



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, MARCH 28, 2022 6:30 PM**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Public Hearing**

- 3.1. Pursuant to RSA 31:95-b: III (a), the Amherst Board of Selectmen shall hold a public hearing in conjunction with its scheduled meeting for the purpose of accepting unanticipated money in the amount of \$1,500,000. The money is a grant from the Per- and Polyfluoroalkyl Substances Remediation Loan Fund (PFAS RLF) allocated from the American Rescue Plan Act of 2021.

**4. Citizens' Forum**

**5. Scheduled Appointments**

- 5.1. Amanda Morse, Opportunity Networks Application for use of Town Common, 5k  
5.2. Use of Town Common Application, MacLeod Celebration of Life

**6. Administration**

- 6.1. Administrative Updates  
6.2. PFAS Grant Application

**7. Staff Reports**

- 7.1. Lease agreement with Turf Tank Athletic Field Painter  
7.2. Finance update  
7.3. Cruiser Radio Purchase  
7.4. Police Dept. Tree Work

7.5. Seasonal Staff Wage increases

**8. Approvals**

8.1. AP, Payroll and Minutes Approvals

**9. Action Items**

**10. Old/New Business**

**Adjournment**

**Next Meeting: April 11, 2022**

You are invited to a Zoom webinar.

When: Mar 28, 2022 06:30 PM Eastern Time (US and Canada)

Topic: Board of Selectmen 03/28/2022

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85069781299>

Or Telephone: 646 558 8656

Webinar ID: 850 6978 1299



The State of New Hampshire  
**Department of Environmental Services**

**Robert R. Scott, Commissioner**



March 11, 2022

Dean Shankle  
Town of Amherst, Town Administrator  
2 Main Street  
Amherst, NH 03031

Subject: Amherst NH PFAS Rebate Program – Town of Amherst

Dear Mr. Shankle,

On March 8, 2022, the NH Department of Environmental Services (NHDES) completed their review of the Eligibility Request received March 2, 2022 for the Per- and Polyfluoroalkyl Substances Remediation Loan Fund (PFAS RLF). The NHDES authorizes an award of grant funds to the Town of Amherst for the following project:

<u>Project Description</u>	<u>Funding Award Amount</u>
Amherst NH PFAS Rebate Program	\$1,500,000

The next step to move forward with the project funding is to obtain the authority to accept the funds and **submit a final application before August 1, 2022**. The required documents are listed on the [Final Application Checklist](#). Once the final application has been submitted, the funding agreement must be approved by the Governor and Executive Council.

The PFAS RLF grant funding is allocated from the American Rescue Plan Act of 2021 (ARPA). ARPA funds must be expended by the deadline established in the grant agreement but no later than December 31, 2026, which is the deadline established in the US Department of the Treasury Interim Final Guidance.

We ask that you keep NHDES informed of progress made toward seeking the authority to accept funding. Should your project not move forward, please contact us as soon as possible. If you have any questions or would like to set up a meeting to review the process, please contact me at 603-271-8801 or [amy.rousseau@des.nh.gov](mailto:amy.rousseau@des.nh.gov).

Sincerely,

Amy Rousseau  
PFAS Response Administrator | MtBE Remediation Bureau



*Enriching Our Communities by Connecting Employers & Individuals with Opportunities to Succeed*

March 7, 2022

Dear Amherst Selectmen,

I am contacting you on behalf of Opportunity Networks. Opportunity Networks is a 501(c)3 non-profit in Amherst that serves adults with disabilities. We would like to host a 5K race/walk in Amherst on Saturday, October 1, 2022. The route would be the same one we used last year and used by the Amherst Junior Women's Club for their 5K Turkey Trot and we would like the race to start at 10 am.

This will be our fourth road race and with the success of our previous years we'd like to have this race as an annual fundraising event and we will be working with North Star timing company again. We host 2 other fundraising events during the year for our agency, a golf tournament at the Amherst Country Club and a \$10,000 Raffle at the River Casino in Nashua. Having a road race will allow our clients the opportunity to be participants and volunteers. It will also give our clients the opportunity to train for this race during their day program.

Thank you for your consideration on our request. If you need additional information, please contact me at 608-883-4402 or at [amorse@opportunitynetworks.org](mailto:amorse@opportunitynetworks.org).

Sincerely,

Amanda Morse  
Administrative Assistant  
Opportunity Networks Inc.  
(603) 883-4402 X16  
Fax: 603-883-4468

**Main Office:** 11 Caldwell Drive, Amherst, NH 03031 603 883-4402 fax: 603 883-4468  
116 Perimeter Road, Nashua, NH 03063 603 889-0796 fax: 603 546-0128  
[www.opportunitynetworks.org](http://www.opportunitynetworks.org)



*Enriching Our Communities by Connecting Employers & Individuals with Opportunities to Succeed*

March 07, 2022

Dear Amherst Selectmen,

We are working with a local Timing Business, North Star, located in Amherst to assist us with this race. Mike Merra, the business owner informed us that a road closure permit was needed from the town to close Church Street from the intersection of Manchester Road and Middle Street. This road closure would be from 7:30 to 12:00 on the day of the event. The course is the same course that is used by the AWJC for their annual Turkey Trout. The start/finish line will be in front of the Amherst Congregation Church. We have been in touch with the church and are waiting an answer, in previous years they were in full support.

We are renting 3 porta johns through Dave's Septic for the event and wondering if there is a specific spot you would like us to put them. In 2021 we had them along the fence of the common and I will have a delivery and pickup date closer to the event. We would also be requesting a police detail and EMT for the day of the event as well. We specifically would want a Police detail at the intersection on Boston Post Rd and New Boston Rd.

We are very excited to be hosting this community event. This race will also allow our clients; adults who are living with disabilities have the opportunity to be active participants in this event. In fact, our clients will be training for this race during their day program.

Thank you for your consideration on our request. If you need additional information, please contact me at 608-883-4402 or at [amorse@opportunitynetworks.org](mailto:amorse@opportunitynetworks.org).

Sincerely,

Amanda Morse  
Fundraising & Event Coordinator  
Opportunity Networks Inc.  
(603) 883-4402 X16  
Fax: 603-883-4468

**Main Office:** 11 Caldwell Drive, Amherst, NH 03031 603 883-4402 fax: 603 883-4468  
116 Perimeter Road, Nashua, NH 03063 603 889-0796 fax: 603 546-0128  
[www.opportunitynetworks.org](http://www.opportunitynetworks.org)

The ability 5k is a community run/walk to support and raise awareness for adults living with disabilities in our community.

# Saturday, October 2nd ~ 10:00 AM

(Amherst Village)

\$25 + \$2.45 race fee

\$30 day of race

\$6 discount per registrant for teams  
(minimum 5 participants)

## Looking for Runners, Sponsors & Donations

\*First 100 entries receive a free race T-Shirt

Please contact Amanda Morse for more information.

603-883-4402 x16

[amorse@opportunitynetworks.org](mailto:amorse@opportunitynetworks.org)



Interware   
Development

ALEXANDER S.  
BUCHANAN,  
PLLC

  
JAY STEEL  
— LLC —

**Bangor**  
Savings Bank  
*You matter more.*  
Member FDIC

enriching the lives of adults with disabilities in our community

 **Apple**  
THERAPY SERVICES

*Donna's*  
*Village Cuts*

  
MOMREMEDY

KITCHEN  
**MOULTON'S**  
& MARKET

**Family Dental Care**  
of **Milford**  
PROFESSIONAL ASSOCIATION  
*Connecting Dentistry & Your Health*

 **St. Mary's Bank**

 **PT Health**  
Academy  
**Pest Services**  
The Pest Control Professionals

Opportunity Networks is a 501(c)3 non-profit in Amherst that serves adults living with disabilities by providing day programming and employment training. A major focus of our day program is to assist our participants with their overall general health and well-being. This race was created to offer our clients an opportunity to train, participant, and complete a race within their local community. With good health, individuals with disabilities have the freedom to work, learn and engage actively within their communities.

We hope to see you at the Starting Line.

**TOWN OF AMHERST, NH  
USE OF TOWN COMMON REQUEST**

Organization Name: Opportunity Networks

Contact Name: Amanda Morse

Contact Phone Number: 603-883-4402

Contact e-mail: amorse@opportunitynetworks.org

Date of Event: 10/01/2022

Hours (from/ to): 7am-12pm Number of participants (estimate): 100

**Brief Description of event:**

At Opportunity Networks, a major focus of our day program is to assist our participants with their overall general health and well-being. This race was created to offer our clients an opportunity to train, participant, and complete a race within their local community. Those not running/walking that day, but who want to be part of this event will be on the course handing out water and cheering on the runners.

**Requirements:**

1. NO ALCOHOL SALES OR CONSUMPTION are allowed.
2. Common must be left in the same or better condition than prior to event.
3. If damage occurs to any town property, please notify DPW -603-673-2317.
4. Groups who are granted permission must abide by all Town of Amherst ordinances pertaining to public property and all related NH RSAs as well as all state fire and safety rules and regulations at all times during use of the property.
5. The Town of Amherst or any of its designees are not responsible for any injuries occurring to participants during the course of activities during use of the property.

By signing this document, I agree to abide by all applicable requirements.

Signature: 

**Chief of Police Approval:** Signature  Date: 3-8-2022

**Fire/ Rescue Chief Approval:** Signature  Date: 3/9/2022

**Public Works Director Approval:** Signature  Date: 3/9/2022

Completed form must be submitted to the Amherst Administration Department four (4) weeks before the event in order to obtain Board of Selectmen approval.

**BOS Approval:** Chair's Signature \_\_\_\_\_ Date: \_\_\_\_\_

***\*Please note if road closures within the village will be necessary during event. Special permission will be required for road closures.***

**TOWN OF AMHERST, NH  
USE OF TOWN COMMON REQUEST**

Organization Name: The MacLeod Family

Contact Name: Steve MacLeod/ \*Meg MacLeod Contact Phone Number: (562) 719 2343  
\* (603) 616-3470

Contact e-mail: mac4653.sm@gmail.com \*scotsroc@gmail.com

Date of Event: August 14, 2022

Hours (from/ to): 1pm to 4pm Number of participants (estimate): 50

**Brief Description of event:**

A Celebration of Life for Irene MacLeod. Lemonade – Ice Cream Social

I offer Meg's contact information as she is local; 504 Wells Road, Franconia, NH 03580

I will be responsible for fees. 163 Skye Drive, Pisgah Forest, NC 28768

**Requirements:**

1. NO ALCOHOL SALES OR CONSUMPTION are allowed.
2. Common must be left in the same or better condition than prior to event.
3. If damage occurs to any town property, please notify DPW -603-673-2317.
4. Groups who are granted permission must abide by all Town of Amherst ordinances pertaining to public property and all related NH RSAs as well as all state fire and safety rules and regulations at all times during use of the property.
5. The Town of Amherst or any of its designees are not responsible for any injuries occurring to participants during the course of activities during use of the property.

