



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
**TUESDAY, MARCH 9, 2021 6:30 PM**

When: Mar 9, 2021 06:30 PM Eastern Time (US and Canada)  
Topic: Board of Selectmen 03/09/2021

Please click the link below to join the webinar:  
<https://us02web.zoom.us/j/86139786291>

Or Telephone:

US: +1 301 715 8592 Webinar ID: 861 3978 6291

If you have problems getting into the meeting, please call 603.440.8248

- 1. Call to Order**
- 2. Citizens' Forum**
- 3. Scheduled Appointments**
  - 3.1. Chris Buchanan for BPAC
  - 3.2. Bill Smith regarding Old Milford Road
- 4. Administration**
  - 4.1. Easter Egg Hunt
  - 4.2. Amherst Return of Funds, New Hampshire Interlocal Trust
  - 4.3. Planning Board- Lot 8-47
  - 4.4. Pulplit Road Release of Liability
- 5. Staff Reports**
  - 5.1. Bean Foundation Grant Award
  - 5.2. Joshua's Park goes Undercover Fundraiser
  - 5.3. Acceptance of Snowmobile Donation
  - 5.4. Mechanics Garage Foundation Bids
- 6. Approvals**

- 6.1. Baboosic Lake Community Septic Warrants
- 6.2. Assessing
- 6.3. AP, Payroll and Minutes Approvals

**7. Action Items**

**8. Old/New Business**

**Adjournment**

**Next Meeting: March 22, 2021**



## TOWN OF AMHERST, NH

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2 Main Street  
Amherst, NH 0301  
Tel: (603) 673-6041 Fax: (603) 673-6794

March 8, 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

Town of Amherst Board of Selectmen Support for submission for Transportation Alternatives Program.

Dear Mr. Jameson:

Please accept this correspondence on behalf of the Town of Amherst Board of Selectmen expressing support for our application to the Transportation Alternatives Program.

### **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.

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.

- 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.

**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](mailto:ehahn@amherstnh.gov)

Thank you for your time and consideration.

Sincerely,

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Peter Lyon, Chair. Amherst Board of Selectmen



Hi Jennifer,

I got your name from someone at the Amherst Town Hall. My name is Bill Smith and I've lived at 19 Old Milford Road, Amherst, since 2016. I have an issue with the drainage culvert and run-off from the road in front of our house flooding our front yard each time there is rain or run-off from snow melt. There is another road culvert that begins in front of my neighbors house, (21 Old Milford Rd) that also drains toward our house that has caused several large pine trees to come down (one on my house) during heavy rains.

I had called the town road crew about it a few years ago and they stopped by and took a look at the time. They flagged the culvert with red colored posts and never came back. When I finally got ahold of someone again, they said that the culvert was grandfathered and nothing could be done. "I should have considered this when I bought the house.", was the person's words.

In 2018 we had a 100-foot pine tree fall on our house due to the flooding from the culvert on the left side of our house (house facing from road) and saturated ground from run-off. This tree cut through our roof directly over the master bedroom where my wife and I were sleeping. A branch went through our master bath and there was over \$60K worth of damage to our house. We have also experienced flooding in our basement from the culvert runoff. We have had over 30+ trees removed since that time and last year spent \$12K to redo our driveway, all in an effort to fix issues caused by the runoff and prevent further catastrophes from happening. The real issue, however, is where the water is coming from, not what I as a property owner should do or pay for, to try to fix the problem. I believe it is time for the town to come up with a solution to remedy the problems.

Recently, I watched a summer-long project on the other side of our neighborhood, where the town restructured the roads and drainage, that included piping water across Boston Post Road and installing an underground reservoir to drain it into, so, I do not believe the 'grandfathered' argument is a legitimate one. We live in 2021, not 1886, and this drainage issue needs to be addressed.

In short, my property cannot be the drainage basin for runoff from the rest of the neighborhood at the expense of disrupting and endangering my family's lives. I would like to bring up my case with the town selectmen, since my several requests to the road department were ignored. I would be happy to present photos and videos of the water at different times of the year. I understand the meetings are being held via Zoom right now, and I'd be more than happy to Zoom into a meeting and share my presentation.

Can you please bring this up to a Select Person and let me know if this is possible and if so, when?

Kind regards,  
Bill Smith  
(603) 831-0254 (cell)  
[thesmiths2020@gmail.com](mailto:thesmiths2020@gmail.com)











## DEPARTMENT OF PUBLIC WORKS

22 Dodge Road  
Amherst, NH 03031  
Tel. (603) 673-2317 Fax (603) 249-8857  
ehahn@amherstnh.gov

March 3, 2021

To: The Board of Selectmen  
From: E.Hahn, Public Works Director

Ref: Mr. Smith, 19 Old Milford Rd., water drainage concern.

Please see the attached documents, which may help explain the current situation. An excerpt from A Hard Road to Travel and a map with detailed terrain and topographical elevation lines superimposed on Mr. Smith's and adjacent parcels. The mapping data is publicly available on the Nashua RPC website.

DPW has not had sufficient time to determine whether any Planning Board subdivision plans, NHDOT right of way plans or property deeds reflect a specific written drainage plan for Mr. Smith's property.

Whether or not any written documents specific to drainage at #19 or #21 exist, there are other laws that come into play. Old Milford Rd has been a town road since the 1930's when the current path of Amherst St became Rt101, prior to that Old Milford Rd was Rt. 101.

The culverts crossing Old Milford road have been in place essentially unchanged since it became a town road. With the exception that when General Amherst Rd was constructed in the 1970's a cross culvert joining both sides of General Amherst Rd was likely added. The basic flow of water onto the property at #19, Mr. Smith is unchanged as well as the flow onto #21. As an aside it is very likely that the flow onto #21 would be considered a watercourse and unable to be altered under today's laws.

In the years since they both have crossed Old Milford Rd – the town gained a prescriptive easement, even in the absence of anything written. This easement would predate the purchase of his house circa 2016 and even the construction of the house in 1989. These prescriptive easements are sometimes referred as being grandfathered. The town has many such easements.

The topography of land on and around his property both naturally leads to water flowing onto it and prevents any short-term solution. A total of approximately 800' of Old Milford road extending on either side of Mr. Smith's property naturally flows to the low point in front of or adjacent to his property. In addition, his property is downhill from the natural water flow of higher elevations across the road.

As to the recent work, in 2017 Miles Rd was rebuilt and tied into an existing drainage system on Amherst St. After I became the director I observed that that existing drainage had failed to flow



## DEPARTMENT OF PUBLIC WORKS

22 Dodge Road

Amherst, NH 03031

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

ehahn@amherstnh.gov

water properly, it backed up – causing a persistent stream of water flowing along Amherst St and in the winter causing an icing problem. As part of the Amherst St. reconstruction the DPW obtained a drainage easement from the property owner across Amherst St. and even with delay in the Amherst St. reconstruction, the BOS authorized monies to be spent to install the cross culvert. (If the drainage easement had been denied, we would have been forced to find the obstruction/failure and fix it. Which repair would have been much more costly.)

Respectfully,

Eric Hahn



### 19 Old Milford Rd. Topo/Detailed Terrain - drainage.



MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT

Nashua Regional Planning Commission makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 11/16/2018  
Data updated 10/25/2018

Work closely with the municipal attorney to develop the proper forms and procedures and to fine-tune the language in each case.

### **Existing Roads: Implied Drainage Easements**

Under New Hampshire case law, taking care of drainage is an inherent element of the town's legal authority to lay out and repair highways. See Hooksett v. Amoskeag Mfg. Co., 44 N.H. 105, 109 (1862). The Court said, "[W]hen a highway is laid out in a town over the land of any individual, . . . there is taken from him a right . . . for . . . the public to pass, and also a right to put and keep the land over which the highway is laid in suitable condition for the public travel. This latter right is vested in the town by the law . . ." See also Clair v. Manchester, 72 N.H. 231 (1903) (quoting Hooksett v. Amoskeag Mfg. Co.). Along with this right comes a duty toward the owner of adjoining land, "which, so far as regards the consequences of their acts and omissions in building and repairing, is not to be distinguished from the duty of an ordinary adjoining proprietor of land with respect to the premises of his neighbor." Gilman v. Laconia, 55 N.H. 130, 131 (1875). Thus a town, in constructing a highway in the past and in maintaining it today, has not merely the right, but the legal duty, to do whatever it takes—using bridges, culverts, etc.—to ensure that water that flowed naturally before the road was laid out can continue to flow from one side of the highway to the other. Otherwise, the town will be liable to upstream property owners for any flooding or backup that might occur. See Clair v. Manchester, 72 N.H. 231 (1903); Rowe v. Addison, 34 N.H. 306 (1857). The town also has the right to take action necessary to protect the road from flooding, although it will be liable to abutting owners for any injury resulting from a negligent exercise of that right. See Wheeler v. Gilsum, 73 N.H. 429 (1905).

### **Drainage Easement by Prescription**

If the town has not acquired an express or implied drainage easement, it may be possible, in the case of older drainage structures, to claim a drainage easement by prescription. The elements of an easement by prescription are described in Chapter 2; but here we are talking about a prescriptive drainage easement rather than a highway by prescription.

New Hampshire law has long recognized that a private landowner can acquire prescriptive rights in the flow of water. See, for example, Johnson v. Labombard, 94 N.H. 417 (1947) (for plaintiff to acquire prescriptive right to flow of spring water from defendants' land, use would have to be adverse for 20 years); Taylor v. Blake, 64 N.H. 392 (1887) (Court's entire opinion, certainly one of the shortest on record, consisted of one sentence: "The title of the plaintiffs, both by deed and by prescription, to the water diverted from them by the defendant, is quite too plain for discussion."); Bucklin v. Truell, 54 N.H. 122 (1873) (defendants acquired prescriptive easement to flood plaintiffs' meadow—"twenty years' use of the water of a stream or a pond in a particular way is evidence of a right to use it in the same way").

Since a town may acquire and own property in the same manner as a private individual, including by prescription, certainly it may acquire a drainage easement by prescription. Although RSA 229:1 limits the creation of highways by prescription to those that had been used as such for 20 years prior to



January 1, 1968, the statute, by its terms, applies to highways only. There is no reason that it would prevent a town from acquiring a related drainage easement by prescription.



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Easter Egg Hunt

**Department:** Administration

**Meeting Date:** March 9, 2021

**Staff Contact:**

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## **BACKGROUND INFORMATION:**

From the Amherst Recreation Department:

"We are partnering with the Amherst Jr. Women's Club for their Easter Egg event this year.... we will be on the Green on March 27th from 9am-noon including set up and clean up.

This year, the club is just handing out baskets of eggs for kids to take home and do their easter egg hunt at their own house. It will be a drive through pick up (with the easter bunny there to wave to kids in the car). No more than 100 people can register and some will be siblings, so there will be a max of 100 cars driving through. Gretchen Davis is in charge from the Jr Women's Club and her email is gretchendavisslp@hotmail.com."

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

I move that we allow the Amherst Jr. Women's Club to run their annual Easter Egg event on the Town Green on March 27th, 2021 from 9:00 am to 12:00 noon as outlined in the information provided by the Recreation Department.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

concur

## **ATTACHMENTS:**

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Amherst Return of Funds, New  
Hampshire Interlocal Trust

**Department:** Administration

**Meeting Date:** March 9, 2021

**Staff Contact:**

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## **BACKGROUND INFORMATION:**

The Town recently heard from the our health insurance company that they would be returning funds to the town in the amount of \$71,450.16.

The BOS can have the funds returned in one of two ways:

- 1.A one-time payment by check to the Member Group issued in March 2021;
- 2.A return applied as a “premium holiday” to the Member’s contributions –beginning in March 2021, spread equally over each monthly payment beginning in March 2021 through June 2021.

The BOS needs to determine which method they want applied. Either way the Town and the employees will get their appropriate proportional share.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Amherst\_Return of Funds Notice (12-2020)



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

Good Afternoon,

The NH Interlocal Trust Board of Trustees at their meeting on December 3, 2020, following a review of the Trust's financial reports, voted to return to Members accumulated FY20 funds of \$2,870,634. The funds returned to each Member Group are based on the Member's pro-rata share of the overall contributions to the Trust for the fiscal year ending June 30, 2020.

Members can choose one of three options to have their funds returned:

1. A one-time payment by check to the Member Group issued in March 2021;
2. A return applied as a "premium holiday" to the Member's contributions – beginning in March 2021, spread equally over each monthly payment beginning in March 2021 through June 2021.

The amount that Town of Amherst would receive: **\$71,450.16**

**Please complete the attached form indicating your choice of the above options and return to McKenzie MacDougall, Member Services Manager by February 1, 2021.**

Please feel free to contact me if you any questions or if I can assist further. My toll-free cell # is 1-888-255-6637.

Sincerely,

Albert C. Jones, CLU, ARM  
NHIT Trust Administrator

NHIT Return of Funds to Members  
For FYE June 30, 2020

Member Group: Town of Amherst  
Return Amount: **\$71,450.16**

Please indicate which method of accepting the return of funds from the fiscal year ending June 30, 2020 by selecting one of the following:

- A one-time payment by check, to be issued in March 2021.
- A return applied as a “premium holiday” to contributions beginning in March 2021 and spread equally over each monthly payment beginning in March 2021 through June 2021.

Accepted By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Please complete this form and return it to:**

McKenzie MacDougall

Email: [McKenzie@nhitrust.org](mailto:McKenzie@nhitrust.org)

Fax: 800-229-6902

LAW OFFICE OF  
THOMAS F. QUINN  
PROF. CORP.

62 Elm Street  
Milford, NH 03055

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

E-MAIL: [tquinn@tfqtitle.com](mailto:tquinn@tfqtitle.com)

February 18, 2021

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

RE: RSA 674:41 Waiver / Lot 8-47 / Obadiah Dart

Dear Dean,

Please be advised that I represent Obadiah Dart, the owner of property situated off of NH Route 101 and shown on Town Tax Map 8 as Lot 47. The lot lacks frontage on a public highway, and access is over a 15 foot private easement. By this letter, my client is requesting, pursuant to RSA 674:41, I(d) and III, that the Board of Selectmen authorize the issuance of a building permit for a residence to be built upon the lot.

