



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
MONDAY, FEBRUARY 8, 2021 6:30 PM

You are invited to a Zoom webinar.

When: Feb 8, 2021 06:30 PM Eastern Time (US and Canada)

Topic: Board of Selectmen 02/04/2021

Please click the link below to join the

webinar: <https://us02web.zoom.us/j/81561653847>

Or Telephone: (301) 715-8592 Webinar ID: 815 6165 3847

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

- 1. Call to Order**
- 2. Citizens' Forum**
- 3. Scheduled Appointments**
 - 3.1. Vision Revaluation Presentation
 - 3.2. Bike/Ped Committee: TAP Grant Overview
 - 3.3. Rick Katzenberg, Senior Citizen Survey-Final Results
- 4. Administration**
 - 4.1. Administrative Updates
 - 4.2. **Computer Capital Reserve Fund withdrawal**
- 5. Staff Reports**
 - 5.1. Revaluation Capital Reserve Withdrawal Request
 - 5.2. DPW Stewart Long promotion from D/L to Light Equipment Operator.
- 6. Approvals**
 - 6.1. Assessing
 - 6.2. Payroll, AP and Minutes Approval
- 7. Action Items**
- 8. Old/New Business**

Adjournment

Next Meeting: March 8, 2021



JANUARY 2021

***AMHERST NH
REVALUATION
PROCESS***

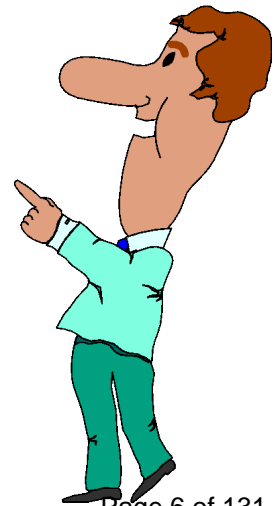
Michael Tarello & Steve Whalen

Revaluation Flowchart



Benefits of a Revaluation

- **Corrects disproportionate taxation**
- **Adjusts value for market shifts**
- **Captures all new construction**
- **Provides access to all information with computerized property files**



Public Relations Plan

- There will be ongoing updates of the Revaluation process on the Town's website, community TV and local papers.
- All presentations will be available on the Town's website.
- Final Values will be accessible on the Town website with a link to the Vision Database.

Sales & Building Permits Data Collection

- **Staff**
 - › Crew Chiefs
 - › Data Collectors
- **Proper Identification**
 - › Letter from Assessors Office
 - › Vision Identification Badge
 - › Wearing a Vest with Vision Logo
 - › Assessor Identification Magnet on Vehicle
 - › Registered with the Police Department
 - › Will introduce themselves at the door
 - › Complete exterior inspection including measuring all buildings on the property
 - › Interior information will be reviewed at the door or by a data mailer that will be mailed to the property owner



Sales & Building Permits Data Collection

- **Foundation of Project**
- **Information Collected**
 - › **Exterior information**
 - › **Exterior Measurements**
 - › **Outbuildings**
 - › **Land Topography**
 - › **Interior Information**
- **Quality Control**
 - › **The data will be reviewed by a Crew Chief**
 - › **for accuracy**



Exterior Inspection

- **Style of Structure**
- **Quality Grade**
- **Story Levels**
- **Roof Structure**
- **Roof Covering**
- **Wall Construction**
- **Year Built and Condition**



Interior Inspection

- Room Count
- Baths Count
- Wall Finish
- Floor Finish
- Heating
- Bath Style
- Kitchen Style
- Degree of Finish for each Level



Sales & Income Analysis

- **In-Depth Study of Town Sales and Income Information**
- **Determine Land Prices**
- **Determine Building Value and Depreciation**
- **Delineate Neighborhoods**
- **Set Market Rents and Capitalization Rates**
- **Develop Computer Models Based On Market**

Valuation

- **Analysis of Market Information**
 - **Sales Approach**
 - **Income Approach**
 - **Cost Approach**
- **Set Market Values as of 4/1/2021**
- **Review of All Values and data in the Field**
- **Checking for Accuracy, Consistency and Equity**



Informal Hearing Process

- Notification to Taxpayers of New Proposed Assessment
- Information is available on the Town Website
- Informal Hearings Begin
- Discuss property data and value with the Taxpayer
- Valuation Review, if necessary
- Change Notice sent out as a result of Hearings



Project Finalization and Delivery

- Final Values are Set
- Valuation Reports are Run
- All final work products are delivered to the Community
- Appraisal Report and Manual is completed and given to the DRA for approval
- Final Values are updated in the Towns Database

Transportation Alternatives Program
Amherst Bicycle & Pedestrian Advisory Committee

In January, the NHDOT announced “Round 4” of the Transportation Alternatives Program, a grant that if awarded may offer a significant funding opportunity for the Town of Amherst – both on the work already identified in the Boston Post Road (School Campus) Sidepath, but crucially, on additional initiatives as well.

Boston Post Road (School Campus) Sidepath

- Priority multimodal project for the Town
- Estimated project cost is \$225,000
- The proposed Multimodal Facilities Capital Reserve Fund seeks to raise 1/3 of the estimated project cost
- Pursuit of federal grant funding could offer an opportunity for 80% cost savings, but the project as it stands today is too small to be eligible for federal funding

Transportation Alternatives Program (TAP) Grant

The Transportation Alternatives Program is federal grant program administered by the NHDOT for alternative transportation projects, including:

- Pedestrian and Bicycle Facilities
- Recreational Trails
- Safe Routes to School
- Historic Preservation
- Vegetation Management
- Stormwater and Habitat Connectivity

The grant requires that total project budget fit within defined parameters:

- Minimum project limit is \$400,000 (total dollars) – (\$320,000 federal)
- Maximum project limit is \$1,250,000 (total dollars) - (\$1,000,000 federal)
- Project will require at least a 20% match provided by the applicant

The grant must be for 1 overarching project but may be broken into separate segments.

Though the TAP grant is only for the types of projects listed above, **there is a unique opportunity to redefine certain roads with already-budgeted construction as *full multimodal facilities*, thereby creating the opportunity to expand multimodal facilities in town and incorporate scheduled road construction into the scope of a TAP application.**

This would result a significant expansion of multimodal projects that can executed, in addition to the school campus project, but also offer a potential savings on the cost of already scheduled road construction. Thereby, the town could construct approximately \$960,000 worth of infrastructure, including to facilities used by motor vehicles, for only \$192,340 – a figure that is lower than budget already assigned for these eligible roadways.

Amherst Pedestrian/Bikeway

Dating back to 2001, there exist several longstanding plans in the Town of Amherst and the Nashua Planning Region which call for the “**Amherst Pedestrian/Bikeway**”, an initiative to create two special districts in town with area-wide enhanced bicycle and pedestrian facilities, and a multi-use path to connect them.

Among the areas specified to receive these treatments include: (a) the Amherst Village, including Clark Elementary School and Wilkins Elementary School campuses; and (b) the Amherst Southern School Campus, including Amherst Middle School and Souhegan High School. See attached project map for details.

The many plans which call for this include:

- *The Amherst Multimodal Master Plan* (2019) by the Amherst Bicycle and Pedestrian Advisory Committee
- *Amherst Multimodal Trail* (2018) by the Amherst Office of Community Development
- *Clark-Wilkins Elementary & Amherst Middle Schools Safe Routes to School Travel Plan* (2013) by the Amherst Safe Routes to School Committee and the Nashua Regional Planning Commission
- *Transportation and Community and Systems Preservation Study for Amherst, New Hampshire* (2006) by the Nashua Regional Planning Commission
- *Amherst Pedestrian/Bikeway* (2001) by CLD Engineering

As a result, by utilizing the established and numerous recommendations for the “Amherst Pedestrian/Bikeway” project, the Town becomes eligible to apply for funding in the Transportation Alternatives Program. This eligibility is a result of this being a singular, overarching project and also that it falls within the TAP budget parameters.

As the entire scope of the Boston Post Road (School Campus) Sidepath project is entirely encompassed in the “Amherst Pedestrian Bikeway”, this offers an opportunity to fund the entire school campus project, and much more.

Boston Post Road (School Campus) Sidepath


Project	Estimated Cost	Federal Funds	20% Town Match	Budgeted for Construction	Portion Applicable to Municipal Match	Potential Net Savings
Sidepath, Scott Conservation Land to Homestead Rd + School Extension	\$191,479					
Engineering (BPR water crossing) and other school-area expenses	\$33,500					
TOTAL	\$224,979					

Amherst Pedestrian/Bikeway (TAP Project)

Project	Estimated Cost	Federal Funds	20% Town Match	Budgeted for Construction	Portion Applicable to Municipal Match	Potential Net Savings
Sidepath, Scott Conservation Land to Homestead Rd + School Extension	\$191,479					
Engineering (BPR water crossing) and other school-area expenses	\$14,500					
Additional sidepath extensions to SHS & AMS	\$61,192					
Carriage Ln, Davis Rd, Main St, School St	\$482,879			\$195,000	\$165,750	
Courthouse Rd between Amherst St Sidepath and Joshua's Park	\$13,500					
Jones Rd and Mack Hill Rd intersection improvements	\$79,750			\$150,000	\$37,500	
New Boston Rd and Boston Post Rd to Sidewalk at Wilkins School	\$10,000					
Restripe Amherst Street between Courthouse Rd and Birch Park	\$11,500					
Project Engineering	\$81,900					
Miscellaneous	\$15,000					
TOTAL	\$961,700	\$769,360	\$192,340		\$203,250	\$10,910

BPR School Campus Sidepath

Originally-Proposed Scope of Work

-  Proposed Improvements
-  Existing & Funded Facilities

Scott Conservation Land,
Trails, Canoe Port

Souhegan High School

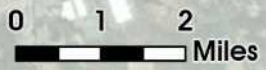
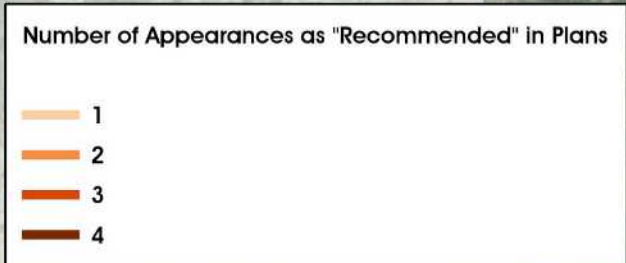
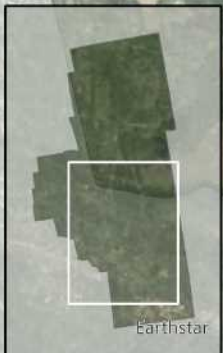
Amherst Middle School

Homestead Grocery & Deli



Amherst Pedestrian/Bikeway

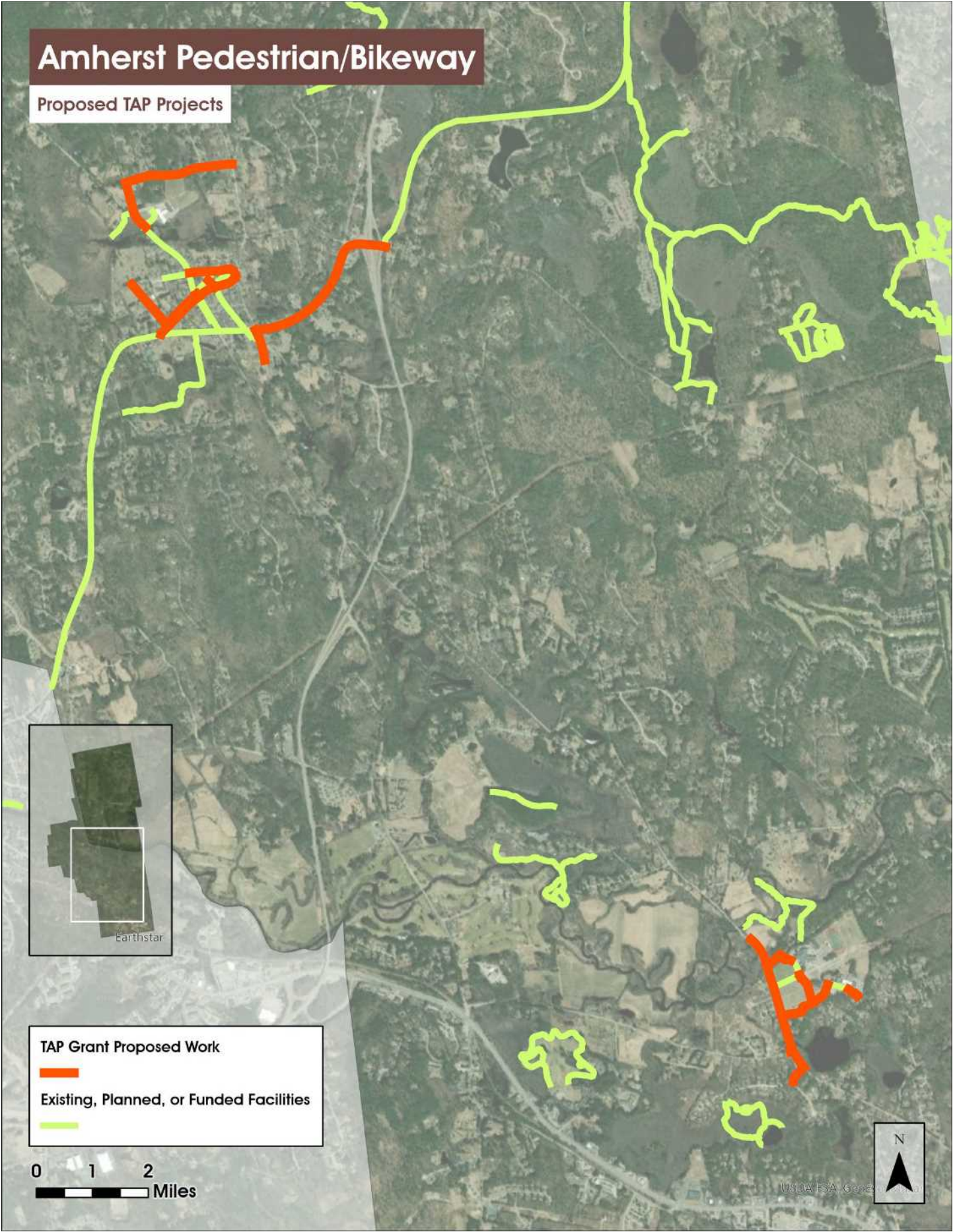
Amalgamation of Historically Recommended Multimodal Facilities



USDA FSA Geo...


Amherst Pedestrian/Bikeway

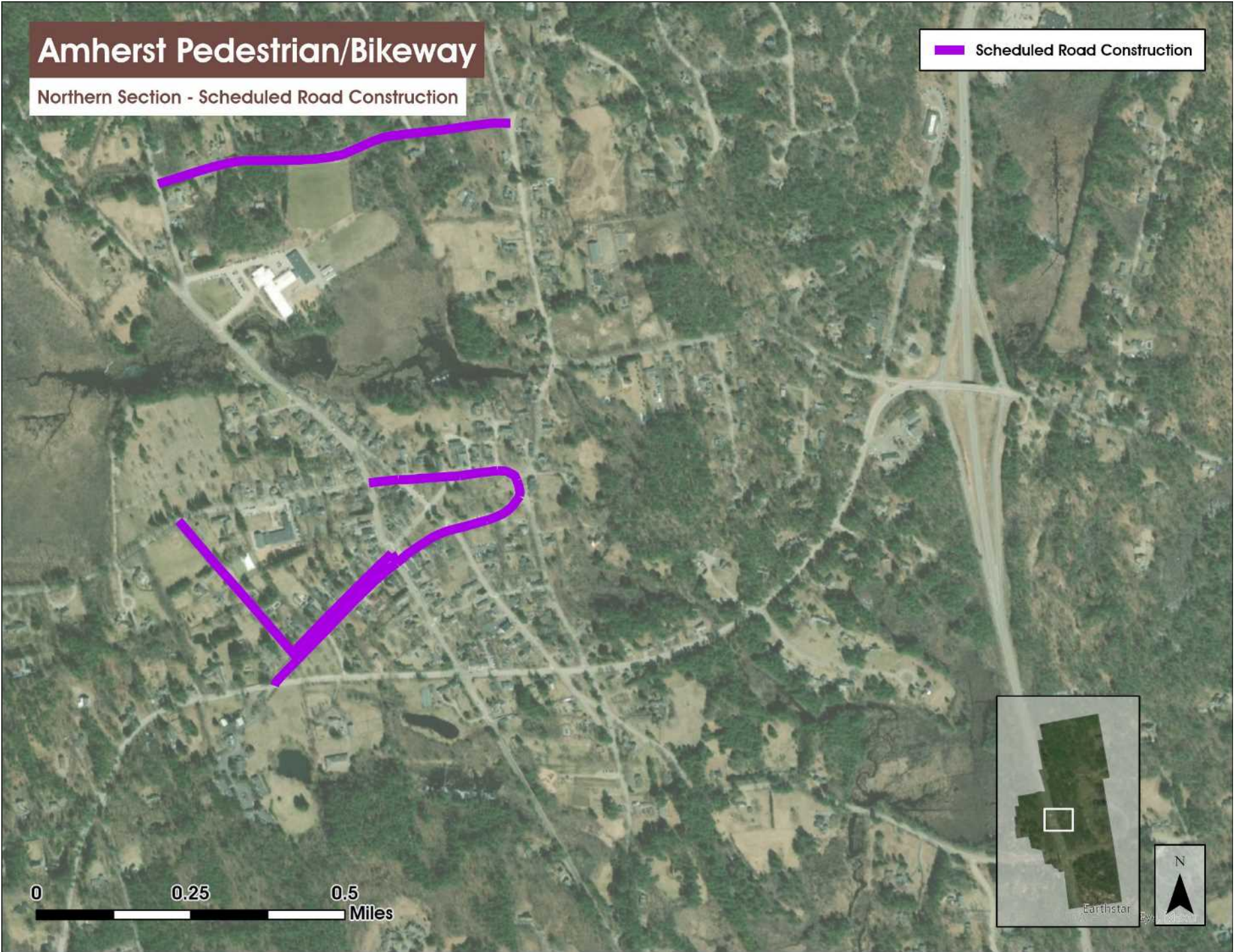
Proposed TAP Projects



Amherst Pedestrian/Bikeway

Northern Section - Scheduled Road Construction

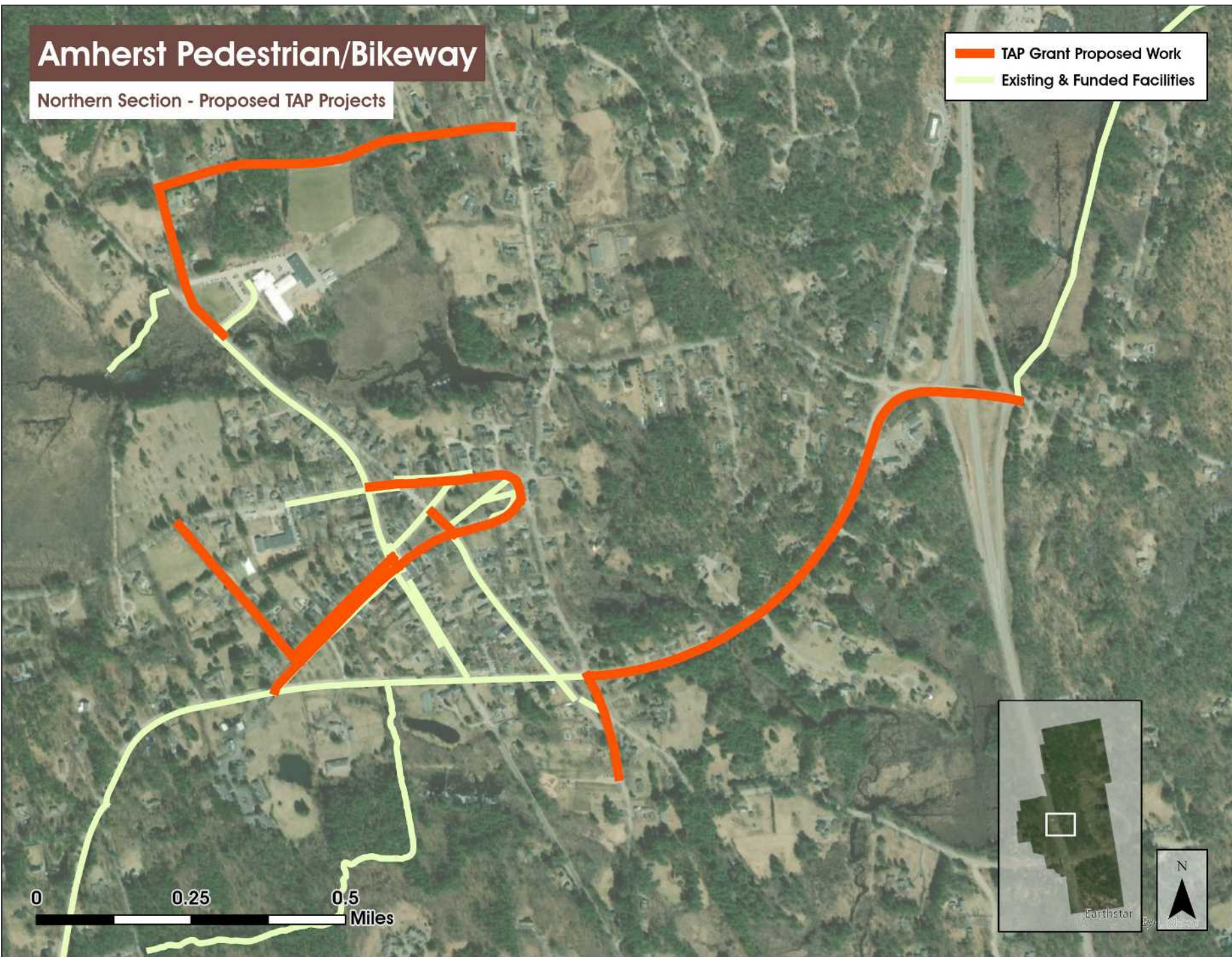
 Scheduled Road Construction



Amherst Pedestrian/Bikeway

Northern Section - Proposed TAP Projects

-  TAP Grant Proposed Work
-  Existing & Funded Facilities



Amherst Pedestrian/Bikeway

Southern Section - Proposed TAP Projects

-  TAP Grant Proposed Work
-  Existing & Funded Facilities



Letter of Interest

In order to be eligible for the Transportation Alternatives Program, the Town must submit a letter of interest to NHDOT by February 5. This letter is not an application for the grant, represents no commitment to the town whatsoever, and is completely non-binding. The purpose of this letter merely “provides NHDOT a rough list of interested municipalities, so that NHDOT may perform a check for program eligibility, feasibility, and geographical distribution”.

This letter of interest was submitted to NHDOT on February 4 to allow the Town the opportunity to continue to explore the Transportation Alternatives Program as an option. A copy of the letter of interest can be found on the next page.

Next Steps

Several matters need to be addressed prior to the submission of a formal application. There is no application deadline at this point, but historically it has been due between April and September.

1. Develop Final Budget

Budget available today is very rough and based on projections from 2019 quotes for Amherst Street Sidepath

2. Review Scope of Work

Though the maximum possible scope of work is suggested today, the BOS, DPW, BPAC and other involved parties will have months to review and, if necessary, adjust the proposed scope and/or budget.

3. Surveying, Outreach, Engineering, and Study

Many projects proposed in the suggested scope, and their projected budgets, would benefit from obtaining data and, where needed, consultation with experts

- a. Roads that would benefit from survey: Jones, Boston Post Road (School Campus), Homestead Road (small portion)
- b. Hydrological and engineering study of Honey Pot Pond Brook water crossing underneath Boston Post Road between Cross Rd and Stearns Rd – the details of the required water crossing may significantly impact final budget
- c. Consultation with shared street engineers – the type of proposed design for the village will seem unusual to some, consultation with experts on proposed design will bring clarity and understanding. The town can lean on the experience and data of these experts in order to communicate the benefits of design. Shared streets may seem a new concept to some and this assistance could be very valuable for the public’s engagement and understanding.
- d. Data for permeable pavers – many claims made by permeable pavers manufacturer must be understood and be verified with other municipalities in order to instill confidence that the proposal represents an improvement for the town and not a risk or future financial liability
 - i. Longevity
 - ii. Snow Removal
 - iii. Precise cost and installation assessment
 - iv. Traffic calming benefits
- e. Communication with Homestead Rd and Tamarack Lane residents re: is there interest in forming possible connection?
- f. Obtain permission from NHDOT for paved shoulder treatment along Amherst street from urban compact to Birch Park

February 4, 2021

Mr. Thomas Jameson, P.E. TAP Program Manager
NHDOT Bureau of Planning & Community Assistance
John O. Morton Building
7 Hazen Drive, PO Box 483
Concord, NH 03302-0483

RE: Transportation Alternatives Program (LOI)

Dear Mr. Jameson:

Please accept this correspondence on behalf of the Town of Amherst signaling our interest in applying for Transportation Alternatives Program funds in the recently announced application cycle.

Project Overview

The Town of Amherst is seeking to construct multimodal facilities consistent with the recommendations of several longstanding plans in the Town and the Nashua Planning Region.

These plans call for the “**Amherst Pedestrian/Bikeway**”, an initiative to create two multimodal districts in town with district-wide enhanced bicycle and pedestrian facilities with a multi-use path to connect them. Among the areas specified to receive these treatments include: (a) the Amherst Village, including Clark Elementary School and Wilkins Elementary School campuses; and (b) the Amherst Southern School Campus, including Amherst Middle School and Souhegan High School. See attached project map for details.

The many plans which call for this include:

- *The Amherst Multimodal Master Plan* (2019) by the Amherst Bicycle and Pedestrian Advisory Committee
- *Amherst Multimodal Trail* (2018) by the Amherst Office of Community Development
- *Clark-Wilkins Elementary & Amherst Middle Schools Safe Routes to School Travel Plan* (2013) by the Amherst Safe Routes to School Committee and the Nashua Regional Planning Commission
- *Transportation and Community and Systems Preservation Study for Amherst, New Hampshire* (2006) by the Nashua Regional Planning Commission
- *Amherst Pedestrian/Bikeway* (2001) by CLD Engineering

If awarded funding through the Transportation Alternatives Program, our proposal seeks to utilize the requested funding, including already-budgeted municipal funds, to construct segments of the Amherst Pedestrian/Bikeway, consistent with these longstanding plans. The specific segments submitted in this proposal were selected due to their:

- a) established value to walkers and bikers in town, especially students, along areas nearby all of Amherst’s schools (all of which have measured, existing use);
- b) having been recommended by the plans defined above; and
- c) several of these segments are already scheduled for general road construction in the near future, allowing for *substantial* budgetary and logistical efficiencies.

