while this is not a process that the Town has ever used. Whether or not to grant
455 such an easement is completely up to the Board. In order to get the process started, he
456 suggested that the potential applicant speak with the Conservation Commission. They did and
457 the Commission came back with basically two recommendations:

458 1) That the town develop a process for reviewing discretionary easement applications.

459 2) That the ACC felt that the property that the discretionary easement was being discussed
460 would be a good candidate for such an easement. He suggests that the Board set up a process
461 for pursuing this type of easement and move forward. There are several decisions to make in
462 regard to NH RSA 79-C: 1) the Board can choose on an annual basis to set the tax bill for a
463 proposed easement property from anything from current use value to 75% of the fair market
464 value; 2) the Board can choose the number of years that a discretionary easement is in place
465 for, a minimum of 10 years or more; 3) the Board can set the current use number in advance.
466

467 Town Administrator Shankle explained that discretionary easements can apply to any property
468 in Town and are different from current use properties, in that the parcel does not need to be 10
469 acres. There are many properties in Town that could apply for this type of easement and the
470 Board should think about this item. The Board can turn down any application for any reason,
471 including that it doesn't want the Town to lose tax returns from the property. He noted that
472 very few other NH towns use this type of easement on a regular basis.
473

474 Selectman Brew stated that he believes the Board needs more information before voting on
475 this. He explained that there are 432 parcels in Town without buildings currently on them. 322
476 of these parcels are less than 10 acres. These 322 parcels are comprised of about 876 acres of
477 land, with an assessed value of approximately \$12M. 100 of the 432 parcels are more than 10
478 acres, comprising about 3,000 acres, assessed at approximately \$2M. He explained that for the
479 Town to enter into a discretionary easement there must be benefit shown to the Town.
480

481 Selectman D'Angelo agreed with Selectman Brew's concerns. He would like to hear the
482 process for discretionary easements to be approved before moving forward. He believes that
483 there will need to be a solid reason for the Town to give up tax benefits for certain benefits to
484 the Town.
485

486 Selectman Grella agreed that he would like to see some advantages and disadvantages to this
487 proposal.
488

489 Selectman Panasiti agreed that he would like more information before moving forward.
490

491 Chairman Lyon agreed what the Board needs more information on this item. He noted that
492 anyone in Town who meets the qualifications can apply for a discretionary easement. He
493 doesn't believe the Board can write a policy to disallow these requests; the Board will have to
494 hear these applications.
495

496 Rob Clemens, Chairman of the ACC, explained that the ACC examined discretionary
497 easements as a tool for conservation preservation in Town. He believes this type of easement
498 has merit in certain situations. He explained that the ACC could review applications for this
499 type of easement and make recommendations to the Board, just as it does for other types of
500 easements.
501

502 **4.4 Discretionary Easement Proposal**

503 Dave Hall, 8 Elizabeth Lane Mont Vernon, explained that he is the listing agent for Diane
504 Aubrey, who owns a lot on Pine Top Road and Austin Road. A nearby landowner, Dave
505 Morley, 120 Mack Hill Road, is interested in purchasing the property. Dave Morley is not a

506 direct abutter, as there is one property in-between his current property and this proposed one.
507 Dave Morley approached him regarding purchasing the property, in order to place it into
508 conservation land. The two contacted the owner of the land in-between the two properties to
509 see if he would approve of a corridor lot line change, but this was not agreed on. Dave Hall
510 then mentioned the possibility of a discretionary easement to Dave Morley. This is a land use
511 tool for land that may not meet the requirements of current use. The burden is on the owner to
512 come before the Board and prove the benefit of the proposed easement to the Town. This
513 particular proposal was presented to the ACC and was endorsed for its recreation and wildlife
514 value.

515
516 Selectman Brew questioned the criteria used by the ACC to make this recommendation for
517 this parcel. He agreed that the Board needs to review the potential process for discretionary
518 easements and the criteria that the Board can use to evaluate these requests.

519
520 John Harvey, ACC Commissioner, noted that the specific conservation values for approving
521 discretionary easements are embedded in the RSA. The RSA lists six conservation and
522 recreation values to consider. He explained that part of the process is for the Board to receive
523 an opinion from the ACC on any application.

524
525 Rob Clemens noted that the process for approving discretionary easements is not unlike the
526 process for examining property in Town for acquisition. There is a process for this type of
527 easement and there are a series of evaluation guidelines that should be considered in terms of
528 being a benefit to the Town.

529
530 Selectman Brew stated that there appears to be approximately \$12M of land under 10 acres.
531 He hopes the Board will take this into consideration moving forward.

532
533 Selectman D'Angelo explained that the Board will need to look at the benefits of any
534 proposals to the Town and how to shift what is lost to the remaining tax base.