The lot is a back lot consisting of approximately 1.09 acres that was created in 1931. The lot lacks frontage on a public highway, and access is over a 15 foot right of way over Lot 8-48-3. This has been the situation since the lot's creation by a deed of John and Ella B. Dunn to Isaac Armstrong dated June 9, 1931, recorded in the Hillsborough County Registry of Deeds at Book 906, Page 466, a copy of which is enclosed. Mr. Dart also owns Lot 8-48-3, and he plans to apply for a lot line adjustment that will remove approximately 1.164 acres from Lot 8-48-3 and add it to Lot 8-47. Lot 8-47 will then be approximately 2.25 acres and Lot 8-48-3 will be approximately 5.89 acres.

Both lots are in the Northern Transitional Zone which requires minimum lot sizes of 3.5 acres, exclusive of wetlands and steep slopes and 300 feet of frontage. Lot 8-48-3 lacks 300 feet of frontage, and the approximately 245 feet of frontage that it does have is separated by Lot 8-48-2. So, it is not possible to add frontage from Lot 8-48-3 to Lot 8-47. A residence, built upon Lot 8-47 sometime in the 1920's or 1930's, was razed in 2007 by the prior owners but was not re-built completely. Mr. Dart now desires to construct a residential building in the same approximate location. The new structure will be larger than the previous structure.

On November 17, 2020, Mr. Dart obtained a variance from the Amherst Zoning Board of Adjustment. The variance allows Mr. Dart to add approximately 0.8 acres of land from Lot 8-48-3 to Lot 8-47. The variance also permits access over the existing 15 foot right of way. A copy of the Notice of Decision and a plan of land entitled: "Existing Conditions Plan and ZBA Exhibit Prepared for Chapel Street Consultants, LLC, Tax Map 8, Lots 47 & 48-3, 318 & 320 NH Route 101, Amherst, New Hampshire", dated October 10, 2019, prepared by Meridian Land Services, Inc., are enclosed. The proposed plan is consistent with the variances.

In accord with the statute, the Board of Selectmen is empowered to authorize the issuance of a building permit after review and comment by the Planning Board, provided that the municipality neither assumes responsibility for maintenance of the road nor liability for any damages resulting from the use thereof and provided that prior to the issuance of the building permit, the applicant produces evidence that notice of the limits of municipal responsibility for maintenance and liability has been recorded in the Registry of Deeds.

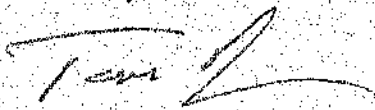
Enclosed herewith is a draft Waiver of Municipal Liability for (Private Road) Building Permit Pursuant to RSA 674:41, I(d) and III for your review. This draft is modeled upon the waiver that was used recently in the application of Co-Ad Realty, LLC.

Please schedule the matter for discussion before the Planning Board and the Board of Selectmen at your earliest opportunity. Mr. Dart has submitted his proposed lot line adjustment plan to the Planning Board. It will be very helpful if the Planning Board's discussion of this petition could be held at the same time that the Planning Board considers the lot line adjustment application. I will, of course, be available at both meetings to present the application and answer any questions.

If you have any questions at this point, please don't hesitate to contact me.

Thank you, Dean.

Sincerely,



Thomas F. Quinn

TFQ:djl  
Enclosure  
#20-0132



Town of Amherst, New Hampshire  
**Office of Community Development**  
 Building · Code Enforcement · Planning · Zoning · Economic Development

**TOWN OF AMHERST  
 ZONING BOARD OF ADJUSTMENT  
 NOTICE OF DECISION**

**CASE #:** PZ13256-101620  
**MEETING DATE:** November 17, 2020  
**CREATED BY:** Natasha Kypfer, Town Planner  
**ZONING DISTRICT:** Northern Transitional (NTZ)  
**APPLICATION DESIGNATION:** Variance  
**PROPERTY OWNER:** Obadiah Dart  
**APPLICANT/AGENT:** Thomas F. Quinn, Esq.  
**MAP/LOT:** Map 8 Lot 47  
 Map 8 Lot 48 Sublot 3  
**LOT SIZE:** 1.09 acres  
 7.08 acres  
**LOCATION OF PROPERTY:** 318 NH Route 101  
 320 NH Route 101

You are hereby notified that the appeal of Obadiah Dart, owner, for a **VARIANCE** regarding Article IV, Section 4.4, Paragraph C. 1 & 2, of the Zoning Ordinance, to allow the applicant to increase the size of existing Lot 8-47 from 1.09 acres to approximately 1.9 acres by adding approximately 0.8 acres from Lot 8-43-3 and to build a residential structure on the resulting Lot 8-47 despite the fact that the resulting Lot 8-47 will be less than the 3.5 acres required by the Ordinance and will not have frontage on the principal route of access (access to Lot 8-47 will be over an existing 15 foot-wide right of way), at 318 & 320 NH Route 101 in the Northern Transitional District, has been **GRANTED** by vote of the Zoning Board of Adjustment.

  
 \_\_\_\_\_  
 Nic Strong  
 Community Development Director

November 18 2020  
 \_\_\_\_\_  
 Date

Note: The Selectmen, any party to the action, or any person directly affected has a right to appeal this decision. See New Hampshire Revised Statutes Annotated, Chapter 677, available at the Amherst Town Hall. This notice has been sent to the applicant, placed on file and made available for the public inspection in the records of the ZBA on November 18, 2020.

NS/  
 G:\Departments\Community Development\Properties\008\008-047-000 & 008-048-003\008-047-000 & 008-048-003 ZBA\Variance 1\008-047-000 & 008-048-003 ZBA NOD 11.17.2020.docx



# KNOW ALL MEN BY THESE PRESENTS

Lot 47  
deed at

That We, John Dunn and Ella B. Dunn, husband and wife, both of Amherst, in the County of Hillsborough, and State of New Hampshire,

In consideration of one dollar and other valuable considerations, to us paid by Isaac Armstrong of Boston, in the County of Suffolk, and Commonwealth of Massachusetts,

the receipt whereof we do hereby acknowledge, have given, granted, bargained, sold and conveyed, and do for ourselves, and our heirs, by these presents, give, grant, bargain, sell and convey unto the said Isaac Armstrong, his heirs and assigns, forever,

A certain tract or parcel of land with the buildings thereon, situated in Amherst, aforesaid, and bounded and described as follows: Beginning at the southwesterly corner of the premises at a corner of stone wall; thence running easterly by said wall, 150 feet to a bound; thence running north 290 feet to a bound; thence running west, 168 feet to a bound; thence running south 268 feet part way by stone wall to the point of beginning; together with a right of way from the Manchester Road past my buildings to said premises, the same as now used.

Being a part of the first tract described in deed of Charles M. Wallace to us, dated April 29, 1929, and recorded in Hillsborough Registry, Vol. 887, Page 321.

To HAVE AND TO HOLD the afore-described premises, with all the privileges and appurtenances thereunto belonging to the said grantee, his heirs and assigns, to their use and behoof forever. And we do covenant with the said grantee, his heirs and assigns, that we are lawfully seized in fee of the afore-described premises; that they are free from all incumbrances; that we have good right to sell and convey the same to the said grantee, in manner aforesaid; and that we and our heirs will warrant and defend the same premises to the said grantee, his heirs and assigns forever, against the lawful claims and demands of all persons. And in consideration aforesaid do hereby relinquish right of - in the before-mentioned premises. And we, and each of us, hereby release our several rights of Homestead in said premises, under and by virtue of any law of this state.

IN WITNESS WHEREOF we have hereunto set our hands and seals this 9th day of June, in the year of our Lord, one thousand nine hundred and thirty-one.  
Signed, sealed and delivered in the presence of

A. L. Keyes

John Dunn Seal.

Ella B. Dunn Seal.

STATE OF NEW HAMPSHIRE, HILLSBOROUGH, SS.

June 9, 1931.

Then the above named John Dunn and Ella B. Dunn, personally appearing, acknowledged the above instrument to be their free act and deed. A. L. Keyes, JUSTICE OF THE PEACE.

HILLSBOROUGH, SS.—Received and recorded, 7-30 A. M. July 27, 1931. and examined by

Jerry J. Haggerty REGISTER.

Return to:

TOWN OF AMHERST  
WAIVER OF MUNICIPAL LIABILITY FOR  
BUILDING PERMIT PURSUANT TO RSA 674:41, I(d)  
AGREEMENT AND RELEASE

NOW COMES, **OBADIAH DART**, whose mailing address is 614 Nashua Street, #156, Milford, New Hampshire 03055 (hereinafter referred to as **APPLICANT**), and, in consideration of the **TOWN OF AMHERST**, having an address of 2 Main Street, Amherst, New Hampshire 03031 (hereinafter referred to as the **TOWN**), by its governing body, the Board of Selectmen, authorizing the issuance of a permit to construct a single family residence on a lot lacking frontage on a Class V road and serviced by a private right of way in said Town, do hereby agree as follows:

Recitals:

WHEREAS, **APPLICANT** is the owner of certain real property off of NH Route 101 in the Town of Amherst, Hillsborough County, New Hampshire, which property consists of the property depicted as Map 8, Lot 47, on the Town of Amherst Tax Maps, and also on a plan of land entitled, "Lot Line Adjustment Plan Prepared For: Chapel Street Consultants, LLC, Land Of: Obadiah Dart, Tax Map 8 Lots 47 & 48-3, 318 & 320 NH Route 101, Amherst, New Hampshire", dated February 1, 2021, with revisions through February 4, 2021, to be recorded in the Hillsborough County Registry of Deeds, the same having been acquired by the **APPLICANT** by deed dated May 15, 2017, which deed is recorded in the Hillsborough County Registry of Deeds at Book 8968, Page 300, and by deed dated February 3, 2017, which deed is recorded in the Hillsborough County Registry of Deeds at Book 8942, Page 2525.

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

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

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

1. The APPLICANT or its assigns, plans to apply for a building permit to construct a single-family residence relating to the property located off NH Route 101, namely, Map 8, Lot 47, referenced above.
2. The TOWN neither assumes responsibility for the maintenance, including snow plowing, nor liability for any damages resulting from the use of the private right of way which serves as access to Map 8, Lot 47, which private right of way is in the form of an easement as set forth in a certain Decd recorded in said Registry of Deeds at Book 8942, Page 2525.
3. The APPLICANT shall be responsible for maintaining access to the subject property and does/do hereby forever release and discharge the TOWN, its officers, agents and employees from the obligation of maintaining the easement/private right of way referenced in Paragraph 2., above, and from any claim of any nature, whether in tort or otherwise, which APPLICANT, its legal representative, successors and/or assigns might have against the TOWN for any loss or damage, including those incurred through failure to provide municipal services, including police, fire and ambulance services, arising out of the condition of the private right of way from the point where the private right of way intersects Amherst Street, which is a Class V road.
4. The APPLICANT assumes responsibility for transporting any school-age children residing in the residence to be constructed upon the subject property to the nearest regular school bus stop.
5. The APPLICANT assumes responsibility for the maintenance and repair of the private right of way referred to in Paragraph 2., above, together with others entitled to the use thereof, and agrees that it will maintain and, if necessary, construct said private right of way at no expense to the Town.
6. The APPLICANT understands and acknowledges that the within does not in any way relieve the APPLICANT from complying with any and all laws, regulations and codes that may be applicable to said construction other than the frontage requirement referenced herein.
7. The APPLICANT agrees and acknowledges that this condition shall run with the land and shall remain in effect and this document, once executed, shall be binding on the APPLICANT and its legal representatives, successors and/or assigns. This document shall, when executed, be provided to the Town for recordation so that the within requirements shall become a matter of public record.

IN WITNESS WHEREOF, the undersigned, having taken the prescribed oath, have set its hand this \_\_\_\_\_ day of February, 2021.

APPLICANT

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Obadiah Dart

STATE OF NEW HAMPSHIRE  
COUNTY OF HILLSBOROUGH

This instrument was acknowledged before me on February \_\_\_\_\_, 2021 by Obadiah Dart.

\_\_\_\_\_  
Notary Public/Justice of the Peace

#20-0132 DART Waiver of Municipal Liability





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

**MEMO**

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

FROM: Nic Strong, Community Development Director

DATE: March 4, 2021

RE: Map 8 Lot 47, N.H. Route 101, Obadiah Dart  
Waiver of Municipal Liability, RSA 674:41

---

At their meeting of March 3, 2021, the Planning Board discussed the above-noted property and the request from Tom Quinn, Esq., for Obadiah Dart, that the Board of Selectmen grant the issuance of a building permit for a single-family dwelling on that lot and issue a waiver of municipal liability pursuant to RSA 674:41 for that purpose.

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

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

Please let me know if you have any questions.

NS/



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Pulpit Road Release of Liability  
**Meeting Date:** March 9, 2021

**Department:** Administration  
**Staff Contact:** Dean Shankle

---

## **BACKGROUND INFORMATION:**

See attached email chain. Once the BOS receives these they need to be forwarded to the Planning Board for their recommendation.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

NA

## **SUGGESTED MOTION:**

I move we forward this request, pursuant to RSA674:41 to the Planning Board for their review.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

Concur

## **ATTACHMENTS:**

1. Pulpit\_bulding\_permit\_request

**From:** Josh R <[jroberts0318@gmail.com](mailto:jroberts0318@gmail.com)>  
**Sent:** Monday, March 01, 2021 3:05 PM  
**To:** Jennifer Stover <[jstover@amherstnh.gov](mailto:jstover@amherstnh.gov)>  
**Subject:** Fwd: Pulpit Rd.

---

Hi there,

Hope all is well - per Scotts email below I'm reaching out to be placed on the agenda for whenever you have the time.