By signing this document, I agree to abide by all applicable requirements.

Signature: Steve MacLeod Date: 3/12/2022

Chief of Police Approval: Signature [Signature] Date: 3/15/2022

Fire/ Rescue Chief Approval: Signature Matthew Conley Date: 3/15/2022

Public Works Director Approval: Signature Cari M. Elzak Date: 3/15/2022

Completed form must be submitted to the Amherst Administration Department four (4) weeks before the event in order to obtain Board of Selectmen approval.

**BOS Approval:** Chair's Signature \_\_\_\_\_ Date: \_\_\_\_\_

***\*Please note if road closures within the village will be necessary during event. Special permission will be required for road closures.***





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

**Title:** Administrative Updates  
**Meeting Date:** March 28, 2022

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

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** PFAS Grant Application  
**Meeting Date:** March 28, 2022

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

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## **BACKGROUND INFORMATION:**

The Town applied for and received our eligibility letter. This allows us to put together a final application for grant funds. Attached you will find the application. The form part is done by hand because once you approve the application it needs to be typed into the form and submitted. Much of this appears blank because it refers to a loan fund. We are applying for a grant so it is not necessary to fill those sections out. It is also not necessary for us to fill out an environmental review or a Asset Management Plan, according to NH DES.

The Planning Document, 9 pages into the final application, gives a summary of how the program will be set up. I used information received from DES regarding the type of information they are going to want to see on the rebate applications. I have written the plan so that I will be responsible for administering it and will be able to fund part-time help.

The last page is the Certification of vote, which will be filled out after you vote.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

\$1.5 million dollar grant, which includes funding for administration. No tax dollars will be used.

## **POLICY IMPLICATIONS:**

Will allow the town to provide financial assistance to people impacted by PFAS contamination in excess of state and federal levels.

## **DEPARTMENT HEAD RECOMMENDATION:**

Approval

## **SUGGESTED MOTION:**

I move that we indicate our willingness to enter into a grant agreement with the State of NH Department of Environmental Services for funding for a PFAS grant rebate project, and further that we authorize Town Administrator Dean Shankle to sign the grant agreement and execute any other documents which may be necessary to effectuate this grant agreement.

**TOWN ADMINISTRATOR RECOMMENDATION:**

Approval.

**ATTACHMENTS:**

1. BOS\_03232022\_Final\_Application\_packet

# Drinking Water Infrastructure Project: Final Application

version 1.5

## Form Input

\*Please note that this paper template is to be used for data gathering purposes only. This paper form will not be accepted by the agency.

### Applicant Information

Public Water Supply ID# (if applicable):

Municipality/Entity Name:

TOWN OF AMHERST

Entity Owner Type Definition:

Public (Municipalities, Village Districts, and Water Precincts)

Private (Privately owned water system such as a mobile home park, condominium association, or a public water system regulated by the NH Public Utilities Commission)

If you are unsure whether your entity is public or private please send an e-mail to dwsrf@des.nh.gov.

Owner Type:  PUBLIC  PRIVATE

### Applicant Contact Information

First Name Last Name

DEAN

SHANKLE

Phone Type (Only select phone numbers associated)

Number

Extension

Home

Other

Business

603-673-6041 209

Mobile

603-440-8248

Email

dshankle@amherstnh.gov

Address Line 1

2 MAIN STREET

Address Line 2

City

AMHERST NH

State/Area

NEW HAMPSHIRE

Postal Code

03031

**Billing/Payment Contact**

<b>First Name</b>	<b>Last Name</b>	
DEAN	STASKUS	
<b>Phone Type</b>	<b>Number</b>	<b>Extension</b>
Home		
Other		
Business	603.673,6041	209
Mobile	603.440,8248	
<b>Email</b>		
dstaskus@ambur		
<b>Address Line 1</b>		
2 Main Street		
<b>Address Line 2</b>		
<b>City</b>	<b>State/Area</b>	<b>Postal Code</b>
Ambur	NH	03031

**Project Information**

**Project Title**  
AMHERST NH PFAS REBATE PROGRAM

**Project Description (5,000 character max)**  
→ COPY from eligibility request

**Project Cost**

**Estimated Construction Cost**  
1,350,000

**Construction Contingency**

**Estimated Engineering/Planning Costs**  
~~5,000~~ 150,000

**Other Costs**

**Other Costs Description**  
\*Please note that this control is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.

**Total Estimated Costs**

Calculated 1,500,000

**NHDES Funding Plan**

**NHDES Funding Plan Table**

Funding Source	Loan Amount	Grant Amount
Drinking Water State Revolving Fund (DWSRF)		
Drinking Water and Groundwater Trust Fund (DWGTF)		

Funding Source	Loan Amount	Grant Amount
<u>PFAS Remediation Loan Fund (PFAS-RLF)</u>		1,500,000
American Rescue Plan Act Fund (ARPA)		<del>1,500,000</del>

A short fall was calculated from the difference of the estimated total project costs minus the total funding sources listed. Please describe other funding sources below.

\*Please note that this control is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form. Provide at least one other funding source that will be used to meet your expected project costs using the table below.

**Other Funding Sources:**

\*Please note that this control is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.

Funding Source	Loan Amount	Grant Amount

**Loan Term (DWSRF, PFAS)**

\*Please note that this section is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.

**Loan Term Notes**

Please select a value for the loan term amount in years (5, 10, 15, 20, or 30 years).

Please Note: a system serving a community that meets the disadvantaged affordability criteria established in Rules Env-Dw 1100 & Env-Dw 1400 may request a 30-year term, provided the loan term shall not exceed the design life of the improvement for which the loan is being requested.

**DWSRF Loan Rates**

for more information regarding current DWSRF Loan Rates: [Click Here.](#)

**PFAS Loan Rates**

for more information regarding current PFAS Loan Rates: [Click Here.](#)

**Loan Term** Select One

- 5  10
- 15  20
- 30

**Loan Term (DWGTF)**

\*Please note that this section is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.

Please select a value for the loan term amount in years (5, 10, 15, 20, or 25 years).

**DWGTF Loan Rates**

for more information regarding current DWGTF Loan Rates: [Click Here.](#)

**Loan Term** Select One

- 5  10
- 15  20
- 25

**Authority to Borrow (Public Entity)**

\*Please note that this section is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.

**Instructions and Requirements, Please Read**

For all loan funding programs you will need to submit an Authority to Borrow form. Please complete the appropriate form based on your entity type (PUBLIC). The original completed form will need to be mailed to NHDES Drinking Water and Groundwater Bureau, 29 Hazen Drive, Concord, NH 03302.

Authority to Borrow **Publicly Owned Entities:** The warrant article/resolution must indicate the authority to raise, appropriate and spend the requested funds, and must include the full loan amount(s). This also authorizes a representative(s) to sign all loan documents and disbursement requests associated with the project.

[Authority to Borrow Publicly Owned Entities](#)

I read and agree to the statement above. Select One

- Yes

**Authority to Borrow (Private Entity)**

\*Please note that this section is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.

**Instructions and Requirements, Please Read**

For all loan funding programs you will need to submit an Authority to Borrow form. Please complete the appropriate form based on your entity type (PRIVATE). The original completed form will need to be mailed to NHDES Drinking Water and Groundwater Bureau, 29 Hazen Drive, Concord, NH 03302.

Authority to Borrow **Privately Owned Entities:** This is a resolution authorizing the Borrower to enter into a loan agreement with the State and pledges a security interest

which means an applicant's real or personal property, to ensure repayment of the loan to the department. This also authorizes a representative(s) to sign all loan documents and disbursement requests associated with the project.  
[Authority to Borrow - Privately Owned Entities](#)

I read and agree to the statement above.  Yes

### Authority for Funding Assistance (Grants)

*\*Please note that this section is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.*



#### Instructions and Requirements, Please Read

For all grant funding programs you will need to submit a Certificate of Vote. The original completed form will need to be mailed to NHDES Drinking Water and Groundwater Bureau, 29 Hazen Drive, Concord, NH 03302. This form is not required with the final application and can be submitted with the final grant agreement documents which are completed after the final application has been reviewed and approved.

Certificate of Vote to Accept Grant Funds: A Certificate of Vote of Authorization is a certificate that states that a grantee is willing to enter into a grant agreement with the State of New Hampshire Department of Environmental Services and that whoever signs the Grant Agreement has the authority to do so.  
[Certificate of Vote](#)

I read and agree to the statement above.  Yes

### Current Annual Residential Water Rate

#### Water Rate Notes

The current annual residential water use is based on the average usage of 71,996 gallons per year and represents the usage in dollars of one standard single family home. If the applicant is a municipality with no public water systems and therefore has no water rate please select 'Yes' indicating such in the question below.

Are you a municipality with no public water systems and therefore have no current water rate to report? If 'Yes', select the option below and continue. If 'No', select 'No' and please indicate the water rate in the box that will appear below.

Yes  No

#### Current Annual Residential Water Rate

*\*Please note that this control is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.*

### Project Schedule

#### Anticipated Authority to Borrow/Accept Grant Date

03/28/2022

#### Anticipated Design Start Date

04/07/2022

#### Anticipated Construction Contract Award Date

N/A (from email)

#### Anticipated Project Completion Date

N/A

### DUNS Number

*\*Please note that this section is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.*

#### DUNS Number

A DUNS number may be obtained at the DUNS Request Service webpage.  
[DUNS Request Service webpage \(click here\)](#).

#### DUNS Number

073972606

### Vendor Code

#### Vendor Code Notes

If not already on file with NHDES, a vendor code must be obtained online on the Department of Administrative Services Vendor Registration webpage.  
[Department of Administrative Services Vendor Registration webpage \(click here\)](#).

#### Vendor Code Number

177351-3002

### Federal Funding Accountability and Transparency Act Executive Compensation Reporting

*\*Please note that this section is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.*

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number you provided belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements?

Yes  No

*Not needed*

**Environmental Review Acknowledgement**

**Environmental Review Instructions**

An environmental review is the process of reviewing a project and its potential impacts on the human and natural environment. An environmental review is required for all drinking water infrastructure construction projects receiving funding assistance through the New Hampshire Drinking Water State Revolving Fund (DWSRF), Drinking Water and Groundwater Trust Fund (DWGTF), PFAS Remediation Loan Fund (PFAS-RLF), and American Rescue Plan Act Fund (ARPA) Programs to ensure potential environmental and socio-economic impacts of proposed projects/actions are considered, the public is informed, and the project meets federal, state, and local requirements. NHDES serves as the lead entity coordinating the environmental review process and upon completion NHDES will issue an environmental determination (Categorical Exclusion or Finding of No Significant Impact) or a requirement for the preparation of an Environmental Impact Statement. The environmental review must be completed prior to construction of a drinking water infrastructure project funded in part or wholly by a NHDES drinking water infrastructure funding program.