535
536 In response to a question from Selectman Panasiti, Dave Hall stated that there is a pre-
537 existing, pre-drilled well on the property from 1974. Dave Hall explained that he believes the
538 lot used to be used as farmland.

539
540 Jon Harvey suggested that the ACC take it under discussion to provide the Board with a list of
541 priority items that can be used to help decide on a discretionary easement. Town
542 Administrator Shankle noted that other towns that use this type of easement should be
543 examined.

544

5. Staff Reports

5.1 AFR Hiring Part-time

546
547 Fire Chief, Matt Conley, stated that this is a part-time hire under the Rescue Department.

548

549 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to hire*
550 *Michael Gilbert, Paramedic, as recommended by the Fire Chief, at a rate of \$22.37/hour.*

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

553

554 **5.2 AFR Hiring Call Employees**

555 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Brew to approve*
556 *the hiring of Kent Salenger and David Dion as on-call Firefighters, as recommended by the*
557 *Fire Chief.*

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

560

561 Town Administrator Shankle noted that these positions start at \$10/hour. Fire Chief Conley
562 explained that these hires will start as probationary firefighters.

563

564 **5.3. Baker Foundation Grant Award for Amherst Makerspace**

565 Recreation Department Director, Craig Fraley, stated that the Town has received a \$4,000
566 from the Barker Foundation for the Makerspace. He suggested that this be placed in the
567 Makerspace fund for tools, etc.

568

569 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D’Angelo to*
570 *accept the \$4,000 grant award from the Baker Foundation. This grant will be deposited into*
571 *the Makerspace line in the -02 Revolving Account.*

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

574

575 **5.4 Approval of Maria Daly for Recreation Commission Alternate**

576 Craig Fraley stated that Maria Daly has been involved with many Recreation Department
577 programs and is an avid user of the Town trails. He believes she will be a great asset to the
578 Recreation Commission as an alternate.

579

580 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D’Angelo to add*
581 *Maria Daly to the Recreation Commission for a three-year term as an Alternate, to expire in*
582 *2023.*

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

585

586 **6. Approvals**

587 **6.1 Assessing**

588 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*
589 *the 2020 Abatement credit for Map 017 Lot 065-000 in the amount of \$3,700.*

590

591 *Discussion:*

592 *Selectman Brew suggested that Town Administrator Shankle follow-up on this item, in regard*
593 *to the tax amount now being paid by 3 Thoreau Lane. Selectman Panasiti also noted that he*
594 *would like to follow-up on if it’s possible to receive two tax credits: one for the Veteran’s Tax*
595 *Credit and one for the Disabled Veteran Tax Credit.*

596

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

599

600 A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to
601 approve the 2020 Abatement credit for Map 017 Lot 066-001 in the amount of \$6,134.62.
602 Roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;
603 Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

604

605 A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve
606 the Land Use Change Tax in the amount of \$14,000 for Tax Map 004 Lot 148-001, Spring
607 Road.

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

610

611 **6.2 Accounts Payable, Meeting Minutes December 7, 2020**

612 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to
613 approve one (1) FY21 Accounts Payable Manifest in the amount of \$31,068.72 dated October
614 31, 2020, subject to review and audit.

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

617

618 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to
619 approve one (1) FY21 Accounts Payable Manifest in the amount of \$27,575.93 dated
620 November 15, 2020, subject to review and audit (NH DMV).

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

623

624 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to
625 approve one (1) FY21 Accounts Payable Manifest in the amount of \$34,435.48 dated
626 November 30, 2020, subject to review and audit (NH DMV).

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

629

630 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to
631 approve one (1) FY21 Accounts Payable Manifest in the amount of \$2,193,485.37 dated
632 December 8, 2020, subject to review and audit.

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

635

636 A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to
637 approve the meeting minutes of December 7, 2020, as presented.

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

640

641 **7. Action Items**

642 The Board reviewed its action items.

643

644 **8. Old/New Business**

645 Selectman Brew noted that the Master Plan Steering Committee survey has been live for
646 about three weeks. Over 1,000 responses have been received so far. Out of the 8,000 eligible

647 townspeople, this is about a 12.5% return rate. He believes there may have been opportunities
648 missed to reach out through the schools and the Recreation Department. The Committee is
649 looking to extend the deadline for the survey.

650

651 Selectman D'Angelo explained that the School Boards have met to determine their Warrant
652 Articles. The Joint Facilities Warrant Article will be quite pricy. The Souhegan High School
653 is planning to look at two specific projects only to place on the ballot.

654

655 Selectman Grella noted that an expert completed a study on the Corn Crib cooperage. There is
656 a local townsperson looking to renovate the structure using donations/funding.

657

658 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
659 *adjourn the meeting at 9:00pm.*

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

662

663 **NEXT MEETING: Monday, January 4, 2021**

664

665

666

667

668

Selectman Reed Panasiti

Date