Thank you,  
Josh Roberts

----- Forwarded message -----

**From:** Scott Tenney <[stenney@amherstnh.gov](mailto:stenney@amherstnh.gov)>  
**Date:** Mon, Mar 1, 2021, 2:38 PM  
**Subject:** RE: Pulpit Rd.  
**To:** Josh R <[jroberts0318@gmail.com](mailto:jroberts0318@gmail.com)>  
**Cc:** Eric Hahn <[ehahn@amherstnh.gov](mailto:ehahn@amherstnh.gov)>, Eric Slosek <[eslosek@amherstnh.gov](mailto:eslosek@amherstnh.gov)>

Good afternoon Josh,

I am in receipt of the emails and your request(s). Mr. Slosek is correct that a formal Release of Liability is required from the Amherst Board of Selectmen to construct on a Class VI road, as well as the same to authorize/ release a building permit for construction on a Class VI road. You will need to contact our Board of Selectmen directly to be placed on their schedule/ agenda. They can be reached at (603) 673-6041 ext. 210 or by email at [JStover@AmherstNH.gov](mailto:JStover@AmherstNH.gov).

Please be advised that pursuant to the notations on the plans, the same will be required from the Bedford Town Council as well. We will not be able to authorize or release a building permit without the appropriate "sign-offs" from both towns governing authority.

Thank you,  
Inspector Scott P. Tenney,  
Building Official  
Code Enforcement Officer  
Health Officer  
Town of Amherst  
2 Main St.  
Amherst NH 03031  
603-673-6041 Ext. 214

[STenney@AmherstNH.gov](mailto:STenney@AmherstNH.gov)

*\*\*Email Confidentiality Statement: The information contained in this email message is intended only for the personal and confidential use of the recipient(s) named above. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and*



*that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by email, and delete the original message.*

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

*Please remember not to use "REPLY ALL" when replying to emails sent from this office; doing so creates a risk of holding a "meeting" via email, which violates the Open Meeting provisions of RSA 91-A.*

**From:** Josh R <[jroberts0318@gmail.com](mailto:jroberts0318@gmail.com)>  
**Sent:** Monday, March 01, 2021 2:13 PM  
**To:** Eric Slosek <[eslosek@amherstnh.gov](mailto:eslosek@amherstnh.gov)>  
**Cc:** Eric Hahn <[ehahn@amherstnh.gov](mailto:ehahn@amherstnh.gov)>; Scott Tenney <[stenney@amherstnh.gov](mailto:stenney@amherstnh.gov)>  
**Subject:** Re: Pulpit Rd.

**[External Sender]:**

Hey Eric,

Thanks for the update - please let me know if you need anything from me in the meantime.

Best,  
Josh

On Mon, Mar 1, 2021, 2:03 PM Eric Slosek <[eslosek@amherstnh.gov](mailto:eslosek@amherstnh.gov)> wrote:  
Hello Josh,

I spoke with the Office of Community Development today and was able to determine that it will be required for the Amherst Board of Selectmen to be involved and vote on the matter. The Community Development Director said she will contact the Building Inspector, Scott Tenney, and get back to me with any developments.

I will contact you as soon as I hear back from her.

Otherwise please let me know if you have any questions.

Thanks,

Eric M. Slosek  
Assistant Director  
Amherst Public Works Department  
22 Dodge Rd.  
Amherst NH 03031  
(603) 673-2317 ext. 402

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

**From:** Josh R <[jroberts0318@gmail.com](mailto:jroberts0318@gmail.com)>  
**Sent:** Monday, March 1, 2021 10:32 AM  
**To:** Eric Slosek <[eslosek@amherstnh.gov](mailto:eslosek@amherstnh.gov)>  
**Cc:** Eric Hahn <[ehahn@amherstnh.gov](mailto:ehahn@amherstnh.gov)>; Scott Tenney <[stenney@amherstnh.gov](mailto:stenney@amherstnh.gov)>  
**Subject:** Re: Pulpit Rd.

[External Sender]:

Hi all,

Hope all have been well - I've been speaking with the Bedford person responsible for handing out driveway permits (we're hoping to start building in the spring) and he is requesting to the following relating to the Amherst side of the permit: "Could you email me the approval letters from Amherst so that I can follow up with the Planning Dept."

Is that something you would be able to do?

Best,  
Josh Roberts  
774-287-7539

On Fri, Oct 30, 2020 at 10:24 AM Eric Slosek <[eslosek@amherstnh.gov](mailto:eslosek@amherstnh.gov)> wrote:  
Good Morning Josh,

I have learned a few things this morning regarding your property and development on class VI roads. Development on class VI roads requires a vote to permit building by the select board, and that the applicant produces evidence that notice of the limits of municipal responsibility and liability has been recorded in the county registry of deeds.

We are not opposed to your plan to improve a portion of Pulpit Rd., however we must follow the appropriate steps as outlined in NH RSA 674:41. I have copied Eric Hahn, Director of Public Works, and Scott Tenney, Amherst Building Inspector, to this email so everyone is in the loop.

Eric M. Slosek  
Assistant Director  
Amherst Public Works Department  
22 Dodge Rd.  
Amherst NH 03031  
(603) 673-2317 ext. 402

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

**From:** Joshua Roberts <[jroberts0318@gmail.com](mailto:jroberts0318@gmail.com)>  
**Sent:** Thursday, October 29, 2020 12:57 PM

**To:** Eric Slosek <[eslosek@amherstnh.gov](mailto:eslosek@amherstnh.gov)>

**Subject:** Fwd: Pulpit Rd.

[External Sender]:

Hi again Eric,

My builder + bank is wanting a written confirmation that the Amherst portion of our proposed driveway won't be a problem, and that issuance of permit is guaranteed like we talked about on the phone. Would you be willing to send something like that back to me? That way we can send to the Bedford planning/zoning board for approval.

Thanks so much,  
Josh Roberts

----- Forwarded message -----

From: **Joshua Roberts** <[jroberts0318@gmail.com](mailto:jroberts0318@gmail.com)>

Date: Wed, Oct 21, 2020 at 3:50 PM

Subject: Pulpit Rd.

To: <[eslosek@amherstnh.gov](mailto:eslosek@amherstnh.gov)>

Hi Eric,

Thanks for taking the time to speak with me today - attached is the subdivision plan I have from the seller and pg 15 shows the corner intersection of the 2 towns. Like I mentioned Bedford did approve their portion of the driveway permit...jury is still out as to whether or not the entire "street" has been abandoned and is now just going to function entirely as our driveway or what. We're the only house/lot on that class IV road.

I'll also let you know if Bedford gets back to us with concrete info as well.

Thanks!  
Josh Roberts

---



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Bean Foundation Grant Award

**Department:** Parks & Recreation  
Department

**Meeting Date:** March 9, 2021

**Staff Contact:** Craig Fraley

---

## **BACKGROUND INFORMATION:**

The Parks and Recreation Department was awarded a \$40,000 grant by the Bean Foundation to assist in renovating the Clubhouse at Buck Meadow. The funds will be used to update building by replacing windows, carpeting, and new paint. It will also assist with updating the accessibility of the building by brining the building up to ADA compliance.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Additional \$40,000 for the use of updating the Buck Meadow Clubhouse

## **POLICY IMPLICATIONS:**

n/a

## **DEPARTMENT HEAD RECOMMENDATION:**

I recommend the selectman accept the \$40,000 grant money as this will be a huge savings to the Recreation Department's planned renovation of the Clubhouse at Buck Meadow. We plan to hold off on any construction for a few months to see if the cost of building materials decreases. We want to try to get as much as we can out of this grant.

## **SUGGESTED MOTION:**

Motion to accept \$40,000 from the Bean Foundation to be used for upgrading the clubhouse at Buck Meadow.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. 20210301141245

*Norwin S. and Elizabeth N.*  
**BEAN FOUNDATION**

40 Stark Street, Manchester, New Hampshire 03101

TRUSTEES

Michael A. Delaney, Chair

John F. Dinkel, Jr.

Thomas J. Donovan

Katy Easterly-Martey

Robert M. Heaton

Kris McCracken

Maria C. Mongan

GRANT  
MANAGER

Kathleen D. Cook  
603.493.7257  
KCook@BeanFoundation.org

February 19, 2021

Craig Fraley, Parks and Recreation Director  
Amherst Parks and Recreation Department  
4 Cross Road  
Amherst, NH 03031

Dear Mr. Fraley:

I am pleased to inform you that \$40,000 has been awarded to the Amherst Parks and Recreation Department toward renovating the Club House at Buck Meadow Conservation and Recreation Area. Our grant process is a competitive one, and we congratulate you on a successful proposal.

Your grant check will arrive in the near future, along with a Terms of Award document. Please review the Terms of Award carefully. Deposit of the grant award check will signify your acceptance of the award and your intent to comply with the terms of the award. It will also serve as our receipt for the payment.

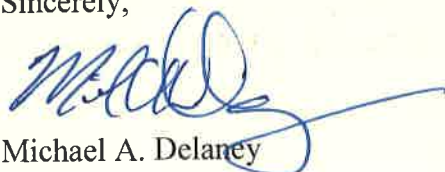
Many organizations find it useful to focus throughout the course of their efforts on how they will best monitor and report on their successes. Likewise, foundation trustees and staff also want to understand how grant dollars benefit your organization and the community.

An important tool in this regard is our requirement that all recipients of grant support submit a final report upon completion of the grant funded project. Grant recipients who do not submit final reports will not be eligible for future funding. We encourage you to submit your grant report via email. Please visit our web site at [www.beanfoundation.org](http://www.beanfoundation.org) to download the grant report form.

We ask that publicity for your program make reference to the support provided by the Norwin S. & Elizabeth N. Bean Foundation. The Foundation logo is available.

If you have any questions about the grant or the terms of the award, please contact our Grant Manager for assistance. We wish you success in your project and look forward to learning about its results.

Sincerely,



Michael A. Delaney  
Chair



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Joshua's Park goes Undercover  
Fundraiser

**Department:** Parks & Recreation  
Department

**Meeting Date:** March 9, 2021

**Staff Contact:** Craig Fraley

---

## **BACKGROUND INFORMATION:**

A fundraising committee has been formed to raise money for shade structures to be placed at Joshua's Park. Currently there is very little shade at Joshua's Park. During the months of June through August, the park sees a lot less use because it can be too hot for park users. The goal of the committee is to raise funds for three shade 14'x22' shade structures. Two of the structures will be placed around the playground and the third structure will be placed closer to the community garden so gardeners can have a shady place to cool off. These structures have a canopy that is removed in the wintertime. the base and frame of the structure are permanent. .

The shade structures are very similar to the one at Baboosic Lake Town Beach. The color scheme will match the playground so these structures blend in with the rest of the playground.

The fundraising committee is being chaired by Sheila Steele and also consists of members from the original Joshua's Park Committee, the Recreation Committee and other community members. The funds will be collected through the Amherst Community Foundation. Once the fundraising goal is complete the Amherst Community Foundation will donate the money to the Town of Amherst for the purpose of purchasing three shade structures for Joshua's Park.

During the fundraising campaign, the Recreation Department will bring this project in front of both the Planning Board and the Historic Commission for comments and questions.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

The only impact this will have is staff time for installation. Our parks crew installed the structure at Baboosic Lake Town Beach and has knowledge on this project.

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

At this point the Recreation Department is just notifying the board of the project and hopes the BOS will support it. I don't think a motion is needed at this time.

**SUGGESTED MOTION:**

No motion needed at this time.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. MEO21089 3D





*LS*  
landscape  
structures

JOSHUA'S PARK

ME021089 • 02.24.2021

**O'BRIEN  
& SONS**  
ELEMENTS FOR A GREAT OUTDOORS

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# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Acceptance of Snowmobile Donation **Department:** Parks & Recreation  
Department

**Meeting Date:** March 9, 2021

**Staff Contact:** Craig Fraley

---

## **BACKGROUND INFORMATION:**

With the addition of Buck Meadow Conservation and Recreation Area, the Recreation Department has been grooming snowshoe and cross country ski trails on the property. The Recreation Department has been using the Snow Dog groomer for grooming the trails. This process takes a long time since the Snow Dog is only 24" wide. The Souhegan High School Nordic team has grooming equipment that gets pulled behind a snowmobile but they do not have a snowmobile. The Nordic Team is happy to allow the Parks and Recreation Department to use the grooming equipment.

The Recreation Department posted a request on Facebook asking if anyone in town had a snowmobile they would donate to the Recreation Department. After a couple weeks, the Dutremble Family offered the department their used 2001 Polaris 440 snowmobile as a donation. The machine had not been run in a while but the Recreation Parks Crew and the DPW mechanic were able to get the machine running. The Value of this snowmobile is \$1,625.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

By having the ability to groom trails at Buck Meadow, the Recreation Department will be able to offer a cross country ski program. This program will be added revenue in the 02 Revolving fund.

## **POLICY IMPLICATIONS:**

N/a

## **DEPARTMENT HEAD RECOMMENDATION:**

The Recreation Department recommends the Board of Selectmen accept the Dutremble family's donation of a 2001 Polaris 440 Snowmobile to be used for the purpose of grooming the trails at Buck Meadow for winter use.