Funding recipients, or their consultants, are required to submit an environmental review template\* in order to initiate the environmental review process. NHDES recommends that the environmental review template be submitted once the project scope and boundaries of the entire disturbed areas (both permanent and temporary) are adequately defined. The entire process can take anywhere from six weeks to a couple of months depending on significant environmental impacts, survey requirements (if applicable), public comments and submittal of the proper documentation.

[Environmental Review Template](#)

**Acknowledgement**

*Calculated*

I agree to the presented statement above.

Yes

Address (where work will be completed):

**Point of Contact for the Environmental Review**

<b>First Name</b>	<b>Last Name</b>	
<input type="text"/>	<input type="text"/>	
<b>Title</b>		
<input type="text"/>		
<b>Phone Type</b>	<b>Number</b>	<b>Extension</b>
Home	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>
Business	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>
<b>Email</b>		
<input type="text"/>		

**Capacity Assurance Self Assessment**

\*Please note that this section is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.

**1. TECHNICAL CAPACITY**

Question:	Answer:
Do you have record drawings or plans of your distribution system?	NA
Do you have a list of your assets? (such as pumps, wells, tanks, water mains, etc.	
Do you have a sufficient quantity of water to meet peak water demands?	
Did your system experience insufficient water quality during recent droughts?	
Do you have a means to record daily water volume from each source and to obtain discrete water samples?	
Do you conduct water audits to determine the volume of unaccounted-for water?	
In the past year, has the system received any monitoring or reporting violations?	
Are your operators, equipment and Infrastructure safe from electrical, chemical, falling and/or other physical hazards?	



Question:	Answer:
Do you have an Operations and Maintenance manual?	
Do you flush the distribution system piping at least annually?	

**Is the list of assets, a partial or complete list?** Control 13(a)

\*Please note that this control is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.

Partial  Complete

**2. MANAGERIAL CAPACITY**

Question:	Answer:
Is there an organizational chart identifying system management and operations staff?	
Do you have a written Master Plan or Asset Management Plan for long range planning?	
Does the system log or track, and address customer questions or complaints?	
Do you engage in general public education beyond the Consumer Confidence Reports?	
Do you have explicit rules and standards for system modifications?	
Do you update and practice your Emergency Response Plan?	
Do you have a system for scheduling routine preventive maintenance?	
Does your system obtain any regular or occasional technical assistance from outside sources such as your engineer, other utilities, or organizations?	

**3. FINANCIAL CAPACITY**

Question:	Answer:
Do you review your water rates annually?	
Is your water rate >1% of the community's median household income (MHI)? (NH state-wide average is \$76,768 ♦ data from 2015-2019 American Community Survey)	
Do you prepare a written annual budget with water system expenses and revenues?	
Does the water system have a Capital Improvement Plan (CIP)?	
Does the water system fund a capital reserve account based on life-cycle cost?	
Does your water system presently operate on a break-even basis or better?	

**Financial Certification Statement for Publicly-Owned Systems**

\*Please note that this section is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.

The section below is a statement that the applicant has the financial capacity to support both the project loan repayment and continuing operation and maintenance.

**Financial Certification Statement 1:**

*Calculated*

Please enter details:

**Financial Certification Statement 2:**

*Calculated*

**Financial Certification Statement 3: Does the entity have any existing debt held outside the NH Municipal Bond Bank?** Control 13(b)

Yes  No

If 'Yes' for the preceding statement, please provide details.

\*Please note that this control is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.

Creditor:	Amount Owed:

I agree to the presented statements above. Control 13(c)

Yes

## Financial Certification for Privately-Owned Systems

\*Please note that this section is conditionally displayed based on the answer to other question(s) and may not be available in the electronic form.

The section below is a statement that the applicant has the financial capacity to support both the project loan repayment and continuing operation and maintenance.

### Financial Statement 1:

Calculated

Please provide details:

### Financial Statement 2:

Calculated

I agree to the presented statements above.

Yes

## Asset Management Maintenance and Renewal Plan

Asset Management (AM) is a systematic process of operating, maintaining, upgrading and disposing of assets cost-effectively while maintaining a level of service that is acceptable to the customers. An asset management plan is the key to successfully communicating with management and customers about the system's needs and to identify the best financial strategy to address those needs.

All NHDES administered drinking water infrastructure financing programs (Drinking Water State Revolving Fund (DWSRF), Drinking Water and Groundwater Trust Fund (DWGTF), PFAS Remediation Loan Fund (PFAS-RLF), and American Rescue Plan Act Fund (ARPA)) require that an asset management maintenance and renewal plan (AMRP) be developed for the funded asset(s). A system-wide AM Plan is not required by NHDES although it is strongly encouraged. The cost to develop an AM Program for the entire water system, including any studies, software, training, or the use of consultants, is an eligible expense under the NHDES administered drinking water infrastructure financing programs. At a minimum, the drinking water infrastructure funding program AMRP should consist of a commitment to an Asset Management, Financing and Implementation Strategy and an inventory of assets.

Systems that already have an AM Plan/Program in place simply need to provide a justification that their program meets the minimum requirements listed above and proof of the incorporation of the new asset(s) into their existing AM Program prior to project completion and submittal of the final disbursement request.

Assistance with completing the AMRP is available. Please contact Luis Adorno at either (603) 271-2472 or at [luis.adorno@des.nh.gov](mailto:luis.adorno@des.nh.gov). Additional AM resources are available on the [NHDES Asset Management for Drinking Water & Wastewater webpage](#).

### Asset Management Acknowledgment

Calculated

By checking this box the entity agrees to the statement above and will complete the required asset management requirements associated with this project.

Yes

Please select one of the following:

We already have an existing asset management program in place and we will incorporate the new assets into the program. We will submit verification of inclusion of the new assets prior to the completion of the project and submittal of final disbursement request.

An asset management plan does not currently exist. An inventory of assets will be completed for all assets being funded and submitted prior to the final disbursement request. Excel format of the inventory form and examples are available upon request.

The project includes interconnecting to another public water system or Point of Entry (POE) treatment units for PFAS contamination therefore the asset management component is not required as part of this assistance agreement.

## Project Attachments

### Drinking Water Infrastructure - Final Application Checklist

The chart below outlines some of the documents required for your project. For a complete list of requirements for all project types please refer to the link below. Attaching documents to this application can be performed below.

[Checklist Link](#)

Document Requirement	Document Name	Funding Source	Document Description/Notes	Links
Required	ENVIRONMENTAL REVIEW	SRF, TF, PFAS, ARPA	The Environmental Review template should be submitted once the project scope and boundaries of the entire disturbed areas are adequately defined.	<a href="https://onlineforms.nh.gov/app/#!/formversion/af181afb-5f55-4f08-91b3-17291186f864?FormTag=NHDES-W-03-058">https://onlineforms.nh.gov/app/#!/formversion/af181afb-5f55-4f08-91b3-17291186f864?FormTag=NHDES-W-03-058</a>
Required	PLANNING DOCUMENTS	SRF, TF, PFAS, ARPA	Project descriptions of need, scope, alternatives & most cost-effective option, cost estimate, and anticipated schedule with monthly cash flow.	

Document Requirement	Document Name	Funding Source	Document Description/Notes	Links
Required	CERTIFICATE OF INSURANCE	SRF, TF, PFAS, ARPA	Does not apply to loans for publicly owned entities. Certificate holder must be State of New Hampshire, Department of Environmental Services 29 Hazen Drive, Concord NH 03302. At least \$2,000,000 for bodily injury/death; \$500,000 for property damage & Workers Comp Waiver Statement if applicable. Policy(ies) must be current through anticipated G&C approval date.	
Required	ASSET MANAGEMENT MAINTENANCE & RENEWAL PLAN	SRF, TF, PFAS, ARPA	An inventory of assets must be completed for all assets being funded and submitted prior to the final disbursement request. Excel format of the inventory form and examples are available upon request.	
Required for All Loans	AUTHORITY TO BORROW/ACCEPT GRANT ATTACHMENTS	SRF, TF, PFAS	Copy of warrant article(s)/resolution.	
Required for All Loans	AUTHORITY TO BORROW/ACCEPT GRANT ATTACHMENTS	SRF, TF, PFAS	Copy of Bylaws and Articles of Incorporation.	
Required for All Loans	FINANCIAL DATA	SRF, TF, PFAS	Most Recent Annual Financial Reports/Statements for previous year.	
Required for All Loans	FINANCIAL DATA	SRF, TF, PFAS	Once the final application has been submitted an e-mail will be sent requesting specific financial information which will need to be sent to the NH Business Finance Authority.	
Required for All Grants	COPIY OF MEETING MINUTES	TF, PFAS, ARPA		
As Applicable	SECRETARY OF STATE CERTIFICATE OF GOOD STANDING	SRF, TF, PFAS, ARPA	Private systems only - Must be current (Annual cycle runs 4/1-3/30)	<a href="https://quickstart.sos.nh.gov/online/Account/LandingPage">https://quickstart.sos.nh.gov/online/Account/LandingPage</a>
As Applicable	NH PUC APPROVAL	SRF, TF, PFAS	Private systems regulated by PUC only.	
As Applicable	INCOME SURVEY	SRF, TF, PFAS, ARPA	Survey template and technical assistance available.	

**Other Project Documentation**

Please upload any documentation that may be required as part of your project. Please refer to the application checklist for more guidance.

Multiple attachments are not allowed. Please be aware that files exceeding 10 MB in size are not recommended. The following file types are accepted:

\*.doc,\*.docx,\*.pdf,\*.jpg,\*.jpeg,\*.png,\*.tif,\*.tiff,\*.csv,\*.txt,\*.xls,\*.xlsx,\*.xml,\*.msg,\*.ppt,\*.pptx,\*.adl,\*.ado,\*.bpi,\*.sfc,\*.pfl,\*.rou,\*.dta,\*.lst,\*.pip,\*.aml,\*.aml,\*.inp,\*.out,\*.zip,\*.zipx,\*.m4

**Comment**

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Confidential (Reason for Confidentiality)

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*Planning Document*

**Amherst NH**  
**PFAS Remediation Grant and Load Fund**  
**Final Application**  
**Planning Document**

**Purpose**

To protect public health in the Town of Amherst by reducing exposure to par- and polyfluoroalkyl substances in drinking water in private that have had no offer of alternate water from any public or private sources.

**Overview**

According to the State, Amherst currently has 111 homes that exceed the Ambient Groundwater Quality Standards (AGQS) for PFAS that have not been addressed by private or other public sources.

As more homeowners get their wells tested, we are seeing this number increase. In fact, we anticipate the number of eligible applicants to at least double. This project is designed to assist 220 residents.