This combination of prospective grant funding, already-established municipal funding, and construction efficiency would enable the Town of Amherst to build significantly more multimodal facilities than if they were freestanding projects.

This project meets TAP eligible activity:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other users of non-motorized forms.
- Construction, planning and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including and especially children attending every school in the Town of Amherst, as well as older adults and individuals with disabilities to access daily needs.

Estimated total funding necessary

We estimate that the project will cost approximately \$960,000. The town will be requesting 80% federal TAP funds in the amount of \$768,000. This cost estimate is based on figures from the *Amherst Street Sidepath* (2020), a municipal project funded by town warrant last year to build multimodal facilities along 1.91 miles of roadway in Town, much of which benefits from cost-savings offered by already-scheduled municipal road construction along the route.

The proposed project includes several different treatments of varying designs and costs. Including, among other proposed designs, 8-foot-wide sidepaths and restriping schemes to provide 8-foot-wide shoulder facilities, along Boston Post Road, Carriage Ln, Courthouse Rd, Davis Rd, Jones Rd, New Boston Rd, NH122, Main St, School St.

There are no known right-of-way requirements at this time, as the entire proposed project is intended to be within the Town's right-of-way. The only exception to this is a proposed restriping of NH122 from the urban compact (near Courthouse Road) to Baboosic Lake Road, a NHDOT-owned roadway.

Possible historic, cultural or natural resources

Though much of this project is within the nationally recognized Amherst Village Historic District, there are no known (negative) impacts to historic or cultural resources at this time. A portion of the proposed project would pass by Honey Pot Pond Brook, but no direct impacts are known at this time.

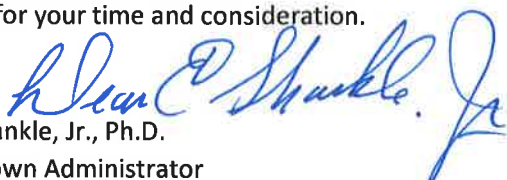
Designated contact

The contact person for this application process will be:

Eric Hahn, Director, Amherst Public Works Department
22 Dodge Rd.
Amherst NH 03031
Telephone: (603) 673-2317 ext. 404
Email: ehahn@amherstnh.gov

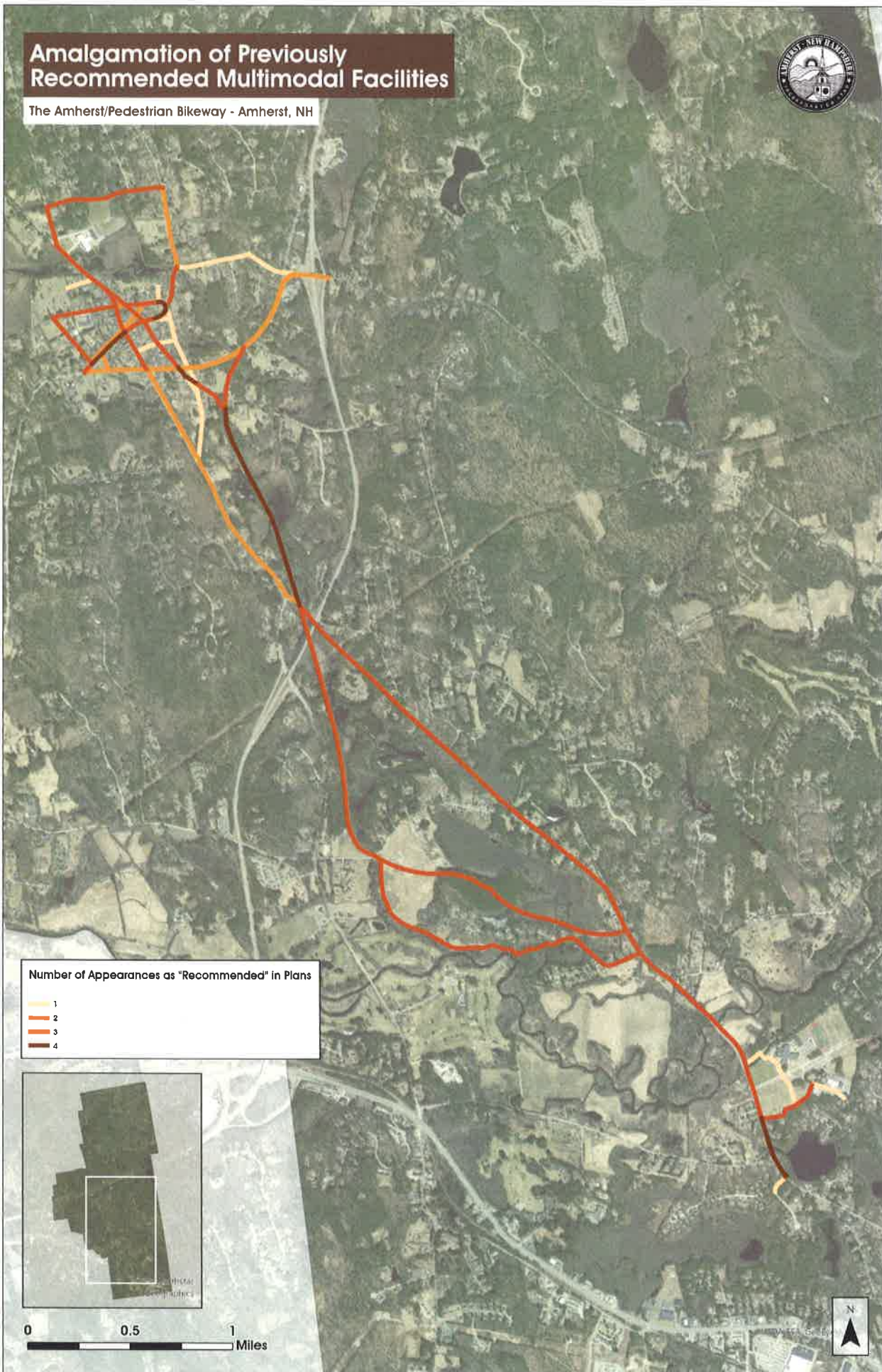
Thank you for your time and consideration.

Sincerely,


Dean E. Shankle, Jr., Ph.D.
Amherst Town Administrator

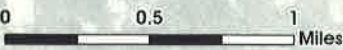
Amalgamation of Previously Recommended Multimodal Facilities

The Amherst/Pedestrian Bikeway - Amherst, NH



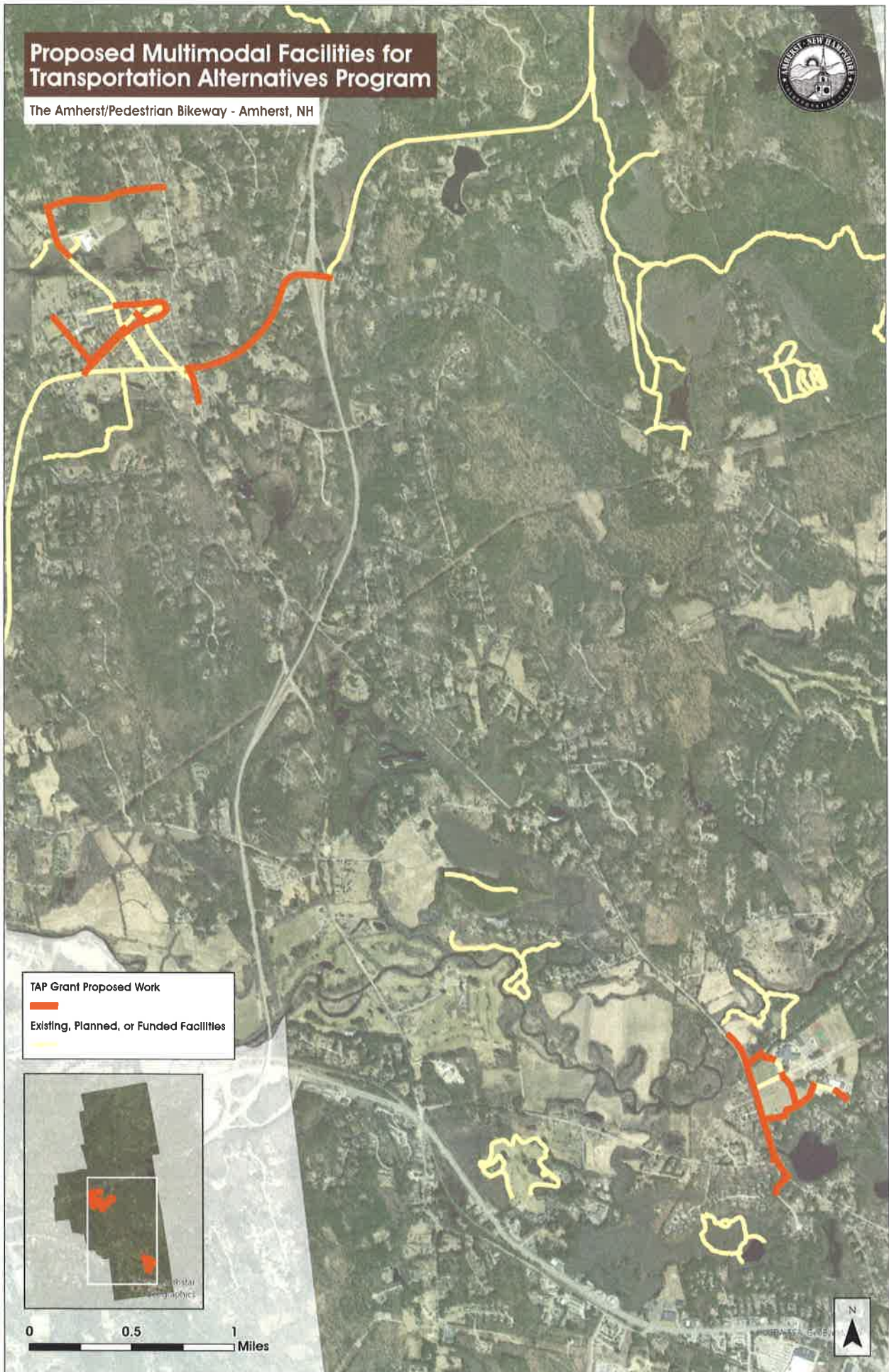
Number of Appearances as "Recommended" in Plans

- 1 (lightest orange)
- 2 (light orange)
- 3 (medium orange)
- 4 (darkest orange)

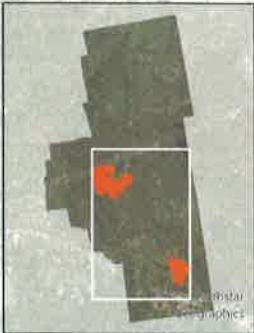


Proposed Multimodal Facilities for Transportation Alternatives Program

The Amherst/Pedestrian Bikeway - Amherst, NH



TAP Grant Proposed Work
Existing, Planned, or Funded Facilities



0 0.5 1 Miles





Certificate of Training

Presented to

Eric Hahn

For

Completion of the Bureau of Planning and
Community Assistance's

Local Public Agency (LPA) Certification Training

On

10/25/2018

C. R. Willeke
Municipal Highways Engineer

12/31/2022

Certificate Expires

1935

Certificate Number



Final Report on The Senior Citizen Survey
for the Board of Selectmen, Amherst, NH

Eliza Cullen, Editor and Senior Researcher and

Rick Katzenberg, Project Manager

February 8th, 2021

Executive Summary

A committee that was authorised by the Town of Amherst set out to ascertain what could be done to benefit the senior population. To achieve that goal, we implemented a survey, conducted interviews, and researched possibilities and potential programs. As a result, we have the following six recommendations for the town of Amherst in order to improve the lives of our seniors.

- A vastly improved and coordinated communication network that reaches seniors from which they can easily access the information they need or desire.
- A consistently updated calendar of important news and events, available in a variety of formats, that provides the dates and times of activities of unique interest to seniors.
- The creation of a Senior Coordinator position, whose responsibilities it will be to update the calendar and provide the desired information to meet this group's specific needs.
- Additional organized activities that focus on socialization, exercise and continuing education for seniors.
- A Senior Citizens Center where seniors can organize, gather and socialize .
- The creation of a tracking method comprised of agreed upon metrics to ensure that we are steadily progressing toward accomplishing our goals.

The first year of this program will be paid for as a result of a \$3500 grant from the NH Wellpoint Foundation and will be implemented at no cost to the Town of Amherst. This will give us the freedom to test the components and the potential ability to leverage resources and programs that are already in place.

Introduction and Process

There are approximately 2,500 citizens of Amherst, New Hampshire that are 65 years old or older. Those citizens comprise an important portion of the overall population and of the town's tax payers. However, as they no longer have children benefiting from the town's great school system, summer camps and many recreation activities, many seniors feel overlooked, under-served and under-appreciated as members of our community.

To address their concerns and to find strategies to make them feel healthier, happier and safer, a survey was created for the senior citizens in Amherst, New Hampshire to learn how we could help them.

We first hoped to determine the best way to give them information on programs and services that are already available in the Town of Amherst. Then, secondarily, to create recommendations on adding new programs to complement those already available. We received over 160 responses to the survey (about 7%) from seniors in the town. This represents a statistically valid sample of seniors and represents a 95% confidence level with a confidence interval of +/-5%. Said another way, the results of our survey can be extended to the senior population with a high degree of confidence.

The first step of this project was to design the survey. We had to decide on the goals of the project and choose questions to ask that would help us accomplish those goals. Next, we went on to format the survey, so that it could be delivered in both electronic and hard copy versions. This would ensure that we reached the broadest population. When both the electronic surveys and the hard copies were finished, the survey was made available at the Amherst Town Library, the Amherst Recreation Departments and the Amherst Town Hall, as well as through social media. All three town offices helped to "push out" the survey as seniors came in for other services. Each town office also included a link to the survey in their weekly newsletters for the following months.

Our survey had seven questions:

- How long have you lived in the Town of Amherst?
- Please check the services of programs that you are familiar with?
- Would you benefit from more social interaction within the Amherst Community?
- Are there services provided currently that now improve your life?
- What are your concerns or frustrations with programs or services provided?
- What programs, opportunities or services could Amherst provide that you feel would improve your quality of life?
- Speaking as a senior in our community, what suggestions have you for making our community more senior Citizen friendly?

Findings

One of the trends discovered showed that many seniors do not have easy access to information on what is scheduled in the town. Many seniors responded that they get their information on what is going on in town from local newspapers. The Amherst Citizen is no longer available in hard copy form. It was concluded that we need to find better ways to provide seniors with up-to-date information.

One of the major struggles for seniors is that they simply do not know where to find or how to reach the activities or services that already exist in Amherst. For example, only 30% of seniors surveyed were aware of “The Little Blue Bus” services that will pick them up and drop them off anywhere in the region. This is an extremely helpful service for seniors that have appointments or shopping to do but no longer can drive or choose not to. If more people knew about this, it would make their lives much easier and stress free. Only 14% of the seniors surveyed said that they were aware of Servicelink, which is the Aging and Disability Resource Center. This service too would answer many concerns and questions.

On the question that asked if they believed they would benefit from more social interaction within the Amherst community, 65 percent of respondents said yes, while only 19

percent said no. More social interaction with other members of the community would be an important way to make seniors both happier and physically and mentally healthy.

Responders made many suggestions as to what the town could do to make the community more senior-citizen friendly. These suggestions included senior lunch groups, more day trips, winter advisory, games and social activities and increased transportation availability. It should be emphasized that many respondents were unaware of all the options regularly offered by Town agencies and departments. Thus, our most important task is **to communicate better**.

Recommendations

After analyzing the data from the senior citizens Survey, we have some suggestions that we believe would benefit the seniors in Amherst. The first suggestion is to provide more **group activities** for seniors. This would of course be when the COVID crisis is over and seniors are able to safely gather in social groups again. For example, it could be important to have walking groups, knitting groups, game days, bocce ball leagues or other simple activities that encourage conversation, so that they can have more social interaction. Most of the seniors surveyed believed that they would benefit from more social interactions with each other and the larger Amherst community, so providing information on existing groups that they might be interested in joining would make Amherst a happier place for them.

Another thing that we recommend that would be beneficial is a newly created senior specific **calendar** that has activities, locations, times of activities and contact information for seniors embedded (See attachment 10) . We realized that it's not that Amherst does not have activities for seniors but rather that the seniors are uninformed. For example, the calendar would display events, including speakers coming to the library, garden club meetings, town-sponsored activities on the green or at Buck Meadow, shows or athletic events at the High School available to the public, access info to encourage free walking at the Dome for seniors during the winter months, and any other useful activities or general information. The monthly calendar, generated

and updated weekly by a Senior Coordinator, would make it easier for seniors to find activities and access services that the town provides.

A very common theme was that many seniors needed help with their ability to utilize **technology**. It can be difficult for some seniors to find activities that the town offers through the town websites if they are not comfortable on computers, cell phones and accessing the internet. If Amherst offered technology classes for these seniors, it would make it easier for them to find the other services that Amherst offers for them online. Possibly our own High School students could be helpful in assisting in the training or help with other technical issues that will make it easier for them to connect with programs, family and friends and thus improve their quality of life.

We recommend that the town either hires or assigns someone the responsibility of a “**Senior Coordinator**”. It would be the Senior Coordinator’s responsibility to update the calendar with activities as identified by the Coordinator that they believe would be interesting or useful and then make sure that the senior population knows about them . Having a senior coordinator would insure that the seniors in Amherst are being fully served and are able to take advantage of the many benefits of their life in Amherst. One popular recommendation in the survey was to create a **Senior Center**. The senior Center would be a place for seniors to gather in groups to socialize and a place to host activities for them. Right now, the activities for seniors are spread across the town, in places such as the village green, library, schools, fire house and Peabody Mill. There is no place in the town where seniors can congregate to socialize and meet up with each other. If Amherst had a Senior Center, for example “Buck Meadow”, the seniors in our town would have a place that they would feel is their own.

How will success be measured

It will take awhile for our program to integrate into the fabric of the lives of our seniors. We believe that in the first part of the year, we should see increased participation in the activities and services taking part in town. Ideas generated by the seniors will be captured, considered and possibly acted upon. The “give and take” between seniors and the program managers and Departments should increase. The concept of using the calendar to effectively communicate with this demographic will be tested and hopefully prove a success. Sometime in late spring, depending on the opportunities for programs to re-commence, we will conduct another survey of seniors and hopefully the number of respondents will be significantly higher than the 160+ that answered our first version.

In Summary

This project has been delayed, like so many things in our strange new world. However, it has been very educational and useful. We have learned that much of what needs to be done to make seniors happier, healthier and safer are programs that our town or region already makes available. As is often the case, communications is the “secret sauce”. To respond to the needs, at no cost to the taxpayers, the project has requested and received a grant from the NH Wellpoint Foundation to enable both the research to be completed and then make available a Senior Coordinator for one year to implement the recommendations and adjust them as needed to better service to this important demographic. Simple marketing will provide much of the need. The Town does so much already but then makes it hard for seniors to gain the knowledge they need. We who worked on this project expect that 2021 will prove to be a happy one for seniors in Amherst.

Attachment 1. Copy of our survey



Town of Amherst N.H. senior Citizen Survey



Anonymous or:

Name _____ Address _____

Email _____ phone # _____ cell# _____

Approximate age-- 60-69 _____ 70-79 _____ 80-89 _____ 90+ _____

1. How long have you lived in the Town of Amherst? _____

2. Please check the services or programs with which you are familiar: Recreation Department programs for seniors _____ Walking in the Winter in the Hampshire Dome _____ Library programs for seniors _____ Servicelink (The Aging and Disability Resource Center) _____ The Little Blue Bus _____

Are there others _____

3. What programs, opportunities or services could the Town of Amherst provide that you feel would improve your quality of life? _____

4. Are you satisfied with the services currently provided by the Town of Amherst? Yes No

Explain _____

5. What are your concerns or frustrations with the programs or services that the town provides?

6. Would you benefit from more social interaction within the Amherst Community? Yes No

7. Speaking as a senior in our community, what suggestions have you for making our community more senior Citizen-friendly?

8. How do you currently get information on the programs and services offered by Amherst?

9. Would you be willing to have a follow up interview to provide us with a more detailed responses for our report? Yes No If "Yes", would weekdays or weekends be more convenient? _____

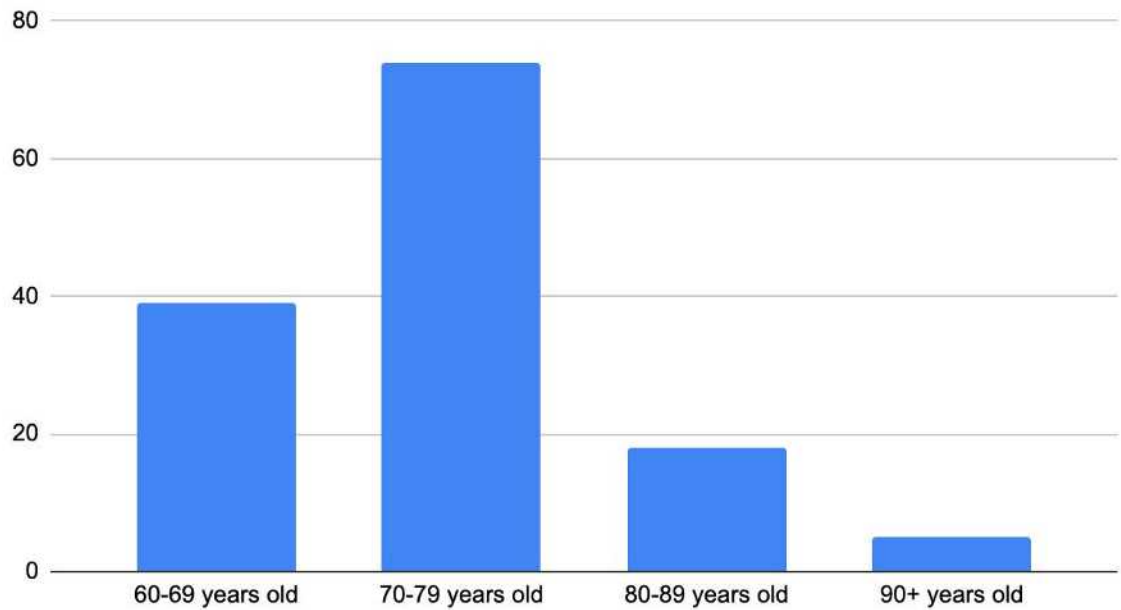
* If you would like more room to elaborate on your answers, use the reverse side of the survey.

**Information provided for this survey will be confidential and only used for the Town's understanding and analysis.

Please leave your completed survey at the Front Desk at the Town Library You can also answer the survey online at <https://www.surveymonkey.com/r/VP3XYV2>

Attachment 2. Graph of the ages of people that took the survey

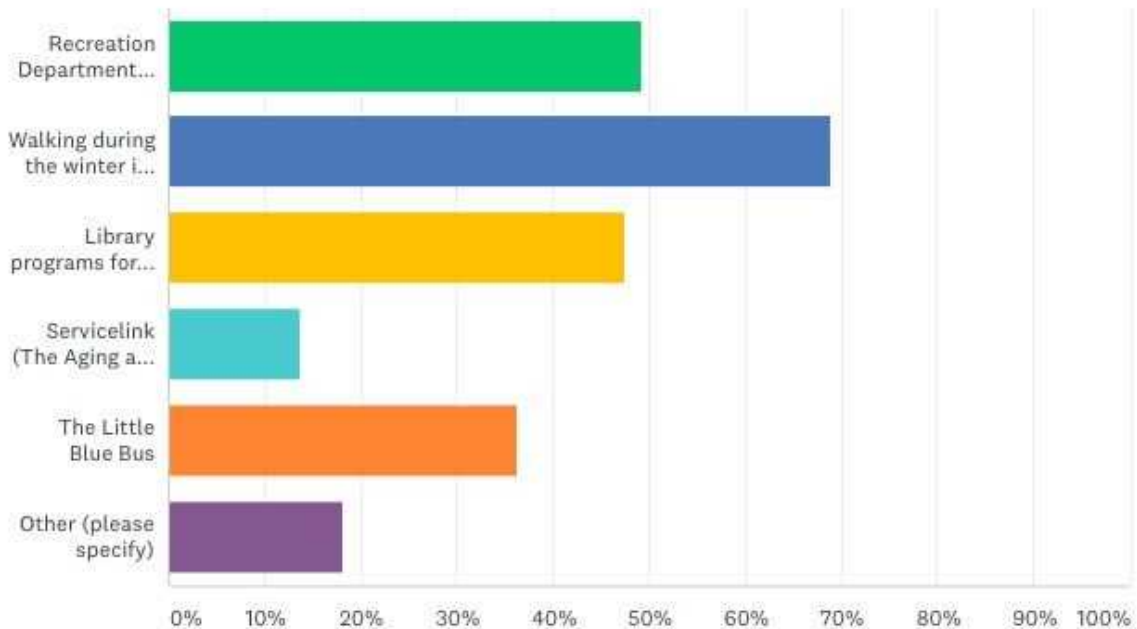
Age of Participants of Survey



Attachment 3. This graph is showing the answers to question two of the survey.