## **SUGGESTED MOTION:**

I move we accept the Dutremble family's donation of the 2001 Polaris 440 Snowmobile to the Parks and Recreation Department for the purpose of grooming the trails at Buck Meadow. Conservation and Recreation Area.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. snowmobile





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Mechanics Garage Foundation Bids    **Department:** Public Works  
**Meeting Date:** March 9, 2021                      **Staff Contact:** Eric Hahn

---

## **BACKGROUND INFORMATION:**

The new mechanics steel building was awarded in June of 2020, the funds encumbered and the building delivered for erection in Spring 2021. DPW, using the supplied foundation plans from the steel building contractor published an RFP (#03-21) for the foundation work. Six bids were received. One was an incomplete bid and rejected. It only covered the concrete pour portion, neglecting the site work. Of the five complete bids, three were within \$6K of each other. DPW recommends awarding the bid to the lowest bidder at \$81,465. The bids were higher than anticipated due to several primary reasons. Required completion frame, a generally high demand for such work and adding an unanticipated 2 inch thick insulation layer under the foundation. This approx. \$10K addition to scope was reflected in every bid and even the steel building manufacturer after consultation with them. The foundation must be completed and leave enough time for the building erector to complete the building prior to the encumbered funds lapsing.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Funding will come from numerous other lines that will be underspent though out the DPW total budget. No funds for road reconstruction or road maintenance are even being considered. Sand, Street Sweeping, Calcium Chloride, Catch Basin Cleaning and Salt will be the primary lines. This is mostly due to our Salt/Sand reduction program. These lines have an associated reduction in the proposed FY22 budget.

## **POLICY IMPLICATIONS:**

None.

## **DEPARTMENT HEAD RECOMMENDATION:**

I recommend awarding the contract to Leighton A. White, Inc. for \$81,465.00

## **SUGGESTED MOTION:**

I move that the Mechanics Building Foundation construction for RFP 03-21 is awarded to Leighton A. White for \$81,465.00.

**TOWN ADMINISTRATOR RECOMMENDATION:**

concur

**ATTACHMENTS:**

1. 03-21 award
2. Bid from Jennings Excavation
3. Bid from KJFisher and Sons
4. Bid from Leighton A. White
5. Bid From Remi-Sons
6. Bid from RWC Enterprises

**TOWN OF AMHERST**

Town Department: DPW

Date: 2/1/21

Line Item: Partial from: Sand01-4312-60-2663; Salt 01-4312-60-2662, Calcium;01-4312-60-2666; Sweeping 01-4312-40-2461  
Catch Basin 01-4312-40-2463; Equipment Repair & Maintenance 01-4194-40-2430

Bid #: 03-21

Item: Mechanics Garage Foundation

Date Bid To Be Awarded: March 8, 2021

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT</u> <u>Interest Rate</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
1. Dulac Concrete Foundations Rochester NH		\$45,000.00	Bid Incomplete
2. RWC Enterprises Nashua NH		\$108,000.00	
3. Leighton A. White, Inc. Milford NH		\$81,465.00	
4. K J Fisher & Sons, LLC Deerfield NH		\$85,893.00	
5. Remi-Sons, Inc. Derry NH		\$87,895.00	
6. Jennings Excavation Hollis NH		\$95,498.00	

Recommend bid be awarded to: Leighton A. White, Inc.

\_\_\_\_\_  
Signature of Town Administrator / Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.

Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.



December 29, 2020

BID NUMBER # 03-21

# Mechanic's Garage Foundation

## CONTRACTOR'S PROPOSAL

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 03-21. The intent of this bid is to solicit proposals for the construction of a concrete foundation and floor built to the provided specifications included in this document package, to support our planned erection of a NEW Steel Mechanic's Garage. An electronic PDF copy of the plans are available upon request.

The proposal shall include the excavation and preparation of the site itself. The scope of work in the proposal shall therefore include the excavation and preparation of the building site, the installation of a new concrete foundation, and the installation of a new concrete floor. The work shall be completed to the specifications detailed in the "Specifications" section of this document, and the attached engineered foundation plans provided in this document package.

Additionally, the undersigned, with General Provisions, Specifications and other bid documents, binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town, and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for the project, in Amherst, NH, for the following:

**Excavate and prepare building site for foundation installation and install a new concrete foundation and floor according to the engineered specifications (included in the document package).**

*\* See schedule of values for deduct act! (6,200)*

Bid Total: \$ 95,498.00

Bid Total: (written) Ninety Five Thousand Four Hundred Ninety Eight Dollars and Zero Cents

Respectfully submitted,

JENNINGS Excavation, Inc.

Print Bidder/Contractor's Name

David Jennings as President

Print Representative's Name and Title

14 Clinton Drive Hollis, NH 03049

Street

603-883-9206

Telephone and FAX Number



Representative's Signature

City, State and Zip Code

Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

## SCHEDULE OF VALUES

Project Name **Amherst DPW Mechanics Shop**  
 Address **22 Dodge Road Amherst, NH**

GENERAL PROJECT INFORMATION		
Install Foundation/Slabs/Earthwork		
No Utilities		
Slab on Grade		
Building Footprint "ONLY"		
SCHEDULE OF VALUES		TOTAL COST
<b>DIRECT COSTS:</b>		
1	<b>10</b> INCIDENTAL OH	\$ 2,330
2	<b>12</b> MOB LAYOUT	\$ 7,018
3	<b>20</b> BMP ERROSION	\$ 1,080
4	<b>22</b> SITEWORK	\$ 9,476
5	<b>24</b> STRUCTURAL EXCAVATION/BUILDINGS	\$ 72,505
6	<b>25</b> AGGREGATE	\$ 3,089
7		\$ -
8		\$ -
9		\$ -
10		\$ -
11		\$ -
12		\$ -
13		\$ -
14		\$ -
15		\$ -
16		\$ -
17		\$ -
18		\$ -
19		\$ -
20		\$ -
21		\$ -
22		\$ -
23		\$ -
24		\$ -
25		\$ -
26		\$ -
27		\$ -
28	<b>BASE BID SUBTOTAL</b>	<b>\$ 95,498</b>
<b>Deduct/Alt</b>		
29	Onsite materials are suitable for frost wall backfill in lieu of select structural fill	\$ (6,200)
30		\$ -
31		\$ -
32		\$ -
33		\$ -
34		\$ -
35		\$ -
36		\$ -
37	<b>SUBTOTAL</b>	<b>\$ (6,200)</b>
38	<b>TOTAL PROJECT COST</b>	<b>\$ 89,298</b>

*CyB*



## SCHEDULE OF VALUES

**Project Name**

**Amherst DPW Mechanics Shop**

**Address**

**22 Dodge Road Amherst, NH**

GENERAL PROJECT INFORMATION			
Install Foundation/Slabs/Earthwork			
No Utilities			
Slab on Grade			
Building Footprint "ONLY"			
SCHEDULE OF VALUES			TOTAL COST
Add/ALT:			
1	1	BOLLARD PROTECTION 8-EA	\$ 5,800
2	2	2-EA 8X60 CONCRETE APRONS	\$ 10,740
3	3	INSTALL 2IN RIGID WALL INSULATION	\$ 12,960
4	4	INSTALL TWO FEET BASE GRAVEL BLD +10	\$ 7,165
5			\$ -
6			\$ -
7			\$ -
8			\$ -
9			\$ -
10			\$ -
11			\$ -
12			\$ -
13			\$ -
14			\$ -
15			\$ -
16			\$ -
17			\$ -
18			\$ -
19			\$ -
20			\$ -
21			\$ -
22			\$ -
23			\$ -
24			\$ -
25			\$ -
26			\$ -
27			\$ -
28	ADD/ALT	SUBTOTAL	\$ 36,665
		BASE BID	\$ 95,498
29			\$ -
30			\$ -
31			\$ -
32			\$ -
33			\$ -
34			\$ -
35			\$ -
36			\$ -
37		SUBTOTAL	\$ 95,498
38		TOTAL PROJECT COST	\$ 132,163



**2021 RENTAL RATES**

**CONTRACTOR:**

Town of Amherst  
 DPW  
 Attn: Pat Delisle

T&M SHEET PUBLIC

DATE 29-Jan-21

**PROJECT:**

Mechanics Garage Foundation  
 Bid # 03-21

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
<b>Note: The Following Equipment Rates Include [Fuel, Operator]</b>				
<b>LABOR</b>				
	HR	Foremen With Utility Truck	\$ 60.00	\$ -
	HR	Skilled Labor	\$ 35.00	\$ -
	HR	Laborer	\$ 32.00	\$ -
<b>TRUCKING</b>				
	HR	6-Wheel Dump 8-10CY	\$ 73.00	\$ -
	HR	Tri-Axle Dump 16-18CY	\$ 105.00	\$ -
	HR	Transport 50-TN Lowbed	\$ 160.00	\$ -
<b>EXCAVATOR</b>				
	HR	EX75 Excavator .45-CY	\$ 85.00	\$ -
	HR	EX235 Excavator .75-1.25CY	\$ 105.00	\$ -
	HR	EX360 Excavator 1.75-2.25CY	\$ 128.00	\$ -
	HR	EX325GPS Excavator 1.05-1.45 CY	\$ 208.00	\$ -
<b>LOADER</b>				
	HR	Skid Steer	\$ 85.00	\$ -
	HR	LD544 Loader 2.5-3CY	\$ 105.00	\$ -
	HR	LDWA450 Loader 4.25-5CY Loader	\$ 135.00	\$ -
<b>DOZER</b>				
	HR	JD650 2.25CY Dozer	\$ 105.00	\$ -
	HR	D7CAT 7.8CY Dozer	\$ 128.00	\$ -
	HR	D5CAT GPS 2.75CY Dozer	\$ 195.00	\$ -
<b>SMALL TOOLS</b>				
	HR	GPS Layout With TECH-ENG	\$ 120.00	\$ -
	HR	Water Pump 3IN	\$ 35.00	\$ -
	HR	16X8 Trench Box	\$ 50.00	\$ -
	HR	Pavement Saw	\$ 90.00	\$ -
<b>MISC</b>				
	HR	9TN Vibratory Roller	\$ 120.00	\$ -
	HR	RD90 Screener	\$ 208.00	\$ -
<b>Note:</b>				

1. All Equipment is Subject to Additional Transportation Costs F.O.B
2. JEI Is Not Responsible for Any/All Damages Associated With Dig Safe Marking by Others
1. All Equipment is Subject to a Four Hour Minimum Charge

*CSB*

December 29, 2020

BID NUMBER # 03-21

# Mechanic's Garage Foundation

## CONTRACTOR'S PROPOSAL

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 03-21. The intent of this bid is to solicit proposals for the construction of a concrete foundation and floor built to the provided specifications included in this document package, to support our planned erection of a NEW Steel Mechanic's Garage. An electronic PDF copy of the plans are available upon request.

The proposal shall include the excavation and preparation of the site itself. The scope of work in the proposal shall therefore include the excavation and preparation of the building site, the installation of a new concrete foundation, and the installation of a new concrete floor. The work shall be completed to the specifications detailed in the "Specifications" section of this document, and the attached engineered foundation plans provided in this document package.

Additionally, the undersigned, with General Provisions, Specifications and other bid documents, binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town, and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for the project, in Amherst, NH, for the following:

**Excavate and prepare building site for foundation installation and install a new concrete foundation and floor according to the engineered specifications (included in the document package).**

Bid Total: \$ 85,893.00

Bid Total: (written) eightyfive thousand,eight hundred and ninety three dollars

Respectfully submitted,

K J Fisher and Sons LLC  
Print Bidder/Contractor's Name

Dana Merrill Project Manager  
Print Representative's Name and Title

95 Old Center Road  
Street

603.502.9162  
Telephone and FAX Number

Barbara Q. Fisher, Manager  
Representative's Signature

Deerfield, NH 03037  
City, State and Zip Code

1 February 2021  
Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

---

December 29, 2020

**AGREEMENT**

This AGREEMENT is made February 1, 2021, BETWEEN the Owner:

Town of Amherst and the Contractor: K J Fisher and Sons LLC

for the following Project: **Mechanic's Garage Foundation** at Public Works.

The Owner and Contractor agree as follows:

**ARTICLE I  
THE CONTRACT DOCUMENTS**

The contractor shall complete the Work described in the Contract Documents for the project. The Contract documents consist of:

Table of Contents

- 1) Invitation to Bid. (pages 1-2)
- 2) Contractor's Proposal. (page 3)
- 3) Contract Agreement, dated December 29, 2020. (pages 4-5)
- 4) General Provisions, dated December 29, 2020. (pages 6-10)
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- 8) Contractor's Affidavit, dated December 29, 2020. (page 18)
- 9) Contractor's Release, dated December 29, 2020. (pages 19-20)
- 10) This agreement signed by the Owner and the Contractor.
- 11) Attachment A, Foundation Plans
- 12) Attachment B, Steel Building Plans

**ARTICLE II  
DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE**

The date of commencement shall be on or after March 15, 2021. The Mechanic's Garage Foundation at Amherst Public Works shall be completed in its entirety prior to May 3, 2021.




December 29, 2020


**ARTICLE III  
CONTRACT SUM**

	Unit Price
1. Total Mechanic's Garage Foundation cost:	\$ <u>\$58,495.00.00</u>
2. Total Other costs:	\$ <u>\$27,398.00</u>
<b>Total Project price (1 &amp; 2)</b>	<b>\$ <u>\$85,893.00</u></b>

**Total in words** eightyfive thousand, eight hundred ninety three dollars.

Company Name K J Fisher and Sons LLC

 2/1/2021  
Contractor's Authorized Signature Date

 2/1/2021  
Owner's signature Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

**ARTICLE IV  
PAYMENT**

Based on the Contractor's Application for Payment for complete work, certified by the Owner or the Owner's Agent, the Owner shall pay the Contractor as follows:

1. Submittals for labor shall be for completed work only.
2. Submittals for concrete materials or other related project materials may be submitted in two parts:  
1<sup>st</sup> Submittal- 50% of concrete and other related project materials prior to beginning of work.  
2<sup>nd</sup> Submittal-50% of concrete and other related project materials after completion of work and after confirmation from the Town's agent that the work has been completed in accordance with the contract document and may include a concrete compressive strength test.
3. Submittals for all other remaining work and materials shall be paid after confirmation from the Town's agent that the work has been completed in accordance with the contract documents.

This agreement entered into as of the day and year first written above.