**Project Design**

We propose providing grants to eligible applicants (see eligibility criteria below). The grant funds may be used to install Point of Entry Treatment (POET) systems or to connect to a public water supply for safe drinking water. Private well owners would be reimbursed for the POET systems or connecting to a public water system up to a maximum of \$6,500, based on actual costs. The system may be designed to remove other contaminants in addition to the PFAS.

**Project Eligibility**

Grants will be available to:

- Owners of single or multiple-unit residential properties serviced by private well(s) having an eligible PFAS exceedance with no offer of an alternate water source from any other public or private source.
- Tenants and occupants of residential property serviced by private well(s) with an eligible PFAS exceedance with no offer of an alternate water source from any other public or private source where the owner of the property has not applied for the rebate for the same property.
- Vendors and subcontractors who may apply on behalf of an eligible applicant with an appropriate waiver of claims between the two parties.

Eligible PFAS exceedances include exceedance of one or more NHDES AGQS and exceedances of any Maximum Contaminant Levels that may be established by USEPA for PFAS.

### **Project Administration**

The project will be administered by the Town Administration Department under the direction of the Town Administrator.

1. The program will be announced through our normal information channels, including social media and a press release.
  
2. The applicant will submit the complete rebate application packet to the Town of Amherst Administration Department for review with the following documentation:
  - a. Certification that the applicant is not receiving alternate water from any other public or private source
  - b. Certification that the installation complied with applicable state and local plumbing regulations and local permitting requirements
  - c. Analytical lab results showing an exceedance of one or more of the PFAS AGQS
  - d. Photo documentation of the installation
  - e. Filter model and serial number and/or specification sheets for media and equipment installed
  - f. Post-treatment analytical lab result showing PFAS below the AGQS
  - g. Proof of ownership or residency
  - h. Final paid invoice or final invoice from vendor/subcontractor, as applicable
  - i. Waiver of claims, if applicable
  
3. The Town will review complete applications and issue rebates up to \$6,500 upon confirmation of the above documentation on a first come, first served basis. The application packet must include all of the required documentation in order for it to be considered complete.
  
4. No match will be required from the applicant.

### **Timeframe**

Upon approval by the State, the Town of Amherst will initiate development of the rebate program and conduct the necessary outreach. Given that many property owners with a PFAS exceedance may have already taken action by installing a treatment system and this purchase pre-dates establishment of the proposed rebate program, the program will operate retroactively to eligible costs incurred on or after March 3, 2022.

### **Estimated Project Costs**

The Town of Amherst is requesting \$1.5 million in grant funding. At a maximum of \$6,500 per rebate we estimate that will be able to assist approximately 220 households. This includes the 111 households with exceedances identified by the state plus those identified through on-going testing.

In order to implement and administer the program, the town would employ an additional part-time person. We would use up to 10% of the grant money for this hire and for related overhead, such as advertising, printing of educational materials, forms, and reports, software, etc. The part-time help would, under the direction of the Town Administrator, perform education and outreach activities, review applications, administer rebates, and develop and maintain a tracking system for treatment installs.

The program will continue until the approved funding is exhausted, or the ending date of the funding, whichever comes first.



DRINKING WATER INFRASTRUCTURE PROJECT
CERTIFICATE OF VOTE – GRANTS ONLY



Drinking Water & Groundwater Bureau Sustainability Grants,
Drinking Water & Groundwater Trust Fund (DWGTF),
PFAS Remediation Loan Fund (PFAS-RLF), And American Recovery Plan Act (ARPA)

Env-Dw 1300; Env-Dw 1400

A Certificate of Vote of Authorization is a certificate that states that a grant applicant is willing to enter into a grant agreement with the State of NH Department of Environmental Services and that whoever signs the Grant Agreement (provided under separate cover) has the authority to do so. This is a 3-person form:

- Completed and signed by someone other than the person being given authority.
Must be notarized.
Original is required for submittal.

Certificate of Vote of Authorization

INSERT WATER SYSTEM NAME/TOWN
INSERT SYSTEM/TOWN ADDRESS, TOWN, NH ZIP CODE

I, Insert Name of Person Completing this form of the Insert Legal Name of Applicant (Water System Name/Town) do hereby certify that at a meeting held on Click here to add date of meeting, the Insert Name of Governing Body with Authority to Certify Actions voted to enter into a Choose an item. grant agreement with the New Hampshire Department Environmental Services to fund a water system improvement project.

The Insert Legal Name of Applicant (Water System Name/Town) further authorized the Insert Name and Title of Water System Authorized Representative to execute any documents which may be necessary to effectuate this grant agreement.

IN WITNESS WHEREOF, I have hereunto set my hand as Insert Title of Person Completing form of Insert Water System Name/Town, the Insert day "XX" day of Insert Month 20Insert year "XX".

Insert Name of Person Completing This Form Signature: Insert Signature
STATE OF NEW HAMPSHIRE, County of Insert County

On this Insert day "XX" day of Insert Month 20Insert year "XX", Insert Name of Public Notary, before me (Notary Public) the undersigned Officer, personally appeared. Insert Name of Project Representative Listed Above, who acknowledged himself to be the Insert Title of Project Representative (TITLE) of Insert Water System Name/Town, being authorized so to do, execute the foregoing instrument for the purpose therein contained.

In witness thereof, I have set my hand and official seal.

Notary Public Insert Name of Public Notary My commission expires: Insert Notary's Commission Expiration Date

Drinking Water State Revolving Fund
Drinking Water & Ground Water Trust Fund
PFAS- Remediation Loan Fund



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

**Title:** Lease agreement with Turf Tank  
Athletic Field Painter

**Department:** Parks & Recreation  
Department

**Meeting Date:** March 28, 2022

**Staff Contact:** Craig Fraley

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### **BACKGROUND INFORMATION:**

The Amherst Recreation Department is looking to start a lease agreement with Turf Tank. Turf Tank is a robot field painter that runs off GPS coordinates to paint perfect athletic fields. The Robot makes the job of laying fields much more efficient as well as cost effective.

Turf Tank has come out to Amherst to give us a demonstration twice and it is amazing how efficient this is. In the demonstration the robot painted a soccer field. What takes two staff members roughly 3 hours to complete took the robot 30 minutes. The painter also used about 50% less paint when doing this.

The total cost of the lease is \$11,496 for the first year (\$1500 for set up fees) and \$9,996 for each year after that. \$6,000 of the yearly lease goes towards the purchase of the robot and another \$2,000 includes paint for the robot. The lease is a six-year agreement that we can opt out of yearly with 90 days' notice. To purchase a new robot would cost \$45,000 and we would pay an additional \$4,000 yearly fee (this includes paint). Our plan is to split this robot between Souhegan High School, The Amherst Soccer Club and the Recreation department. The Town of Amehrst will hold the lease agreement and will invoice SHS and Amherst Soccer Club for their portion of the fee. This way we will only be paying an upfront fee of \$3,832 and \$3,332 in following years. All fees would be paid for out of the Recreation Department 02 Revolving Fund.

In a typical year we spend close to \$8,000 on just the staff time to paint athletic fields and another \$5,000 on supplies. Instead, we can focus our staffing on other things while the robot paints the field. This could include trimming around fences, mowing adjacent fields and trash pickup.

At this point, Turf Tank is the only company doing a lease program. Other companies are purchase only. We feel the lease program is better at this time so we can see how much time and money this saves us. We are asking that this be considered a sole proprietor as there isn't another company to gain bids from.

For more information on Turf Tank please visit their website: <https://turf tank.com/us/>  
To see the turf tank in action, please view this informational video:  
<https://youtu.be/GNXrI0zC9C8>



**BUDGET IMPACT:**

*(Include general ledger account numbers)*

This lease would be paid for out of the 02 Revolving Fund.

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

The Recreation Department recommends entering the lease purchase program with Turf Tank.

**SUGGESTED MOTION:**

I move that the Recreation Department enters the lease agreement with Turf Tank. All fees will be paid out of the 02 Revolving Fund.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Please\_DocuSign\_Turf\_Tank\_\_Town\_of\_Amherst\_



**Turf Tank USA Inc.**



**Sub-Rental Agreement**

**Appendix to Sub-Rental Agreement on Turf Tank One autonomous line marking robot**

**Appendix (A) – Annual Appropriation Clause**

You believe that funds can and will be obtained in amounts sufficient to make all Rental Payments during the Rental term in each fiscal year. If your official governing body does not allow you funds for the succeeding fiscal year to continue such payments under the Sub-Rental Agreement, you may terminate the Sub-Rental Agreement at end of the current fiscal year, by giving (90) days prior written notice to us. Upon termination of the Sub-Rental Agreement, you will be responsible for the payment due prior to the end of the 90-day notice period referred to above. Upon the occurrence of this event, you shall, at your cost and expense, both restore the Equipment to its original condition (excepting only reasonable wear and tear) and return it to us in accordance with the terms set forth in the Sub-Rental Agreement.

**For the Customer:**

**For the Sublessor, Turf Tank USA Inc.**

Title:

Sub-Rental Agreement Commencement Date

\_\_\_\_\_

\_\_\_\_\_

Full Legal Name:

Sub-Rental Agreement Number

Craig Fraley

\_\_\_\_\_

\_\_\_\_\_

Accepted by and Date:

Accepted by and Date:

\_\_\_\_\_

\_\_\_\_\_

Customer Signature:

Sublessor Signature:

\_\_\_\_\_

\_\_\_\_\_



**TURF TANK**

**Sub-Rental Agreement**

<b>CUSTOMER</b>	Company Name Amherst Parks and Recreation		Country United States		Phone Number +16036734900
	Billing Address 4 Cross Rd		City Amherst	State NH	Zip 03031
	Equipment Location (if not same as above)		City	State	Zip
Rental Order Requisition Number					
Send Invoice to Attention of:					

<b>EQUIPMENT INFORMATION</b>	Equipment Description	Model Number	Serial Number	Quantity	Description (Attach Separate Schedule A If Necessary)	New	Used
		Turf Tank ONE Robot	PLUS		1	GPS Line Marking Robot	<input checked="" type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

<b>PAYMENT INFORMATION</b>	Payment Frequency		Number of Payments	Rental Payment	Applicable Sales Tax	Total Rental Payment	Currency	USD	Installation Fee	+ \$1,500				
	Quarter	Annual									Other			
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	+	\$9,996	+	=	\$59,976	Term (Months)	72	1 <sup>st</sup> period Payment (After Install)	+	\$9,996
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	+	=	Total Payment	\$61,476	Other	+	=	Total Payment Enclosed	=	\$11,496
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	+	=								