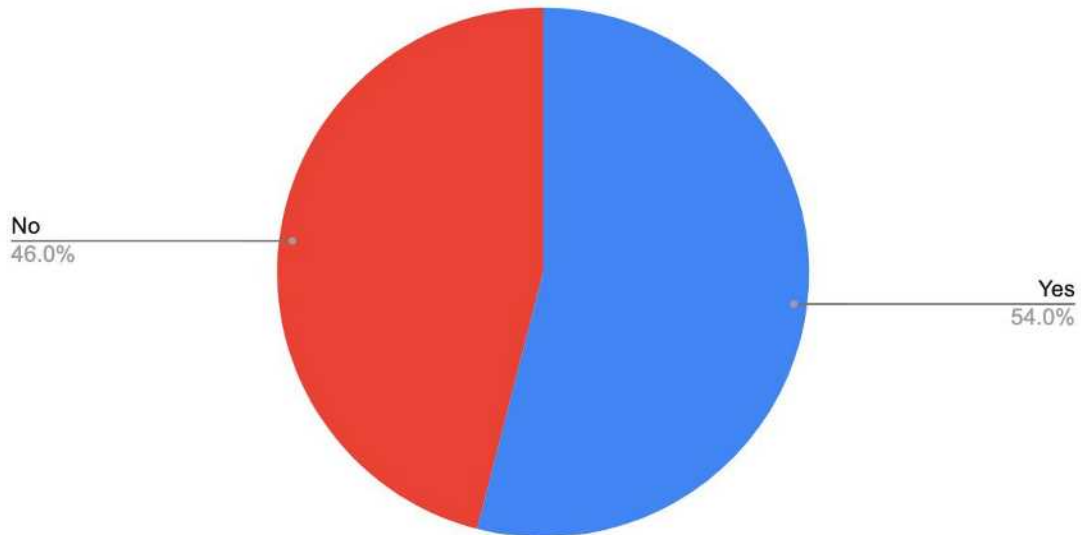
Please check the services or programs with which you are familiar.

Answered: 116 Skipped: 23



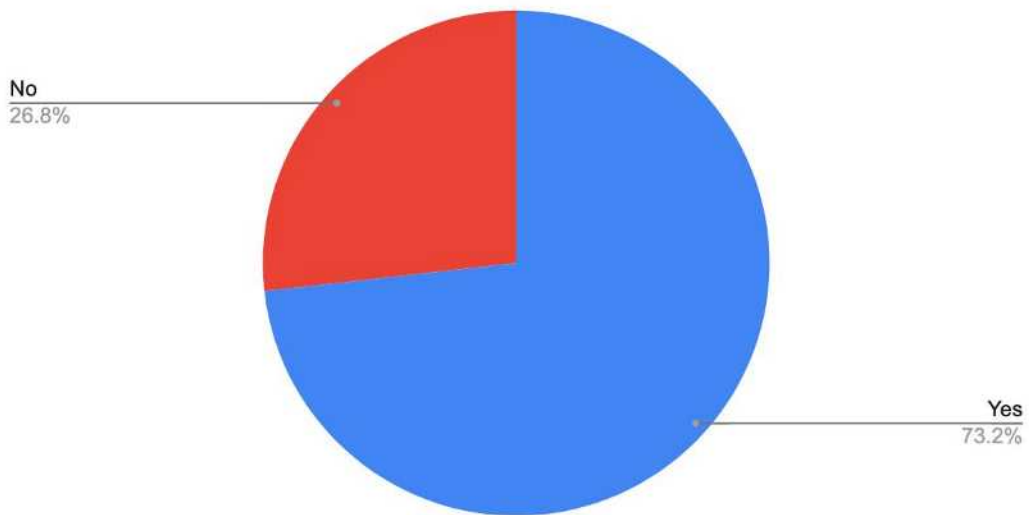
Attachment 4. This graph is showing the answers to question four of the survey.

Are you satisfied with the services provided by the Town of Amherst?



Attachment 5. This graph is showing the answers to question six of the survey.

Would you benefit from more social interaction within the Amherst Community?



Attachment 6. This chart is showing the answers to question five of the survey

What are your concerns or frustrations with programs or services that the town provides?
Common themes in the answers given (in no particular order) <ul style="list-style-type: none">● Programs/ services are not well publicized/ don't know about them● Taxes are too high for seniors● senior programs need to be distinguished from youth programs● There should be more programs and activities on weekends for seniors who aren't retired● Concerns about driving especially, when programs and activities are at night

Attachment 7. This chart is showing the analysis of the answers from question three of the survey.

What programs, opportunities or services could the town of Amherst provide that you feel would improve your quality of life?
Common themes in the answers given (in no particular order) <ul style="list-style-type: none">● Public/senior transportation● senior center● Recreational/day trips● senior lunches● Bike/walking paths● More senior programs

Attachment 8. This chart is showing the analysis of the answers from question seven of the survey.

Speaking as a senior in our community, what suggestions have you for making our community more senior Citizen-friendly?
Common themes in the answers given (in no particular order) <ul style="list-style-type: none">● senior lunch groups● More communities like Parkhurst place● More entertainment● More day trips● Increased transportation availability● Less taxes● Games● Winter advisory for seniors

Attachment 9. This chart shows the analysis of the answers from question eight of the survey.

How do you currently get information on the programs and services offered by Amherst?
Common themes in the answers given (in no particular order) <ul style="list-style-type: none">● Amherst Citizen (should be noted that this was a popular answer although the Amherst Citizen is no longer available in hard copy)● Friends/family● Milford Cabinet● Emails and newsletters from the town library● Facebook● Amherst Recreation page● Parkhurst Place (Many people from Parkherst place get their information from the bulletin board and emails from their senior living community)

JANUARY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<p>More Calendars Monthly Calendars</p>			<p>1 10-2pm free walking at the dome</p>	<p>2 7pm New Years resolution talk at library</p>	<p>3</p>	<p>4</p>	
<p>5</p>	<p>6</p>	<p>7 12pm seniors lunch at the senior Center</p>	<p>8 10-2pm free walking at the dome</p>	<p>9</p>	<p>10</p>	<p>11</p>	
<p>12</p>	<p>13</p>	<p>14</p>	<p>15 10-2pm free walking at the dome</p>	<p>16</p>	<p>17 7pm Speaker at the library talking about living a healthy life</p>	<p>18</p>	
<p>19</p>	<p>20</p>	<p>21</p>	<p>22 10-2pm free walking at the dome</p>	<p>23</p>	<p>24</p>	<p>25</p>	
<p>26</p>	<p>27</p>	<p>28</p>	<p>29 10-2pm free walking at the dome</p>	<p>30</p>	<p>31 1pm- 4pm Rec department seniors trip</p>		
		<p>Notes: Phone number for Little Blue Bus 603-xxx-xxxx Free Tax advice @ Parkhurst Place -1/21/21 @10 AM</p>					
		<p>© 2012-2019 by Vertex42.com. Free to print.</p>					<p>Calendar Templates by Vertex42.com</p>



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

Title: Administrative Updates

Department: Administration

Meeting Date: February 8, 2021

Staff Contact:

BACKGROUND INFORMATION:

Discretionary Easement Update
Department of Labor Audit
NHRS Audit

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: Computer Capital Reserve Fund **Department: Administration**
withdrawal

Meeting Date: February 8, 2021 **Staff Contact: Dean Shankle**

BACKGROUND INFORMATION:

The town has a Computer System capital reserve fund. It presently has a balance of approximately \$67,392.02.

Recently, when it became necessary to upgrade assessing software it was discovered that our present servers were not adequate to handle the new software. Also, according to Microtime, "6 servers are currently out of compliance. As of now, they have reached end of life, which means they are not receiving updates and opens them to security threats."

Attached is the quote from Microtime for upgrading the servers, which comes to a total of \$17,549.06.

BUDGET IMPACT:

(Include general ledger account numbers)

Reduction in server capital reserve balance

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the withdrawal of funds in the amount of \$17,549.06 from the Computer System Capital Reserve Fund to upgrade town servers as outlined in the microtime proposal.

TOWN ADMINISTRATOR RECOMMENDATION:

NA

ATTACHMENTS:

1. Quote, Server Upgrade Feb 2021



We have prepared a quote for you

Upgrade Server

Quote # 004114 v1

Prepared for:
Town of Amherst NH

Prepared by:
Christine Blais

Friday, February 05, 2021

Town of Amherst NH
Jennifer Stover
2 Main Street
Amherst, NH 03031
jstover@amherstnh.gov

Dear Jennifer,

Thank you for your patience on preparing this. This quote is to upgrade your existing server so that we can update the remaining old town applications as requested. In doing this, we need to address the old software infrastructure. We had reviewed this with Dwight a few years back and the Town purchased a larger server as part of stage 1 to allow for this stage 2 to happen now without needing to buy a new server. Thus, we are only expanding the new server to absorb the remaining old resources as we upgrade them to the new applications. This refresh will allow for the new software while also retiring 6 old servers and replacing them with 3 new ones. This will minimize on premises resources while pushing more resources to the cloud. This is in line with the town's longer term vision discussed with Dwight.

Specifically we will be:

- Creating new operating systems platforms for upgraded versions of Amaze, Clerk- and other applications.
- Creating 2 new operating systems for town IT Infrastructure
- Creating a new Remote Access Server for external access
- Retiring old operating systems (6 servers)
- Minimizing in the end the number of servers by moving applications
- Creating more reliance on Microsoft cloud connectivity and removing internal mail links
- Retiring the mail gateway that connects the on premises solution with Office 365
- Reconfigure BDR solution for new servers
- Review the retiring servers for other applications beyond what is listed here
- Confirm Lexus Nexus and PTWin (old permit app) are not needed any more for reference purposes and can be retired, else migrated
- Confirm Vision is no longer needed for reference sake else this server cannot be retired
- backup the PTwin database file to a folder on share

** There are a number of variables in this in that as we migrate since we will attempt to utilize as few servers a possible. We have estimated the time here but we may need additional licenses and labor as we will work w vendors to make as many pieces co-exist as possible.

General Proposal Notes:

- The pricing provided is available as an estimate if the hardware is procured through Microtime Computers. If hardware is purchased elsewhere, the labor for this project will be charged at time & materials.
- This project will be managed by our Project Management Team, which will provide an ETA on the initial project scope, along with regular updates as the project is underway.
- This project is scoped at business hours rates. If the project is required to be worked with any significance after hours, after hour rates (typically time and a half of the engineer's hourly business rate) will apply. We are very adept at working around your staff as needed and typically cause no downtime during conversations
- Hardware prices may be subject to change and availability. Additionally, as with any project, additional hardware components may be needed and billed separately.
- Please note that this is an estimate and labor time is estimate and will be billed at actual labor performed.



Please let me know if you have any questions!

Thanks!




Christine Blais

Dental IT Solutions





Products

Description		Price	Qty	Ext. Price
DELL VCRY6 800gb Mix Use Internal Solid State Drive For Poweredge Server		\$647.06	4	\$2,588.24
HYNIX 16GB DDR4 SDRAM Memory Module - For Server		\$169.41	2	\$338.82
Microsoft Windows Server 2019 - License - 1 Device CAL - Volume - Microsoft Open License - Single Language - PC		\$34.00	15	\$510.00
Microsoft Windows Remote Desktop Services 2019 - License - 1 User CAL - Volume - Microsoft Open License Program - Single Language - PC		\$132.00	5	\$660.00
Microsoft Windows Server 2019 Standard - License - 2 Core - Volume - Microsoft Open License - Single Language - PC		\$123.00	24	\$2,952.00
Microsoft Windows Server 2019				
Subtotal:				\$7,049.06

Services

Description		Price	Qty	Ext. Price
Services Install 4 new drives, take the hot spare and create a RAID 5 array. Migrate the VMs and all data from the RAID 10 to the RAID 5. Destroy the RAID 10 Array and then Reconfigure + Expand the RAID 5 to a RAID 6.		\$225.00	12	\$2,700.00
Services <ul style="list-style-type: none"> ● Build VM Template <ul style="list-style-type: none"> ○ Create new operating systems platforms for upgraded versions of Amaze, Clerk- and other applications. ○ Create 2 new operating systems for town IT Infrastructure 		\$1,500.00	1	\$1,500.00
Services <ul style="list-style-type: none"> ● Create a new Remote Access Server for external access ESTIMATED 4 HRS 		\$225.00	4	\$900.00

Services

Description		Price	Qty	Ext. Price
Services <ul style="list-style-type: none"> • Create more reliance on Microsoft cloud connectivity and removing internal mail links ESTIMATED 6 HRS 		\$225.00	6	\$1,350.00
Services <ul style="list-style-type: none"> • Retire the mail gateway that connects the on premises solution with Office 365 ESTIMATED 4 HRS 		\$225.00	4	\$900.00
Services <ul style="list-style-type: none"> • Reconfigure BDR solution for new servers ESTIMATED 2 HRS 		\$225.00	2	\$450.00
Services <ul style="list-style-type: none"> • Server XDC1 (NEW) <ul style="list-style-type: none"> ○ Domain Controller, DNS, DHCP - ESTIMATED 2hrs • Server XDC2 (NEW) <ul style="list-style-type: none"> ○ Domain Controller, DNS, DHCP, New File/Print Server – ESTIMATED 10hrs 		\$225.00	12	\$2,700.00
Subtotal:				\$10,500.00

Upgrade Server

Prepared by:

Dental IT Solutions

Christine Blais
 6036727076
 Fax 781-777-7071
 cblais@microtimecomputers.com

Prepared for:

Town of Amherst NH

2 Main Street
 Amherst, NH 03031
 Jennifer Stover
 (603) 673-6041
 jstover@amherstnh.gov

Quote Information:

Quote #: 004114

Version: 1
 Delivery Date: 02/05/2021
 Expiration Date: 02/28/2021

Quote Summary

Description	Amount
Products	\$7,049.06
Services	\$10,500.00
Total:	\$17,549.06

Payment Options

Description	Payments	Interval	Amount
Term Options			
Product Terms	1	One-Time	\$17,549.06

Summary of Selected Payment Options

Description	Amount
Term Options: Product Terms	
Total of Payments	\$17,549.06

This Order will be deemed accepted once the proposal is signed either digitally or a paper copy is received. All services outlined in this proposal are governed by our current Master Services Agreement that can be found as an attachment at: <https://microtime-computers.itglue.com/872693/docs/5750707#documentMode=edit&version=published> Master Services Agreement. Accepting this proposal means you accept and agree to our Master Services Agreement. Full payment of products and one half of services must be received prior to the ordering and/or installation of any products. The second half of services must be received upon completion of installation. Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Dental IT Solutions

Signature: _____

Name: Christine Blais

Title: _____

Date: 02/05/2021

Town of Amherst NH

Signature: _____

Name: Jennifer Stover

Date: _____



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Revaluation Capital Reserve
Withdrawal Request

Department: Assessing

Meeting Date: February 8, 2021

Staff Contact: Gail Stout

BACKGROUND INFORMATION:

Request to withdraw \$ 82,500 from the Assessing Revaluation Capital Reserve Fund to cover the contracted cost of of the 2021 town-wide revaluation of residential, commercial, and industrial properties with Vision Government Solutions (as attached) Upon approval, please sign the enclosed withdrawal request addressed to the Trustees of the Trust Funds.

BUDGET IMPACT:

(Include general ledger account numbers)

\$82,500 of Capital Reserve Funds - Balance as of 10/31/2020 - \$110,161.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

To approve and sign.

SUGGESTED MOTION:

I move to approve and sign for the withdrawal of \$82,500. from the Assessing Revaluation Capital Reserve Fund for the 2021 revaluation of residential, commercial, and industrial properties.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Trustee Withdrawal Request and Reval Contract



TOWN OF AMHERST

Town Hall
2 Main Street
Amherst, NH 03031

Tel: 603/673-6041
Fax: 603/673-6794
www.amherstnh.gov

TO: Trustees of the Trust Funds
FROM: Amherst Board of Selectmen
DATE: February 8, 2021
SUBJECT: Capital Reserve Fund Withdrawal Request

At our regular meeting on Monday, February 8, 2021, we, the Board of Selectmen, approved a request that the Trustees of the Trust Funds authorize Cambridge Trust Bank to withdraw \$82,500.00 from the Town of Amherst Assessing Revaluation Capital Reserve Fund. As the authorized agents to expend from this capital reserve fund we ask that you approve this request at your next regular meeting.

In an effort to expedite receipt of these funds, please accept this document as a confirmation of our action this evening. The requested check, in the amount of \$82,500.00 made payable to the Town of Amherst, can be sent to the attention of Patricia Walz, Town of Amherst, 2 Main Street, Amherst, NH 03031.

_____	Date	_____	Date
Peter Lyon, Chairman		Dwight Brew, Vice Chairman	
_____	Date	_____	Date
Reed Panasiti, Clerk		John D'Angelo	
_____	Date		
Thomas Grella			

2021 FULL STATISTICAL REVALUATION CONTRACT

SUBJECT: "FULL STATISTICAL REVALUATION" means the process of a revaluation of all taxable and nontaxable properties in a municipality, using existing property data, to arrive at full and true value as of April 1, 2021. The term also includes "statistical update" and "statistical reassessment." (Asb 301.28; Rev 601.25)

The Municipality of Amherst, NH, a municipal corporation organized and existing under the laws of the State of New Hampshire, hereinafter called Municipality; and, Vision Government Solutions, Inc. a business organization existing under the laws of the State of New Hampshire (or another state) and having a principal place of business at, 1 Cabot Road, Hudson, MA 01749, hereinafter called Contractor, hereby mutually agree as follows:

1. GENERAL PROVISIONS

1.1. PARTIES

1.1 Name of Municipality:	<u>Town of Amherst, NH</u>
1.2 Mailing Address of Municipality:	<u>2 Main Street, Amherst, NH 03031</u>
1.3 Contracting Official(s) name(s) and Title(s) for Municipality:	<u>Dean E. Shankle, Jr., Ph.D.</u>
1.4 Telephone and Fax numbers:	Phone: 603-673-6041 Ext 209 Fax: 603-673-4138
1.5 E-mail Address, if applicable:	<u>dshankle@amherstnh.gov</u>
<hr/>	
1.6 Name of Contractor:	<u>Vision Government Solutions, Inc.</u>
1.7 Mailing Address of Contractor:	<u>1 Cabot Road, Hudson, MA 01749</u>
1.8 Principal Place of Business:	<u>1 Cabot Road, Hudson, MA</u>
1.9 E-mail Address, if applicable:	<u>pdonovan@vgsi.com</u>
1.10 Telephone and Fax numbers:	Phone: 800-628-1013 Ext 3644 Fax: 508-351-3798
1.11 Name and Title of Authorized Contractor:	<u>Patrick Donovan</u>
1.12 Type of Business Organization:	<u>Corporation</u>

(See page 7 for Total Cost)

PART Rev 601 DEFINITIONS

Rev 601.01 "Abatement Review" means to make an assessment recommendation to the municipal assessing officials or to make a change to an assessment that is in response to an abatement request from a taxpayer.

Rev 601.02 "Appraisal" means the act or process of developing a market value estimate of property which will be used as the basis for valuation, fulfilling a municipality's statutory duties relative to property tax administration including, but not limited to those pursuant to RSA 75:1.

Rev 601.05 "Assessing Services" means the making of appraisals, reappraisals, assessments, or providing other services on behalf of municipal assessing officials for the statutory administration of property valuation and assessment including, but not limited to those pursuant to RSA 75:1.

Rev 601.06 "Assessing Standards Board (ASB)" means the State of New Hampshire assessing standards board as

established pursuant to RSA 21-J:14-a.

Rev 601.07 “Assessment” means an estimate of the quality, amount, size, features, or worth of real estate which is used as a basis for a municipalities’ valuation in accordance with statutory requirements including, but not limited to those pursuant to RSA 75:1.

Rev 601.08 “Base Year” means the tax year in which the municipality performed a revaluation of all properties.

Rev 601.09 “BTLA Reassessment” means an order by the State of New Hampshire board of tax and land appeals for a revaluation or partial update of a municipality’s property assessments.

Rev 601.10 “Calibration” means the process of ensuring the predictive accuracy of the CAMA model(s), through testing, which may include but not be limited to; determining the variable rates and adjustments from market analysis for land and land factors, costs and depreciation for a cost model, valuation rates and adjustments for a sales comparison model, and market rents and capitalization rates for an income model.

Rev 601.11 “Computer Assisted Mass Appraisal System (CAMA)” means a system of appraising property that incorporates computer-supported tables, automated valuation models and statistical analysis to assist the appraiser in estimating value for a revaluation, assessment data maintenance and valuation update.

Rev 601.13 “Contract” means any agreement between the municipality and the contractor for making appraisals, reappraisals, assessments, or for appraisal work on behalf of a municipality with the State of New Hampshire.

Rev 601.14 “Contractor” means the person, firm, company, or corporation with which the municipality has executed a contract or agreement for assessing services.

Rev 601.15 “Cyclical Inspection” means the process of a systematic measure and listing of all properties within a municipality over a specified period of time. The term includes “data collection” and “data verification.”

Rev 601.16 “Cyclical Revaluation” means the process of combining a full statistical revaluation of the entire municipality with a cyclical inspection process.

Rev 601.17 “Data Collection” means the inspection, measuring, or listing of property within a municipality. The term includes data verification.

Rev 601.20 “DRA-certified” means a level of certification attained by a person as set forth by the ASB in Asb 300 pursuant to RSA 21-J:14-f.

Rev 601.22 “Executed” means to transact, agree to, carry into effect, sign or act upon a contract or agreement to perform assessing services for a municipality. The term includes “executing.”

Rev 601.23 “Final Monitoring Report” means the DRA’s final letter to the municipality for any revaluation or partial update.

Rev 601.24 “Full Revaluation” means the revaluation of all taxable and nontaxable properties in a municipality, with a complete measure and listing of all taxable and nontaxable properties to occur at the same time of the establishment of the new base year, to arrive at full and true value as of April 1. The term includes “full reappraisal” and “full reassessment.”

Rev 601.25 “Full Statistical Revaluation” means the process of a revaluation of all taxable and nontaxable properties in a municipality, using existing property data, to arrive at full and true value as of April 1. The term includes “statistical update” and “statistical reassessment.”

Rev 601.26 “Highest and Best Use” means the physically possible, legally permissible, financially feasible, and maximally productive use of a property, as appraised in accordance with RSA 75:1.

Rev 601.27 “Improvement” means any physical change to either land or to buildings that may affect value.

Rev 601.29 “In-house Work Plan” means a written set of goals, objectives, processes, and timelines that the municipality intends to rely upon to perform revaluations, partial updates, or cyclical inspections.

Rev 601.30 “Listing” means recording a description of the interior, exterior, and attributes of any improvements or the recording of the description of land features and attributes. The term includes “list.”

Rev 601.31 “Market Analysis” means the study and processes utilized to determine the response of buyers and sellers of real estate, in a geographic area, to various data elements through the analysis of cost data, income data, and sale transactions in the performance of mass appraisal.

Rev 601.32 “Market Value” means the value of a property that:

- (a) Is the most probable price, not the highest, lowest or average price;
- (b) Is expressed in terms of money;
- (c) Implies a reasonable time for exposure to the market;
- (d) Implies that both buyer and seller are informed of the uses to which the property may be put;
- (e) Assumes an arm’s length transaction in the open market;
- (f) Assumes a willing buyer and a willing seller, with no advantage being taken by either buyer or seller; and,
- (g) Recognizes both the present use and the potential use of the property.

The term includes “full and true value.”

Rev 601.33 “Mass Appraisal” means the utilization of standard commonly recognized techniques to value a group of properties as of a given date, using standard appraisal methods, employing common data and providing for statistical testing.

Rev 601.34 “Measure” means the physical inspection, verification, sketching and recording of the exterior dimensions and attributes of any improvements made to a property.

Rev 601.36 “Municipal Assessing Officials” means those charged by law with the duty of assessing taxes and being the:

- (a) Governing body of a municipality;
- (b) Board of assessors or selectmen of a municipality; or
- (c) County commissioners of an unincorporated place.

Rev 601.37 “Municipality” means a city, town or unincorporated place.

Rev 601.38 “Partial Update” means the process of analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas, or classes of property, to bring those properties to the municipality’s general level of assessment utilizing the existing base tax year and providing an addendum to the existing USPAP compliant report. The term includes “partial revaluation.”

Rev 601.40 “Revaluation” means the act of re-estimating the worth of real estate of the entire municipality using standard appraisal methods, calibration of the CAMA tables and models, establishment of a new base year with a USPAP compliant report, and providing for statistical testing whether by either:

- (a) A full revaluation; or,
- (b) A full statistical revaluation.

The term includes “reappraisal,” “reassessment,” and “value anew.”

Rev 601.41 “Sale Validation” means the process of verifying a real estate sale transaction to determine whether the sale was a valid or an invalid indicator of the market value of the sold property. The term includes “sale verification” and “sale qualification.”

Rev 601.42 “Statistical Testing” means the use or application of numerical statistics to understand the results of a reappraisal or the need for a reappraisal.

Rev 601.44 “Uniform Standards of Professional Appraisal Practice (USPAP)” means the generally accepted and recognized standards of appraisal practice printed by The Appraisal Foundation as authorized by Congress as the source of appraisal standards and appraiser qualifications.

Rev 601.45 “USPAP Compliant Report” means an appraisal report based upon the standards established by the ASB pursuant to RSA 21-J:14-b I, (c.)

PART Asb 304 DUTIES

Asb 304.01 DRA-Certified Building Measurer and Lister Duties.

(a) For revaluation or assessing services, under the guidance and oversight of a DRA-certified property assessor or DRA-certified property assessor supervisor, a DRA-certified building measurer and lister may perform:

- (1) Data collection;
- (2) Data verification; and
- (3) Cyclical inspection.

(b) A DRA-certified building measurer and lister shall not perform sale validation.

(c) A DRA-certified building measurer and lister shall not determine, or change, the quality grade or depreciation of structures.

(d) A DRA-certified building measurer and lister shall not determine or change adjustments applied to land attributes.

Asb 304.02 DRA-Certified Property Assessor Assistant Duties.

(a) For revaluation or assessing services, under the guidance and oversight of a DRA-certified property assessor or DRA-certified property assessor supervisor, a DRA-certified property assessor assistant may assist with:

- (1) Assessment tasks as defined in Asb 301.06;
- (2) Sale validation; and
- (3) The training of a building measurer and lister.

(b) A DRA-certified property assessor assistant shall not adjust an assessment unless specifically authorized by a DRA-certified property assessor or DRA-certified property assessor supervisor.

(c) A DRA-certified property assessor assistant shall not perform final field review as defined in Asb 301.26.

(d) A DRA-certified property assessor assistant shall not oversee revaluation informal review process or conduct abatement reviews.

(e) A DRA-certified property assessor assistant shall not represent a municipality in the defense of assessed values.

Asb 304.03 DRA-Certified Property Assessor Duties.