# KJ **FISHER**

**& SONS, LLC**

**Excavation / Civil Contractor**



## CAPABILITIES STATEMENT

KJ Fisher & Sons, LLC and its owners offer over 35 years experience in the civil contracting field. We are a trusted name offering a broad range of expertise in all facets of excavation including:

**\*septic system installation \* building sitework \*  
road construction and repair \* parking lot  
construction \* utility installation \* slope  
stabilization \* dam repair \* field restoration \*  
pond excavation**

### Past Performance:

**AW Rose Construction** – site prep for medical building

**Engineered Construction Services** – sitework for Biomass plant, Concord NH

**Engineered Construction Services** – sitework for Cogen plant Hanscom AFB, Bedford, MA (with Noresco)

**State of NH, Dept of Natural and Cultural Resources (Park Service)** – various jobs including spillway repair, road construction, and water line installation

**CMGC (with Army Corps of Engineers)**- bldg. sitework Pease Air Force Base

**CMGC (with FAA, Nashua, NH)** – reestablishment of stream bed/slope stabilization

**Word of Life Ministries, Schroon Lake, NY** -parking lot and road building

## COMPANY DATA

KJ FISHER AND SONS, LLC

**CERTIFIED WOSB**

DUNS # 183517221

CAGE Code 81Yo8

NAICS Codes:

238910, 237310, 238120,

237990, 238110, 562991

**Bonding Capacity:**

\$350,000 contract

\$500,000 Aggregate

## What Sets Us Apart?

All projects are managed by the owners of KJ Fisher & Sons, LLC. Due to our convenient location in south/central NH, we are able to service NH, MA, southern ME, VT, and eastern NY.

## CONTACT INFORMATION

[WWW.KJFISHERANDSONS.COM](http://WWW.KJFISHERANDSONS.COM)

95 Old Center Rd, Deerfield, NH 03037

[info@kjfisherandsons.com](mailto:info@kjfisherandsons.com)

Tel: 603-463-9785

Fax: 603-463-9785



## Statement of Experience

1. Engineered Construction Services, Inc (603-734-2301) Robert Bent  
Cogen Plant, Hanscom AFB, Bedford, MA. Site work, gas line trenching,  
parking lot installation. Completed 2018. Contract amount: \$786,513.00
2. Meridian Construction (603) 527-0101, 32 Artisan Ct Unit 4, Gilford NH 03249.  
Governor's Island Country Club. Site work for a parking area for an addition.  
Completed 2019. Contract amount; \$110,000.
3. Meridian Construction (603) 527-0101, 32 Artisan Ct Unit 4, Gilford NH 03249.  
State of NH Bureau of Public Works Patrol Shed Lisbon NH. Site work for two  
foundations, utilities, and paving. Completed 2020 Contract amount;  
\$537,652.00.
4. IC Reed and Sons, (603) 895-2731, 8 Evans Dr. Raymond, NH 03077. Site work  
for a new substation in Concord NH. Completed 2020. Contract amount;  
\$371,267.
5. Structuritone (603) 998-3341, 7 Rockingham Rd, Windham, NH 03087.  
Converted Sanford Middle School, 708 Main street Sanford Maine. Site work for  
school renovation, addition, paving and bus lanes. Completed 2020. Contract  
amount \$440,485.00.
6. Structuritone (603) 998-3341, 7 Rockingham Rd, Windham, NH 03087.  
Converted Elementary School, 708 Main street Sanford Maine. Site work for  
school renovation, new playgrounds, bus lanes and paving. Work in progress  
expected to complete June 2021. Contract amount \$279,000.00
7. Meridian Construction (603) 527-0101, 32 Artisan Ct Unit 4, Gilford NH 03249.  
Saint Patrick's Academy Portsmouth NH. Site work for a 17,000 SF gymnasium.  
Work in progress expected to complete in June 2021. Contract amount  
\$421,000.00



Leighton A White, Inc.  
138 Elm Street  
Milford, NH 03055  
Phone: 603-673-2294  
Fax: 603-672-8320  
Website: [www.leightonawhite.com](http://www.leightonawhite.com)

## PROPOSAL/CONTRACT #5288

**Date:** February 1, 2021

**To:** Eric Slosek, Assistant Director  
**Address:** Amherst Public Works Department  
22 Dodge Road  
Amherst, NH 03031

**Telephone:** 603-673-2317 x402      **Cell:** 603-345-5576

**E-mail:** [eslosek@amherstnh.gov](mailto:eslosek@amherstnh.gov)

**Project:** Foundation & Floor for New Garage Amherst, NH  
**Owner:** Town of Amherst New Hampshire

**SCOPE OF WORK:** Subject to the exclusions and notes shown below, all equipment, materials and labor required to complete the following work on the above referenced project (the “work”):

This proposal has been priced from structural plans by Stephan P. Maslan & Co. of Kansas City, MO. Plans are titled “Town of Amherst 22 Dodge Road Amherst NH 03031”. 2 plan sheets are in the structural package. Plans are dated 8/6/2020 with no revisions. No geotechnical report was provided, should one become available, we reserve the right to adjust our proposal.

This proposal is valid for 30 days

**Leighton A. White, Inc. and the contractor shall mutually agree on a scheduled start and completion date for said project**

**Items listed below only represent work priced.**

## **GENERAL SITE PREP**

- Digsafe site
- Excavate and backfill foundation and piers (approximately 200 lf)

## **BUILDING FOUNDATION & FLOOR**

- 6" crushed gravel under floor slab
- Fine grade subgrade for floor slab
- Concrete foundation according to structural foundation plans on S1 and S2
- 2" rigid insulation on outside foundation wall
- 6" concrete slab with #4 @ 12" o.c.e.w. with 10 mil vapor barrier

## **MISCELLANEOUS**

- Mobilization and supervision
- Blankets for frost protection
- Testing for concrete strength
- Payment and performance bond

**Total: \$ 81,465.00**

## **NOTES:**

- Note 1. We have assumed that all excavated materials are suitable for fills
- Note 2. We have not included any state or local fees and/or permits
- Note 3. We have not included any temporary fence or temporary walkways
- Note 4. We have not included any work for the steel building
- Note 5. We have not included any base plates or steel work
- Note 6. We have not included any special finishes on the concrete floor
- Note 7. We have not included any fill material for leveling the building pad (supplied by town)
- Note 8. We have not included any winter conditions
- Note 9. We have not included any Davis-Bacon wages
- Note 10. We have not included any work outside the building wall
- Note 11. We have not included any under slab trenching work
- Note 12. We have not included any foundation drains
- Note 13. We have not included any ledge removal. Hammer rental is \$2500.00/day plus mob & demob cost
- Note 14. We have not included any layout for foundation

Escalation Clause: Prices quoted are based on the current cost index of liquid asphalt materials. Prices are subject to increase at any time as they are not guaranteed by the suppliers. The price index used for the preparation of this quote is **\$496.50** per liquid ton, and will be the basis of escalation for this project.

**We have excluded from this bid:**

- Initial control points and layout
- Licensed Land Surveyor and/or Professional Engineer (by others)
- SWPPP plan and monitoring
- Wetland delineation and marking
- Soils or environmental engineering and/or testing
- Blasting, rock excavation and Hoe Ram rental
- Removal of hazardous or contaminated materials
- Asbestos abatement and removal
- Removal and replacement of unsuitable materials
- Shoring, bracing and/or pinning
- Dewatering
- NESHAP survey and all remediation work required
- Coring of foundation
- Permits and fees associated
- Utility charges
- Utility service and connection fees
- Street connection and/or repair fees
- Degradation fees
- Underground utilities (gas, propane and electric)
- Remove and/or relocate utility poles
- Transformer pads, sector cabinets, telephone manholes, pull boxes, conduit and wire - by others
- Concrete conduit encasement
- Concrete sidewalk, driveway apron and pads
- Detectable warning plates
- Flowable fills-furnished and/or placed
- Special concrete finishes
- Landscape and irrigation work (any and all work related)
- Seeding, sod and hardscape areas / pavers
- Lawn seed growth maintenance and mowing
- Fences, gates and dumpster enclosures (any and all work related)
- Stairs, ramps and railings
- Steel building work
- Steel erection; base plates, etc.
- Davis-Bacon wage rates
- Winter conditions
- Asbestos pipe handling and disposal
- Testing and inspection fees
- Temporary roadways and walkways
- Bonds (any and all types)
- **All exclusions in “Notes” section above**
- **Foundation layout**

**OUR INTEREST IN THIS JOB.** For 42 years our employees have been respecting our sincere desire to do quality work for our clients. We have always been very careful in selecting subcontractors and always use quality materials and supplies. These are the reasons we have no problem guaranteeing our workmanship.

LEIGHTON A. WHITE, INC. HAS A SAFETY PLAN AND IS FULLY INSURED FOR YOUR PROTECTION.

AS A MEMBER OF ABC, IN MAY OF 1999 THROUGH 2005, 2007, 2009 AND 2011, WE RECEIVED THE FIRST PLACE SAFETY AWARD IN CATEGORY SIC CODE 16 WE HAVE HAD THE HONOR OF RECEIVING THE AWARD OF EXCELLENCE FOR OUR WORK ON THE FRANKLIN PIERCE COLLEGE NCAA BASEBALL FIELD AND ARE THE RECIPIENTS OF THE 2005 NATIONAL SAFETY EXCELLENCE AWARD AND 2008 NATIONAL SAFETY MERIT AWARD

**EXCLUSIONS:**

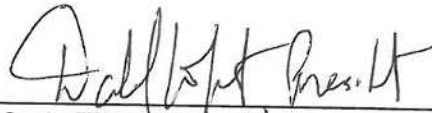
Excavation and removal of ledge or large boulders; removal and replacement of unsuitable materials; excessive or unusual dewatering; removal or remediation of hazardous materials; latent subsurface conditions; unidentified or misidentified underground utilities; delay, damage or other problems caused by winter conditions; initial layout and benchmarks; required bonds; fees and costs associated with testing, including compaction tests; and obtaining any required permits.

**TERMS OF PAYMENT:** Contractor and/or Owner represent that financing for the above referenced project has been obtained and funds sufficient to pay the contract price stated above will be available for payment to Leighton White, Inc. in accordance with the terms and conditions of this Proposal. Payment terms shall be 50% upon job start and Balance due upon completion. Interest shall accrue at 1 ½% per month on the outstanding balance. Should enforcement of these terms become necessary, the Contractor and/or Owner agree to pay the costs of collection, including court costs and reasonable attorneys fees.

**AUTHORIZATION TO PROCEED:** The Contractor/Owner accepts and agrees to the terms and conditions of this Proposal and authorizes Leighton A. White, Inc. to proceed with the Work. The above terms shall be incorporated by reference into any subsequent contract executed between the parties. To the extent that any conflict exists between this Proposal and any such contract, the terms of this Proposal shall control.

Dated: February 1, 2021

By:



Dale A. White, President  
Leighton A. White, Inc.

Dated:

By:

\_\_\_\_\_  
Name and Title of duly authorized officer

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LAW\_Proposal-5288.doc

***"You Can Always Get A Cheaper Price But You Can Not Get A Better Job -***

***We Move Mountains To Serve You"***



December 29, 2020

BID NUMBER # 03-21

# Mechanic's Garage Foundation

## CONTRACTOR'S PROPOSAL

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 03-21. The intent of this bid is to solicit proposals for the construction of a concrete foundation and floor built to the provided specifications included in this document package, to support our planned erection of a NEW Steel Mechanic's Garage. An electronic PDF copy of the plans are available upon request.

The proposal shall include the excavation and preparation of the site itself. The scope of work in the proposal shall therefore include the excavation and preparation of the building site, the installation of a new concrete foundation, and the installation of a new concrete floor. The work shall be completed to the specifications detailed in the "Specifications" section of this document, and the attached engineered foundation plans provided in this document package.

Additionally, the undersigned, with General Provisions, Specifications and other bid documents, binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town, and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for the project, in Amherst, NH, for the following:

**Excavate and prepare building site for foundation installation and install a new concrete foundation and floor according to the engineered specifications (included in the document package).**

Bid Total: \$ 81,465.<sup>00</sup>

Bid Total: (written) Eighty-one thousand four hundred sixty-five dollars + no cents

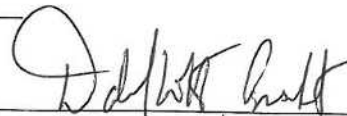
Respectfully submitted,

Leighton A. White Inc.  
Print Bidder/Contractor's Name

Dale A. White, President  
Print Representative's Name and Title

138 Elm Street  
Street

603-673-2294 // 603-672-8320  
Telephone and FAX Number

  
Representative's Signature

Milford, NH 03055  
City, State and Zip Code

February 1, 2021  
Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

December 29, 2020

BID NUMBER # 03-21

# Mechanic's Garage Foundation

## CONTRACTOR'S PROPOSAL

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**Excavate and prepare building site for foundation installation and install a new concrete foundation and floor according to the engineered specifications (included in the document package).**

Bid Total: \$ 87,895.00

Bid Total: (written) Eighty-seven thousand, Eight-hundred, ninety-five dollars and no cents

Respectfully submitted,

Remi-sons, Inc.  
Print Bidder/Contractor's Name

Bryan Remillard - President  
Print Representative's Name and Title

PO Box 247  
Street

603-432-4317  
Telephone and FAX Number

  
Representative's Signature

Derry, NH 03038  
City, State and Zip Code

02/01/2021  
Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

December 29, 2020

BID NUMBER # 03-21

# Mechanic's Garage Foundation

## CONTRACTOR'S PROPOSAL

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 03-21. The intent of this bid is to solicit proposals for the construction of a concrete foundation and floor built to the provided specifications included in this document package, to support our planned erection of a NEW Steel Mechanic's Garage. An electronic PDF copy of the plans are available upon request.