**TERMS AND CONDITIONS**

- Sub-Rental Agreement: You (the "Customer") agree to rent from us (the "Sub-lessor") the equipment listed above and, on any schedule, attached to this Sub-Rental Agreement (the "Equipment"). Turf Tank ApS (the "Owner") holds full and unconditional title to the Equipment, cf. section 2 below. The Owner has prior to this Sub-Rental Agreement rented the Equipment to the Sub-lessor on a separate rental agreement under which the Sub-lessor is entitled to sublease the Equipment on the Terms and Conditions stipulated in this Sub- Rental Agreement. This Sub-Rental Agreement is effective on the date that it is accepted and signed by us, and the term of this Sub-Rental Agreement begins on that date or any later date that we designate (the "Commencement Date") and continues thereafter for the number of months indicated above. Rental Payments are due as invoiced by us. As you will have possession of the Equipment from the date of its delivery, if we accept and sign this Rental Agreement, you will pay us interim rent for the period from the date the Equipment is delivered to you until the Commencement Date as reasonable calculated by us based on the Rental Payment, the number of days in that period, and a month of 30 days. **ONLY WE ARE AUTHORIZED TO WAIVE OR CHANGE ANY TERM, PROVISION OR CONDITION OF THE SUB- RENTAL AGREEMENT.** You agree to pay when due, either directly or as reimbursement to us, all sales, use and personal property taxes and charges in connection with ownership and use of the Equipment.
- Title: The Owner, Turf Tank ApS, a Danish private limited company validly incorporated under the laws of Denmark with company registration no. 36722436 and its registered address at Førevj 31, DK-9800 Hjørring, has full and unconditional title to the Equipment. If this Sub-Rental Agreement is deemed to be a security agreement, you grant us – and ultimately the Owner – a security interest in the Equipment and the proceeds thereof. You authorize us to sign and file Uniform Commercial Code ("UCC") financing statements on the Equipment.
- See Appendix B for Plus Subscription Warranty details. Equipment Use, Maintenance and Warranties: We transfer or sub-transfer to you any manufacturer warranties provided to us and/or the Owner. You are required at your cost to keep the Equipment in good working condition and to pay for all supplies and repairs. If the Rental Payments include the cost of maintenance and/or service provided by a third party, you agree that neither we nor the Owner are responsible to provide the maintenance or service and you will make all claims related to maintenance and service to the third party. You agree that any claims related to maintenance or service will not impact your obligation to pay all the Rental Payments when due.
- Assignment: You agree not to transfer, sell sublease, assign, pledge or encumber either the Equipment or any rights under this Sub-Rental Agreement without our prior written consent. You agree that we may sell, assign, or transfer this Sub-Rental Agreement and the new owner will have the same rights and benefits we now have and will not have to perform any of our obligations and the rights of the new owner will not be subject to any claims, defenses, or setoffs that you may have against us, the Owner or any third party.
- Risk of Loss: You are responsible for all risks of loss or damage to the Equipment and if any loss occurs, you are required to satisfy all of your Sub-Rental Agreement obligations. Neither we nor the Owner

are responsible for any losses or injuries caused by the Equipment and you will reimburse us and/or the Owner and defend us and/or The Owner against any such claims.

- End of Sub-Rental Agreement: At the end of the rental term, you shall return the Equipment in good working condition at your cost to us or the Owner.
- Default and Remedies: You are in default on this Sub-Rental Agreement if: a) you fail to pay a Rental Payment or any other amount when due; or b) you breach any other obligation under this Sub-Rental Agreement or any other (Rental or Sub-Rental) Agreement with us. If you are in default, we may: a) declare the entire balance of unpaid Rental Payments for the full term under the Sub-Rental Agreement immediately due and payable to us; b) sue you for and receive the total amount due under the Sub-Rental Agreement plus the Equipment's anticipated end of Sub-Rental Agreement fair market value the ("Residual") with future Rental Payments and the Residual discounted to the date of default at the lesser of (i) per annum rate equivalent to that of U.S. Treasury constant maturity obligation (as reported by the U.S. Treasury Department) that would have a repayment term equal to the remaining term of the Sub-Rental Agreement, all as reasonably determined by us, or (ii) 3%, plus reasonable collection and legal cost; c) charge you interest on all monies due at the rate of 18% per year or the highest rate permitted by law from the date of default; and d) require that you immediately return the Equipment to us or we may peaceably repossess it. Any return or repossession will not be considered a termination or cancellation of this Sub-Rental Agreement. If the Equipment is returned or repossessed, we will sell or re-rent the Equipment at the terms we determine, at one or more public or private sales, with or without notice to you, and apply the net proceeds (after deducting any related expenses) to your obligations. You remain liable for any deficiency with any excess being retained by us.
- 7.1 Default by the Sublessor – subrogation by the Owner: Should the Sublessor default on the rental agreement with the Owner of the Equipment, you accept that the Owner will have the right to subrogate into the Sublessor's legal position under this Sub-Rental Agreement and thus become a party (the new lessor) to this Sub-Rental Agreement assuming the same rights and obligations under the Sub-Rental Agreement as the Sublessor prior to its default. The Owner will give you a prompt notice about the Sublessor's default and that any and all payments pending or due under this Sub-Rental Agreement by you at the time of the Sublessor's default can only be made in full discharge to the Owner of the Equipment.
- Miscellaneous: You agree this Sub-Rental Agreement is a "Finance Lease" as defined in Article 2A of the UCC. You acknowledge we have given you the name of the Owner and agree that you may have rights under this contract with the Owner and you may contact the Owner for a description of these rights. If requested, you will sign a separate Equipment acceptance certificate. This Sub-Rental Agreement was made in Georgia (GA), is to be performed in NH and shall be governed in accordance with the laws of NH. You agree that the Equipment will only be used for business purposes and not for personal, family or household use, and will not be moved from the above location without our consent. We, or whoever we authorize hereto, may inspect the Equipment during the term of this Sub-Rental Agreement. You agree that a facsimile copy of this Sub-Rental Agreement with facsimile signatures may be treated as an original and will be admissible as evidence of this Sub-Rental Agreement.

<b>CUSTOMER GUARANTY &amp; SIGNATURE</b>	<input type="checkbox"/> You agree that this is a non-cancellable Sub-Rental Agreement with exception to Appendix A.			
	<input type="checkbox"/> I unconditionally guarantee prompt payment of all the Customer's obligations.			
	Full Legal Name <b>Craig Fraley</b>	Title	Date	Signature

<b>LESSEE ACCEPTANCE</b>	<input type="checkbox"/> The Equipment has been received, put in use, is in good working order and is satisfactory and acceptable.			
	Full Legal Name	Title	Date	Signature

<b>SUB-LESSOR</b>	<b>TURF TANK</b>			
	Turf Tank, 3330 Cobb Parkway NW, Suite 324-380, Acworth, GA 30101, USA.			
	Rental Agreement Commencement	Rental Agreement Number	Date	Accepted by



### Turf Tank Warranty

#### Component List - Warranty parts

Parts	Basic	Plus	Pro
Control Unit	√	√	√
Front Console	√	√	√
Harness	√	√	√
Rover	√	√	√
Base Station	√	√	√
Tablet	√	√	√
Robot Chassis	√	√	√
Wheel Motors	√	√	√
Battery Box	√	√	√
Main Breaker 30 amp			√
Actuator			√
Safety Bumper - Front			√
Safety Bumper - Rear			√

Above Warranty does not cover breakdowns and general repairs directly caused by the owner/operator neglect, accidental damage, abuse or misuse, including inadequate cleaning and improper storage.

All components are only covered in year 1 of the warranty, coverage of components in followings years shown in above table.

- Basic warranty depending on subscription duration
- Plus warranty depending on subscription duration
- Pro warranty depending on subscription duration

### Turf Tank Service Agreement

#### Service Component List - Wear and tear parts

Parts	Basic	Plus	Pro
Solenoid			√
Pump			√
Suction rod			√
Hoses			√
Deflector			√
Disc			√
Wheels			√
Robot Battery			√
Courtesy robot (If necessary)			√

**Basic & Plus Service Agreement:** No service components covered

**Basic & Plus Service Agreement:** All extra wear and tear parts listed above will have 20% discount to listed price within 30 days of install date. Labor costs for changing the components will not be covered by the service agreement.

**Pro Service Agreement:** Customer will receive 1 "Service Kit" in the start of the subscription and will also receive 1 "Service Kit" listed below one time per year. Labor costs for changing the components will be covered.

**Service Kit:** Includes 1-Solenoid, 1-Pump, 1- Suction rod assembly, 1- tubing set. Available for separate purchase as well at discounted rate.



# Town of Amherst - Plus Subscription Quote

**Amherst Parks and Recreation**  
 4 Cross Rd  
 Amherst, NH 03031  
 United States

**Craig Fraley**  
 Recreation Director  
 cfraley@amherstnh.gov  
 6036736248

**Reference: 20220310-154855525**  
 Quote created: March 10, 2022  
 Quote expires: June 8, 2022  
 Quote created by: Mike Aveni  
 Regional Territory Manager - Atlantic  
 Northeast  
 mike.aveni@turftank.com  
 +1 (781) 775-3736

**Comments from Mike Aveni**

Implementation is a one-time fee.

If ordered this spring, the annual payment could come from next year's fiscal budget after July 1.

**Products & Services**

Item & Description	Quantity	Unit Price	Total
US - Turf Tank Plus Package - Upfront Implementation Cost Includes: - Configuration & Shipping of Robot - Secure Inventory & Lock in Installation Date - Product Training & Online Resources	1	\$1,500.00	\$1,500.00
US - Turf Tank Plus Package Includes: - GPS Paint Robot + GPS Package - Continuous Software Improvements - Free Form Text Creation - Standard Geometry Package - Extended Geometry Package - Paint: \$2,000 Allotment of Paint (White) - (2) Robot Batteries - Customer Support: Normal Business Hours (Mon-Fri) - Hardware Warranty Program: Limited	1	\$9,996.00 / year	\$9,996.00 / year

(Excludes Consumables)  
- Standard Turf Tank Accessories

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### Subtotals

Annual subtotal \$9,996.00

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One-time subtotal \$1,500.00

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**Total    \$11,496.00**

### Signature

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Signature

---

Date

---

Craig Fraley

Printed name

### Questions? Contact me



Mike Aveni  
Regional Territory Manager - Atlantic Northeast  
mike.aveni@turftank.com  
+1 (781) 775-3736

Turf Tank  
3330 Cobb Parkway NW, Suite 324-380  
Acworth, GA 30101  
United States



**Intelligent Marking USA, Inc.**

**dba Turf Tank**

33330 Cobb Parkway NW, Suite 324-380, Acworth, GA 30101  
 Phone: 877-396-4094 | billing@turftank.com

**BUSINESS CONTACT INFORMATION**

Company Name		
DBA (if different)		
Accounts Payable Contact		
AP Phone	Fax # (if necessary)	AP Email
Address		
City	State	ZIP Code
Are you sales tax exempt?	Yes      No	Tax Exempt #      Tax Exempt # (if necessary)
Purchase order Required?	Yes      No	
<b>Payment Options</b>		
ACH automatic draft?	Yes      No, if yes signed form required	
Credit card auto monthly?	Yes      No, if yes signed form required	

1. All invoices are to be paid 30 days from the date of the invoice.
2. If tax exempt certificate required.
3. If automatic payments are desired a form will be sent for completion.