(a) A DRA-certified property assessor may, in accordance with Asb 303.05:

- (1) Perform appraisal work which includes:
 - a. The annual maintenance of assessments by using the base year data collection manual and USPAP-compliant report; and
 - b. The use of the computer assisted mass appraisal system existing models and cost data established by a DRA-certified property assessor supervisor during the year of the last revaluation for new appraisals;
- (2) Perform abatement reviews and the defense of value under the supervision of a DRA-certified property assessor supervisor;
- (3) Perform sale validation; and
- (4) Submit a signed and dated statement to the DRA attesting to the qualifications of a building measurer and lister, or a property assessor assistant, working under the DRA-certified property assessor’s supervision to be true, accurate and correct.

(b) A DRA-certified property assessor shall not adjust the cost, land, depreciation, or other computer assisted mass appraisal tables resulting in a change to the values unless specifically authorized by a DRA-certified property assessor supervisor.

- (c) A DRA-certified property assessor shall not establish and certify values.
- (d) A DRA-certified property assessor shall not sign the USPAP-compliant report.
- (e) A DRA-certified property assessor shall not conduct the final field review.

Asb 304.04 DRA-Certified Property Assessor Supervisor Duties.

- (a) Perform and supervise all appraisal work;
- (b) Conduct and supervise a revaluation, cyclical revaluation, or partial update by:
 - (1) Compilation of the data collection manual;
 - (2) Performing a market analysis for the establishment of the base values and tables for the computer assisted mass appraisal models;
 - (3) Calibrating the computer assisted mass appraisal models;
 - (4) Performing the data quality final field review of the mass appraisal results;
 - (5) Conducting statistical testing;
 - (6) Complete and certify a USPAP-compliant report; and
 - (7) Overseeing and supervising:
 - a. The informal review process;
 - b. The abatement review; and
 - c. Defense of the appraised value(s);
- (c) Oversee any revaluation by assisting the municipal assessing officials to ensure that:
 - (1) The revaluation is performed in accordance with applicable state statutes and administrative rules;
 - (2) The contract terms and conditions are adhered to; and
- (d) Submit a signed and dated statement to the DRA attesting to the qualifications at all levels of certification to be true, accurate, and correct.

2. RESPONSIBILITIES AND SERVICES TO BE PERFORMED BY CONTRACTOR

2.1 Contract Submission

The contract, any revised contract, and the list of personnel assigned to work under the contract, shall be submitted to the DRA for examination and written recommendations of the DRA to be made to the Municipality within 10 working days of receipt. No work shall begin without first submitting a copy of the executed contract or agreement to the commissioner along with the names and qualifications of all personnel to be employed under the contract or agreement

The Contractor will not assign or in any way transfer any interest in this Agreement without the prior written consent of the municipal assessing officials.

2.2 Assessment of All Property

- 2.2.1 Contractor shall appraise all taxable property (RSA 72:6) within Municipality in a good and workmanlike manner in accordance with RSA 75:1.
- 2.2.2 Contractor shall appraise all tax exempt and non-taxable property (RSA 74:2) within the taxing jurisdiction of Municipality in the same manner as taxable property. Utility and Special Use properties are not included in the Contractors responsibilities.
- 2.2.3 Contractor shall measure, list and verify all sales used to determine benchmarks for the revaluation.
- 2.2.4 Contractor shall measure and list all new construction brought to their attention by Municipality via building permits, inventories and any other source.
- 2.2.5 Contractor shall utilize Municipality's Vision CAMA System to assess properties.

2.3 Completion of Work

2.3.1 Contractor shall complete all work and deliver the same in final form to the municipal assessing officials on or before September 1, 2021.

2.3.2 A penalty of \$500. per day shall be paid by Contractor for each day required beyond the above stated completion date for delays caused by Contractor.

2.3.3 Contractor shall provide Municipality a list of all products to be delivered and dates of delivery thereof. The products include:

- (1) Property record cards in hard copy; electronic or both formats;
- (2) The USPAP Compliant Appraisal Report;
- (3) The Data Collection Manual;
- (4) The CAMA System Manual; and,
- (5) Any other products as deemed necessary by the municipal assessing officials (as described in Section 3).

2.3.4 The revaluation shall be considered satisfied and in its final form only when:

- (1) The informal review of assessments has been completed as described in Section 3.6;
- (2) Any required value adjustments are made;
- (3) The final values are submitted to and accepted by the municipal assessing officials;
- (4) All products required by the contract are delivered to Municipality and the DRA;
- (5) The DRA has completed its final monitoring report;
- (6) Values established by Contractor have been defended through the municipal abatement process, as described under RSA 76:16, for the year of the revaluation; and,
- (7) All other terms of the contract have been satisfied.

2.4 Personnel

2.4.1 For grading, classifying, appraising and data collection of all property covered by the contract, Contractor shall only employ personnel who are:

- (1) Certified by the DRA, as defined in the Asb 300 Rules and RSA 21-J:14-f for the level of work they will be performing; and,
- (2) Approved by the municipal assessing officials.

2.4.2 Contractor shall not compensate, in any way, a municipal official, employee or any immediate family member of such official or employee in the performance of any work under the contract unless previously disclosed and a prior full-time employee of Contractor.

2.4.3 Upon approval of the contract and before the revaluation begins, Contractor shall provide to the DRA and the municipal assessing officials, a list of the DRA-certified personnel assigned to work under the contract.

2.4.4 Contractor shall ensure that the DRA-certified assessor supervisor is proficient in the use and calibration of the CAMA system that will be used to assess the property specified in Section 2.2.

2.4.5 Contractor shall ensure that the individual(s) assigned to perform data entry are proficient in the use of Municipality's CAMA system.

2.4.6 Contractor shall ensure that the DRA-certified assessor supervisor will be present for all analysis and table structure in the CAMA system throughout the duration of the project.

2.5 Public Relations

2.5.1 Contractor and the municipal assessing officials, during the progress of the work, shall each use their

best efforts to promote full cooperation and amiable relations with taxpayers. All publicity and news releases shall be approved by the municipal assessing officials before being released to the news media. Contractor, upon request of the municipal assessing officials, shall provide assistance in conjunction with the municipal assessing officials to acquaint the public with the mechanics and purpose of the revaluation.

2.6 Confidentiality

- 2.6.1 Contractor, municipal assessing officials or municipal employees shall not disclose any preliminary values to anyone or permit anyone to use or access any data on file during the course of the revaluation project, except the municipal assessing officials and the Commissioner of the DRA, or their respective designees, until the values have been submitted to the municipal assessing officials and made public.

2.7 Compensation and Terms

- 2.7.1 Municipality, in consideration of the services hereunder to be performed by Contractor, agrees to pay Contractor the sum total of \$82,500. pursuant to the terms of the agreement as defined in Section 3.
- 2.7.2 The amount or terms of compensation to be paid by Municipality for assessing services to support and defend assessments that are appealed to the BTLA or Superior Court, if not included in Section 3 of the agreement, quoted on a daily basis plus expenses is: \$1,000. daily.
- 2.7.3 The itemized cost for the appraisal of special use or utility property(ies) if not included in 2.7.1 is/are listed below:
- Not applicable to this contract
- 2.7.4 Payments shall be made to the CONTRACTOR monthly, based on the portion of work completed during the preceding month. The amount paid shall represent ninety percent (90%) of the amount billed for that month.
- 2.7.5 The remaining ten percent (10%) will be paid to the CONTRACTOR within sixty (60) calendar days following the satisfactory completion of all terms of this Agreement.
- 2.7.6 Except as provided in Sections 2.7.2 and 2.7.3, the stated consideration in 2.7.1 represents the total payment for all contracted services.

3. DETAIL OF SERVICES TO BE PERFORMED BY CONTRACTOR

3.1 Collection of Sale and Newly Inventoried Property Data

- 3.1.1 Vacant land parcels and any attributes that may affect the market value shall be listed accurately. Such attributes may include, but not be limited to: number of acres; road frontage; neighborhoods; water frontage; water access; views; topography; easements; deeded restrictions and other factors that might affect the market value.
- 3.1.2 Principal building(s), and any appurtenant building(s), or other improvements, shall be accurately measured and listed to account for the specific elements and details of construction as described in the data collection manual. Such elements and details may include, but not be limited to: quality of construction; age of structure; depreciation factors; basement area; roofing; exterior cover; flooring; fireplaces; heating & cooling systems; plumbing; story height; number of bathrooms; number of bedrooms; and, other features, attributes, or factors that might affect market value.
- 3.1.3 Contractor shall make an attempt to inspect the property, and if the attempt is unsuccessful, Contractor may:
- (1) Leave a notification card at the property requesting that the property owner calls Contractor's designee, within a stated time frame as agreed upon by the municipal assessing officials and Contractor, to arrange for an interior inspection; or,
 - (2) Send a letter to the property owner requesting that the property owner call Contractor's designee, within a stated time frame as agreed upon by the municipal assessing officials and Contractor, to arrange for an interior inspection;
- 3.1.4 If the municipal assessing officials are not able to arrange for an interior inspection, or entrance to a

building or parcel of land cannot be obtained as detailed in Section 3.1.5 below, Contractor shall:

- (1) Estimate the value of the improvements using the best evidence available; and,
- (2) Annotate the property record card accordingly.

3.1.5 Contractor shall complete interior inspection of properties except:

- (1) Vacant or unoccupied structures;
- (2) Where multiple attempts for inspection have been made without success and the owner or occupant has not responded to Contractor or the municipal assessing officials' notifications;
- (3) Where postings prevent access;
- (4) Unsafe structures;
- (5) When the owner has refused access to Contractor or designee;
- (6) When inhabitants appear impaired, dangerous or threatening; and,
- (7) Any other reason for which the municipal assessing officials agree that the property is inaccessible.

3.1.6 Contractor shall provide to Municipality a complete copy of the: field data collection card(s); worksheet(s); and, other document(s) used in the valuation process.

3.1.7 If specified within the contract, Contractor shall provide monthly progress reports indicating the percentage of completion of the full statistical revaluation to the municipal assessing officials and the DRA.

3.2 Property Record Cards

3.2.1 Contractor shall prepare an individual property record card, for each separate parcel of property in Municipality arranged to show:

- (1) The owner's name, street number, map and lot number or other designation of the property;
- (2) The owner's mailing address;
- (3) Information necessary to derive and understand:
 - (a) The land value;
 - (b) The number of acres of the parcel;
 - (c) The land classification;
 - (d) The adjustments made to land values;
 - (e) The value of the improvements on the land;
 - (f) The accurate description of all improvements whether affecting market value or not;
 - (g) The improvement pricing details; and,
 - (h) The allowances made for physical, functional and economic depreciation factors;
- (4) The outline sketch of all principal improvements with dimensions with the street side or waterfront toward the bottom of the diagram;
- (5) The base valuation year;
- (6) The print date of property record card;
- (7) Photograph of the principal building;
- (8) History of the property transfer to include:
 - (a) Date of sale;
 - (b) Consideration amount;
 - (c) Qualification code; and,

- (d) Property type noted as either vacant or improved;
- (9) A notation area to record any comments pertaining to the property; and,
- (10) A notation area to record the history of the property, which may include, but not be limited to:
 - (a) Property inspection date;
 - (b) Individual's identification number or initials associated with the inspection;
 - (c) The extent of the inspection;
 - (d) Reason for the inspection; and,
 - (e) Any value adjustment(s).

3.3 Market Analysis

- 3.3.1 A DRA-certified property assessor supervisor shall conduct the full statistical revaluation market analysis.
- 3.3.2 A DRA-certified property assessor assistant, under the guidance of a DRA-certified property assessor or a DRA-certified property assessor supervisor, may validate or invalidate sales for the market analysis.
- 3.3.3 The municipal assessing officials shall provide to Contractor a copy of all property transfers for a minimum of two (2) years immediately preceding the effective date of the revaluation.
- 3.3.4 A market analysis shall be conducted by Contractor using accepted mass appraisal methods in order to determine land, improvements and any other contributory values or factors including:
 - (1) A review of all property transfers provided by the municipal assessing officials to Contractor;
 - (2) A compilation of all unqualified property transfers into a sales list with appropriate notations for those sales not used in the analysis accompanied by:
 - (a) The parcel map and lot number;
 - (b) The disqualification code;
 - (c) The date of sale; and,
 - (d) The sale price.
 - (3) A compilation of all qualified property transfers into a sales list with appropriate notations for those sales used in the analysis accompanied by:
 - (a) The parcel map and lot number;
 - (b) The date of sale;
 - (c) The sale price;
 - (d) The newly established value;
 - (e) A photocopy or printout of the property record card for each property transferred; and,
 - (f) A photograph of the principal improvements attached thereto;
 - (4) Estimated land values with the documented results, as follows:
 - (a) Utilizing vacant land sales whenever possible; and,
 - (b) In the absence of an adequate number of vacant land sales, the land residual method or other recognized land valuation methodologies shall be used to assist in the determination of land unit values;
 - (5) The indicated land values shall be documented as:
 - (a) Site;
 - (b) Front or square foot;
 - (c) Front acre;

- (d) Rear acre units; and/or,
- (e) Other appropriate units of comparison;
- (6) An analysis section to include:
 - (a) The sale price; and,
 - (b) Supporting adjustments made in sufficient detail to be understood by the municipal assessing officials and taxpayers;
- (7) The market analysis used to indicate unit values with the documentation of the method(s) employed and any special adjustment factors; and,
- (8) Tax maps showing the locations of all qualified sales and the delineation of neighborhoods.

3.3.5 The preliminary market analysis shall:

- (1) Be provided to the municipal assessing officials and the DRA prior to the acceptance of the new values by the municipal assessing officials;
- (2) Be printed in its final form, and provided to the municipal assessing officials and the DRA at the completion of the revaluation as part of the USPAP compliant report; and,
- (3) Become property of Municipality and the DRA.

3.3.6 Contractor shall ensure that a final comprehensive review of the newly established values shall be performed by a DRA-certified property assessor supervisor utilizing a parcel-by-parcel field review of the entire Municipality to:

- (1) Ensure that all properties are valued at their highest and best use; and,
- (2) Identify and correct: any mechanical errors; inconsistencies; unusual features or value influencing factors.

3.3.7 Any supporting documentation supplied, provided or utilized by Contractor in the process of compiling the market analysis, such as but not limited to: sales verification sheets; rental/expense statements and questionnaires; Contractor cost estimates; sales listing sheets; final review notes; etc., shall be relinquished to and become property of Municipality.

3.4 Approaches to Value

3.4.1 The valuation of property for the revaluation shall be completed by utilizing recognized approaches to value, which may include, but not be limited to:

3.4.2 Cost Approach:

- (1) The cost approach, when utilized, shall be implemented by calibrating and applying land valuation tables, building valuation tables and unit costs as follows:
 - (a) Investigate, with documented analysis, land values for residential, commercial, industrial and any other special use properties in the area;
 - (b) Document the land valuation tables and unit costs by including statistical testing to compare the calculated preliminary land value to the sale properties to ensure accuracy before the land valuation tables and unit costs are implemented;
 - (c) Document the development of the units of comparison that shall be used for the base land prices, which may include, but not limited to: site; front foot; square foot; front acre; rear acre; and, other appropriate units of comparison;
 - (d) Document site specific characteristic land adjustments, which may include, but not be limited to: topography; view; size; location; and, access; and,
 - (e) Document the calibration of land tables and models.
- (2) In developing building cost tables, Contractor shall provide the following:
 - (a) Investigate, with documented analysis, the building costs of residential, commercial, industrial and any other special use properties in the area;

- (b) Document the testing of Contractor's building valuation tables and unit costs by comparing the calculated preliminary building value to the sale properties, for which the building costs are known, to ensure accuracy before the building valuation tables and unit costs are implemented;
- (c) The building cost tables shall consist of unit prices based upon relevant factors, which may include, but not be limited to: specifications for various types of improvements; the quality of construction; the building customs and practices in Municipality; various story heights and square foot areas adequate for the valuation of all types of buildings and other improvements to the land; tables for additions and deductions for variations from the base cost improvement; and, tables for depreciation based upon age and condition of the improvements.
- (d) Document the calibration of all building cost tables and models.

3.4.3 Income Approach:

- (1) The income approach, when utilized, shall be implemented by calibrating and applying valuation models as follows:
 - (a) Investigate and qualify, with documented analysis, market data, which may include but not be limited to: rental income; expenses; vacancy; and, capitalization rates for: residential, commercial, industrial and any other special use property;
 - (b) Describe property specific characteristics;
 - (c) Document statistical testing for the income valuation models to known sales of similar properties;
 - (d) Create valuation models consisting of market data based upon:
 - (i) Defined descriptions and specifications based upon property type; and,
 - (ii) Quality and size of the improvements; and,
 - (e) Document the calibration of all income approach valuation tables and models.

3.4.4 Market-Sales Comparison Approach:

- (1) The market-sales comparison approach, when utilized, shall be implemented by calibrating and applying valuation models as follows:
 - (a) Contractor shall qualify, analyze, and use sales as direct units of comparison in the valuation of residential, commercial, industrial and any other special use properties;
 - (b) Investigate with documented analysis comparable sales;
 - (c) Document the adjustments for specifics, which may include, but not be limited to: location; time; size; features; and, condition;
 - (d) Document how the adjustments were derived;
 - (e) Document final value reconciliation; and,
 - (f) Document calibration of all sales comparison tables and models.

3.4.5 In the utilization of the appraisal approaches to valuation, Contractor shall make and document adjustments made to properties for depreciation factors, which may include, but not be limited to: physical; functional; and, economic conditions.

3.5 Utility and Special Use Properties

3.5.1 Not included in Contractor's scope of work under this contract.

3.6 Value Notification and Informal Reviews

3.6.1 Contractor shall provide to the municipal assessing officials:

- (1) A list of the newly established values for review;
- (2) A preliminary value analysis with a copy delivered to the DRA for review; and,

- (3) The informal review schedule in advance.
- 3.6.2 Contractor shall mail, first class, to all property owners, the notification of the newly established value of their property by sending to the property owner either of the following:
 - (1) A list of all property owners containing the newly established valuations of all properties within Municipality; or,
 - (2) A letter to the owner stating the newly established value of their property and whether Contractor has either:
 - (a) Published a list of all property owners containing the newly established valuations for all properties within Municipality in an identified newspaper of general circulation for the entire Municipality; or,
 - (b) Posted in two (2) identified public places within Municipality a list of all property owners and the newly established values of the entire Municipality.
- 3.6.3 The notification of newly established values shall contain the details of the informal review process, instructions on scheduling an informal review; and the time frame in which informal reviews shall be scheduled.
- 3.6.4 The notification of newly established values shall contain instructions in regard to the appeal process for abatements pursuant to RSA 76:16, RSA 76:16-a and RSA 76:17.
- 3.6.5 After mailing or posting of the notification of newly established values, Contractor shall ensure that an informal review of the newly established property values is provided to all property owners who may, within the time prescribed by the contract, request such a review.
- 3.6.6 Notwithstanding Section 2.6 of this contract (Confidentiality), Contractor shall make available to all property owners the property record card and market analysis related to their newly established property value(s).
- 3.6.7 Contractor shall notify, by first class mail, all property owners addressed during the informal reviews and indicate whether or not a change in value resulted and the amount thereof.
- 3.6.8 All documentation utilized or obtained during the informal review process shall be relinquished to the municipal assessing officials.

3.7 Appraisal Reporting and Appraisal Manuals

- 3.7.1 Contractor shall provide a data collection manual, to be included within the USPAP report, or as a separate document, which may include but not be limited to:
 - (1) A description of building characteristics; extra features; outbuildings; site improvements; site characteristics; road frontage; water frontage; water access; topography; and view;
 - (2) A glossary and description of all codes used within the data collection and on property record cards;
 - (3) A description of all grading factors utilized, which may include, but may not be limited to: condition factors; quality; depreciation; amenity values; and other factors or conditions; and,
 - (4) A glossary and description of the coding used for visitation history.
- 3.7.2 Contractor shall ensure that the municipal assessing officials have:
 - (1) A technical CAMA manual detailing the CAMA system utilized; and,
 - (2) Been provided training in the proper use of the CAMA system.
- 3.7.3 Contractor shall provide a USPAP compliant appraisal report pursuant to RSA 21-J:14-b,1(c): The report shall comply with the most recent edition of the USPAP. The report shall contain, at a minimum, the following:
 - (1) A letter of transmittal to include a signed and dated certification statement;

- (2) Sections detailing:
 - (a) The scope of work;
 - (b) The development of values;
 - (c) Time trending analysis;
 - (d) Land and neighborhood data;
 - (e) Improved property data;
 - (f) Statistical testing, analysis, and quality control; and,
 - (g) The development of approaches to value used in the revaluation of properties.
- (3) Appendices which may include, but not be limited to:
 - (a) Work plan;
 - (b) Neighborhood maps;
 - (c) Names and levels of DRA-certified individuals authoring or assisting with the development of the USPAP compliant report;
 - (d) CAMA system codes;
 - (e) Identification and description of zoning districts;
 - (f) Qualified and unqualified sale codes; and,
 - (g) Other useful definitions or information.
- (4) Instructions, or as a separate document, adequate instructions for the municipal assessing officials to:
 - (a) Understand the valuation methodologies employed;
 - (b) Understand the market and neighborhood adjustments; and,
 - (c) Understand the conclusions of the appraisal report.

3.7.4 Contractor shall provide a USPAP compliant report to the municipal assessing officials, to be retained by the municipal assessing officials until the next revaluation and shall provide a copy to the DRA.

3.7.5 Utilities are not included in Contractor's scope of work under this contract.

3.8 Defense of Values

3.8.1 Contractor shall, after the final property tax bills have been mailed by Municipality, support and defend the values that were established by Contractor for the year of the revaluation as follows:

(1) At no additional cost to Municipality, property tax abatement requests that are timely filed with Municipality pursuant to RSA 76:16 shall have:

- (a) A review, by either a DRA-certified property assessor or a DRA-certified property assessor supervisor; and,
- (b) The Contractor's written recommendation provided to the municipal assessing officials which an abatement request had been received.

3.8.2 Contractor shall provide a qualified representative for the defense of property tax abatement appeals that are timely filed with the Board of Tax and Land Appeals (BTLA) or Superior Court pursuant to RSA 76:16-a and RSA 76:17, whose compensation has agreed upon by the parties to the contract as stipulated in Section 2.7; and,

3.8.3 Appeals to the BTLA or Superior Court:

- (1) Contractor will support and defend values established by Contractor that may have been lowered by municipal assessing officials but shall not be required to support or defend values that have

been increased by the municipal assessing officials. Any litigation, litigation preparation or narrative reports can be provided at a daily rate of One Thousand Dollars (\$1,000)

(2) Utilities are not included in Contractor's scope of work under this contract.

3.8.4 All documentation utilized or obtained during the defense of assessed value process shall be relinquished to Municipality.

4. RESPONSIBILITIES OF MUNICIPALITY

- 4.1 The municipal assessing officials shall identify to Contractor, in writing, which properties within the taxing jurisdiction are exempt from taxation.
- 4.2 The municipal assessing officials shall furnish to Contractor information such as but not be limited to: the current ownership information of all property; the physical location of all property; property address changes within Municipality; all property transfer information; a set of current tax maps; zoning maps; plans; building permits; subdivisions; boundary line adjustments and mergers; and, other information as specified by Contractor for the services being provided.
- 4.3 The municipal assessing officials shall keep Contractor informed of all sales of property that occur during the progress of the revaluation.
- 4.4 The municipal assessing officials shall make corrections to tax maps as of April 1 of the revaluation year where lots have been subdivided, or apportioned, and notify Contractor of all ownership and name and address changes.
- 4.5 If requested, suitable office space and equipment, as specified by Contractor, for the use of Contractor's personnel in the performance of the appraisal work shall be provided.

5. INDEMNIFICATIONS AND INSURANCE

- 5.1 Contractor agrees to defend and indemnify Municipality, with which it is contracting, against claims for bodily injury, death and property damage which arises in the course of Contractor's performance of the contract and with respect to which Municipality, with which it is contracting, shall be free from negligence on the part of itself, its employees and agents.
- 5.2 Contractor shall not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances, which are beyond Contractor's reasonable control.
- 5.3 Contractor shall maintain public liability insurance, automobile liability insurance and workmen's compensation insurance unless Contractor is not required to do so by New Hampshire state law or as otherwise agreed upon.
 - 5.3.1 The public liability insurance shall be in the form of commercial general liability with the inclusion of contractual liability coverage and shall provide limits of \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury liability, and \$1,000,000 each occurrence for property damage liability; and,
 - 5.3.2 The automobile liability insurance shall be in the form of comprehensive automobile liability and shall provide limits of \$1,000,000 each person and \$1,000,000 each Occurrence for bodily injury liability.
- 5.4 Prior to starting the revaluation, Contractor shall provide certificates of insurance by a State of NH licensed insurer confirming the required insurance coverage for Municipality with which the appraisal Contractor is contracting.
- 5.5 Contractor shall provide Municipality and the DRA a ten (10) day advance written notice of the cancellation or material change in the required insurance coverage.

6. PERFORMANCE BOND

- 6.1 Contractor, before starting any revaluation work, shall deliver an executed bond or irrevocable letter of credit in favor of Municipality, or as otherwise agreed upon, with which it is contracting to assure faithful and satisfactory performance of the contract, and provide a copy to the DRA. The amount of such bond or letter of credit shall be no less than the amount of compensation to be paid by Municipality to Contractor for

services to be performed, and shall not expire before final values are submitted to and accepted by the municipal assessing officials.

7. ESTIMATED SIZE OF REVALUATION

7.1 It is agreed between the parties that the entire revaluation consists of an estimate of 5,571 parcels as defined by RSA 75:9.

8. ADDENDUMS, AMENDMENTS AND APPENDICES

8.1 Addendums, amendments and appendices pertaining to this contract may be added only by separate instrument in writing and shall meet all requirements of Section 2.1.

9. SIGNATURE PAGE

By signing the contract, Contractor attests that pursuant to RSA 21-J:11 and Rev 602.01(c) and (d):

- (1) The contract, any revised contract, and the names and DRA-certified level of all personnel to be employed under the contract has been first submitted to the DRA for examination; and,
- (2) No appraisal work shall begin until a copy of this executed contract, and the names and DRA-certified level of all personnel to be employed under this contract, has been submitted to the DRA.