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**Excavate and prepare building site for foundation installation and install a new concrete foundation and floor according to the engineered specifications (included in the document package).**

Bid Total: \$ 108,000.<sup>00</sup>

Bid Total: (written) one hundred and eight thousand

Respectfully submitted,

RWC Enterprises

Print Bidder/Contractor's Name

Robert Champagne owner

Print Representative's Name and Title

Po Box 3721

Street

603 765 5087 / Rwcexec@gmail.com

Telephone and FAX Number



Representative's Signature

Nashua NH 03061

City, State and Zip Code

1/28/21

Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

December 29, 2020

**AGREEMENT**

This AGREEMENT is made February 1, 2021, BETWEEN the Owner:

Town of Amherst and the Contractor: RWC Enterprises

for the following Project: **Mechanic's Garage Foundation** at Public Works.

The Owner and Contractor agree as follows:

**ARTICLE I  
THE CONTRACT DOCUMENTS**

The contractor shall complete the Work described in the Contract Documents for the project. The Contract documents consist of:

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- 1) Invitation to Bid. (pages 1-2)
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- 10) This agreement signed by the Owner and the Contractor.
- 11) Attachment A, Foundation Plans
- 12) Attachment B, Steel Building Plans

**ARTICLE II  
DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE**

**The date of commencement shall be on or after March 15, 2021. The Mechanic's Garage Foundation at Amherst Public Works shall be completed in its entirety prior to May 3, 2021.**



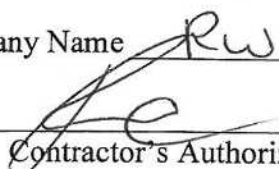
December 29, 2020

**ARTICLE III  
CONTRACT SUM**

	Unit Price
1. Total Mechanic's Garage Foundation cost:	\$ <u>77,000.<sup>00</sup></u>
2. Total Other costs:	\$ <u>31,000.<sup>00</sup></u>
<b>Total Project price (1 &amp; 2)</b>	\$ <u>108,000.<sup>00</sup></u>

Total in words one hundred and eight thousand

Company Name RWC Enterprises

  
Contractor's Authorized Signature

1/28/21  
Date

Owner's signature

Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

**ARTICLE IV  
PAYMENT**

Based on the Contractor's Application for Payment for complete work, certified by the Owner or the Owner's Agent, the Owner shall pay the Contractor as follows:

1. Submittals for labor shall be for completed work only.
2. Submittals for concrete materials or other related project materials may be submitted in two parts:  
1<sup>st</sup> Submittal- 50% of concrete and other related project materials prior to beginning of work.  
2<sup>nd</sup> Submittal-50% of concrete and other related project materials after completion of work and after confirmation from the Town's agent that the work has been completed in accordance with the contract document and may include a concrete compressive strength test.
3. Submittals for all other remaining work and materials shall be paid after confirmation from the Town's agent that the work has been completed in accordance with the contract documents.

This agreement entered into as of the day and year first written above.



---

December 29, 2020

## **General Provisions**

1. Each bid shall be submitted in a sealed envelope clearly identified with the Bidder's name and marked "Town of Amherst Bid # 03-21" and will be received at the Public Works Office, 22 Dodge Rd., Amherst, NH, until 11:00 AM, Monday, February 1, 2021.
2. Shortly thereafter, bids will be publicly opened and read aloud from any available office or conference room, Public Works, 22 Dodge Rd., Amherst, NH. Bids when opened shall be irrevocable for a period of thirty (30) calendar days following bid-opening date. Following a review of the bids by staff, the Board of Selectmen will award the bid at a regular public meeting.
3. The Town expressly reserves the right to reject any or all bids as the Board of Selectmen may determine and to waive defects in form of minor irregularities where the best interests of the Town would be served.
4. Prior to submitting a Bid, each Bidder will, at his/her own expense, make such additional investigations and tests as the Bidder may deem necessary to determine his/her Bid for performance of the Work in accordance with the Contract Documents.

Upon request, the Town of Amherst will provide each Bidder access to the site to conduct such investigations and tests as each Bidder deems necessary prior to submission of his/her Bid.

The Submission of a Bid is an acknowledgement from the Bidder that he/she has complied with every requirement and that the Contract Documents are sufficient in scope and detail for the performance of the Work.

5. The bid price shall not include Federal or State taxes. If such are applicable, the successful Bidder shall furnish the Town with the necessary tax-exempt forms in triplicate upon submission of the invoice.
6. The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.
7. The successful Bidder shall not use the name of the Town in any advertising without first obtaining written permission from the Board of Selectmen.
8. Any change to the provisions or specifications of this Bid shall be made by written addendum issued no later than four (4) working days prior to the bid opening date. Prospective Bidders shall have complete responsibility for being aware of any, and all, addenda.
9. The bidder's attention is drawn to the fact that they shall observe and comply with all applicable Federal and State Laws and Regulations, Town Ordinances and the Rules and Regulations of all authorities having jurisdiction over the project, and these shall apply to the contract the same as though written out herein in



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

**Title:** Baboosic Lake Community Septic Warrants

**Department:** Tax Collector

**Meeting Date:** March 9, 2021

**Staff Contact:** Gail Stout

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**BACKGROUND INFORMATION:**

The Baboosic Lake Community Septic Warrants due for April 1, 2021 are enclosed for the Board's approval and signature.

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

N/A

**POLICY IMPLICATIONS:**

N/A

**DEPARTMENT HEAD RECOMMENDATION:**

To approve and sign.

**SUGGESTED MOTION:**

I move to approve and sign the Quarterly Warrants for the Baboosic Lake Community Septic invoices due April 1, 2021 as follows: Phase I in the amount of \$ 2,011.32

Phase II in the amount of \$ 5,459.22

Phase III in the amount of \$ 6,749.72

Phase IV in the amount of \$ 4,817.15

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Baboosic Lake Septic Warrants April 2021



## OFFICE OF THE TAX COLLECTOR

Gail P. Stout, CTC

2 Main Street

Amherst, NH 03031

gstout@amherstnh.gov

www.amherstnh.gov

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

### MEMO

DATE: February 17, 2021  
TO: Board of Selectmen/Dean Shankle, Town Administrator  
FROM: Gail Stout, Tax Collector  
SUBJECT: Baboosic Lake Community Septic Warrants

The Community Septic Warrants due for April 1, 2021 are attached for the Boards approval.

SUGGESTED MOTION: I move to approve and sign the Quarterly Warrants for the Baboosic Lake Community Septic invoices due April 1, 2021 as follows:

Phase I Quarterly Septic Warrant	\$ 2,011.32
Phase II Quarterly Septic Warrant	\$ 5,459.22
Phase III Quarterly Septic Warrant	\$ 6,749.72
Phase IV Quarterly Septic Warrant	\$ 4,817.15



## TOWN OF AMHERST

2 Main Street  
Amherst, NH 03031  
www.amherstnh.gov  
Tel. (603) 673-6041 ext. 201 Fax (603) 673-4138

### TAX COLLECTOR'S WARRANT

### STATE OF NEW HAMPSHIRE

Hillsborough S.S.

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

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

With interest at eight (8) percent per annum from the 1<sup>st</sup> day of April, 2021 on all sums not paid on or before that date.

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

Given under our hands and seal at Amherst, New Hampshire this        day of March, 2021.

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

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

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

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

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

Board of Selectmen, Amherst, New Hampshire



## TOWN OF AMHERST

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

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

### TAX COLLECTOR'S WARRANT

### STATE OF NEW HAMPSHIRE

Hillsborough S.S.

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

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase II Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Five Thousand, Four Hundred Fifty-Nine Dollars and Twenty-Two Cents (\$ 5,459.22).

With interest at eight (8) percent per annum from the 1<sup>st</sup> day of April, 2021 on all sums not paid on or before that date.

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

Given under our hands and seal at Amherst, New Hampshire this        day of March, 2021.

---

Peter Lyon

---

Dwight Brew

---

Reed Panasiti

---

Thomas Grella

---

John D'Angelo

Board of Selectmen, Amherst, New Hampshire





## TOWN OF AMHERST

2 Main Street  
Amherst, NH 03031  
[www.amherstnh.gov](http://www.amherstnh.gov)

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

### TAX COLLECTOR'S WARRANT

### STATE OF NEW HAMPSHIRE

Hillsborough S.S.

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

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase III Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Six Thousand, Seven Hundred Forty-Nine Dollars and Seventy-Two Cents (\$ 6,749.72).

With interest at eight (8) percent per annum from the 1<sup>st</sup> day of April, 2021 on all sums not paid on or before that date.

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

Given under our hands and seal at Amherst, New Hampshire this      day of March, 2021.

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

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

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

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

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

Board of Selectmen, Amherst, New Hampshire



TOWN OF AMHERST

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

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

TAX COLLECTOR'S WARRANT

STATE OF NEW HAMPSHIRE

Hillsborough S.S.

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

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase IV Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Four Thousand, Eight Hundred, Seventeen Dollars and Fifteen Cents (\$ 4,817.15).

With interest at eight (8) percent per annum from the 1<sup>st</sup> day of April, 2021 on all sums not paid on or before that date.

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

Given under our hands and seal at Amherst, New Hampshire this      day of March, 2021.

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

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

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

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

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

Board of Selectmen, Amherst, New Hampshire



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Assessing

**Department:** Assessing

**Meeting Date:** March 9, 2021

**Staff Contact:** Michele Boudreau

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## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Abatement Recommendations**

##### **A. Map 001, Lot 010-012 Recommendation**

The taxpayer who previously owned this home having both the Regular Veteran Tax Credit and the Disabled Veteran Tax Credit on their property located at 001-010-012. The taxpayer sold this home on August 17, 2020 purchased and moved into 017-065-000 on July, 31 2020. The taxpayer notified the town of this move and requested that the credits be transferred under RSA 72:33, II. The taxpayer complied with the statutes and within the specified deadline of December 1<sup>st</sup>. The new owner was not entitled to this credit, but as the credit was requested to be transferred after the second issue bill, it remained on the property tax bill. In order to correct this, a supplemental tax bill was issued for the 2020 tax year in the amount of \$1,850. Subsequently the taxpayer filed an abatement request on this tax due to the hardship the excess tax has caused and their belief that the reason was due to poor planning on the town's part. It is my opinion that the town properly followed the statutes and is not in error in issuing the supplemental tax. However, the board may choose to abate the tax if they so desire due to the circumstance explained in Section F. of the abatement application. The supplemental tax is half the amount of the credit which was being applied to the previous owner.

Therefore, I move to deny the 2020 abatement request for Map 001 Lot 010-012.

##### **B. MAP 001 Lot 012-000-018 Recommendation**

The subject property is improved with a condominium. The dwelling is listed in average condition.

The taxpayer claims that the living area condominium measurements are incorrect, citing map 001, lot 012-000-015, which is the same model as 001-012-000-018, yet which has less square footage. After KRT remeasured both the exterior of the subject property and the exterior of both properties on January 7, 2021, it was determined that the living area measurements of 001-012-000-015 were incorrect, and when corrected, would be identical to the subject property.

Therefore, I move to deny the abatement for Map 001, Lot 012-000-018.

**C. Map 001, Lot 013-003 Recommendation**

The subject property is open space for a condominium complex and should not have been issued a tax bill as the value of the open space is built into the value of each individual condo within the complex. It is therefore, recommended that the 2020 tax in the amount of \$122 be abated.

Therefore, I move to approve the 2020 abatement for Map 001 Lot 013-003 in the amount of \$122.

**Land Use Change Tax Recommendations**

**D. Map 004, Lot 147-003 Recommendation**

Attached is a land use change tax release for Tax Map 004 Lot 147-003. An abutting lot, 004-147-004 was sold causing the remaining lots under identical ownership to total less than 10 acres and a Land Use Change Tax should be issued. The Land Use Change Tax in the amount of \$17,500 represents 10% of the full and true market value of \$175,000.

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

Therefore, I move to approve the Land Use Change Tax in the amount of \$17,500.00 for Tax Map 004 Lot 147-003.

**E. Map 004, Lo147-004 Recommendation**

Attached is a land use change tax release for Tax Map 004 Lot 147-004. The lot was sold and is less than 10 acres under identical ownership and a Land Use Change Tax should be issued. The Land Use Change Tax in the amount of \$17,500 represents 10% of the full and true market value of \$175,000.

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

Therefore, I move to approve the Land Use Change Tax in the amount of \$17,500.00 for Tax Map 004 Lot 147-004.

**F. Map 006, Lot 079-010 Recommendation**

Attached is a land use change tax release for Tax Map 006 Lot 079-010. An abutting lot, 006-079-014 lot was sold causing the remaining lots under identical ownership to total less than 10 acres. As this lot is 2.35 acres and the abutting lots under identical ownership total less than the 10 acres required for current use, a Land Use Change Tax should be issued. The Land Use Change Tax of \$13,300.00 amount represents 10% of the full and true market value of \$133,000.00.

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

Therefore, I move to approve the Land Use Change Tax in the amount of \$13,300.00 for Tax Map 006 Lot 079-010.

**G. Map 006, Lot 079-011 Recommendation**

Attached is a land use change tax release for Tax Map 006 Lot 079-011. An abutting lot, 006-079-014 lot was sold causing the remaining lots under identical ownership to total less than 10 acres. As this lot is 2.57 acres and the abutting lots under identical ownership total less than the 10 acres required for current use, a Land Use Change Tax should be issued. The Land Use Change Tax of \$13,300.00 amount represents 10% of the full and true market value of \$133,000.00.

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

Therefore, I move to approve the Land Use Change Tax in the amount of \$13,300.00 for Tax Map 006 Lot 079-011.

**H. Map 006, Lot 079-012 Recommendation**

Attached is a land use change tax release for Tax Map 006 Lot 079-012. An abutting lot, 006-079-014 lot was sold causing the remaining lots under identical ownership to total less than 10 acres. As this lot is 3.22 acres and the abutting lots under identical ownership total less than the 10 acres required for current use, a Land Use Change Tax should be issued. The Land Use Change Tax of \$13,300.00 amount represents 10% of the full and true market value of \$133,000.00.

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

Therefore, I move to approve the Land Use Change Tax in the amount of \$13,300.00 for Tax Map 006 Lot 079-012.