\*You do not have to be the main A/P person to sign this.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Finance update

**Department:** Finance Department

**Meeting Date:** March 28, 2022

**Staff Contact:** Debbie Bender

---

## **BACKGROUND INFORMATION:**

This is my second week on the job and things are going as expected. Right now I am finding problems faster than I can fix them! But we have gotten things more organized. I also have a better understanding of the issues that need attention. And slowly but surely, getting access to bank accounts, websites and other information needed to get things back on track. People have been very helpful. Pam is doing a good job and is an asset to the department.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

None





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Cruiser Radio Purchase  
**Meeting Date:** March 28, 2022

**Department:** Police Department  
**Staff Contact:** Mark Reams

---

## **BACKGROUND INFORMATION:**

Purchase of two-way radio for replacement cruiser. Radio is same make and model in use with remainder of current fleet. Purchase exceeds the \$5,000 purchase threshold requiring three bids; however, purchase stands as a sole source bid from the sole manufacturer and vendor, Motorola Solutions.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

\$5,621.07

## **POLICY IMPLICATIONS:**

N/A

## **DEPARTMENT HEAD RECOMMENDATION:**

Award sole source bid to Motorola Solutions.

## **SUGGESTED MOTION:**

Move to award sole source bid for purchase of cruiser radio in the amount of \$5,621.07 to Motorola Solutions.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. 20220321095052

TOWN OF AMHERST

Town Department: Amherst Police Department

Date: March 28, 2022

Line Item: 01-4210-40-2429 Radio Repair

Budget Amount: \$7,000

Bid #: Item: Cruiser Radio

Date Bid To Be Awarded: March 28, 2022

VENDOR Name and Address

PRICE/UNIT

TOTAL

OTHER CONSIDERATIONS

1. Motorola Solutions  
1307 East Algonquin Rd.  
Schaumburg, IL 60196

\$5,621.076

\$5,621.07

Sole Source Vendor

2.

3.

Recommend bid be awarded to:

Motorola Solutions

\_\_\_\_\_  
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 the meeting of the Board of Selectmen.

~~Billing Address:  
NEW BOSTON POLICE DEPT  
116 OLD COACH RD  
NEW BOSTON, NH 03070  
US~~

~~Shipping Address:  
NEW BOSTON POLICE DEPT  
GEN COM  
9 INDEPENDENCE DR  
LONDONDERRY, NH 03053  
US~~

AMHERST PD QUOTE

Quote Date:03/10/2022  
Expiration Date:06/08/2022  
Quote Created By:  
Brian Vastine  
bvastine@omesbs.com

End Customer:  
Amherst Police Dept  
Mark Reams  
mreams@amhersrtnh.gov  
603 673 4900

Contract: 36273 - SOURCEWELL  
Payment Terms:30 NET

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 8500					
1	M37TXS9PW1AN	APX8500 ALL BAND HP MOBILE	1	\$6,677.00	\$4,874.21	\$4,874.21
1a	G831AD	ADD: SPKR 15W WATER RESISTANT	1	\$66.00	\$48.18	\$48.18
1b	G48BB	ENH: CONVENTIONAL OPERATION APX	1	\$880.00	\$642.40	\$642.40
1c	GA05507AA	DEL: DELETE 7/800MHZ BAND	1	-\$800.00	-\$584.00	-\$584.00
1d	G78AT	ENH: 3 YEAR ESSENTIAL SVC	1	\$176.00	\$176.00	\$176.00
1e	GA05509AA	DEL: DELETE UHF BAND	1	-\$800.00	-\$584.00	-\$584.00
1f	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	1	\$0.00	\$0.00	\$0.00
1g	W12DK	ADD: RF PREAMP APX	1	\$73.00	\$53.29	\$53.29
1h	G89AC	ADD: NO RF ANTENNA NEEDED	1	\$0.00	\$0.00	\$0.00
1i	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1	\$0.00	\$0.00	\$0.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.  
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1j	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED	1	\$0.00	\$0.00	\$0.00
1k	G806BL	ENH: ASTRO DIGITAL CAI OP APX	1	\$567.00	\$413.91	\$413.91
1l	GA01670AA	ADD: APX E5 CONTROL HEAD	1	\$717.00	\$523.41	\$523.41
1m	W22BA	ADD: STD PALM MICROPHONE APX	1	\$79.00	\$57.67	\$57.67
1n	G193AK	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	1	\$0.00	\$0.00	\$0.00

**Grand Total**
**\$5,621.07(USD)**




# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Police Dept. Tree Work  
**Meeting Date:** March 28, 2022

**Department:** Public Works  
**Staff Contact:** Eric Slosek

---

## **BACKGROUND INFORMATION:**

During recent work/maintenance on the radio tower behind the police station, it was discovered that several large pine trees are now obstructing a direct line of sight between the PD radio tower antenna and the antenna on the Pennichuck water tower. Mark Reams asked the DPW for assistance in taking down these trees. Several of the trees are located on private property. Mark spoke with the residents and they gave the town permission to take down the trees.

The exact location of the trees poses some challenges as a large crane is needed to complete the job. The Town is currently under contract with Gate City Tree Service LLC for our routine and emergency tree work. After looking at the job, Gate City Tree explained they would need to rent a larger crane and would not be able to complete this work at our contracted rate. In total, we solicited three prices, including a price from Gate City Tree. Souhegan Valley Tree Service had the low bid of \$5,500.00.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

\$5,500.00 from 01-4312-40-2470 (Tree Care)

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Award work to Souhegan Valley Tree Service.

## **SUGGESTED MOTION:**

I move to award the tree work behind the police station to Souhegan Valley Tree Service, LLP, for the amount of \$5,500.00.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. PD tree work award

**TOWN OF AMHERST**

Town Department: DPW

Date: March 18, 2022

Line Item: 5 Eastern White Pines at APD

Budget Amount: 15,000.00

Bid #: Item: 01-4312-40-2430

Date Bid To Be Awarded: March 18, 2022

<u>Vendor</u>	<u>Price</u>	<u>Other Considerations</u>
1. Gate City Tree Service	\$8,200.00	
2. Souhegan Valley Tree Service	\$5,500.00	
3. Healey Tree Works	\$7,800.00	
4.		
5.		
6		

Recommend bid be awarded to: Recommend to award work to  
Souhegan Valley Tree Service

\_\_\_\_\_  
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.



Owned & Operated by  
 Ron Marchant & Kenneth Stewart  
 (603) 305-5223 • (603) 930-7219  
 PO Box 133, Brookline, NH 03033  
 www.svtree.com • svtreenh@gmail.com

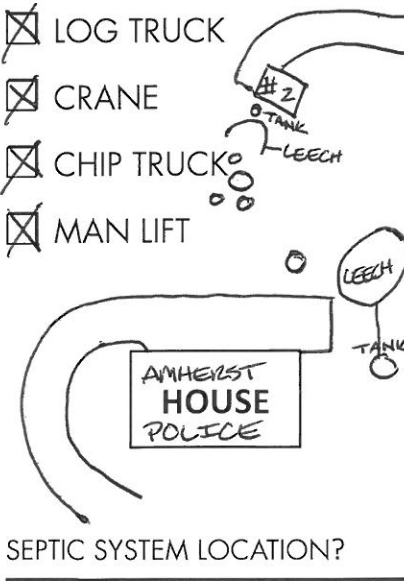
Fully Insured  
 Free Estimates



1:30 PM

SUBMITTED TO <b>PERRY DAY (AMHERST DPW)</b>	PHONE	DATE <b>3/8/22</b>
<b>175 AMHERST STREET</b>	CELL <b>603-345-0340</b>	DATE OF COMPLETION
STREET <b>AMHERST</b>	STATE <b>NH</b>	
CITY	ZIP CODE	<b>PDAY@AMHERSTNH.GOV</b>

WORK REQUESTED		
<input checked="" type="checkbox"/> TREE REMOVAL	1 REMOVE 5 MARKED LARGE EASTERN WHITE	1
<input type="checkbox"/> TREE PRUNING	2 PINE TREES, (YELLOW RIBBON) OBSTRUCTING	
<input type="checkbox"/> STUMP GRINDING	3 TOWER SIGNAL.	3 5500 -
<input type="checkbox"/> BRUSH CHIPPING	4	4
<input type="checkbox"/> FIREWOOD <input type="checkbox"/> leave <input type="checkbox"/> remove	5	5
	6	6
	7	7
	8	8
EQUIPMENT REQUIRED		
<input type="checkbox"/> BUCKET TRUCK	9 * ONE SET UP WOULD BE FROM BEHIND	9
<input checked="" type="checkbox"/> LOG TRUCK	10 POLICE STATION, ONE SET UP WOULD	10
<input checked="" type="checkbox"/> CRANE	11 BE FROM ABUTTING NEIGHBORS	11
<input checked="" type="checkbox"/> CHIP TRUCK	12 DRIVEWAY @ #2 COBBLER LANE.	12
<input checked="" type="checkbox"/> MAN LIFT	13 SEAN DELANEY (503) 407-0042	13
	14 * ANY ADDITIONAL TREES OTHER THAN	14
	15 THE FIVE (5) MARKED WITH YELLOW	15
	16 RIBBON WOULD BE AN ADDITIONAL	16
	17 PER TREE COST ONCE ORIGINAL	17
	18 MARKED TREES ARE COMPLETELY	18
	19 REMOVED & AMOUNT OF TIME LEFT	19
	20 IN WORK DAY.	20
	21 * THIS IS NOT A DAY RATE *	21
	22	22
		<b>TOTAL \$ 5500 -</b>



SEPTIC SYSTEM LOCATION? WE PROPOSE Thereby to furnish material and labor – completed in accordance with the above specifications, for the sum off: \_\_\_\_\_ dollars (\$ \_\_\_\_\_ ).

Payment to be made as follows: **Upon completion of job.**  
 All work is guaranteed to be completed a specified. All work to be completed in a workmanlike and safe manner according to standard practices. We are not responsible for any lawn, driveway or landscaping damage due to heavy equipment and/or trucks that are required to complete the job. Souhegan Valley Tree Service is not responsible for damage to underground water sprinkler systems or electrical wiring, i.e., dog fencing or lighting. Any alterations or deviation from the above specifications, involving extra cost and/or work, will be executed upon written agreement and will be an extra charge over and above the estimate. All agreements are contingent upon accidents or delays beyond our control.

**ACCEPTANCE OF ESTIMATE**  
 The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Please sign and return to Souhegan Valley Tree Service.