Date: _____

In the Presence of:

Municipality of: _____

Witness Signature

By Authorized Municipal Assessing Officials or Agent:

In the Presence of:

By Contractor:

Witness Signature

President or Authorized Agent

APPENDIX A

**SCHEDULE
TOWN OF AMHERST, NEW HAMPSHIRE
STATISTICAL REVALUATION**

<i>TASK</i>	<i>FROM</i>	<i>TO</i>
Execution of Contract	01/01/2021	
Project Startup, Bonding, Staffing, and public relations	01/04/2021	01/15/2021
Sales & Building Permit Data Collection	01/15/2021	5/30/2021
Land Study and Building Cost Manual	05/03/2021	06/14/2021
Commercial Study of Market Rents, Expenses & Capitalization Factors	05/17/2021	07/01/2021
Field Review	05/14/2021	07/07/2021
Preliminary Residential & Commercial Valuation model and values to Assessors	07/12/2021	
Assessor review of values	07/12/2021	7/19/2021
Assessment hearing notices mailed	07/20/2021	
Informal Hearings	07/22/2021	08/11/2021
Hearing Changes & Final values to Assessors	08/06/2021	08/15/2021
Project Completion	09/01/2021	

APPENDIX B

VISION CLARIFICTIONS, OPTIONS & COST BREAKDOWN TOWN OF AMHERST, NEW HAMPSHIRE STATISTICAL REVALUATION

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

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



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Stewart Long promotion from D/L to Light Equipment Operator. **Department:** Public Works

Meeting Date: February 8, 2021

Staff Contact: Eric Hahn

BACKGROUND INFORMATION:

The DPW has had an open Light Equipment Operator vacancy since Feb 2020. Since then DPW management staff has coached all eligible Driver/Laborers to attain the qualifications of Light Equipment Operator. Stewart Long has now met these requirements and I am presenting him to the BOS for promotion and appointment as a Light Equipment Operator.

BUDGET IMPACT:

(Include general ledger account numbers)

The pay increase is accounted for within the associated wage lines.

POLICY IMPLICATIONS:

Positive to our policy of improving the skills of crew members for benefit to the residents and DPW operations.

DEPARTMENT HEAD RECOMMENDATION:

I recommend the BOS approve this promotion.

SUGGESTED MOTION:

I move that Stewart Long be promoted from Driver Laborer (Grade 4, Step 11) to Light Equipment Operator (Grade 7, Step 8) effective February 8th, 2021.

TOWN ADMINISTRATOR RECOMMENDATION:

Concur

ATTACHMENTS:

1. Stewart Long promotion to LEO Feb 2021



DEPARTMENT OF PUBLIC WORKS

22 Dodge Road

Amherst, NH 03031

Tel. (603) 673-2317 Fax (603) 249-8857

ehahn@amherstnh.gov

Date: 2/3/2021

Subj: Promotion of Stewart Long from Laborer/Driver to Light Equipment Operator.

To: Personnel File and Town Administrator.

From: DPW Director, Eric C. Hahn.

I am pleased to report that Mr. Long, presently a DPW Laborer/Driver (Grade 4, Step 11) has demonstrated the skill and abilities to be promoted to Light Equipment Operator (Grade 7, Step 8.) In addition to proven competency using our light equipment, which includes the backhoe, loader, trackless and tractor; he has taken the initiative to lead crews on various tasks. He has prominently taken ownership of calibrating our salt spreaders: documenting data, making adjustments and recording the settings to achieve the desired weight of salt spread per lane mile. His efforts have been a corner stone to the DPW achieving our goal of salt reduction. Stewart has brought forward several ideas that have been implemented to improve our work methods and service level to Amherst residents. His communication and soft people skills promote positive interactions with residents while out in the field and in keeping department management apprised of current and future resource needs. His promotion is merited from skills and job ownership demonstrated over the past 6 months. The department has one open Light Equipment Operator vacancy and I recommend that Mr. Long be promoted to the position.

Respectfully Submitted,

Eric C Hahn



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: February 8, 2021

Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

A All Service Veterans' Tax Credit

I have reviewed the attached All Service Veterans' Tax Credit Application provided and the applicant qualifies under RSA 72:28-b for the 2021 tax year.

Therefore, I move to approve the All Service Veterans' Tax Credit for tax year 2021 on the following map and lot number:

MAP/LOT	LOCATION	AMOUNT
004-110-000	342 Boston Post Rd	\$500.00

B Land Use Change Tax

Attached is a land use change tax release for Tax Map 005 Lot 059-037. The parcel was sold making this parcel less than 10 acres and not contiguous with other lots in current use under identical ownership. The Land Use Change Tax of \$24,500.00 amount represents 10% of the full and true market value of \$245,000.

800x600 Normal 0 false false EN-US X-NONE X-NONE
MicrosoftInternetExplorer4

Therefore, I move to approve the Land Use Change Tax in the amount of \$24,500 for Tax Map 005 Lot 059-037, 10 Founder's Way.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 4-110 All Service Vet Credit Memo Application
2. 5-59-37 Land Use Change Tax



OFFICE OF THE ASSESSOR
2 Main Street, PO Box 960
Amherst, NH 03031
Michele Crowley Executive Asst.
Tel. (603) 673-6041 ex. 202 Fax (603) 673-4138

All Service Veterans' Tax Credit (Item A in cover Memo)

ALL SERVICE VETERANS' TAX CREDIT

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

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

Date: February 2, 2021

RE: All Service Veterans' Tax Credit Application Recommendation 2021

I have reviewed the attached All Service Veterans' Tax Credit Application provided and the applicant qualifies under RSA 72:28-b for the 2021 tax year.

Suggested Motion:

Therefore, I move to approve the All Service Veterans' Tax Credit for tax year 2021 on the following map and lot number:

MAP/LOT	LOCATION	AMOUNT
004-110-000	342 Boston Post Rd	\$500.00

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

DUE DATE APRIL 15 PRECEDING THE SETTING OF THE TAX RATE

Flanigan/Melanson

PROPERTY OWNER NAME

TAX MAP | BLOCK | LOT

004-110-000

STEP 1 OWNER AND APPLICANT INFORMATION

OWNER AND APPLICANT INFORMATION

OWNER: LEONARD & JACQUELINE FLANIGAN

APPLICANT'S LAST NAME: FLANIGAN APPLICANT'S FIRST NAME: LEONARD MI: PHONE NUMBER: 603-672-1528

APPLICANT'S LAST NAME: MELANSON-FLANIGAN APPLICANT'S FIRST NAME: JACQUELINE MI: PHONE NUMBER: 603-672-1528

MAILING ADDRESS: 342 BOSTON POST RD. CITY/TOWN: AMHERST STATE: NH ZIPCODE: 03031

PROPERTY ADDRESS: TAX MAP: BLOCK: LOT:

IS THIS YOUR PRIMARY RESIDENCE? YES NO

STEP 2 VETERANS' TAX CREDITS AND EXEMPTION

VETERAN'S INFORMATION

1. APPLICANT IS THE: Veteran Spouse Surviving Spouse

2. APPLYING FOR: Veterans' Tax Credit (RSA 72:28) Standard (\$50) / Optional (\$51 up to \$750) All Veterans' Tax Credit (RSA 72:28-b) **If Adopted by Town** Standard (\$50) / Optional (\$51 up to \$750) Tax Credit for Service-Connected Total Disability (RSA 72:35) Standard (\$700) / Optional (\$701 up to \$4,000) Tax Credit for Surviving Spouse (RSA 72:29-a "...of any person who was killed or died while on active duty...") Tax Credit for Combat Service (RSA 72:28-c) **If Adopted by Town** (\$50 up to \$500) Certain Disabled Veterans (Exemption) (RSA 72:36-a)

3. Veteran's Name: LEONARD FLANIGAN Dates of Military Service Enter (MMDDYYYY): 05/22/84 4. Date of Entry: 05/22/84 5. Date of Discharge/Release: 04/18/88

IF A VETERAN OF ALLIED COUNTRY: (RSA 72:32)

6. Name of Allied Country Served in: USA 7. Branch of Service: AIR FORCE

9. Does any other eligible Veteran own interest in this property? YES NO If YES, provide name:

8. Please Check One. US Citizen at time of entry into Service Alien but resident of NH at time of entry into Service

STEP 3 EXEMPTIONS

STANDARD EXEMPTIONS

10. Elderly Exemption (Must be 65 years of age on or before April 1 of year for which exemption is claimed) (RSA 72:39-a) (Enter numbers only MMDDYYYY) 10a. Applicant's Date of Birth: 10b. Spouse's Date of Birth:

11. Improvements to Assist Persons with Disabilities (RSA 72:37-a)

LOCAL OPTIONAL EXEMPTIONS (If adopted by city/town)

12. Blind Exemption (RSA 72:37) Solar Energy Systems Exemption (RSA 72:62) Deaf Exemption (RSA 72:38-b) Wind-Powered Energy Systems Exemption (RSA 72:66) Disabled Exemption (RSA 72:37-b) Woodheating Energy Systems Exemption (RSA 72:70)

13. NH Resident for One Year preceding April 1 in the year in which the tax credit is claimed (Veterans' Tax Credit) NH Resident for Five Consecutive Years (Deaf) or At least Five Years (Disabled) preceding April 1 in the year the exemption is claimed NH Resident for Three Consecutive Years preceding April 1 in the year the exemption is claimed (Elderly Exemption)

14. Do you own 100% interest in this residence? Yes No If NO, what percent (%) do you own?

STEP 4 RESIDENCY

STEP 5 OWNERSHIP

STEP 6 SIGNATURES

Under penalties of perjury, I declare that I have examined this document and to the best of my belief the information herein is true, correct and complete.

SIGNATURE (IN INK) OF PROPERTY OWNER: [Signature] DATE: 01/19/21

SIGNATURE (IN INK) OF PROPERTY OWNER: [Signature] DATE: 01/19/21

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP 004 BLOCK 110 LOT 000 AMOUNT GRANTED DENIED DATE
Veterans' Tax Credit RSA 72:28 (Standard \$50; Optional \$51 up to \$750)
All Veterans' Tax Credit RSA 72:28-b (Standard \$50; Optional \$51 up to \$750)
Tax Credit for Service-Connected Total Disability (Standard \$700; Optional \$701 up to \$4,000)
Surviving Spouse Tax Credit (Standard \$700; Optional \$701 up to \$2,000)
Tax Credit for Combat Service pursuant to RSA 72:28-C (\$50 up to \$500)
Review Applicable Discharge Papers Form(s)
Other Information

VETERANS' EXEMPTION

Certain Disabled Veterans' Exemption Veteran Surviving Spouse GRANTED DENIED

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Table with columns: Income Limits, Deaf Exemption, Disabled Exemption, Elderly Exemption, Elderly Exemption Per Age Category. Rows include Single, Married, Asset Limits (Single, Married).

STANDARD and LOCAL OPTIONAL EXEMPTIONS (If adopted by the City/Town)

Table with columns: AMOUNT, GRANTED, DENIED, DATE. Rows include Elderly Exemption, Improvements to Assist Persons with Disabilities, Blind Exemption, Deaf Exemption, Disabled Exemption, Solar Energy Systems Exemption, Woodheating Energy Systems Exemption, Wind-powered Energy Systems Exemption.

A photocopy of this Form (Pages 1 and 2) or Form PA-35 must be returned to the property owner after approval or denial.

The following documentation may be requested at the time of application in accordance with RSA 72:34, II.

- List of assets, value of each asset, net encumbrance and net value of each asset.
Statement of applicant and spouse's income.
Federal Income Tax Form.
State Interest and Dividends Tax Form.
Property Tax Inventory Form filed in any other town.

* Documents are considered confidential and are returned to the applicant at the time a decision is made on the application.

Municipal Notes

DD214 Reviewed

APPROVED 2/11/21 RD

Signature lines for Peter Lyon, Dwight Brew, Reed Parasiti, Thomas Grella, John D Angelo with corresponding signature and date fields.

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

GENERAL INSTRUCTIONS

WHO MAY FILE	Applicant must be qualified as of April 1 of the year the exemption and/or tax credit is claimed. Financial qualifications required for certain exemptions must be met by the time of application. An applicant must have resided in this state for at least one year preceding April 1 in the year in which the veterans' tax credit is claimed. An applicant must have resided in this state for at least three years preceding April 1 in the year for which the elderly exemption is claimed and five years in which the deaf or disabled exemption is claimed. The terms owner, own or owned, shall include those persons who hold grantor/revocable trust, equitable title, or beneficial interest for life in the subject property.		
WHERE TO FILE	Form PA-29 must be filed with the municipal assessing officials of the city/town where the tax credit or exemption is being requested.		
WHEN TO FILE	<p>Form PA-29 must be filed by April 15 preceding the setting of the tax rate. The municipal assessing officials shall send written notice to the taxpayer of their decision by July 1 prior to the date of notice of tax. Failure of the municipal assessing officials to respond shall constitute a denial of the application. Example: If you are applying for a tax credit and/or an exemption for the 2014 property taxes, which are due no earlier than December 1, 2014, you have until April 15, 2014, to file this form. The municipal assessing officials have until July 1 to send notice of their decision. Failure of the municipal assessing officials to respond shall constitute a denial of the application. A late response or failure to respond by municipal assessing officials does not extend the appeal period. Date of filing is when the completed application is either hand-delivered to the municipality, postmarked by the post office, or received by an overnight delivery service.</p> <p>Pursuant to RSA 72:33, I-a, "If any person, otherwise qualified to receive an exemption or credit, shall satisfy the selectmen or assessors that he or she was prevented by accident, mistake, or misfortune from filing a permanent application or amended permanent application on or before April 15 of the year in which he or she desires the exemption to begin, said officials may receive the application at a later date and grant an exemption or credit for that tax year..."</p>		
APPEAL PROCEDURE	If an application for a property tax exemption or tax credit is denied by the municipality, an applicant may appeal in writing on or before September 1 following the date of notice of tax under RSA 72:1-d, to the NH Board of Tax and Land Appeals (BTLA) or to the Superior Court in the county where the property is located. Example: If you were denied an exemption from your 2014 property taxes, you have until September 1, 2015, to appeal. Forms for appealing to the BTLA may be obtained from the NH BTLA, 107 Pleasant Street, Concord, NH 03301; their website at www.nh.gov/btla ; or by calling (603) 271-2578. Be sure to specify EXEMPTION APPEAL .		
TAX CREDITS	Tax credits approved will be deducted from the property tax amount.		
EXEMPTIONS	Tax exemptions approved are deducted from the amount of the property owner's total assessed value prior to the calculation of tax due.		
ELDERLY EXEMPTIONS RSA 72:39-a	<p>Applicant must have resided in this state for at least three consecutive years preceding April 1 in the year which the exemption is claimed. Property must be: owned by a resident; or owned by a resident jointly or in common with the resident's spouse, either of whom meets the age requirement for the exemption claimed; or owned by a resident jointly or in common with a person not the resident's spouse, if the resident meets the applicable age requirement for the exemption claimed; or owned by a resident, or the resident's spouse, either of whom meets the age requirement for the exemption claimed, and when they have been married for at least five years.</p> <p>Property cannot have been transferred to the applicant from a person under the age of 65, and related to the applicant by blood or marriage, within the preceding five years.</p> <p>Property must meet the definition of residence per RSA 72:39-a, I(c), which includes the housing unit, which is the person's principle home and related structures such as a detached garage or woodshed. It does not include attached dwelling units and unattached structures used or intended for commercial or other non-residential purposes. If fractional interest is owned, see RSA 72:41, Proration.</p>		
ELDERLY, DEAF and DISABLED FINANCIAL QUALIFICATIONS RSA 72:39-a RSA 72:38-b RSA 72:37-b	INCOME LIMITATION	Includes: Income from any source including Social Security or pension.	Excludes: Life insurance paid on the death of an insured; Expenses and costs incurred in the course of conducting a business enterprise; Proceeds from the sale of assets.
	ASSET LIMITATION	Includes: The value of all assets, tangible and intangible.	Excludes: The value of the person's actual residence and the land upon which it is located up to the greater of 2 acres or the minimum single family residential lot size specified in the local zoning ordinance. The value of any good faith encumbrances.
ADA COMPLIANCE	Individuals who need auxiliary aids for effective communication in programs and services of the New Hampshire Department of Revenue Administration are invited to make their needs and preferences known. Individuals with hearing or speech impairments may call TDD Access: Relay NH 1-800-735-2964.		

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

TYPE OF TAX CREDIT or EXEMPTION	AMOUNT GRANTED	WHO MAY APPLY
VETERANS' TAX CREDIT RSA 72:28 ALL VETERANS' TAX CREDIT RSA 72:28-b - <i>Must be adopted by Municipality</i>	\$50 (\$51 up to \$750 upon adoption by the municipality), is subtracted from the taxes due on the applicant's RESIDENTIAL property, occupied as the veteran's principle place of abode. For Veterans' surviving spouse: See RSA 72:28, III. For Proration: See RSA 72:30	Every resident in the U.S. who served not less than 90 days in the armed forces <i>in any of the qualifying wars or armed conflicts</i> , as listed in RSA 72:28, and was honorably discharged; or the spouse or surviving spouse of such resident. (NOTE: 'Under Honorable Conditions' does not qualify.) Every resident in the U.S. who served not less than 90 days in the armed forces and was honorably discharged; or the spouse or surviving spouse of such resident. (NOTE: 'Under Honorable Conditions' does not qualify.)
SURVIVING SPOUSE TAX CREDIT RSA 72:29-a	\$700 (\$701 up to \$2,000 upon adoption by the municipality per RSA 72:27-a), is subtracted from taxes due on the applicant's property, residential or other.	The surviving spouse of any person who was killed or died while on active duty in the armed forces, as listed in RSA 72:28, so long as the surviving spouse remains single.
SERVICE-CONNECTED TOTAL DISABILITY TAX CREDIT RSA 72:35	\$700 (\$701 up to \$4,000 upon adoption by the municipality pursuant to RSA 72:27-a), is subtracted from the property taxes due on the applicant's residential property.	Any person who: <ul style="list-style-type: none"> • Has been honorably discharged or an officer honorably separated from military service and who has a total and permanent service-connected disability; • Is a double amputee or paraplegic because of service-connected injury; or • Is the surviving spouse of above qualified veteran and remains single.
TAX CREDIT FOR COMBAT SERVICE RSA 72:28-C <i>Must be adopted by Municipality</i>	\$50 up to \$500 upon adoption by the municipality pursuant to RSA 72:27-a is subtracted from the property taxes due on the applicant's residential property.	Every resident of this state engaged at any point during the taxable period in combat service as a member of the NH National Guard or a reserve member of the United States Armed Forces called to active duty. The application for the tax credit must be accompanied by the service member's military orders.
CERTAIN DISABLED VETERANS - EXEMPTION RSA 72:36-a "...shall be exempt from all taxation on said homestead..."	Any person who: <ul style="list-style-type: none"> • Has been discharged under conditions other than dishonorable, or an officer who has been honorably separated from military service, who has a total and permanent service-connected disability; • Is totally and permanently disabled from service connection and satisfactory proof of such service connection is furnished to the assessors; • Is a double amputee of the upper or lower extremities or any combination thereof, paraplegic, or has blindness of both eyes with visual acuity of 5/200 or less as a result of service connection; • Owns a specially adapted homestead which has been acquired with the assistance of the Veterans Administration; or • Owns a specially adapted homestead which has been acquired using proceeds from the sale of any previous homestead which was acquired with the assistance of the Veterans Administration. 	

A list of the Veterans' qualifying medals and discharge papers can be found at: <http://www.revenue.nh.gov/mun-prop/property/exemptions-tax-credits.htm>

IMPROVEMENTS TO ASSIST PERSONS WITH DISABILITIES AND THE DEAF

EXEMPTION	AMOUNT OF EXEMPTION	WHO MAY APPLY
IMPROVEMENTS TO ASSIST PERSONS WITH DISABILITIES RSA 72:37-a DEAF OR SEVERELY HEARING IMPAIRED PERSONS RSA 72:38-b	The value of improvements made for the purpose of assisting a person with a disability or deafness is deducted from the assessed value of the residential real estate.	Any person owning residential real estate upon which he resides and to which he has made improvements for the purpose of assisting a person with a disability or deafness who also resided on such real estate.

OPTIONAL EXEMPTIONS BELOW **MUST BE ADOPTED BY THE MUNICIPALITY BEFORE ANYONE MAY APPLY**

EXEMPTION	AMOUNT OF EXEMPTION	WHO MAY APPLY
DISABLED EXEMPTION RSA 72:37-b	The amount of the exemption and the level of income and assets (excluding the value of the property owner's residence) are determined by vote of the municipality per RSA 72:27-a.	Any person eligible under the Federal Social Security Act for benefits to the disabled, and who has been a New Hampshire resident for at least five years by April 1 of the year the exemption is claimed. NOTE: See Financial Qualifications on Page 3.
BLIND EXEMPTION RSA 72:37	\$15,000 (unless the municipality votes an increase) is subtracted from the assessed valuation.	Every inhabitant owning residential real estate, who is legally blind, as determined by the Administrator of Blind Services of the Vocational Rehabilitation Division of the Department of Education.
DEAF EXEMPTION RSA 72:38-b	\$15,000 (unless the municipality votes an increase) is subtracted from the assessed valuation.	NH residents who are deaf or severely hearing impaired, have been a NH resident for more than five consecutive years, and meet the income and asset requirements.

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS**OPTIONAL EXEMPTIONS BELOW MUST BE ADOPTED BY THE MUNICIPALITY BEFORE ANYONE MAY APPLY continued**

EXEMPTION	AMOUNT OF EXEMPTION	WHO MAY APPLY
SOLAR ENERGY SYSTEMS RSA 72:61 and RSA 72:62	Determined by vote of the municipality pursuant to RSA 72:62.	Any person owning real property equipped with a solar energy heating or cooling system, as defined in RSA 72:61.
WOODHEATING ENERGY SYSTEMS RSA 72:69 and RSA 72:70	Determined by vote of the municipality pursuant to RSA 72:70.	Any person owning real property equipped with a woodheating energy system, as defined in RSA 72:69.
WIND-POWERED ENERGY SYSTEMS RSA 72:65 and RSA 72:66	Determined by vote of the municipality pursuant to RSA 72:66.	Any person owning real property equipped with a wind-powered energy system, as defined in RSA 72:65.



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

Land Use Change Tax (Item B in Cover Memo)

LAND USE CHANGE TAX

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

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

Date: January 12, 2021

RE: Land Use Change Tax Release
Map/Lot 005-059-037
10 Founder's Way

Attached is a land use change tax release for Tax Map 005 Lot 059-037. The parcel was sold making this parcel less than 10 acres and not contiguous with other lots in current use under identical ownership. The Land Use Change Tax of \$24,500.00 amount represents 10% of the full and true market value of \$245,000.

Suggested Motion:

Therefore, I move to approve the Land Use Change Tax in the amount of \$24,500 for Tax Map 005 Lot 059-037, 10 Founder's Way.

FORM
A-5

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

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

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

PLEASE TYPE OR PRINT	LAST NAME/CORPORATION/TRUST NAME BENNETT CHANDLER DESIGN	FIRST NAME/CORPORATION/TRUST NAME AND CONSTRUCTION, LLC	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	MAILING ADDRESS PO BOX 635		
MUNICIPALITY BROOKLINE		STATE NH	ZIP CODE 03033

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

PLEASE TYPE OR PRINT	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED				
	(b) ACCESSIBLE STREET LOCATION FOUNDER'S WAY		MUNICIPALITY AMHERST	COUNTY HILLBOROUGH	
	(c) TOTAL ACRES OF PARCEL 1.22	PARCEL TAX MAP AND LOT # 5 59-37		DEED BOOK AND PAGE # 9407 0022	
	(d) CHECK ONE BELOW: <input checked="" type="checkbox"/> PARTIAL RELEASE <input type="checkbox"/> FULL RELEASE <input type="checkbox"/> RIGHT OF WAY LAND USE CHANGE TAX				

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

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

(a) Owners Name When Land Was First Recorded in Current Use: ENRIGHT, PATRICK & THOMAS	DEED BOOK AND PAGE # 3393 1234	
(b) Total Number of Acres Originally Enrolled in Current Use	56	
(c) Total Number of Acres Previously Released Since The Original Recording	44.18	
(d) Number of Acres Subject to the LUCT Per This Assessment	1.22	
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	10.6	

FORM
A-5

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

STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification: LOT SOLD AND OWNERSHIP IS LESS THAN 10 ACRES	
(b) Actual Date of Change in Use (MM/DD/YYYY)	01/06/2021
(c) Full and True Market Value at Time of Change in Use	\$ 245,000
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ 24,500

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

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

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

<small>LAST NAME/CORPORATION/TRUST NAME</small> BENNETT CHANDLER DESIGN	<small>FIRST NAME/CORPORATION/TRUST NAME</small> AND CONSTRUCTION, LLC	<small>INITIAL</small>
<small>MAILING ADDRESS</small> PO BOX 635		
<small>MUNICIPALITY</small> BROOKLINE	<small>STATE</small> NH	<small>ZIP CODE</small> 03033
(b) Actual Date of Change in Use (MM/DD/YYYY)	01/06/2021	
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)		
(d) Full and True Market Value at Time of Change in Use	\$ 245,000	
(e) Land Use Change Tax Due	\$ 24,500	

FORM
A-5

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

(continued)

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

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

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

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

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

MUNICIPALITY LAND USE CHANGE TAX BILL

INSTRUCTIONS

GENERAL INSTRUCTIONS

WHO MUST FILE

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

WHEN TO FILE

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

WHERE TO FILE

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

BILLING AND COLLECTION OF THE TAX

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

APPEAL OF LAND USE CHANGE TAX

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

ADA

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

NEED HELP?