**I. Map 006, Lot 079-013 Recommendation**

Attached is a land use change tax release for Tax Map 006 Lot 079-013. An abutting lot, 006-079-014 lot was sold causing the remaining lots under identical ownership to total less than 10 acres. As this lot is 4.38 acres and the abutting lots under identical ownership total less than the 10 acres required for current use, a Land Use Change



Tax should be issued. The Land Use Change Tax of \$13,300.00 amount represents 10% of the full and true market value of \$133,000.00.

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 \$13,300.00 for Tax Map 006 Lot 079-013.

**All Service Veterans' Tax Credit**

**J. Map 017, Lot 017-000 Recommendation**

I have reviewed the attached All Service Veterans' Tax Credit Application provided and the applicant qualifies for the All Service Veterans' Tax Credit 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:

<b>MAP/LOT</b>	<b>AMOUNT</b>
017-017-000	\$500.00

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Assessing Documents March 8



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

## Abatement Recommendation (Item A in Cover Memo)

### Abatement Recommendation

**TO:** Board of Selectmen  
 Town of Amherst

**FROM:** Richard D. Dorsett Jr., CNHA RD  
 KRT Appraisal  
 Contract Assessor

**DATE:** February 19, 2021

**Tax Year:** 2020

**Map ID:** 001-010-012

**Supplemental Tax Assessment:** \$1,850

The taxpayer who previously owned this home having both the Regular Veteran Tax Credit and the Disabled Veteran Tax Credit on their property located at 001-010-012. The taxpayer sold this home on August 17, 2020 purchased and moved into 017-065-000 on July, 31 2020. The taxpayer notified the town of this move and requested that the credits be transferred under RSA 72:33, II. The taxpayer complied with the statutes and within the specified deadline of December 1<sup>st</sup>. The new owner was not entitled to this credit, but as the credit was requested to be transferred after the second issue bill, it remained on the property tax bill. In order to correct this, a supplemental tax bill was issued for the 2020 tax year in the amount of \$1,850. Subsequently the taxpayer filed an abatement request on this tax due to the hardship the excess tax has caused and their belief that the reason was due to poor planning on the town's part. It is my opinion that the town properly followed the statutes and is not in error in issuing the supplemental tax. However, the board may choose to abate the tax if they so desire due to the circumstance explained in Section F. of the abatement application. The supplemental tax is half the amount of the credit which was being applied to the previous owner.

#### Suggested Motion:

Therefore, I move to deny the 2020 abatement request for Map 001 Lot 010-012.

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

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

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

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

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

**TOWN OF AMHERST  
ABATEMENT RECOMMENDATION**

Abatement Recommendation (Item B in Cover Memo)

**To:** Board of Selectmen  
Town of Amherst

**From:** Kevin T. Leen  
KRT Appraisal  
Contract Assessor's Agent

**Date:** February 3, 2021

**Tax Year: 2020  
Assessment: \$320,400**

**MBLU: 001-012-000-018**

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**Brief Description:**

The subject property is improved with a condominium. The dwelling is listed in average condition. The taxpayer claims that the living area condominium measurements are incorrect, citing map 001, lot 012-000-015, which is the same model as 001-012-000-018, yet which has less square footage. After KRT remeasured both the exterior of the subject property and the exterior of both properties on January 7, 2021, it was determined that the living area measurements of 001-012-000-015 were incorrect, and when corrected, would be identical to the subject property.

---

**Suggested Motion:**

Therefore, I move to deny the abatement for Map 001, Lot 012-000-018.

\_\_\_\_\_  
Peter Lyon      Date

\_\_\_\_\_  
Dwight Brew      Date

\_\_\_\_\_  
Reed Panasiti      Date

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

\_\_\_\_\_  
John D' Angelo      Date



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

## Abatement Recommendation (Item C in Cover Memo)

### Abatement Recommendation

**TO:** Board of Selectmen  
Town of Amherst

**FROM:** Richard D. Dorsett Jr., CNHA RD  
KRT Appraisal  
Contract Assessor

**DATE:** February 19, 2021

**Tax Year:** 2020  
**Assessment:** \$4,300

**Map ID:** 001-013-003

---

The subject property is open space for a condominium complex and should not have been issued a tax bill as the value of the open space is built into the value of each individual condo within the complex. It is therefore, recommended that the 2020 tax in the amount of \$122 be abated.

#### Suggested Motion:

Therefore, I move to approve the 2020 abatement for Map 001 Lot 013-003 in the amount of \$122.



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

## Land Use Change Tax (Item D in Cover Memo)

### LAND USE CHANGE TAX

To: Amherst Board of Selectmen  
Town of Amherst

From: Richard Dorset Jr., CNHA *RD*  
KRT Appraisal

Date: February 12, 2021

RE: Land Use Change Tax Release  
Map/Lot 004-147-003

---

Attached is a land use change tax release for Tax Map 004 Lot 147-003. An abutting lot, 004-147-004 was sold causing the remaining lots under identical ownership to total less than 10 acres and a Land Use Change Tax should be issued. The Land Use Change Tax in the amount of \$17,500 represents 10% of the full and true market value of \$175,000.

#### **Suggested Motion:**

Therefore, I move to approve the Land Use Change Tax in the amount of \$17,500.00 for Tax Map 004 Lot 147-003.





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

## Land Use Change Tax (Item E in Cover Memo)

### LAND USE CHANGE TAX

To: Amherst Board of Selectmen  
Town of Amherst

From: Richard Dorset Jr., CNHA *RD*  
KRT Appraisal

Date: February 12, 2021

RE: Land Use Change Tax Release  
Map/Lot 004-147-004

---

Attached is a land use change tax release for Tax Map 004 Lot 147-004. The lot was sold and is less than 10 acres under identical ownership and a Land Use Change Tax should be issued. The Land Use Change Tax in the amount of \$17,500 represents 10% of the full and true market value of \$175,000.

#### **Suggested Motion:**

Therefore, I move to approve the Land Use Change Tax in the amount of \$17,500.00 for Tax Map 004 Lot 147-004.



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

## Land Use Change Tax (Item F in Cover Memo)

### LAND USE CHANGE TAX

To: Amherst Board of Selectmen  
Town of Amherst

From: Richard Dorset Jr., CNHA *RD*  
KRT Appraisal

Date: February 1, 2021

RE: Land Use Change Tax Release  
Map/Lot 006-079-010

---

Attached is a land use change tax release for Tax Map 006 Lot 079-010. An abutting lot, 006-079-014 lot was sold causing the remaining lots under identical ownership to total less than 10 acres. As this lot is 2.35 acres and the abutting lots under identical ownership total less than the 10 acres required for current use, a Land Use Change Tax should be issued. The Land Use Change Tax of \$13,300.00 amount represents 10% of the full and true market value of \$133,000.00.

### Suggested Motion:

Therefore, I move to approve the Land Use Change Tax in the amount of \$13,300.00 for Tax Map 006 Lot 079-010.



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

## Land Use Change Tax (Item G in Cover Memo)

### LAND USE CHANGE TAX

To: Amherst Board of Selectmen  
Town of Amherst

From: Richard Dorset Jr., CNHA *RD*  
KRT Appraisal

Date: February 1, 2021

RE: Land Use Change Tax Release  
Map/Lot 006-079-011

---

Attached is a land use change tax release for Tax Map 006 Lot 079-011. An abutting lot, 006-079-014 lot was sold causing the remaining lots under identical ownership to total less than 10 acres. As this lot is 2.57 acres and the abutting lots under identical ownership total less than the 10 acres required for current use, a Land Use Change Tax should be issued. The Land Use Change Tax of \$13,300.00 amount represents 10% of the full and true market value of \$133,000.00.

### Suggested Motion:

Therefore, I move to approve the Land Use Change Tax in the amount of \$13,300.00 for Tax Map 006 Lot 079-011.



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

## Land Use Change Tax (Item H in Cover Memo)

### LAND USE CHANGE TAX

To: Amherst Board of Selectmen  
Town of Amherst

From: Richard Dorset Jr., CNHA *RD*  
KRT Appraisal

Date: February 1, 2021

RE: Land Use Change Tax Release  
Map/Lot 006-079-012

---

Attached is a land use change tax release for Tax Map 006 Lot 079-012. An abutting lot, 006-079-014 lot was sold causing the remaining lots under identical ownership to total less than 10 acres. As this lot is 3.22 acres and the abutting lots under identical ownership total less than the 10 acres required for current use, a Land Use Change Tax should be issued. The Land Use Change Tax of \$13,300.00 amount represents 10% of the full and true market value of \$133,000.00.

#### **Suggested Motion:**

Therefore, I move to approve the Land Use Change Tax in the amount of \$13,300.00 for Tax Map 006 Lot 079-012.



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

## Land Use Change Tax (Item I in Cover Memo)

### LAND USE CHANGE TAX

To: Amherst Board of Selectmen  
Town of Amherst

From: Richard Dorset Jr., CNHA *RD*  
KRT Appraisal

Date: February 26, 2021

RE: Land Use Change Tax Release  
Map/Lot 006-079-013

---

Attached is a land use change tax release for Tax Map 006 Lot 079-013. An abutting lot, 006-079-014 lot was sold causing the remaining lots under identical ownership to total less than 10 acres. As this lot is 4.38 acres and the abutting lots under identical ownership total less than the 10 acres required for current use, a Land Use Change Tax should be issued. The Land Use Change Tax of \$13,300.00 amount represents 10% of the full and true market value of \$133,000.00.

### **Suggested Motion:**

Therefore, I move to approve the Land Use Change Tax in the amount of \$13,300.00 for Tax Map 006 Lot 079-013.



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 J in Cover Memo)

### ALL SERVICE VETERANS' TAX CREDIT

To: Board of Selectmen  
Town of Amherst

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

Date: February 18, 2021

RE: All Service Veterans' Tax Credit Application Recommendation 2021

I have reviewed the attached Veteran Tax Credit Application provided and the applicant qualifies for the Tax Credit 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	AMOUNT
017-017-000	\$500.00





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** AP, Payroll and Minutes Approvals  
**Meeting Date:** March 9, 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 \$223,857.01 dated February 11, 2021, subject to review and audit.

**AP2** ~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$232,444.87 dated February 28, 2021, subject to review and audit.

#### **Accounts Payable**

**AP3** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,266,428.00 dated February 1, 2021, subject to review and audit (School disbursements).

**AP4** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$212,999.03 dated February 2, 2021, subject to review and audit.

**AP5** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$318,523.74 dated February 16, 2021, subject to review and audit.

**AP6** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,266,427.00 dated March 01, 2021, subject to review and audit (Schools disbursement).

**AP7** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$349,750.78 dated March 02, 2021, subject to review and audit.

**AP8** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$25,725.21 dated March 03, 2021, subject to review and audit (NH DMV)

**AP9** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$23,855.10 dated March 03, 2021, subject to review and audit (NH DMV)

**Minutes**

~ I move to approve the Board of Selectmen meeting minutes of February 8, 2021, 6pm.

~ I move to approve the Board of Selectmen meeting minutes of February 8, 2021, 6:30pm.

**TOWN ADMINISTRATOR RECOMMENDATION:****ATTACHMENTS:**

1. 2021.02.08\_BOS\_6pm\_DRAFT
2. 2021.2.08\_BOS\_MEETING\_MINUTES\_DRAFT



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, February 8, 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, and Selectman Tom Grella. Selectman John D'Angelo was not  
6       present at this point due to technical difficulties.

7       Also present: Town Administrator Dean Shankle

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 +1 301  
20       715 8592 and using a webinar ID of 81430613310 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  
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 Grella – present; Selectman Panasiti*  
35       *– present; Chairman Lyon – present. All noted themselves as being alone.*

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

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

41

42 By roll call vote: Selectman Brew - aye; Selectman Grella - aye; Selectman Panasiti - aye;  
43 Chairman Lyon - aye. 4-0-0; motion carried unanimously.

44

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

46

47 Selectman D'Angelo joined the meeting at 6:09 PM and announced he was alone

48

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

50

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

53

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

56

57 The Board exited Non-Public Session at 6:30 pm.

58

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

61

62 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to  
63 adjourn the meeting at 6:32pm.

64

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

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, February 8, 2021 6:30PM**

1       **1. Call to Order**

2       Chairman Peter Lyon called the meeting to order at 6:34 p.m.

3  
4       Attendees by Zoom conference call: Chairman Peter Lyon, Selectman Dwight Brew,  
5       Selectman Reed Panasiti, Selectman John D'Angelo [6:41pm], 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 +1 301  
20       715 8592 and using a webinar ID of 815-6165-3847 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 Grella – present; Selectman Panasiti*  
36       *– present; Chairman Lyon – present. All noted themselves as being alone.*

39           **2. Citizen’s Forum - none**

40

41           **3. Scheduled Appointments**

42           **3.1 Vision Revaluation Presentation**

43 Mike Tarello, Vice-President of Appraisals, and Steve Whalen, Project Manager, joined the  
44 meeting.

45

46 *Selectman D’Angelo joined the meeting at 6:41pm and announced that he was alone.*

47

48 Mike Tarello stated that the benefits of a revaluation are to correct disproportionate taxation,  
49 adjust values for market shifts, capture all new construction, and provide access to all  
50 information with computerized property files. He explained that there will be ongoing updates  
51 of the revaluation process on the Town website, community TV, and local newspapers.  
52 During the informal hearings, notification will be given to taxpayers of new proposed  
53 assessments.

54

55 Mike Tarello explained that the company plans to be done with the Town’s revaluation in  
56 September 2021. Notices will be sent out in mid-July for hearings which will be held in  
57 July/August.

58

59 In response to a question from Selectman Brew, Mike Tarello explained that this is a  
60 revaluation update, and thus data will be collected from sales and permits. Foundations will be  
61 measured for new construction only.