Signature \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_

Signature: **Souhegan Valley Tree Service, LLC.**

# ESTIMATE



PO Box 606  
 Hollis, New Hampshire 03049  
 (603) 889-5585 or (603) 595-2141  
 info@gatecitytree.com  
 www.GateCityTree.com  
 Kim Fredette, Office Manager



Owned & Operated by Kevin Fredette - NH Certified Arborist #350

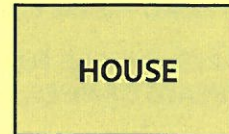
Fully Insured  
 Free Estimates



2.5% add'l charge applies

SUBMITTED TO <i>DPW</i>	PHONE <i>PATTY / 673</i>	DATE <i>3/16/22</i>
<i>Dodge - Road</i>	EMAIL: <i>2317</i>	
STREET <i>Art HUNT, N. HAMPSHIRE</i>	CREW A / B <i>FULL 1/2</i>	
CITY / STATE / ZIP CODE	<i>PATTY</i>	

WORK REQUESTED	EQUIPMENT REQUIRED
<input type="checkbox"/> TREE REMOVAL	<input type="checkbox"/> 90 <input type="checkbox"/> 110 CRANE
<input type="checkbox"/> TREE PRUNING	<input type="checkbox"/> LOG TRUCK
<input type="checkbox"/> STUMP GRINDING	<input type="checkbox"/> BUCKET TRUCK
<input type="checkbox"/> BRUSH CHIPPING	<input type="checkbox"/> NIFTY
<input type="checkbox"/> WOOD <input type="checkbox"/> Leave <input type="checkbox"/> Remove	<input type="checkbox"/> CHIP TRUCK



SEPTIC SYSTEM LOCATION? \_\_\_\_\_

1	<i>1 Day's Work, Work with a 110 Ton</i>	
2		
3		
4	<i>CRANE - As Many As</i>	<i>5000-Labor</i>
5		<i>3200-CRANE</i>
6	<i>* Ambient police</i>	<i>station</i>
7		<i>8200 8 Hr</i>
8	<i>Over time = (800 Hr) - After 2:00 -</i>	
9	PRICE FOR STUMP GRINDING ONLY - CLEAN UP IS AN ADDITIONAL CHARGE	
10	<i>CAN DO QUICKLY - FINISH</i>	
	<input type="checkbox"/> NO CLEAN UP	<input type="checkbox"/> CLEAN UP TOTAL \$

When performing work at a daily rate, hours to include "PORTAL to PORTAL" travel time.  
 Payment to be made as follows: **Upon completion of job.**

All work is guaranteed to be completed as specified. All work to be completed in a workmanlike and safe manner according to standard practices. We are not responsible for any lawn, driveway, or landscaping damage due to heavy equipment and/or trucks that are required to complete the job. Gate City Tree Service is not responsible for damage to under ground water sprinkler systems or electrical wiring, i.e. dog fencing or lighting. Any alterations or deviation from the above specifications, involving extra cost and/or work, will be executed upon written agreement and will be an extra charge over and above the estimate. All agreements are contingent upon accidents or delays beyond our control.

WE PROPOSE hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: \$ \_\_\_\_\_

**ACCEPTANCE OF ESTIMATE** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made upon completion. Please sign and return to Gate City Tree Service. Email: info@gatecitytree.com

Signature \_\_\_\_\_  
 Customer Please sign and send in to GCTS for scheduling

Date of Acceptance: \_\_\_\_\_





# Proposal

Keith Healey  
 www.healeytreeworks.com  
 healeytreeworks@hotmail.com

307 State Route 101  
 Amherst, NH 03031  
 603 321-5780

All Phases of Tree Work  
 Free Estimates  
 Fully Insured

Proposal Date: 03/07/2022

Name: Town of Amherst Phone: 603-345-0340

Address: 175 Amherst St Email: pday@amherstnh.gov

City/State/Zipcode: Amherst, NH 03031

#	Item	Description	
1		(0) Removal	\$7,800.00

**It is the HOMEOWNERS responsibility to know their property. Healey Tree Works WILL NOT be responsible for any disputes about property lines or unknown factors such as septic systems, dry wells, underground wires, etc. Removals will require that the work zone be clear of interference. We will remove the debris in an orderly and timely fashion. Your tree may be tagged or marked for removal, please do not remove this mark, thank you.**

**remove 4 trees along boarder of property line, neighbors have agreed to removal of trees, remove trees as needed to accomplish project , with remaining time remove as many pine trees as possible. All trees to be removed using large crane, all debris chipped and removed all wood removed.**

**\$7800**

- \* Premises Disruption - Customer understands that premises disruption (not including structures) may occur during tree removal and/or clean up and Healey Tree Works, LLC is not liable.
- \* Customer understands that Healey Tree Works, LLC and/or sub-contractor will not be held liable for any liable for any unforeseen damage to driveways/lawns caused by heavy equipment during tree removal.
- \* Weather - Customer understands that completion of job is subject to acceptable weather conditions, as determined by Healey Tree Works, LLC.
- \* All jobs requiring tree removal will include trunks cut to ground level unless otherwise noted. (Cut to ground level is defined as cutting the tree trunk as close to the ground as possible without pitting any soil, rocks or obstructions within/around the tree.
- \* All jobs requiring chipping will have chips blown into wooded areas whenever possible or removed by dump truck as determined by Healey Tree Works, LLC.
- \* All brush/small pieces may not be possible to remove. Minor raking by customer may be required after Healey Tree Works, LLC is done.
- \* Written quotes are valid for 30 days after the proposal date and are subject to change after that time or if there are any changes to the job site.
- \* Written quotes may be considered void if altered by customer without Healey Tree Works, LLC approval and sign off.
- \* Payment - 50% is due upon signing of this proposal and remaining payment is due in full upon completion of job. Any checks returned by the bank will be subject to a \$25.00 charge.

**Subtotal: \$7,800.00**

**Tax: \$0.00**

**Total: \$7,800.00**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Seasonal Staff Wage increases

**Department:** Parks & Recreation  
Department

**Meeting Date:** March 28, 2022

**Staff Contact:** Craig Fraley

---

## **BACKGROUND INFORMATION:**

As part of the Parks and Recreation Departments FY23 Strategic Plan, the department put forward upgrading the seasonal staff wage scale to allow us to be more competitive in the job market. This plan was approved by the BOS in late fall of 2021. Part of this plan is to hire seasonal staff at their new rates for the summer season. This pay increase will happen before the new fiscal year but will have no impact on the budget as all seasonal staff are paid out of the revolving fund. Most staff start at the beginning of June, so rather than filing the paperwork a second time, we are asking that we have the ability to bring staff on at their new rate.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

No impact on the budget since all staff are paid out of the revolving fund.

## **POLICY IMPLICATIONS:**

N/A

## **DEPARTMENT HEAD RECOMMENDATION:**

I recommend this.

## **SUGGESTED MOTION:**

I move to allow the Recreation Department to hire the summer seasonal staff at their FY23 wage at their start date for the 2022 summer season.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** AP, Payroll and Minutes Approvals  
**Meeting Date:** March 28, 2022

**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 \$224,992.95 dated March 24, 2022, subject to review and audit.

##### **Accounts Payable**

**AP2** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$44,088.17 dated March 17, 2022, subject to review and audit. (NH DMV)

**AP3** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$625,607.15 dated March 15, 2022, subject to review and audit. (Vendors)

##### **Minutes**

~ I move to approve the Board of Selectmen meeting minutes of March 14, 2022.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

#### **ATTACHMENTS:**

1. 2022.03.14 BOS\_DRAFT dp\_rvw



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, March 14, 2022, 6:00PM**

1       **1. Call to Order**

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

3  
4       Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,  
5       Selectman Tom Grella, and Selectman Danielle Pray  
6       Other persons present during Nonpublic Session: Town Administrator Dean Shankle, Jared  
7       Hardner, Rob Clemens, and Jamin Warren.

8  
9       **2. Non-Public Session**

10       **2.1. Non-Public Session per RSA 91-A:3 II(d) Consideration of the acquisition,**  
11       **sale, or lease of real or personal property which, if discussed in public,**  
12       **would likely benefit a party or parties whose interests are adverse to those**  
13       **of the general community.**

14  
15       *A MOTION was made by Chairman Lyon and SECONDED by Selectman D'Angelo to enter*  
16       *into Non-Public Session at 5:52pm.*

17       *Voting via a roll call vote: Selectman Lyon – aye, Selectman D'Angelo – aye, Selectman Pray*  
18       *– aye, Selectman Stoughton – aye, Selectman Grella – aye. Motion passed 5-0-0.*

19  
20       *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to exit the*  
21       *Non-Public Session at 6:25pm.*

22       *Voting via a roll call vote: Selectman Lyon – aye, Selectman D'Angelo – aye, Selectman Pray*  
23       *– aye, Selectman Stoughton – aye, Selectman Grella – aye. Motion passed 5-0-0.*

24  
25       No motions were made, no votes were taken during Non-Public Session.

26  
27       **Public Session:**

28  
29       Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,  
30       Selectman Tom Grella, and Selectman Danielle Pray

31  
32       Also present: Town Administrator Dean Shankle, and Recording Secretary Kristan Patenaude

33  
34       Chairman Lyon reconvened Public Session at 6:30pm.

35  
36       **3. Pledge of Allegiance** – led by Selectman Bill Stoughton.

37  
38       **4. Public Hearing**

39 **4.1 RSA 31:95-b: III (a), Acceptance of Unanticipated Funds Over \$10,000**

40 Chairman Lyon explained that this public hearing is regarding grant funding for the Bicycle &  
41 Pedestrian Advisory Committee (BPAC).

42  
43 Chris Buchanan, Chair of BPAC, explained that the Bean Foundation has awarded \$10,480 to  
44 Amherst for permanent eco-counters. These funds will allow for the purchase of two  
45 multimodal counters, placed in the ground, to count data for cyclist and pedestrian use of  
46 infrastructure in Town. He is suggesting placing these along the Amherst Street sidepath.

47  
48 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to enter*  
49 *into a Public Hearing per RSA 31:95-b: III (a) at 6:33pm.*

50 *Voting: 5-0-0; motion carried unanimously.*

51  
52 In response to a question from Selectman Pray, Chris Buchanan explained that the counters  
53 use infrared sensors, and so must be placed facing away from the roadway. He would suggest  
54 placing one counter closer to the Village and one closer to Milford along the sidepath.

55  
56 In response to a question from Selectman Stoughton, Chris Buchanan explained that the data  
57 collected from these counters can be used to substantiate usage of the new infrastructure. The  
58 data could be used to show that the route is being used and does serve the Town.

59  
60 It was noted that Chris Buchanan will be back before the Board before spending the grant  
61 funds for this project, after discussing proposed locations with DPW.