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

FORM
A-5

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

LINE-BY-LINE INSTRUCTIONS

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

STEP 1

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

STEP 2

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

STEP 3

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

STEP 4

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

STEP 5

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

STEP 6

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

STEP 7

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

STEP 8

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

FORM
A-5W

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

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

NAME OF MUNICIPALITY AMHERST		
STREET ADDRESS 2 MAIN STREET		
MAILING ADDRESS 2 MAIN STREET		
MUNICIPALITY AMHERST	STATE NH	ZIP CODE 03031

STEP 2 - COLLECTION OF LAND USE CHANGE TAX

(a) State of New Hampshire, County of: HILLSBOROUGH	
(b) To: GAIL P STOUT	Municipal Collector of taxes
(c) for the municipality of: AMHERST	in said County.
(d) In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of:	\$ 24,500
Interest at 18% will be assessed after 30 days.	
(e) Given under our hands at TOWN OF AMHERST TOWN HALL	
(f) This day of JANUARY 12, 2021	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY BENNETT CHANDLER DESIGN AND CONSTRUCTION, LLC	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS PO BOX 635 BROOKLINE, NH 03033	
(h) MUNICIPAL TAX MAP 5	LOT NUMBER 59-37

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

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

FORM
A-5W

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

WARRANT FOR LAND USE CHANGE TAX

INSTRUCTIONS

WHEN TO FILE

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

WHO MUST FILE

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

WHERE TO FILE

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

TAX COLLECTOR PROCEDURES

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

WHEN TAX IS DUE

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

COLLECTION OF UNPAID TAX

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

ADA

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

NEED HELP?

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

LINE-BY-LINE FORM INSTRUCTIONS

STEP 1

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

STEP 2

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

STEP 3

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



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

January 12, 2021

Bennett Chandler Design and Construction, LLC
PO Box 635
Brookline, NH 03033

Dear Taxpayer,

This letter is in reference to the purchase of a 1.22 acre parcel, Map ID: 005-059-037 located AT 10 Founder's Way. This parcel was in current use at the time of sale and a Land Use Change Tax will be issued. The property no longer qualifies for current use as it is less than ten acres and is not contiguous with other lots in current use under identical ownership. The market value of the parcel at the time disqualification is estimated to be \$245,000 and the LUCT will be 10% of the market value or \$24,500. You will receive additional paperwork on this once the Board of Selectmen approves the LUCT.

If you have any further questions, please contact this office.

Sincerely,

Richard Dorsett Jr., CNHA,
KRT Appraisal



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Payroll, AP and Minutes Approval
Meeting Date: February 8, 2021

Department: Finance Department
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Approvals:

Payroll

AP1~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$238,209.46 dated January 14, 2021, subject to review and audit.

AP2~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$510.34 dated January 22, 2021, subject to review and audit.

AP3~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$227,740.14 dated January 28, 2021, subject to review and audit.

Accounts Payable

AP4~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$39,003.84 dated January 19, 2021, subject to review and audit (NH DMV).

AP5~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$22,604.24 dated January 19, 2021, subject to review and audit (NH DMV).

AP6~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$34,529.97 dated January 19, 2021, subject to review and audit (NH DMV).

AP7~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$307,179.97 dated January 19, 2021, subject to review and audit.

Minutes

- ~ I move to approve the Board of Selectmen meeting minutes of January 4, 2021.
- ~ I move to approve the Board of Selectmen meeting minutes of January 11, 2021, 6pm.
- ~ I move to approve the Board of Selectmen meeting minutes of January 11, 2021, 6:30pm.
- ~ I move to approve the Board of Selectmen meeting minutes of January 19, 2021.
- ~ I move to approve the Board of Selectmen meeting minutes of January 26, 2021.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2021.1.04_BOS_MEETING_MINUTES
2. 2021.1.11_BOS_MEETING_MINUTES_6pm
3. 2021.1.11_630_pm_BOS_MEETING_MINUTES
4. 2021.1.19_BOS_MEETING_MINUTES
5. 2021.1.26_BOS_MEETING_MINUTES



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, January 4, 2021 6:30PM

1 **1. Call to Order**

2 Chairman Peter Lyon called the meeting to order at 6:31 p.m.

3
4 Attendees by Zoom conference call: Chairman Peter Lyon, Selectman Dwight Brew,
5 Selectman Reed Panasiti, Selectman John D'Angelo [6:33pm], and Selectman Tom
6 Grella.

7 Also present: Town Administrator Dean Shankle and Kristan Patenaude, minute taker

8
9 Other attendees and the public accessed the meeting via Zoom.

10
11 Chairman Lyon explained that, pursuant to the State of Emergency declared by the
12 Governor as a result of the COVID19 pandemic and in accordance with his Emergency
13 Order #12, this meeting is authorized to take place electronically. There is no physical
14 location to observe and listen to this meeting. However, in accordance with the
15 Emergency Order, we are:

16
17 Utilizing Zoom teleconferencing for this meeting. All members of the Board have the
18 ability to communicate during the meeting through this platform and the public has access
19 to contemporaneously listen and if necessary, participate in the meeting by dialing +1 646
20 558 8656 and using a webinar ID of 879-6016-5616 or by using the link contained in the
21 agenda posted at amherstnh.gov.

22
23 Notice of the meeting and means to access it were previously posted in accordance with
24 law. Members of the public that have phoned into the meeting can raise their hand by
25 pressing the *9 on their phone, in order to make it known that they would like to speak to
26 the Board. If anyone has a problem accessing the meeting, please call 603-440-8248 for
27 assistance. In the event the public is unable to access the meeting, the meeting will be
28 adjourned and rescheduled.

29
30 All votes will be taken by roll call and for ease, in alphabetical order.
31 Lastly, the meeting is being recorded and will be replayed on ACATV.

32
33 The Board started by taking a roll call vote and stating if they were alone.

34
35 *Roll call vote: Selectman Brew – present; Selectman D'Angelo – present; Selectman*
36 *Grella – present; Selectman Panasiti – present; Chairman Lyon – present. All noted*
37 *themselves as being alone.*

39 **2. Board of Health**

40 **2.1 Stormwater Regulations**

41 Scott Tenney, Health Officer, joined the Board of Selectmen and the two convened the Board
42 of Health public hearing to discuss stormwater regulations proposed by the Planning Board.

43
44 Bill Stoughton, representative for the Amherst Conservation Commission (ACC) and
45 Planning Board, and Nic Strong, Community Development Director, joined the Board of
46 Health.

47
48 Bill Stoughton explained that the Town's current stormwater regulations were last adopted in
49 2007. The ACC began to look at Town regulations and ordinances that deal with water
50 quality. The State has since updated its own regulations to include updated stormwater
51 precipitation tables and require developers to analyze 50-year storm events, instead of the 25-
52 year storm events under the 2007 Town regulations.

53
54 These proposed changes would work in conjunction with the updated MS-4 permit that the
55 Town has received from the federal EPA. This permit allows the Town to discharge
56 stormwater into and from the Town sewer system. This permit was issued in 2018 and states
57 that the Town is obligated to review its regulations that look at stormwater retention and
58 treatment by 2020. He explained that a local coalition of towns got together in 2018 to come
59 up with model regulations that address this updated MS-4 permit. Former Town of Amherst
60 Community Development Director, Gordon Leedy, was very involved with this process.

61
62 Bill Stoughton explained that the ACC tried to not make these proposed stormwater regulation
63 updates applicable to more properties than the 2007 process was. These updates continue
64 applicability in the same way but have differences in terms of the technical requirements for
65 treatment of stormwater, the amount of cleanup of stormwater required, and updated
66 stormwater amounts.

67
68 Bill Stoughton explained that the regulation, in general, deals with the quality and quantity of
69 stormwater in Town. Stormwater is defined as water that is not immediately absorbed into the
70 land and, thus, leaves the lot. He outlined the two major changes proposed in the regulations:

- 71 1) If a developer adds new impervious surfaces to a site, there can be no more stormwater
72 leaving the site than there was originally. Any additional stormwater must be retained
73 on site and infiltrated back into the ground. This is important in terms of erosion and
74 recharging aquifers.
- 75 2) Water that starts as stormwater must be treated once it's in the ground for
76 sedimentation and nutrients (nitrogen and phosphorus). This is important because
77 waterways in Amherst are already impaired in terms of these two items. Stormwater
78 must be cleaned for these items; one way of doing this is for stormwater to enter the
79 ground and go under plants that will absorb these nutrients and thus clean the water.

80
81 Bill Stoughton explained that these regulations are fairly dense. The ACC was concerned that,
82 while developers will probably have no issues understanding the proposed amendments,
83 homeowners may find the process onerous. Therefore, there are four instances within the
84 regulations that give the Board of Health waiver authority in these cases.

86 In response to a question from Chairman Lyon, Bill Stoughton stated that these proposed
87 regulations were reviewed by the ACC, Planning Board, Town Counsel, the Town Engineer,
88 and state DES. Bill Stoughton explained that none of these reviewers had many substantive
89 comments, as most were pleased with the proposal.
90

91 Nic Strong thanked Bill Stoughton, and also DPW Director, Eric Hahn, and Assistant DPW
92 Director, Eric Slosek, for their work on this item.
93

94 Scott Tenney stated that he has no comments about the technical aspects of the proposed
95 regulations. He explained that the proposal will bring the Town closer to compliance with the
96 state Alteration of Terrain (AoT) permit, and MS-4 permit. He does believe that the proposal
97 may cause hiccups on an inspection basis. He, as the Health Officer/Building Inspector, will
98 be charged with performing inspections of these stormwater systems. This could lead to a
99 staffing issue, as this will add a fair amount of time to his general inspection process, and
100 possibly include additional trips to work sites.
101

102 In response to a question from Chairman Lyon, Scott Tenney stated that there is enforcement
103 included in the current stormwater regulations, but these proposed regulations include very
104 different levels of enforcement and technical information.
105

106 In response to a question from Selectman Brew, Bill Stoughton confirmed that these proposed
107 regulations do not make any additional land in Town unbuildable, for example by increasing
108 setbacks, etc.
109

110 In response to a question from Selectman Brew, Bill Stoughton explained that the current
111 application section of the regulations contains a lengthy list of technical materials that every
112 applicant must submit. There is authorization at the end of the application for the Planning
113 Board or Board of Health to relieve an applicant from onerous requirements. Bill Stoughton
114 stated that he hopes eventually there will be one application for developers/land agents, and a
115 second, more streamlined application with guidance and education for homeowners. This type
116 of application should encourage homeowners to apply, as the regulations are important to
117 follow in order to keep all of the water in Town at a higher quality. This streamlining step still
118 needs to be completed.
119

120 Selectman Brew stated that he believes adopting these proposed regulations will be for the
121 betterment of all in Amherst.
122

123 Selectman D'Angelo thanked Bill Stoughton, Eric Hahn, and Eric Slosek for their work on
124 this. He believes the Town is close to the end of the stormwater process to be in compliance
125 with the new stormwater procedures.
126

127 In response to a question from Selectman Grella, Scott Tenney stated that, a larger scale
128 project would need to be heard by the Planning Board at one of its regular meetings to have a
129 waiver request heard. A smaller project could come before the Board of Health at one of the
130 regular Board of Selectmen meetings. Scott Tenney stated that the Boards could, potentially,
131 see a lot of waivers for these regulations requested.
132

133 Bill Stoughton noted that the proposed Town requirements will closely track those necessary
134 for the State AoT permit.
135 Selectman Panasiti thanked Scott Tenney, Bill Stoughton, Eric Hahn, and Eric Slosek for their
136 work on this.

137
138 In response to a question from Selectman Panasiti, Bill Stoughton explained that large scale
139 development applicants currently have discussions of their stormwater systems by the
140 Planning Board during the site plan and Conditional Use Permit reviews. The ACC has started
141 to tell any developers that come before the group that these proposed changes might be
142 coming.

143
144 Nic Strong stated that, as part of these new proposed regulations, she will be reaching out to
145 the main local development companies to let them know.

146
147 In response to a question from Selectman Panasiti, Bill Stoughton stated that the DPW's
148 reduced sand use on roads has definitely attributed to the betterment of water quality in Town.
149 Keeping sand off roads, and thus phosphates out of waterways, has improved water quality in
150 Town.

151
152 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to adopt*
153 *the proposed stormwater regulations.*

154 *Roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
155 *Selectman Panasiti – aye; Chairman Lyon – aye; and Scott Tenney – aye. 6-0-0; motion*
156 *carried unanimously.*

157
158 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
159 *adopt the proposed stormwater regulations, as just adopted by the Board of Health.*

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

162
163 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to*
164 *adjourn the Board of Health public hearing.*

165 *Roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
166 *Selectman Panasiti – aye; Chairman Lyon – aye; and Scott Tenney – aye. 6-0-0; motion*
167 *carried unanimously.*

168
169 **3. Citizen's Forum**

170 Chairman Lyon made the following statement regarding the passing of Town Counsel, Bill
171 Drescher:

172
173 *“The Town lost a dedicated advocate, as well as a true friend, with the passing of Bill*
174 *Drescher last week. Many residents of Amherst know that Bill Drescher served our town as*
175 *town counsel for many years. What may astonish many is that he served in that role since*
176 *1971; forty-nine years. Many volunteers and department heads relied upon Bill's sound*
177 *advice, advice which was not only on point legally, but it was always deeply rooted in*
178 *common sense.*

179 *It is no exaggeration to say that Attorney Drescher had a reputation as the best municipal*
180 *lawyer in the State of New Hampshire. Although Bill served as town counsel for many towns*
181 *in New Hampshire, Amherst was one of his first clients and the one which he was so proud to*
182 *represent as his hometown. He loved Amherst and everything it provided in raising his*
183 *family.*

184 *Attorney Drescher also served as a judge with the Milford District Court for many*
185 *years. Much of his time at the court was spent with the “Night Court,” which was a perfect fit*
186 *for his warm and compassionate personality. Whether a victim, witness, defendant, or a*
187 *police officer, almost without fail, all these people left his courtroom with a sense that they*
188 *had met a man who listened, cared, and found justice. If you can measure a man by the*
189 *number of close friendships he develops in his lifetime, Bill finished at the top of such a*
190 *list. An interaction with Bill left you feeling that you were now his friend and you felt better*
191 *about yourself for it. He was respected by all who he encountered, personally and*
192 *professionally.”*

193 Selectman Grella stated that there will be a private ceremony for Bill Drescher on Saturday
194 and the flags around Town will be lowered to half-staff. In the Spring, there will be an
195 additional day of remembrance and flags will again be lowered to half-staff at that time.

196

197 **4. Public Hearing**

198 **4.1 Stop, Speed, and No Parking Signs, 2nd Public Hearing**

199 Chairman Lyon stated that this is the second of two public hearings regarding a few proposed
200 traffic control measures in Town.

201

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

203

a. Madison Lane @ Williamsburg Drive

204

b. Madison Lane @ Georgetown Drive

205

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

208

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

211

212 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to open*
213 *the Public Hearing for the purpose of establishing traffic control regulations.*

214

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

216

217 There was no public comment at this time.

218

219 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*
220 *close the public hearing.*

221

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

223

224 Chairman Lyon stated that these proposed traffic control measures will next be deliberated on
225 by the Board at one of their next meetings.

226

227 **5. Administration**

228 **5.1. Administrative Overview**

229 Town Administrator Shankle explained that he has met with ACC Chairman, Rob Clemens,
230 and ACC Commissioner, John Harvey, regarding discretionary easements, as discussed by the
231 Board at their last meeting. The small group will continue to work on gathering information to
232 bring back to the Board.

233

234 Town Administrator Shankle stated that Cheryl Eastman, the Town's Finance Director, had
235 her last day on Friday the 31st. The position has been advertised for and two applications have
236 been received to date.

237

238 Town Administrator Shankle explained that the NH Municipal Association has introduced
239 SB2, which would give Towns the option to postpone Town Meeting to the second Tuesday
240 of either April, May, June or July. He will continue to update the Board on the status of this
241 bill.

242

243 Executive Assistant, Jennifer Stover, explained that she has received one quote for mailing the
244 Voter's Guide to every citizen in Town. The quote for a four-page guide was approximately
245 \$2,400, but the actual Guide may end up being longer and thus cost more to distribute. The
246 Voter's Guide will also be made available for pick-up at Town Hall and the Library, with a
247 link circulated to an electronic copy as well.

248

249 Selectman Brew explained that the Master Plan Subcommittee mailed approximately 5,000
250 8x11" postcards throughout the Town for just under \$1,000. He believes a multi-page Guide
251 could be sent out for a similar cost. He also questioned how the Schools send out their Voter's
252 Guide and if there are any efficiencies to be found by sending both Guides out together.
253 In response to a question from Chairman Lyon, Town Administrator Shankle explained that
254 the Town is obligated to make the Guide widely available, as it would usually be inserted into
255 an issue of the Amherst Citizen.

256

257 Selectman D'Angelo stated that the hardcopy of the Citizen used to be mailed to each citizen
258 in Town. He also questioned if the Schools and Town could find a way to mail their Guides
259 out around the same time to save money.

260

261 Chairman Lyon stated that he believes the Guide should be mailed to each Citizen, as well as
262 an electronic copy being made available. The rest of the Board agreed with this.

263

264 Jennifer Stover stated that she would continue to look into options and pricing. She believes
265 that the Schools are in the same boat, as she believes they usually insert their Guide into the
266 Citizen as well.

267

268 **5.2 Health Insurance Membership Renewal**

269 Town Administrator Shankle explained that the Town has received a Health Insurance Not-to-
270 Exceed Agreement from NH Interlocal Trust. The agreement says that the Town will have no
271 increase if a renewal is agreed to by February 1, 2021.

272

273 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*
274 *the renewal of the NH Interlocal Trust Insurance plan membership for the coming year and*
275 *authorize the Town Administrator to sign the membership agreement, with the understanding*
276 *that this will result in no increase to our rates for the coming year.*

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

279

280 **5.3 Proposal for Emergency Paid Sick Leave Act (EPSLA) Extension**

281 Town Administrator Shankle explained that the federal government issued mandates to the
282 Families First Coronavirus Response Act (FFCRA) in March 2020, including the Emergency
283 Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave
284 Act (EPSLA). The EPSLA provided up to 80 hours of paid sick and family leave due to the
285 need to isolate or quarantine at the employee’s regular rate of pay, or to care for an individual
286 who is isolating or quarantining at 2/3 of the employee’s regular rate of pay. The EFMLEA
287 allowed for up to 10 weeks of partially paid family and medical leave to eligible employees
288 who were unable to work due to needing to care for a child whose school or place of care was
289 closed.

290

291 Town Administrator Shankle explained that, of the two programs, the EPSLA program was
292 used more significantly by Amherst employees. The federal government no longer mandates
293 these programs, but is allowing employers to extend them until March 31, 2021, if they are
294 willing to self-fund. He recommended that the Town extend the EPSLA program to its
295 employees, meaning that the Town would provide paid leave to any employee who, as defined
296 by the Governor’s Emergency Order, is required to be out of work due to COVID-19. This is
297 not an additional 80 hours, but an allowance to continue until the 80 hours maximum is
298 reached. He believes that extending this program will encourage employees to let the Town
299 know if they need to quarantine for COVID-19 reasons.

300

301 Town Administrator Shankle explained that there will be no true cost to the Town for
302 extending this program, as employees will generally continue to work from home. There may
303 be some small cost associated if the Police Department or DPW need to fill shifts.

304

305 Selectman Brew stated that he is unsure why the federal government thinks it needs to give
306 the Town permission to pay its employees. He agrees with extending the program.

307

308 Chairman Lyon explained that the Town received approximately \$274,000 under the CARES
309 Act. He is happy to know that some of this revenue could be used to continue this program for
310 Town employees.

311

312 *A MOTION was made by Selectman Brew and SECONDED by Selectman D’Angelo that the*
313 *Town of Amherst extend the EPSLA for its employees until March 31, 2021.*

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

316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362

6. Staff Reports

6.1 Stormwater Regulations

The Board discussed this item previously.

7. Approvals

7.1 Payroll, Meeting Minutes December 21, 2020

A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to approve one (1) FY21 Payroll Manifest in the amount of \$244,663.63 dated December 12, 2020, subject to review and audit.

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

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D’Angelo to approve the meeting minutes of December 21, 2020, as presented.

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

8. Action Items

The Board reviewed its action items.

9. Old/New Business

Selectman Brew explained that the Master Plan Steering Committee community survey deadline has been extended until January 18, 2021. There have been just under 1,500 responses to date.

Selectman D’Angelo stated that the Souhegan School Board Public Hearing will be held on January 13, 2021 at 6pm. The Amherst School Board Public Hearing will also be held on the 13th at 7pm.

Selectman Panasiti noted that the Board of Selectmen will hold its Budget Public Hearing on January 11, 2021 and will have its next regular meeting on January 19, 2021.

Chairman Lyon noted that the Board will be communicating with the Planning Board and Attorney Chris Drescher regarding Town Counsel moving forward.

A MOTION was made by Selectman Grella and SECONDED by Selectman D’Angelo to adjourn the meeting at 7:43pm.

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

NEXT MEETING: Monday, January 11, 2021

Selectman Reed Panasiti

Date



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, January 11, 2021 6:00PM

1 **1. Call to Order**

2 Chairman Peter Lyon called the meeting to order at 6:00 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

7
8 Other attendees and the public accessed the meeting via Zoom.

9
10 Chairman Lyon explained that, pursuant to the State of Emergency declared by the
11 Governor as a result of the COVID19 pandemic and in accordance with his Emergency
12 Order #12, this meeting is authorized to take place electronically. There is no physical
13 location to observe and listen to this meeting. However, in accordance with the
14 Emergency Order, we are:

15
16 Utilizing Zoom teleconferencing for this meeting. All members of the Board have the
17 ability to communicate during the meeting through this platform and the public has access
18 to contemporaneously listen and if necessary, participate in the meeting by dialing +1 301
19 715 8592 and using a webinar ID of 89287026894 or by using the link contained in the
20 agenda posted at amherstnh.gov.

21
22 Notice of the meeting and means to access it were previously posted in accordance with
23 law. Members of the public that have phoned into the meeting can raise their hand by
24 pressing the *9 on their phone, in order to make it known that they would like to speak to
25 the Board. If anyone has a problem accessing the meeting, please call 603-440-8248 for
26 assistance. In the event the public is unable to access the meeting, the meeting will be
27 adjourned and rescheduled.

28
29 All votes will be taken by roll call and for ease, in alphabetical order.

30
31 The Board started by taking a roll call vote and stating if they were alone.

32
33 *Roll call vote: Selectman Brew – present; Selectman D'Angelo – present; Selectman*
34 *Grella – present; Selectman Panasiti – present; Chairman Lyon – present. All noted*
35 *themselves as being alone.*

36
37
38 **2. 2. Non-Public Session, RSA 91-a:3, II (c)**

39 A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to enter
40 into Non-Public Session per RSA 91-A:3, II (c)

41

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

44

45 The Board entered Non-Public Session at 6:04pm.

46

47 No motions were made and no action was taken in this non-public session.

48

49 A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to exit
50 Non-Public Session.

51

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

54

55 The Board exited Non-Public Session at 6:20 pm.

56

57 The Chairman announced that no motions were made, and no action was taken in the non-
58 public session.

59

60 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to
61 adjourn the meeting at 6:21pm.

62

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

65

66 **NEXT MEETING: Monday, January 11, 2021 at 6:30 pm**

67

68

69

70

71

Selectman Reed Panasiti

Date



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, January 11, 2021 6:30PM

1 **1. Call to Order**

2 Chairman Peter Lyon called the meeting to order at 6:29 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, Matt
9 Seiler, Bill Loscocco, Scott Tuthill, Jim Kuhnert, and Mike Parisi.

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 +1 312
22 626 6799 and using a webinar ID of 817-9992-3077 or by using the link contained in the
23 agenda posted at amherstnh.gov.

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

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

34
35 The Board started by taking a roll call vote and stating if they were alone.
36

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

40
41 **2. Public Hearing on Bond Authority over \$100,000**

42 **2.1 Pursuant to New Hampshire RSA 33:8-a, the Amherst Board of**
43 **Selectmen hereby announces to the citizens of Amherst the**
44 **convening of a Public Hearing to take input on the proposed FY21**
45 **Town Operating Budget, bonds and notes, and proposed warrant**
46 **articles.**

47
48 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D’Angelo to*
49 *enter into a Public Hearing to hear and present the bond item, according to RSA 33:8-a.*
50 *By 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 read Warrant Article 22:

54 *ARTICLE 22: Open Space Acquisition Bond*

55 *Shall the Town vote to raise and appropriate the sum of six million dollars (\$6,000,000.00) to*
56 *purchase land and easements or other property interests within the Town of Amherst for*
57 *conservation purposes, and to authorize the Board of Selectmen to issue bonds or notes up to*
58 *six million dollars (\$6,000,000.00) in compliance with provisions of the Municipal Finance*
59 *Act (RSA 33:1 et seq., as amended); provided, however, that notwithstanding anything herein*
60 *to the contrary, the Town shall not issue more than three million dollars (\$3,000,000.00) of*
61 *bonds or notes in any one fiscal year; to authorize the Selectmen to negotiate and determine*
62 *the rate of interest thereon and the maturity and other terms thereof, and to take any other*
63 *action they deem appropriate to effectuate the sale and/or issuance of said bonds or notes,*
64 *however, no such bonds or notes shall be issued with a term of maturity of less than ten (10)*
65 *years or more than twenty (20) years, furthermore, to authorize the Selectmen to acquire said*
66 *property exercising their authority under RSA 41:14-a, and additionally to raise and*
67 *appropriate the sum of Two Hundred Forty Thousand Dollars (\$240,000.00) for the first year*
68 *interest and costs. Land or property interests to be purchased with bond proceeds shall total*
69 *not more than 800 acres and shall be acquired in the name of the Town as conservation land*
70 *to be managed by the Conservation Commission pursuant to RSA 36-A:4, to protect and limit*
71 *the future use of, or otherwise conserve and properly utilize open spaces and other land and*
72 *water areas. The authorization to borrow provided hereunder shall not lapse until June 30,*
73 *2026. (Tax impact = \$0.14) (3/5 Vote Required)*

74
75 Chairman Lyon explained that this warrant article seeks \$6M, with the provision to remove
76 \$3M/year to borrow funds for land acquisitions. The warrant article also seeks \$240,000 for
77 the first year to deal with any associated interest and costs. The warrant article limits the
78 amount of land to be purchased to not more than 800 acres. The land shall be purchased in the
79 name of the Town and managed by the Amherst Conservation Commission (ACC). This
80 warrant article will lapse in June 2026. The ACC brought forth this article as a way to
81 preserve open space and water quality for the Town.