62

63 In response to a question from Selectman Brew, Mike Tarello stated that that one identifier  
64 used is the condition of the property (average, good, etc.). The data used in the equation to  
65 determine how the condition will impact the value of the property will be available to the  
66 public.

67

68 In response to a question from Selectman D’Angelo, Mike Tarello explained that if a property  
69 owner wants the assessor to leave, the assessor will leave. The owner has a right to request  
70 that. The assessor will perform an exterior review to identify the style and condition of the  
71 building. There will also be field reviews done for accuracy; the assessor will stay in the  
72 vehicle at that time.

73

74 In response to a question from Selectman Grella, Mike Tarello stated that this project will take  
75 about 9 months to complete.

76

77 In response to a question from Selectman Panasiti, Mike Tarello explained that is company’s  
78 goal is looking at the equity within the market values. The company tries to keep values  
79 similar within neighborhoods. There are certain limitations to this process during COVID-19,  
80 as no properties will be entered at this time. There will be public relations items explaining to  
81 the public the process and that all assessors will have proper identification.

82

83 Selectman Panasiti suggested that Vision let the public know that no phone calls will be made  
84 to schedule appointments, for clarity and safety.

85



86 In response to a question from Chairman Lyon, Mike Tarello stated that all assessor vehicles  
87 are registered with the Amherst Police Department.

88

89 In response to a question from Chairman Lyon, Mike Tarello stated that there is no penalty to  
90 a homeowner who turns an assessor away. The assessor will still verify whatever information  
91 s/he can from the street.

92

93 Chairman Lyon explained that the whole purpose of this process is to collect accurate  
94 information and to correct disproportionate taxation from occurring. The results of this  
95 revaluation do not lead to the Town collecting more taxes from residents overall. Per RSA 75,  
96 every town in the state must do a revaluation every five years.

97

98 Town Administrator Shankle explained that a video detailing the process for this revaluation  
99 will be presented on the Amherst Vimeo channel.

100

### 101 **3.2 Bike/Ped Committee: TAP Grant**

102

102 Chris Buchanan, Chair of the Bicycle and Pedestrian Advisory Committee, and Committee  
103 members, George Bower, and Rick Katzenberg, joined the meeting.

104

105 Chris Buchanan explained that the proposed Boston Post Road sidepath project has an  
106 estimated cost of \$225,000. The Multimodal Facility Capital Reserve Fund (CRF) Warrant  
107 Article seeks to raise 1/3 of the cost for this project. The pursuit of a federal grant could offer  
108 the opportunity for an 80% cost savings but, as it currently stands, this project budget is too  
109 small to be eligible for 2021 grant opportunities.

110

111 Chris Buchanan explained that the TAP (Transportation Alternatives Program) Grant for  
112 multimodal infrastructure is administered by NH DOT usually every other year. This year the  
113 minimum for projects applied for under the grant is \$400,000, and the maximum is \$1.25M.  
114 This grant is an 80/20 match. The grant must be for a single project, but this project can be  
115 broken into separate segments.

116

117 Chris Buchanan stated that he believes the Town has a unique opportunity to achieve the TAP  
118 minimum project cost by including multimodal enhancements for certain roads that are  
119 already budgeted for construction. This will create the opportunity to expand the multimodal  
120 facilities in Town while incorporating the already scheduled road construction into the scope  
121 of the TAP application. This is only possible as certain roads which are scheduled for  
122 construction are eligible for shared street designs, thus creating the opportunity to create  
123 significant multimodal upgrades and supplement scheduled road construction with TAP funds.

124

125 Chris Buchanan noted that some elements of the 2001-proposed “Amherst  
126 Pedestrian/Bikeway” were originally presented back in 1976. The idea proposes to create two  
127 multimodal districts in Town: the Village district and the Souhegan High School/Amherst  
128 Middle School campus district, and to connect these two districts via a multimodal path. The  
129 proposed Boston Post Road sidepath project is located entirely within this project and many of  
130 the included roads are already scheduled for road construction.

131

132 Chris Buchanan explained that, using data from 2019, the Boston Post Road sidepath is  
133 estimated to cost \$224,979, too little for the TAP minimum cost. By including sections from  
134 the Amherst Pedestrian/Bikeway project, the estimated cost would be \$961,700. As this would  
135 then be eligible for grant funding, federal funds from the TAP grant would allot an estimated  
136 \$769,360 (80%) towards the Pedestrian/Bikeway project, leaving the Town match of  
137 \$192,340.

138  
139 He noted that the Boston Post Road sidepath project is approximately 5,600 linear feet, for a  
140 cost of \$54.00/linear foot. The Pedestrian Bikeway project, on the other hand, is  
141 approximately 13,000 linear feet, for a cost of \$65.15/linear foot. This would actually be  
142 reduced to -\$0.83/linear foot, due to the federal grant offset.

143  
144 Chris Buchanan explained that the next step for the TAP grant is for the Town to submit a  
145 letter of interest, which does not commit it to anything further. The Board of Selectmen would  
146 then decide if it is interested in moving forward with submitting an application, probably  
147 sometime between April and September.

148  
149 In response to a question from Selectman Brew, Chris Buchanan stated that the roads between  
150 the Village and Jones Road are not connected contiguously, but, if existing facilities are  
151 incorporated into the plan, there is the option to complete some on-street multimodal  
152 solutions.

153  
154 Chris Buchanan explained that this presentation shows the maximum scope that this project  
155 could possibly be. The Committee is in the data gathering process, and a more accurate  
156 picture of this scope will be formed through the TAP grant process.

157  
158 In response to a question from Selectman Brew, Chris Buchanan stated that the TAP grant is  
159 quite competitive. Amherst is actually part of the Nashua Planning Region, for purposes of  
160 this grant. Chris Buchanan explained that he knows of three or four other projects in this  
161 region that will be submitted; though he believes that Amherst's proposal is quite competitive.  
162 It is likely that a TAP grant will be awarded to one or two of the proposed projects from this  
163 region.

164  
165 Selectman D'Angelo stated that he likes the idea of bundling these projects.

166  
167 In response to a question from Selectman Grella, Chris Buchanan explained that the section of  
168 road from Birch Park to Joshua's Park is controlled by the state. Some funds from the already  
169 approved Amherst Street project could be used to restripe this area, or it could be incorporated  
170 into this larger Pedestrian/Bikeway project offering additional municipal savings. The  
171 proposed sidepath along the length of Route 122, per SB707, has been referred for interim  
172 study and there is no update on it at this time.

173  
174 In response to a question from Selectman Panasiti, Chris Buchanan explained the grant  
175 process. The Town would apply and, if awarded the grant (probably about a half-year later),  
176 would then know the exact 20% commitment amount. Chris Buchanan stated that he hopes by  
177 then the Town would have the lion's share of this amount already set aside. If not, money can  
178 be shuffled from already scheduled road construction projects.

179  
180 Rick Katzenberg noted that, if the proposed Multimodal Facility CRF is approved, funds from  
181 that would also be available for this grant match.

182  
183 **3.3 Rick Katzenberg – Senior Citizen Survey, Final Results**

184 Rick Katzenberg and Eliza Cullen joined the meeting.

185  
186 Rick Katzenberg stated that a survey was submitted to seniors in Amherst. The population of  
187 Amherst is about 13,013; the senior population within that is about 2,517.

188  
189 Eliza Cullen explained that the data from the survey was analyzed and there are six  
190 suggestions being made for the Town to help better the lives of its seniors. These suggestions  
191 are: 1) an improved communications network that seniors can easily access, 2) a constantly  
192 updated calendar of events, 3) a Senior Coordinator position (currently being funded through  
193 Rick Katzenberg), 4) more socialization options and groups for seniors, 5) a senior citizens  
194 center, 6) a tracking method to ensure there is progress towards this goal.

195  
196 Rick Katzenberg explained that the first year of this program will be funded through a grant  
197 from the NH Wellpoint Foundation.

198  
199 In response to a question from Selectman Brew, Rick Katzenberg stated that the Senior  
200 Coordinator position will be held by a Junior at Souhegan High School, at least for the first 50  
201 weeks. If this position goes well, it could possibly be incorporated into the Town's Health &  
202 Human Services budget line.

203  
204 Selectman D'Angelo stated that he agrees with trying this out on a small scale, and that if  
205 there is value to it, it will be apparent.

206  
207 Selectman Panasiti suggested something similar to an information board on the Green so that  
208 information for seniors can be posted there.

209  
210 **4. Administration**

211 **4.1 Administrative Updates**

212 Town Administrator Shankle explained that the Amherst Conservation Commission continues  
213 to gather information about discretionary easements. He will update the Board more about this  
214 at its next meeting.

215  
216 Town Administrator Shankle stated that the NH Department of Labor is currently auditing  
217 some of the Town's items. The Town is also in the midst of an audit by the NH Retirement  
218 System.

219  
220 Town Administrator Shankle explained that the emergency rental relief program through the  
221 state appears to be proceeding. He also noted that he and Chairman Lyon will be presenting to  
222 the Amherst PTA tomorrow evening regarding the proposed Town budget and warrant  
223 articles.

224  
225 **4.2 Computer Capital Reserve Fund Withdrawal**

226 Town Administrator Shankle explained that the current Town servers couldn't handle some of  
227 the new updates to the Vision assessing software. Microtime has noted that six of the Town's  
228 servers are out of compliance and at their end of life. This could lead to security issues. There  
229 is a quote for \$17,549.06 that can come from the Computer Systems CRF.

230

231 Selectman D'Angelo stated that he is distressed that server issues seem to keep coming up for  
232 the Town. He suggested that the Town's servers be inventoried, and a plan put in place to  
233 replace them periodically.

234

235 *A MOTION was made by Selectman Grella and SECONDED by Selectman Panasiti to*  
236 *approve the withdrawal of funds in the amount of \$17,549.06 from the Computer System*  
237 *Capital Reserve Fund to upgrade town servers as outlined in the Microtime proposal.*  
238 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*  
239 *Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

240

## 241 **5. Staff Reports**

### 242 **5.1 Revaluation Capital Reserve Withdrawal Request**

243 *A MOTION was made by Selectman Grella and SECONDED by Selectman Brew to approve*  
244 *and sign for the withdrawal of \$82,500. from the Assessing Revaluation Capital Reserve Fund*  
245 *for the 2021 revaluation of residential, commercial, and industrial properties.*

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

248

### 249 **5.2 DPW Stewart Long promotion from D/L to Light Equipment Operator**

250 DPW Director, Eric Hahn, explained that the Light Equipment position has been vacant since  
251 Jeff Caswell was moved to the Road Forman position. He stated that Stewart Long has met  
252 the qualifications for the Light Equipment position. Eric Hahn is recommending that Stewart  
253 Long be promoted/appointed to this new position.

254

255 Selectman Brew commended Eric Hahn on his hiring process.

256

257 In response to a question from Selectman Grella, Eric Hahn stated that Stewart Long has  
258 worked for the Town since 2004. Stewart Long joined the DPW in 2014.

259

260 *A MOTION was made by Selectman Grella and SECONDED by Selectman Panasiti that*  
261 *Stewart Long be promoted from Driver Laborer (Grade 4, Step 11) to Light Equipment*  
262 *Operator (Grade 7, Step 8) effective February 8th, 2021.*

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

265

## 266 **6. Approvals**

### 267 **6.1 Assessing**

268 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
269 *the All Service Veterans' Tax Credit for tax year 2021 on the following map and lot number:*

270

MAP/LOT	LOCATION	AMOUNT
---------	----------	--------

271

004-110-000	342 Boston Post Rd	\$500.00
-------------	--------------------	----------

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

274

275 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*  
276 *the Land Use Change Tax in the amount of \$24,500 for Tax Map 005 Lot 059-037, 10*  
277 *Founder’s Way.*

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 **6.2 Payroll, AP and Minutes Approvals**

282 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*  
283 *approve one (1) FY21 Payroll Manifest in the amount of \$238,209.46 dated January 14, 2021,*  
284 *subject to review and audit.*

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

287

288 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*  
289 *approve one (1) FY21 Payroll Manifest in the amount of \$510.34 dated January 22, 2021,*  
290 *subject to review and audit.*

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

293

294 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*  
295 *approve one (1) FY21 Payroll Manifest in the amount of \$227,740.14 dated January 28, 2021,*  
296 *subject to review and audit.*

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

299

300 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*  
301 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$39,003.84 dated January*  
302 *19, 2021, subject to review and audit (NH DMV).*

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

305

306 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*  
307 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$22,604.24 dated January*  
308 *19, 2021, subject to review and audit (NH DMV).*

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

311

312 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Panasiti to*  
313 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$34,529.97 dated January*  
314 *19, 2021, subject to review and audit (NH DMV).*

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

317



318 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
319 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$307,179.97 dated*  
320 *January 19, 2021, subject to review and audit.*

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

323

324 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*  
325 *approve the meeting minutes of January 4, 2021, as presented.*

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

328

329 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*  
330 *approve the meeting minutes of January 11, 2021, 6:00pm Non-Public, as presented.*

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

333

334 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*  
335 *approve the meeting minutes of January 11, 2021, 6:30pm, as amended.*

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

338

339 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*  
340 *approve the meeting minutes of January 19, 2021, as amended.*

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

343

344 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*  
345 *approve the meeting minutes of January 26, 2021, as presented.*

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

348

#### 349 **7. Action Items**

350 The Board reviewed its action items.

351

#### 352 **8. Old/New Business**

353 Selectman D'Angelo explained that the Amherst School Board is meeting tonight at the same  
354 time as this Board meeting. The Joint Facilities Advisory Committee will meet next Thursday  
355 at 5pm.

356

357 Chairman Lyon acknowledged the passing of Town Clerk, Nancy Demer's husband, Gene,  
358 earlier today. He stated that the Board's thoughts are with Nancy's family.

359

360 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
361 *adjourn the meeting at 8:45pm.*

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

364



365 **NEXT MEETING: Monday, March 8, 2021**

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*Selectman Reed Panasiti*

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*Date*