83 Rob Clemens, Chair of the ACC, and ACC Commissioners, Jared Hardner and Bill
84 Stoughton, joined the meeting. Rob Clemens noted that the preliminary results from the
85 Master Plan Survey are indicative of the Town's support for open space and conservation. So
86 far there have been 1,641 responses to the survey. The #1 ranked reason that people stated
87 they moved to Amherst was for the safe environment (thought to be items such as low crime
88 rate and high-quality drinking water). The #2 reason listed was open space and conservation
89 land in Town (78% strongly agreed/agreed). The #1 ranked priority of townspeople noted was
90 to secure and preserve water resources in Town (85% highest/high priority). The #2 ranked
91 priority was to maintain the rural character of Town (83% highest/high priority). Both of these
92 priorities rely on the conservation of open space in Town.

93

94 Rob Clemens explained that that residents also noted on the survey that 92% of them want to
95 protect open space and natural resources, 93% of them want to protect the Town's aquifers,
96 and 91% want to conserve the natural areas in Town. He explained that most of the current
97 open space in Town is actually privately owned and vulnerable to development. The only
98 feasible option is to acquire open space in Town, in order to achieve the residents' top
99 priorities.

100

101 Rob Clemens stated that the ACC wants to be sensitive to taxpayers, and thus is
102 recommending dropping the maximum amount spent through this Warrant Article in any
103 given year from \$3M to \$2M. This will reduce the impact to taxpayers by about 1/3. This will
104 not allow the Town to purchase some of the largest parcels available in Town but will still
105 allow for significant acquisitions.

106

107 Selectman Brew stated that he is in support of the Warrant Article. He noted that dropping the
108 maximum amount per year from \$3M to \$2M will make the proposed bond more affordable to
109 taxpayers, while also ruling out some of the largest parcels to purchase in a single chunk. He
110 is in support of reducing this amount.

111

112 Selectman D'Angelo stated that he is in support of the Warrant Article. He believes it is a
113 good plan for the Town to have this money in hand to purchase properties as they become
114 available. He believes some of the largest properties in Town are probably more than \$2M,
115 and so he believes, if the Town wants to preserve those, the amount should be capped at \$3M.
116 For example, the Hazen property that was for sale a few years ago, could maybe have been
117 purchased by the Town if this bond was available at that time. He supports leaving the
118 Warrant Article as written.

119

120 Selectman Grella stated that he believes the \$2M cap is a good idea.

121

122 Selectman Panasiti stated that he supports the Warrant Article and believes the cap could be
123 argued to be at either amount. He suggested letting the citizens have a say in the cap amount.

124

125 Chairman Lyon stated that he is in favor of the Warrant Article. He would support either cap
126 amount. He would like for there to be more money available for acquisitions, but also knows
127 it's important not to overtax the citizens. He opened the meeting for public comment.

128

129 Public Comment:

130 Sherie Dowsett, 20 Old Coach Lane, stated that she is in favor of this Warrant Article. She has
131 lived here for 12 years and moved here for the rural nature of the area. She uses the
132 conservation land every day and believes it's an amazing feature to have at the doorstep. She
133 is concern about the development she has seen happening around Town. She doesn't want the
134 Town to lose its rural identity. She believes this Warrant Article is forward thinking and will
135 allow the Town to preserve open space.

136
137 Arnie Rosenblatt, 8 Hubbard Road, Chairman of the Planning Board, but speaking for
138 himself, stated that he has lived in Town for 33 years. He believes this Warrant Article makes
139 all the sense in the world. He explained that, without the Town's ability to buy open space, the
140 Planning Board's ability is very limited to minimize development. As a citizen, he loves
141 seeing open space around Town. This is certainly a need versus a want for the Town.

142
143 Mike Akillian, 10 Old Mont Vernon Road, is heartily in support of this Warrant Article. He
144 questioned, of all the land in Town that could be acquired, what percentage is in excess of
145 \$2M. He believes the Town has lost important opportunities in the past to acquire land
146 because certain mechanisms were missing, and the Town had to wait until Town Meeting to
147 approve purchases. He believes lowering the cap to \$2M is an okay idea, but if there are
148 significant parcels over \$2M developers may be able to operate more quickly than the Town.

149
150 Bill Stoughton noted that he looked at all land in current use and that has sold in the past few
151 years and found that there has been in upward trend in the price of land since 2010. Land in
152 Town is currently about \$10-12,000/acre. If the Warrant Article has a cap of \$2M, this should
153 allow the Town to purchase around 180-200 acres of land.

154
155 Sally Wilkins, 28 Green Road, stated that she is in support of the proposed Warrant Article.
156 She questioned if the ACC/Town has, as part of this Warrant Article, looking into the funding
157 of the due diligence needed prior to purchasing open space, such as survey and legal work.

158
159 Rob Clemens explained that the ACC has a Conservation Fund that can be used to fund the
160 necessary due diligence. Bill Stoughton noted that the Warrant Article is also worded to create
161 funds (\$240,000) to cover some of the prep costs to acquire land, if needed.

162
163 Will Ludt, 3 School Street, stated that he is fully in support of this Warrant Article. He
164 believes the Town lost an opportunity with the Hazen property and likes the idea of the Town
165 being proactive. He also noted that bonds are probably at their lowest cost now. He questioned
166 why there is an 800-acre limit proposed.

167
168 Bill Stoughton explained that Town Counsel advised the ACC to put parameters on the
169 Warrant Article in terms of the authority, the purpose, and the amounts for the proposal. If the
170 average current cost of land is about \$10,000/acre, 600 acres of land would cost the Town
171 about \$6M. The proposed Warrant Article looks for a max of slightly more acreage. If this
172 Warrant Article is approved and the Town finds a piece of land that bumps against this 800-
173 acre max, the ACC can always ask the Town for additional authority to purchase more.

174
175 Rolf Vanbibber, 83 Christian Hill Road, stated that he supports the proposed Warrant Article
176 and that the Master Plan Survey results speak for themselves.

177 In response to a question from Jim Kuhnert, of the Ways & Means Committee, Chairman
178 Lyon stated that this Warrant Article looks to purchase land in the name of the Town, to be
179 managed by the ACC. The ACC will seek parcels that will allow public access. Areas with
180 public access will allow some work on behalf of the ACC/Town, but most of this is at a
181 minimum cost and done through volunteer hours. The costs associated are often offset through
182 donated materials and money previously set aside in the ACC budget. Chairman Clemens
183 explained that the maintenance cost for the currently ACC managed 2,500 acres in Town is
184 minimum. Jared Hardner noted that the ACC currently manages over 30 miles of trails in
185 Town; the ACC's budget for this management is less than \$2,000/year.

186
187 In response to a question from Lisa Eastland, Bill Stoughton stated that, if the Warrant Article
188 cap is lowered to \$2M, the cost to the average \$360,000 house in Town would be about
189 \$33/year.

190
191 In response to a question from Chairman Brew, Lisa Eastland stated that the Ways & Means
192 Committee has discussed the Warrant Article with the changed \$2M cap, and the group's vote
193 is still 4-3-0.

194
195 Sally Wilkins noted that there are fewer than a dozen parcels in Town that are greater than
196 100 acres. Thus, the likelihood of the Town finding a parcel that is more than 800 acres is
197 mostly a non-issue.

198
199 In response to a question from Jim Kuhnert, Rob Clemens stated that, in conjunction with this
200 Warrant Article, the ACC has a list of criteria it will look at when deciding if land should be
201 acquired. There are a number of parcels in Town that align with the ACC's highest priorities
202 in terms of water and habitat protection.

203
204 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella, as part of*
205 *the proposed Warrant Article 22, to reduce the maximum amount that can be spent in any*
206 *fiscal year from \$3M to \$2M, and to reduce the \$240,000 requested in the first year to*
207 *\$160,000.*

208
209 *Discussion:*
210 *Selectman Brew stated that, while he is unsure the amount of land the Town can purchase for*
211 *a max cap of \$2M instead of \$3M, he does understand how much land the Town can acquire*
212 *for \$0. He would rather lower the cap, in the hope that the Town will approve this Warrant*
213 *Article.*

214
215 *Selectman D'Angelo stated that, while he is not married to either cap amount, he would*
216 *rather the Board keep the cap at the higher amount and give the voters trust to purchase land*
217 *that becomes available, as the residents seem to deem this to be important.*

218
219 *Selectman Panasiti stated that there doesn't seem to be much property available in Town that*
220 *would warrant the \$3M; he agrees with lowering the cap.*

221

222 *Chairman Lyon agreed with Selectman Brew's view that he would rather the Town be able to*
223 *purchase something rather than nothing, and that the Warrant Article must be approved in*
224 *order to do so. A lowered cap amount might help this to pass.*

225

226 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – abstain; Selectman Grella –*
227 *aye; Selectman Panasiti – aye; Chairman Lyon – aye. 4-0-1; motion carried.*

228

229 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
230 *close the public hearing.*

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

233

234

235 **3. Public Budget Hearing**

236 **3.1 Pursuant to New Hampshire RSA 32:5, I, the Amherst Board of**
237 **Selectmen hereby announces to the citizens of Amherst the**
238 **convening of a Public Hearing to take input on the proposed FY21**
239 **Town Operating Budget, bonds and notes, and proposed warrant articles.**

240

241 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
242 *open the Public Hearing, according to RSA 32:5, I.*

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

245

246 Chairman Lyon read Warrant Article 23:

247 *ARTICLE 23: Operating Budget*

248 *Shall the Town vote to raise and appropriate as an operating budget, not including*
249 *appropriations by special warrant articles and other appropriations voted separately, the*
250 *amounts set forth on the budget posted with the warrant or as amended by vote of the first*
251 *session, for the purposes set forth herein, totaling \$14,877,676. Should this article be defeated*
252 *the default budget shall be \$14,630,503, which is the same as last year with certain*
253 *adjustments required by previous action of the Town or by law; or the governing body may*
254 *hold one special meeting in accordance with RSA 40:13 X and XVI to take up the issue of a*
255 *revised operating budget only. This operating budget warrant article does not include*
256 *appropriations contained in any other warrant article. (Tax Impact = \$5.44) (Majority vote*
257 *required)*

258

259 Chairman Lyon stated that, per NH State Law, RSA 40:13, IX (b) "Default budget" as used in
260 this subdivision means the amount of the same appropriations as contained in the operating
261 budget authorized for the previous year, reduced and increased, as the case may be, by debt
262 service, contracts, and other obligations previously incurred or mandated by law, and reduced
263 by one-time expenditures contained in the operating budget. The default budget, as proposed
264 is \$14,630,503. Items that would not come out to form the default budget would be last year's
265 lease/purchase budget for DPW trucks.

266

267 Chairman Lyon stated that the total increase from last year's budget to this proposed budget is
268 \$261,300, or 1.79%. He reviewed the noteworthy changes to the budget, including: a

269 reduction of \$23,000 from the Souhegan Regional Landfill District budget, a reduction of
270 \$120,000 from the DPW New Equipment line, a reduction of \$68,980 from the Principal &
271 Interest Payments line, a 1.5% COLA increase of \$77,695, an increase of \$21,530 to the
272 Recreation Field Maintenance line, a \$12,000 increase to the Master Plan line, an increase of
273 \$52,000 to the Police Union Wages line, an increase of \$86,516 to the Police & Fire Group II
274 Retirement line, a \$100,000 increase to the Road Reconstruction line, and a \$15,000 increase
275 to the Pennichuck Hydrants line.

276

277 Chairman Lyon explained that, if the Default Budget is voted in, it will not include items like
278 the COLA increase, the Pennichuck Hydrants increase, the Master Plan funds, the additional
279 increase to the Road Reconstruction line, and the additional funds to the Recreation Field
280 Maintenance line.

281

282 Selectman D'Angelo stated that he voted against the proposed budget, due to the DPW items.
283 He will discuss this further when that Warrant Article comes up for discussion.

284

285 Selectman Grella urged the voters to look at the budget and, hopefully, pass it as presented.

286

287 Selectman Brew read Warrant Article 24:

288 *Shall the Town vote to establish a contingency fund for the current year, in accordance with*
289 *NH RSA Section 31:98-a, for unanticipated expenses that may arise and further to raise and*
290 *appropriate the sum of one hundred-twenty thousand dollars (\$120,000) to go into the fund.*
291 *Said sum shall come from the undesignated fund balance and no amount to be raised from*
292 *taxation. Any appropriation left in the fund at the end of the year will lapse to the general*
293 *fund. (Tax Impact = \$0.00) (Majority vote required)*

294

295 Selectman Brew explained that the Board cannot exceed the budget amount approved by the
296 voters. If a Town emergency arises during the fiscal year, such as a necessary vehicle
297 replacement or building repair, the Board can use the Contingency Fund, if approved by the
298 voters to manage such an emergency. If the voters choose not to pass this Warrant Article, the
299 Town will need to find another way to deal with such an emergency. He explained that the
300 Board has requested this Contingency Fund of the voters for the past 6-8 years. It has been
301 approved each time, and the Board has never needed to access it. If the Contingency Fund is
302 not used, the amount lapses back into the general fund.

303

304 There were no questions/comments from the Board, Ways & Means Committee, or public at
305 this time.

306

307 Selectman Grella read Warrant Article 25:

308 *ARTICLE 25: Communications Center Capital Reserve Fund*
309 *Shall the Town vote to raise and appropriate the sum of twenty-five thousand dollars*
310 *(\$25,000) to be added to the Communications Center Capital Reserve Fund, previously*
311 *established. (Tax Impact = \$0.01) (Majority vote required)*

312

313 Selectman Grella noted that these funds are to support repairs and maintenance for existing
314 communications infrastructure. Approximately \$120,000 has been expended over the last
315 seven years. Anticipated replacements and upgrades include a radio console replacement in

316 2022 requiring a \$55,000 match, and a radio tower replacement in 2024 requiring an
317 estimated \$50,000 match.

318
319 There were no questions/comments from the Board, Ways & Means Committee, or public at
320 this time.

321
322 Selectman Grella read Warrant Article 26:
323 *ARTICLE 26: Assessing Revaluation Capital Reserve Fund*
324 *Shall the Town vote to raise and appropriate the sum of twenty-five thousand dollars*
325 *(\$25,000) to be added to the Assessing Revaluation Capital Reserve Fund, previously*
326 *established. (Tax Impact = \$0.01) (Majority vote required)*

327
328 Selectman Grella explained that State law requires towns to perform a revaluation every 5
329 years. The Town has used this CRF to raise money each year in order to fund upcoming
330 revaluations. The purpose of a revaluation is to update property assessments to reflect market
331 value. The purpose is not to increase property taxes. The current revaluation is scheduled to
332 start in January 2021 and the December 2021 tax bill will reflect these new values.

333
334 There were no questions/comments from the Board, Ways & Means Committee, or public at
335 this time.

336
337 Selectman Panasiti read Warrant Article 27:
338 *ARTICLE 27: Service-Connected Total Disability Tax Credit*
339 *Shall the Town vote to increase the optional tax credit for Service-Connected Total Disability*
340 *on residential property occupied by a service-connected totally disabled person or their*
341 *surviving spouse from \$3,200 to \$4,000 as permitted by RSA 72:35 I-a. (Tax Impact = \$0.01)*
342 *(Majority vote required)*

343
344 Selectman Panasiti stated that this Warrant Article will be a third increase to the Service-
345 Connected Total Disability Tax Credit, from \$3,200 to the cap of \$4,000. There are currently
346 25 qualified applicants receiving this credit in Town.

347
348 There were no questions/comments from the Board, Ways & Means Committee, or public at
349 this time.

350
351 Selectman Panasiti read Warrant Article 28:
352 *ARTICLE 28: Bridge Repair and Replacement Capital Reserve Fund*
353 *Shall the Town vote to raise and appropriate the sum of two hundred thousand (\$200,000) to*
354 *be added to the Bridge Repair and Replacement Capital Reserve Fund, previously*
355 *established. (Tax Impact = \$0.11) (Majority vote required) The Bridge Repair and*
356 *Replacement CRF balance: \$586,021.38 as of 11/30/2020.*

357
358 Selectman Panasiti stated that the Town completed a bridge repair in 2020 on Spring Road. In
359 FY2022 there will be a bridge repair proposed on Mont Vernon Road. This will cost
360 approximately \$1,980,000 and will be 80% State funded. There will also be a bridge repair
361 proposed in FY2023 on Thornton Ferry I Road, with the same parameters. The Town's
362 responsibility for each of these bridges will be approximately \$396,000. In the future,

363 FY2024, there will be a repair proposed on a Northern Blvd bridge with no State funding, and
364 a cost to the Town of approximately \$150,000. In FY2025, there will be a bridge repair
365 proposed on Brook Road, with 80% State funding, for a total cost of about \$960,000. In
366 FY2026, there will be a bridge repair proposed on Boston Post Road with no State funding,
367 for a total Town cost of approximately \$200,000.

368

369 Danielle Pray, Ways & Means Committee, noted that the Committee voted 7-0-0 on this
370 Warrant Article.

371

372 There were no additional questions/comments from the Board, Ways & Means Committee, or
373 public at this time.

374

375 Selectman Brew read Warrant Article 29:

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

378 *Shall the Town vote to raise and appropriate the sum of two hundred fifty-seven thousand*
379 *dollars (\$257,000) to be added to the Fire Rescue Vehicle and Equipment Purchase and*
380 *Repair Capital Reserve Fund, previously established. (Tax Impact = \$0.15) (Majority vote*
381 *required). The Fire Rescue Vehicle & Equipment Purchase and Repair CRF balance:*
382 *\$996,283.97 as of 11/30/2020.*

383

384 Selectman Brew explained that the Fire Rescue Department has a number of expensive trucks
385 and pieces of equipment that need to be replaced over time, but not in a linear fashion. The
386 next purchase needed will be to replace the 1991 fire truck and an ambulance. The funds were
387 used in 2020 to purchase a Toyne Fire Engine, to replace a 1994 truck.

388

389 There were no questions/comments from the Board, Ways & Means Committee, or public at
390 this time.

391

392 Selectman Brew read Warrant Article 30:

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

394 *Shall the Town vote to establish a DPW Vehicles & Equipment Acquisition & Replacement*
395 *Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of acquisition and*
396 *replacement of DPW vehicles and equipment and to raise and appropriate the sum of One*
397 *Hundred Twenty Thousand Dollars (\$120,000) to be placed in this fund. Further, to name the*
398 *Board of Selectmen as agents to expend from said fund. (Tax Impact = \$0.07) (Majority vote*
399 *required)*

400

401 Selectman Brew explained that the Department of Public Works currently has 25 vehicles and
402 pieces of equipment that cost anywhere from \$25,000 - \$300,000. The expected life of this
403 equipment and vehicles ranges from 10-30 years. The Town doesn't want to replace these
404 items if they are operating well, regardless of age, but needs to make sure funding is available
405 when replacement is necessary. In previous years, the Town budgeted \$250,000 annually to
406 replace DPW vehicles using a lease purchase agreement. By including these funds in the
407 operating budget, the amount budgeted cannot carry over from year-to-year. The Town plans
408 to pay off the remaining lease purchases by including \$46,000 in the operating budget for
409 each of the next two years. The Town will then start transferring the funding of these vehicles

410 and equipment by requesting that \$130,000 be included in the operating budget annually, and
411 that the voters fund a CRF with \$120,000 annually. The current plan is to migrate to a CRF
412 after only two year, removing the remaining \$130,000 from the operating budget and
413 increasing the CRF request amount.

414

415 Selectman D'Angelo stated that he opposes this Warrant Article because he is opposed to
416 moving a budget line item into a recurring Warrant Article. This CRF will then need to be on
417 the ballot and approved by the voters year each. If the CRF is not approved in a given year, it
418 will be difficult for the Town to purchase these items. He doesn't believe that this CRF is
419 being proposed as a way to deceive taxpayers, but that it does make the budget look smaller
420 than it really is, by removing the funds into a separate CRF. If these funds were left in the
421 operating budget, the increase from last year's budget would actually be approximately 3%,
422 which is misleading to voters. He believes the proposal is a bad idea and poorly implemented.
423 He suggested leaving the current amount in the operating budget and moving the money into
424 the CRF slowly. He also noted that this proposed Warrant Article would also lead to less
425 money being available to offset taxes. He explained that most of the operating budget money
426 for these items has spent each year, which means that a CRF for these items will potentially
427 be drawn down to almost zero each year.

428

429 Chairman Lyon stated that the Warrant Article slides as presented break down the total cost to
430 the taxpayers very clearly; the proposal is clearly not being made to deceive taxpayers. This
431 proposal will actually make things more transparent, not less.

432

433 Chris McNamara, 2 Sawmill Lane, stated that these Fire Rescue department vehicles and
434 pieces of equipment seem to be recurrent items and thus should be budgeted for in the general
435 operating budget each year. He believes Warrant Articles are meant to be for special one-time
436 items.

437

438 Chairman Lyon explained that the proposed Warrant Article amount will eventually be
439 leveled, but the amount spent on these DPW items will increase/decrease from year-to-year. If
440 these items were left in the operating budget, it would cause the budget to bounce from year-
441 to-year. This proposal is meant to provide levelness to the taxpayer. It also provides the DPW
442 and Board with flexibility to decide each year which truck to replace.

443

444 In response to a question from Chris McNamara, Selectman Brew explained that this CRF
445 will be pulled from over time. If the funds are not needed, they will continue to sit in the CRF,
446 whereas, if the funds were in the operating budget, they would not carry over from year-to-
447 year. The CRF will allow these purchases to be funded equally, with no wild fluctuations over
448 time.

449

450 In response to a question from Tom Quinn, 30 Christian Hill Road, Chairman Lyon explained
451 that there is money in the DPW budget for smaller equipment purchases that do not rise to the
452 level of those proposed to be included in this CRF. Selectman Brew noted that there are 25
453 vehicles and equipment, varying drastically in price – but each worth in excess of \$20,000,
454 that could be replaced using the CRF funds, if approved.

455

456 Selectman D'Angelo read Warrant Article 31:

457 *ARTICLE 31: Police Station Renovation Completion*
458 *Shall the Town vote to raise and appropriate the sum of Two Hundred Thousand Dollars*
459 *(\$200,000) for the purpose of completing the 3rd floor of the Police Station renovation. Said*
460 *sum shall come from the undesignated fund balance and no amount to be raised from*
461 *taxation. Any appropriation left in the fund at the end of the year will lapse to the general*
462 *fund. (Tax Impact = \$0.0) (Majority vote required)*

463
464 Selectman D'Angelo explained that this CRF is to finish funding the third floor of the Police
465 Station renovation. It was initially believed that the amount raised was enough, but
466 unexpected expenses, namely the HVAC system, arose during construction. This amount will
467 be funded from the unassigned fund balance; thus, this Warrant Article will have no additional
468 impact on taxpayers.

469
470 Lisa Eastland stated that she appreciates the Board understanding that this project was
471 proposed to the taxpayers as a three-year funding process and agreeing to use other funds to
472 complete the additional necessary renovations.

473
474 Selectman D'Angelo read Warrant Article 32:
475 *ARTICLE 32: Establish and fund CRF for Amherst Multimodal Facilities*
476 *Shall the Town vote to establish an Amherst Multimodal Facilities Capital Reserve Fund*
477 *under the provisions of RSA 35:1 for the purpose of design and construction of projects and*
478 *provide matching funds for grants for such projects, and to raise and appropriate the sum of*
479 *Seventy-Five Thousand Dollars (\$75,000) to be placed in this fund. Further, to name the*
480 *Board of Selectmen as agents to expend from said fund. (Tax Impact = \$0.04) (Majority vote*
481 *required)*

482
483 Selectman D'Angelo explained that "multimodal" infrastructure is for bicyclists, pedestrians,
484 mobility scooters, etc. Traditional sidewalks are not allowed to be used by bicyclists, per State
485 law, which is why side paths are being examined as part of this proposed Warrant Article.
486 This Warrant Article will create available funds to take advantage of cost-effective
487 opportunities, such as grant programs that will typically cover 80% of a proposed project, if
488 the Town has 20% of its matching funds raised in advance. Without this advanced funding, it
489 is very difficult for towns to secure these grant opportunities. The proposed figure represents
490 1/3 of the estimated cost of the Bicycle & Pedestrian Advisory Committee's highest priority
491 project, the Boston Post Road School Campus Sidepath. This has been the most requested
492 multimodal facility in Amherst since 1984.

493
494 Chris Buchanan, Chair of the Bicycle & Pedestrian Advisory Committee, explained that the
495 Transportation Alternatives Program (TAP) grant was recently announced. It will occur this
496 year. The hope is that this Warrant Article will raise money that the Town can use to leverage
497 the 20% match portion of this grant to be used toward the primary project of the Boston Post
498 Road School Campus Sidepath. The Committee will be learning more about the TAP grant as
499 soon as it can. This Warrant Article will give the Town a significant ability to get facilities for
500 a lesser tax impact.

501

502 In response to a question from Tom Quinn, Chairman Lyon explained that this proposed side
503 path would join Cross Road, to Stearns Road, and down towards the Homestead Market and
504 associated neighborhoods.

505 In response to a question from Tom Quinn, Chris Buchanan explained that the Town has no
506 ability to take land from landowners, but also that this would not be necessary as part of this
507 project. The project looks to stay within the right-of-way along Boston Post Road. The
508 Committee is hoping to have a survey done in order to determine the exact width of this right-
509 of-way.

510
511 In response to a question from Rolf Vanbibber, Chairman Lyon explained that the proposed
512 sidepath project will undergo all of the necessary engineering to be completed within the
513 right-of-way to create a sidepath that will be safe for all who travel that route.

514
515 Chris McNamara explained that he would like to see a time limit placed on this Warrant
516 Article. Chairman Lyon stated that this Warrant Article looks to create a CRF and fund it with
517 \$75,000. It is thought that this Warrant Article will be proposed for each of the next three
518 years. The Board can alter the amount sought each year. Selectman Brew explained that this
519 Warrant Article only applies to this year. Each year that the Warrant Article is proposed, the
520 voters would need to approve it.

521
522 Chairman Lyon read Warrant Article 33:
523 *ARTICLE 33: Recreation Facilities Acquisition, Construction, and Maintenance CRF*
524 *Shall the Town vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to*
525 *be added to the Recreation Facilities Capital Reserve Fund, previously established. (Tax*
526 *Impact = \$0.03) (Majority vote required)*

527
528 Chairman Lyon explained that this Warrant Article is part one of three, seeking to eventually
529 fund the CRF with \$150,000. These funds would be used for Town fields, etc. The Recreation
530 Director is also applying for matching grant funding through the Land Water Conservation
531 Fund. The total project cost at Buck Meadow is approximately \$300,000.

532
533 Chairman Lyon reviewed Warrant Article 10 from 2006, that established a Recreation
534 Acquisition and Construction Fund. This fund was not created for maintenance items. He
535 questioned if the Board would like to create a new CRF or alter the language of the existing
536 warrant article or to utilize the existing 2006 CRF. He noted that there is no intention to use
537 these funds on the Buck Meadow building, but instead to build two rectangular playing fields,
538 to enlarge the parking lot, and to possibly build a picnic/playground area. He suggested that
539 the Board amend the language of Warrant Article 33 to reflect the existing Recreation CRF
540 from 2006, and to use the funds only for acquisitions and the construction of fields.

541
542 Selectman Brew, Grella, and Panasiti stated that they agreed with the suggestion. Selectman
543 D'Angelo also agreed with the suggestion, as long as it is reviewed by Town Counsel.

544
545 Lisa Eastland also stated that she would like for this to be reviewed by Town Counsel but is
546 only with the suggestion for this year's Warrant Article.

547

548 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to amend
549 Warrant Article 33 so that the title reads: "Recreation Fields Acquisition and Construction
550 Capital Reserve Fund" and for the language to read, "Shall the Town vote to raise and
551 appropriate the sum of Fifty Thousand Dollars (\$50,000) to be added to the Recreation
552 Facilities Capital Reserve Fund, previously established. (Majority vote required).
553 By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;
554 Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

555
556 Chairman Lyon noted that the year-to-year tax comparison presented tonight will be lowered
557 slightly, due to the ACC Warrant Article bond cap being voted to be reduced earlier.

558
559 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to
560 close the Public Hearing.
561 By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;
562 Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

563
564 **4. Public Hearing Information**
565 **4.1 FY22 Warrant Draft, Public Budget Hearing Presentation, FY22 Budget**
566 **Draft #4**

567
568 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to place
569 Warrant Article 22 on the ballot.
570 By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;
571 Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

572
573 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to support
574 Warrant Article 22.
575 By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;
576 Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

577
578 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to place
579 Warrant Article 23 on the ballot.
580 By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;
581 Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

582
583 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to support
584 Warrant Article 23.
585 By roll call vote: Selectman Brew – aye; Selectman D'Angelo – nay; Selectman Grella – aye;
586 Selectman Panasiti – aye; Chairman Lyon – aye. 4-1-0; motion carried.

587
588 A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to place
589 Warrant Article 24 on the ballot.
590 By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;
591 Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

592
593 A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to support
594 Warrant Article 24.

595 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
596 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
597
598 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to place*
599 *Warrant Article 25 on the ballot.*
600 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
601 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
602
603 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to support*
604 *Warrant Article 25.*
605 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
606 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
607
608 *A MOTION was made by Selectman Brew and SECONDED by Selectman D’Angelo to place*
609 *Warrant Article 26 on the ballot.*
610 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
611 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
612
613 *A MOTION was made by Selectman Brew and SECONDED by Selectman D’Angelo to*
614 *support Warrant Article 26.*
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 Brew and SECONDED by Selectman Panasiti to place*
619 *Warrant Article 27 on the ballot.*
620 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
621 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
622
623 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to support*
624 *Warrant Article 27.*
625 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
626 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
627
628 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Grella to place*
629 *Warrant Article 28 on the ballot.*
630 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
631 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
632
633 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*
634 *support Warrant Article 28.*
635 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
636 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
637
638 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*
639 *place Warrant Article 29 on the ballot.*
640 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;*
641 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

642
643 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
644 *support Warrant Article 29.*
645 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
646 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
647
648 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
649 *place Warrant Article 30 on the ballot.*
650 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
651 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
652
653 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
654 *support Warrant Article 30.*
655 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – nay; Selectman Grella – aye;*
656 *Selectman Panasiti – aye; Chairman Lyon – aye. 4-1-0; motion carried.*
657
658 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
659 *place Warrant Article 31 on the ballot.*
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 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
664 *support Warrant Article 31.*
665 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
666 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
667
668 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
669 *place Warrant Article 32 on the ballot.*
670 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
671 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
672
673 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
674 *support Warrant Article 32.*
675 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
676 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
677
678 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
679 *place Warrant Article 33 on the ballot.*
680 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
681 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
682
683 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
684 *support Warrant Article 33.*
685 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
686 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*
687

688 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to
689 reconsider the motion on Warrant Article 22.
690 By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;
691 Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.
692 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to amend
693 the motion to reflect Warrant Article 22 as amended.
694 By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella – aye;
695 Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

696
697 **5. Old/New Business**

698 Town Administrator Shankle stated that the Ways & Means Committee will be meeting next.

699
700 Selectman Brew explained that the Master Plan Survey closes one week from tonight. There
701 have been just under 1,700 responses received so far.

702
703 Selectman D’Angelo explained that the schools will be holding their public hearings on
704 Wednesday 13th at 6pm and 7pm.

705
706 A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Brew to
707 adjourn the meeting at 9:01pm.

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

710
711 **NEXT MEETING: Tuesday, January 19, 2021**

712
713
714
715 _____
716 *Selectman Reed Panasiti*

Date



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Tuesday, January 19, 2021 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 Other attendees and the public accessed the meeting via Zoom.

9
10 Chairman Lyon explained that, pursuant to the State of Emergency declared by the
11 Governor as a result of the COVID19 pandemic and in accordance with his Emergency
12 Order #12, this meeting is authorized to take place electronically. There is no physical
13 location to observe and listen to this meeting. However, in accordance with the
14 Emergency Order, we are:

15
16 Utilizing Zoom teleconferencing for this meeting. All members of the Board have the
17 ability to communicate during the meeting through this platform and the public has access
18 to contemporaneously listen and if necessary, participate in the meeting by dialing +1 312
19 626 6799 and using a webinar ID of 896-4041-4450 or by using the link contained in the
20 agenda posted at amherstnh.gov.

21
22 Notice of the meeting and means to access it were previously posted in accordance with
23 law. Members of the public that have phoned into the meeting can raise their hand by
24 pressing the *9 on their phone, in order to make it known that they would like to speak to
25 the Board. If anyone has a problem accessing the meeting, please call 603-440-8248 for
26 assistance. In the event the public is unable to access the meeting, the meeting will be
27 adjourned and rescheduled.

28
29 All votes will be taken by roll call and for ease, in alphabetical order.
30 Lastly, the meeting is being recorded and will be replayed on ACATV.

31
32 The Board started by taking a roll call vote and stating if they were alone.

33
34 *Roll call vote: Selectman Brew – present; Selectman D'Angelo – present; Selectman*
35 *Grella – present; Selectman Panasiti – present; Chairman Lyon – present. All noted*
36 *themselves as being alone.*

39 **2. Citizen's Forum**

40 Bill Maddocks, 23 Juniper Lane, stated that he has gathered the necessary signatures and
41 submitted a public petition warrant article.

42
43 Chairman Lyon stated that this petition warrant article will be added to the end of the warrant
44 and can be spoken to at the Deliberative Session, if the submitter chooses to.

45
46 **3. Administration**

47 **3.1 Administrative Updates**

48 Town Administrator Shankle explained that the annual member dues for the New Hampshire
49 Municipal Association will soon be paid. These dues, totaling \$11,882, are used for training,
50 attorney needs, and advertising for open positions. These funds are already present in the
51 budget.

52
53 Town Administrator Shankle stated that he has reviewed resumes for the Finance Director
54 position and will have an applicant to share with the Board at its next meeting.

55
56 **3.2 Petitioned Warrant Article**

57 Chairman Lyon stated that a petition warrant article was received within the appropriate
58 timeframe and contains the signatures of at least 25 voters. This petition warrant article has
59 been verified by the Supervisors of the Checklist and run past Town Counsel.

60
61 Chairman Lyon read Petition Warrant Article 34: New Hampshire Resolution of Fair
62 NonPartisan Redistricting (By Petition)

63
64 *By petition of 25 or more eligible voters of the Town of Amherst to see if the town will vote to*
65 *urge that the New Hampshire General Court, which is obligated to redraw the maps of*
66 *political districts within the state following the federal census, will ensure fair and effective*
67 *representation of New Hampshire voters without gerrymandering.*

68
69 *Additionally, these voters ask the town of Amherst to urge the New Hampshire General Court*
70 *to carry out the redistricting in a fair and transparent way through public meetings, not to*
71 *favor a particular party, to include communities of interest, and to minimize multi-seat*
72 *districts.*

73
74 *Furthermore, as the New Hampshire State Constitution, Part 2, Article 11 allows towns of*
75 *sufficient population to have their own state representatives, not shared with other towns, for*
76 *the town of Amherst to petition the NH General Court for its own exclusive seat(s) in the NH*
77 *House of Representatives, ensuring that the State Representatives properly represent the*
78 *Town's interests.*

79
80 *The record of the vote approving this article shall be transmitted by written notice from the*
81 *Selectmen to Amherst's state legislators, informing them of the demands from their*
82 *constituents within 30 days of the vote. (Tax Impact = \$0.00)*

83
84 **3.3 Deliberative Session Discussion**

85 Chairman Lyon stated that the moderators have decided that the Deliberative Session should
86 be held in-person at Souhegan High School. If citizens wish to participate and vote at the
87 Deliberative Session, they must be present in-person. Others will be able to watch the meeting
88 via Zoom, but unable to directly participate. Those in-person will be required to wear mask
89 and appropriately socially distance. There will be overflow rooms available, if necessary.
90 There will also be one overflow room available for those who unable/unwilling to wear a
91 mask.

92
93 Chairman Lyon stated that he spoke with Town Counsel regarding the language in Warrant
94 Article 33, to reflect funds being added to the existing Recreation Capital Reserve Fund. This
95 was supported by Town Counsel.

96
97 In response to a question from Selectman Panasiti, Chairman Lyon stated that NH law allows
98 any Selectman to be absent for the Deliberative Session, if he so chooses. He is unsure how an
99 absent Selectmen would be able to actively participate in the proceedings though.

100

101 **4. Staff Reports**

102 **4.1 AHSC Proposed Traffic Ordinances**

103 Chairman Lyon explained that the Board has previously held two public hearings for these
104 proposed traffic safety items. These are being proposed as one ordinance. If this passes, these
105 items will take effect immediately. The Board has heard from the public and Highway Safety
106 Committee regarding the following proposed items:

107

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

109 a. Madison Lane @ Williamsburg Drive

110 b. Madison Lane @ Georgetown Drive

111

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

114

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

117

118 Selectman Grella explained that, as a resident of Old Manchester Road, he will abstain from
119 voting.

120

121 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to adopt*
122 *the proposed ordinance as written.*

123 *By roll call vote: Selectman Brew – aye; Selectman D’Angelo – aye; Selectman Grella –*
124 *abstain; Selectman Panasiti – aye; Chairman Lyon – aye. 4-0-1; motion carried.*

125

126 **4.2 Annual Police Cruiser Purchase Approval**

127 Chairman Lyon explained that the Chief Mark Reams sought bids from three companies for
128 two new police cruisers. It is recommended that the bid be awarded to Northwest Hills.

129

130 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
131 *award the FY21 cruiser purchase bid to Northwest Hills Chrysler/Dodge/Jeep/Ram in the*
132 *amount of \$56,286.*

133

134 In response to a question from Selectman Brew, Chief Reams noted that the cruisers will be
135 delivered to the Town and serviced locally.

136

137 In response to a question from Selectman Grella, Chief Reams explained that it is not
138 uncommon for an out of state bidder to be the lowest bidder on this type of contract. State
139 companies will do their best to beat the bid but did not in this case.

140

141 Chairman Lyon noted that Dodge Chargers are being proposed for these cruisers, as Ford no
142 longer makes this type of police vehicle.

143

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

146

147

4.3 Transfer Station – Long Lines and Potential Solutions

148

149 DPW Director, Eric Hahn, stated that he is considering putting out a survey to residents who
150 visit the Transfer Station regarding what can be done about the occasional lines that spill out
151 onto Route 101. He explained that the Transfer Station was particularly busy during the
152 Christmas and New Year's holidays. He is considering having the Transfer Station be open
153 extra days or hours, either permanently or during these heavy holiday times. Another option
154 would be to add part-time employees and rearrange the schedule of existing employees to
155 allow the Transfer Station to open on Wednesdays. He noted that Mondays and Wednesdays
156 are usually reserved for trying to get rid of single-container commodities by the Transfer
157 Station.

157

158 In response to a question from Chairman Lyon, Eric Hahn explained that, after April 1st, he
159 will be able to cover any additional holiday hours with existing DPW staff because these
160 employees won't be needed to cover storm events.

161

162 Selectman Brew noted that any reconfiguration of the Transfer Station is likely a little way
163 away. Even if the traffic only spills onto Route 101 occasionally, it is a concern that it does at
164 all. He suggested either adding additional hours or finding a way to allow more cars into the
165 Transfer Station at the same time.

166

167 Eric Hahn questioned if opening extra Wednesday hours will help with traffic issues on
168 Saturdays.

169

170 Selectman Brew explained that expanding the number of cars allowed in the spots from nine
171 to twelve would increase the capacity of the Transfer Station during all of its hours by a
172 significant percentage. He does not believe that doing nothing is an option.

173

174 Selectman D'Angelo stated that he is not a fan of trying to squeeze more cars into the space.
175 He believes this may defeat the purpose of trying to socially distance people. He suggested
176 opening the Transfer Station on the Sunday/Friday after Thanksgiving for 4-6 hours.

177 Something similar could be considered after Christmas. He explained that he goes to the
178 Transfer Station 2-3 times/week. He doesn't believe the Transfer Station is being used much
179 during some of the hours it's open. He is unsure how adding more hours at an increased cost
180 will fix this issue. He would like to address the issue directly, instead of blindly adding
181 additional staff and hours.
182

183 Selectman Grella suggested expanding the Transfer Station hours on Tuesday and Thursday.
184 He also suggested moving the trash dumpster to the middle of the deck. Finally, he suggested
185 asking the State to reinstall the warning signs along Route 101. He questioned if the Souhegan
186 Regional Landfill District could be asked to fund additional trash compactors.
187

188 Selectman Panasiti suggested doing away with recycling at the Transfer Station as a short-
189 term solution, as he believes this will alleviate the time people spend walking out to recycle
190 their materials. This could be a short-term fix until the Transfer Station can be reorganized.
191 He noted that many Towns in the State are doing something similar.
192

193 Chairman Lyon stated that he believes being open extra hours after Thanksgiving and
194 Christmas is important. Employees can be paid overtime, similarly to those in emergency
195 services, in order to achieve this. He believes that a survey card with three possible options for
196 reducing the traffic issue could be given to residents that visit the Transfer Station.
197

198 Eric Hahn stated that he likes the idea of a survey card. He also likes the idea of being open on
199 Fridays after Thanksgiving. He noted that part-time employees are limited to work 30
200 hours/week; it is not always as simple as adding hours to certain employees' workloads. He
201 explained that adding hours on Tuesday and/or Thursday would probably require hiring an
202 additional person. He also noted that moving the trash compactor to the middle of the deck
203 would be very costly and a large disruption.
204

205 Chairman Lyon suggested that Eric Hahn work on the simple survey card and also examine
206 increasing the number of spaces available. Eric Hahn agreed to adding at least one space and
207 will come back to the Board with additional information in March.
208

209 Selectmen Brew and Panasiti noted that they believe backed up traffic along Route 101 needs
210 to be addressed immediately. Chairman Lyon stated that the Board will hear more information
211 in March.
212

213 **4.4 Tamarack Lane and Rhodora Drive – Salt Usage**

214 Eric Hahn explained that he worked with the Amherst Conservation Commission (ACC) last
215 year regarding a salt reduction plan for the Town. At that time, the Board approved the
216 reclassification of a few no-salt roads in Town to be treated as the rest of the roads. The ACC
217 had concerns regarding Ponemah Bog because there was no baseline data on the effect of salt
218 to the water quality. Thus, Rhodora Drive and Tamarack Lane were left treated with sand
219 only. Since that time, water sampling has been completed at Ponemah Bog, with low chloride
220 and sodium findings. He noted that Route 101 is actually located closer to the Bog than these
221 two roads.
222

223 Eric Hahn explained that he recently met with the ACC and that in the ACC is favor of
224 changing Rhodora Drive and Tamarack Lane to be treated as the regular roads in Town are.
225 Ponemah Bog will continue to be tested and any issues will be dealt with. This proposal is a
226 balance of the water quality with the safety of these roads.

227

228 Chairman Lyon noted that the residents of these two streets are interested in getting rid of the
229 sand treatment on the roads. He explained that the ACC is very happy with the DPW's roads
230 plan and spoke very highly of the results being achieved through it. Eliminating sand use on
231 most of the Town roads has also led to less salt being applied. He stated that Eric Hahn
232 deserves credit for these results.

233

234 The Board agreed and supported this proposal.

235

236 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
237 *reclassify Rhodora Drive and Tamarack Lane from no-salt to salt-allowed roads, effective*
238 *today.*

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

241

242 Town Administrator Shankle stated that he spoke with the town of Hudson, NH regarding
243 discretionary easements. He will wait to hear from the ACC regarding more information on
244 this item.

245

246 Selectman Brew stated that there are 300+ lots in Town with less than 10 acres with no
247 dwellings on them. He questioned, if discretionary easements are allowed in Town, what
248 percentage of these parcels will be considered to meet the criteria to have a discretionary
249 easement granted. He believes the assessed value for these lots is around \$12M. He believes
250 the possible tax impact of allowing discretionary easements needs to be considered.

251

252 **5. Approvals**

253 **5.1 Assessing**

254 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*
255 *the Land Use Change Tax in the amount of \$24,500 for Tax Map 005 Lot 059-021, 4 Gatchel*
256 *Way.*

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

259

260 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to rescind*
261 *the previous granted abatement for Map 17, Lot 065-000 in the amount of \$3,700.*

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

264

265 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*
266 *the 2020 abatement credit for Map 017 Lot 065-000 in the amount of \$1,850.*

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

269

270 A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve
271 the supplemental tax for Map/Lot 001-013-000-003 in the amount of \$6,738.00 for the 2020
272 tax year.

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

275

276 A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve
277 the supplemental tax for Map/Lot 001-010-012 in the amount of \$1,850 for the 2020 tax year.

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

280

281 A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve
282 a Service-Connected Total Disability Veteran Tax Credit for tax year 2021 in the amount of
283 \$3,200.00 for Map 001, Lot 005-001.

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

286

287 A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve
288 the Veteran Tax Credit for tax year 2021 on the following map and lot numbers:

289 003-056-002 1 Joshua Road \$500.00

290 006-002-006 26 Pond Parish Road \$500.00

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

293

294 **5.2 Payroll and AP Approvals**

295 A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to
296 approve one (1) FY21 Payroll Manifest in the amount of \$228,674.67 dated December 31,
297 2020, subject to review and audit.

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

300

301 A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to
302 approve one (1) FY21 Accounts Payable Manifest in the amount of \$427,925.43 dated
303 December 22, 2020, subject to review and audit.

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

306

307 A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to
308 approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,266,428.00 dated
309 January 1, 2021, subject to review and audit.

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

312

313 A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to
314 approve one (1) FY21 Accounts Payable Manifest in the amount of \$36,878.85 dated January
315 5, 2021, subject to review and audit.

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

318

319 **6. Action Items**

320 The Board reviewed its action items.

321

322 **7. Old/New Business**

323 Selectman Brew stated that the Master Plan survey closed yesterday. There were a total of
324 1,815 responses.

325

326 Selectman D’Angelo stated that the Amherst School District and Souhegan School District
327 public budget hearings took place. The Amherst School District is proposing a \$98M bond
328 article. The Souhegan School District is proposing an additional \$1M in its budget.

329

330 Chairman Lyon explained that the Town received a quote for printing and mailing the Voter’s
331 Guide. This will cost less than it did last year.

332

333 Selectman D’Angelo asked for an update regarding the Jacobson court appeals.

334

335 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D’Angelo to*
336 *adjourn the meeting at 8:10pm.*

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

339

340 **NEXT MEETING: Deliberative Session, February 3, 2021, at Souhegan High School**

341

342

343

344

345

Selectman Reed Panasiti

Date



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Tuesday, January 26, 2021 5:00PM

1 **1. Call to Order**

2 Chairman Peter Lyon called the meeting to order at 5:01 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 Other attendees and the public accessed the meeting via Zoom.

9
10 Chairman Lyon explained that, pursuant to the State of Emergency declared by the
11 Governor as a result of the COVID19 pandemic and in accordance with his Emergency
12 Order #12, this meeting is authorized to take place electronically. There is no physical
13 location to observe and listen to this meeting. However, in accordance with the
14 Emergency Order, we are:

15
16 Utilizing Zoom teleconferencing for this meeting. All members of the Board have the
17 ability to communicate during the meeting through this platform and the public has access
18 to contemporaneously listen and if necessary, participate in the meeting by dialing +1 301
19 715 8592 and using a webinar ID of 854-3847-0216 or by using the link contained in the
20 agenda posted at amherstnh.gov.

21
22 Notice of the meeting and means to access it were previously posted in accordance with
23 law. Members of the public that have phoned into the meeting can raise their hand by
24 pressing the *9 on their phone, in order to make it known that they would like to speak to
25 the Board. If anyone has a problem accessing the meeting, please call 603-440-8248 for
26 assistance. In the event the public is unable to access the meeting, the meeting will be
27 adjourned and rescheduled.

28
29 All votes will be taken by roll call and for ease, in alphabetical order.
30 Lastly, the meeting is being recorded and will be replayed on ACATV.

31
32 The Board started by taking a roll call vote and stating if they were alone.

33
34 *Roll call vote: Selectman Brew – present; Selectman D'Angelo – present; Selectman*
35 *Grella – present; Selectman Panasiti – present; Chairman Lyon – present. All noted*
36 *themselves as being alone.*

39 **2. Citizen’s Forum**

40
41 **3. Administration**

42 **3.1 Relative to Governor’s Emergency Order #83**

43 Chairman Lyon explained that the Governor issued Emergency Order 83, allowing SB2 towns
44 in the State to postpone Deliberative Sessions and polling days. Currently, the Town’s
45 Deliberative Session is scheduled for February 3, 2021, and Voting Day is scheduled for
46 March 9, 2021. After consulting with the Town Clerk and Town Moderator, it was determined
47 that postponing these dates would be a possible option. He met with Town Administrator
48 Shankle, Moderator Steve Coughlan, the Mont Vernon Selectmen, and members of the School
49 Districts yesterday; there was consensus to postpone these days and that, if one entity decides
50 to postpone, all entities should. The Souhegan School Board and Amherst School Board each
51 voted last night to delay these dates.

52
53 Chairman Lyon explained that the possible options include not changing the dates and moving
54 forward as planned, delaying the Deliberative Session to Wednesday, May 5, 2021, and the
55 polling date to June 8, 2021. He noted that, per the State’s guidance, the Town could choose
56 to move the Polling date to specific proposed dates in either April, May, June or July. The
57 various Town entities agreed to schedule the three Deliberative Sessions back-to-back on
58 evenings in May.

59
60 Chairman Lyon stated that he believes these dates should be delayed out of respect to the
61 Town’s residents’ safety. Delaying these dates should allow for increased vaccines, less of a
62 COVID-19 peak, and the option to possibly meet outside in nicer weather.

63
64 Selectman Brew agreed with delaying these dates. He believes the vaccines may be more
65 widely available by later dates. He also believes that the Town should follow the School
66 Districts. He noted that he believes the dates should be in May and June in order to keep the
67 election within the school year. If the vote were to occur in July, there may be a different
68 demographic in Town voting.

69
70 Selectman D’Angelo noted that this agreement was already made by the Town and Schools;
71 this vote will ratify that. He is in favor of the delay.

72
73 Selectman Grella stated that he is in favor of delaying for the reasons given.

74
75 Selectman Panasiti agreed with delaying these dates.

76
77 Chairman Lyon noted that there are questions about having the start some of the already
78 completed processes over again, such as the public hearings and candidacy filing dates. These
79 items are yet unclear and will need clarification from the State.

80
81 Town Administrator Shankle stated that anyone considering running for open places on Town
82 boards/commissions should still plan to file by the original deadline of Friday, just to be safe.

83
84 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti -*

85 On Friday, January 22 Governor Sununu issued Emergency Order #83, which, in section 3
86 (a), indicates that “Notwithstanding any law to the contrary, for calendar year 2021, where
87 concern exists for conducting the annual meeting and election during the COVID-19 health
88 emergency, the governing body of a town, school district, or village district, in consultation
89 with the moderator and the clerk, may postpone the official ballot voting day to the second
90 Tuesday of April, May, June, or July. The governing body may also postpone the business or
91 deliberative session of the annual meeting to one or more dates later in 2021.”

92 After deliberations with the Town Moderator and Town Clerk, the Amherst Board of
93 Selectmen feels that postponing the Deliberative Session of Town Meeting until Wednesday
94 May 5, 2021 and the Official Ballot Voting Day until Tuesday, June 8, 2021 would be in the
95 best interests of the town given the COVID-19 health emergency.

96 We believe that by then COVID-19 will likely be less of a risk due to the increasing number of
97 people who will be vaccinated and the fact that the warmer weather will give us options,
98 including possibly using an outdoor venue, to make the process as safe as possible.

99 I move therefore, that the Amherst Board of Selectmen postpones the Deliberative Session of
100 the 2021 Town Meeting until Wednesday, May 5, 2021 and the Office Ballot Voting Day until
101 Tuesday, June 8, 2021.

102 In response to a question from Selectman Grella, Selectman Brew stated that he believes the
103 language in paragraph three of the motion to “postpone” the dates is sufficient to explain that
104 there were previously established dates that will now be postponed.

105

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

108

109 A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Grella to
110 adjourn the meeting at 5:30pm.

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

113

114 **NEXT MEETING: Monday, February 8, 2021**

115

116

117

118

119

Selectman Reed Panasiti

Date