62  
63 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to close*  
64 *the Public Hearing.*

65 *Voting: 5-0-0; motion carried unanimously.*

66  
67 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*  
68 *accept the grant from the Bean Foundation in the amount of \$10,480.*

69 *Voting: 5-0-0; motion carried unanimously.*

70  
71 **5. Board of Selectmen Reorganization**

72 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to nominate*  
73 *Peter Lyon as Chair of the Board of Selectmen.*

74 *Voting: 4-0-1; motion carried. [J. D'A. abstaining]*

75  
76 *A MOTION was made by Chairman Lyon and SECONDED by Selectman Stoughton to*  
77 *nominate Tom Grella as Vice Chair of the Board of Selectmen.*

78 *Voting: 5-0-0; motion carried unanimously.*

79  
80 *A MOTION was made by Chairman Lyon and SECONDED by Selectman Stoughton to*  
81 *nominate Danielle Pray as Secretary of the Board of Selectmen.*

82 *Voting: 5-0-0; motion carried unanimously.*

83  
84 **6. Board Appointments**

85 **6.1. Appointments for Planning Board and Master Plan Steering Committee**

86 *A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to appoint*  
87 *Selectman Stoughton as the Selectmen’s representative to the Planning Board.*  
88 *Voting: 5-0-0; motion carried unanimously.*

89  
90 Selectman D’Angelo noted that he would be happy to remain as the alternate rep.

91  
92 The Board reviewed its other board/committee appointments:  
93 Conservation Commission: Lyon                      BPAC: Lyon  
94 Heritage Commission: Grella                      CIP Committee: D’Angelo  
95 Historic District Commission: Grella              Highway Safety Committee: D’Angelo  
96 Recreation Commission: Pray                      Stormwater Committee: Grella  
97 Roads & Bridges Commission: Grella              Schools: D’Angelo  
98 Cemetery Trustees: Lyon                      Library Trustees: Pray  
99 Trustees of the Trust Funds: D’Angelo              Master Plan Steering Committee: Pray  
100 NRPC: Pray                      Legislative liaison: Pray

101  
102 **7. Citizen’s Forum**

103 Stephen Valley, 11 Nathaniel Drive, addressed the Board regarding noise concerns. He  
104 explained that other towns have noise ordinances as an important communication tool for the  
105 police and code enforcement officers to tackle issues as they arise. A noise ordinance would  
106 allow Amherst to be proactive, instead of reactive to concerns. He explained that there is a  
107 property in his neighborhood on which target shooting occurs for an extensive number of  
108 hours at a time (1-3+ hours). This happens on a regular basis and has made it so that he, and  
109 other neighbors, cannot enjoy their properties while it is occurring. He noted that the shooting  
110 registered at 94 decibels in his yard, with decibels over 85 being found to contribute to  
111 hearing loss. He stated that the shooting has led to a stressful and undesirable environment in  
112 the neighborhood. He explained that he believes a noise ordinance could be crafted to allow  
113 for noisy activities to occur on larger tracts of land, but possibly not in smaller neighborhoods.  
114 He explained that there is also a safety factor at hand, as neighbors can visually see the  
115 shooting from the roadway. As a gunowner himself, he does not wish to remove anyone’s  
116 rights, but would like for this stressful situation to be resolved.

117  
118 In response to a question from Chairman Lyon, Mr. Valley stated that he and his neighbors  
119 have reached out to the Police Department on numerous occasions. The Police Department  
120 has noted that there is nothing they can do, as the Town does not have a noise ordinance.  
121 Chairman Lyon suggested that Mr. Valley ask someone from the Police Department to  
122 respond while the shooting is taking place.

123  
124 Chairman Lyon explained that this item was reviewed by Town Counsel and, unfortunately, it  
125 does not appear that the Board has much purview in the situation. The memo mentions RSA  
126 159:26, regarding the State jurisdiction over firearms. That RSA notes that no municipal  
127 ordinance may regulate the “use” of firearms. Due to this RSA, Town Counsel believes that,  
128 while the Town could craft a noise ordinance it would not be able to call out firearms in the  
129 ordinance and regulate their “use.”

130  
131 Mr. Valley explained that a noise ordinance would not limit the use of firearms but may make  
132 directives toward sound buffers that need to be in place. He explained that that a noise

133 ordinance would not prevent someone from shooting at a gun club or shooting range but may  
134 limit the use of firearms within close proximity of other homes.

135  
136 Chairman Lyon also referenced RSA 644:13, regarding the unauthorized use of firearms and  
137 it being illegal to discharge a firearm within any contiguous area containing 6 or more  
138 buildings which are used as either part-time or permanent dwellings and the spaces between  
139 them where each such building is within 300 feet of at least one of the others, plus a perimeter  
140 300 feet wide around all the buildings in such area. He explained that Mr. Valley could check  
141 and see if his neighborhood would fall within this RSA and, if so, ask the Police Department  
142 for enforcement.

143  
144 Selectman Stoughton stated that he is sympathetic with Mr. Valley's concern. This is a  
145 difficult item, as the Board does not have it within its authority to restrict the use of firearms,  
146 even as part of a noise ordinance.

147  
148 In response to a question from Selectman Stoughton, Mr. Valley explained that he has been  
149 trying to contact and reach a compromise with his neighbor regarding this issue for over 3  
150 years, unsuccessfully.

151  
152 Selectman D'Angelo suggested that Mr. Valley may want to speak with the State  
153 Representatives, in hopes of enacting change at the State level.

## 154 155 **8. Scheduled Appointments**

### 156 **8.1 Ryan Cray, Town Common Use Request: Cathy Cray Memorial 5K**

157 Ryan Cray explained that he is requesting the use of the Town Common on July 16, 2022, to  
158 host a charity 5K event for the White Ribbon Project, in honor of his mother, Cathy Cray.

159  
160 *A MOTION was made by Selectman Grella and SECONDED by Selectman Stoughton to grant*  
161 *permission to Ryan Cray to host a 5K charity event on July 16, 2022.*

162 *Voting: 5-0-0; motion carried unanimously.*  
163

### 164 **8.2 Chris Buchanan, BPAC updates**

165 Chris Buchanan explained that he will speak with Town Administrator Shankle regarding the  
166 best way to pull data from the multimodal counters, previously discussed. The data can either  
167 be pulled by hand, or via a mobile device that costs approximately \$420/year/counter.

168  
169 Chris Buchanan explained that the BPAC is planning an opening ceremony for the Amherst  
170 Street sidepath on May 14, 2022, at 11am. This will include a brief ceremony to  
171 commemorate construction of the sidepath, along with dedicating it to the memory of Carolyn  
172 Mitchell.

173  
174 Chris Buchanan noted that engineering and survey data of the Boston Post Road crossing at  
175 Honey Pot Pond has been completed. The data shows that a sidepath in this area is feasible  
176 and that there is plenty of right-of-way to accommodate the project. The Town recently passed  
177 Article 30 – for design engineering work to occur on the Village Streets project. He is  
178 working with the DPW regarding finding an engineering firm to do this work.  
179

180 Chris Buchanan requested that the Board reach out to the Milford Board of Selectmen for an  
181 update on the interjurisdictional grant funding application.

182  
183 Chris Buchanan noted that the updated NH DOT 10-year plan continues to have project  
184 #42593, a portion of the Baboosic Greenway, which is scheduled for work between 2026-  
185 2029. This would consolidate and upgrade the route from Baboosic Lake Rd. to Walnut Hill  
186 Rd. This is expected to include a timber boardwalk to the Meeting Place Mall. BPAC has  
187 obtained 1 easement along the route and is in discussion with landowners along 8 additional  
188 parcels. The Town of Bedford recently contacted BPAC and to explain that they are exploring  
189 purchasing over 1 mile of the abandoned rail bed in Bedford. They have town staff who are  
190 now actively working on advancing the project. One landowner along the route owns parcels  
191 in the Town of Amherst as well as the Town of Bedford. It is likely that the easement the  
192 Town has already developed will be satisfactory for the landowner. The Bedford Town  
193 Council will need to become involved in this easement process, as they will have to be the  
194 easement holder for the Bedford parcel. BPAC is requesting that the Board consider helping  
195 in reaching out to the Bedford Town Council to inform them of this need.

196  
197 Chris Buchanan explained that the BPAC continues to work with DPW on the section of road  
198 between Boston Post Road and Courthouse Road, regarding options for extending the  
199 Amherst Street sidepath. He explained that the Board may need to write a letter to the State  
200 regarding a verbal agreement for a painted multimodal treatment over the bridge crossing on  
201 Amherst Street and the extension to Courthouse Rd.

202  
203 Chris Buchanan explained that this May, the NRPC will be soliciting formal requests to  
204 include projects in the regional Transportation Improvements Program (TIP). This plan is  
205 the foundation for the NHDOT 10-year plan and is the fundamental basis for establishing an  
206 infrastructure idea as an “official project”. Adding a project to this plan can significantly aid  
207 in establishing the value of a project in the eyes of grant-funding agencies. This also requires  
208 no explicit commitment, other than stating that if the project were one day funded, the town  
209 would do its part to make it happen. These projects can only be submitted by Town staff with  
210 consent of the Board. There are several projects that the Town of Amherst should consider  
211 adding to the TIP:

- 212     ▪ The village area project
- 213     ▪ The entire Baboosic Greenway, whether or not it is broken into segments, including a  
214     12x12 box culvert under NH101 near Boston Post Road.
- 215     ▪ SB707-FN 2020’s proposal for a sidepath along NH122 from Amherst St to Stearns  
216     Rd.

217  
218 Regarding the proposed advisory shoulder treatment along Old Manchester Road, DPW is  
219 organizing a final round of public input by neighborhood residents. This will likely involve  
220 one more information session before DPW and BPAC return to the Board for project  
221 approval. This project should be an example of a neutral cost project to improve low-volume  
222 multimodal access without costing more than line striping. If the project is approved, it may  
223 be included in the 2022 line striping bid.

224



225 Finally, Chris Buchanan explained that the BPAC is interested in becoming involved with the  
226 Master Plan update process. Selectman Stoughton suggested that Chris Buchanan reach out to  
227 Tracie Adams, current Vice Chair of the Master Plan Steering Committee.

228

229 Selectman Stoughton suggested the Town also look into using volunteers to collect data from  
230 the multimodal counters.

231

## 232 **9. Administration**

### 233 **9.1 Administrative Updates**

234 Town Administrator Shankle explained that the State has established that the Town is eligible  
235 for the PFAS funding. The next step will be to hold a public hearing to accept the \$1.5M  
236 funds. He explained that he and Chairman Lyon will sit down to review the O&M manual for  
237 the community septic system at Baboosic Lake with Sue McCarthy. He also noted that there  
238 are new bathrooms and floors being installed in the Buck Meadow clubhouse.

239

### 240 **9.2 Town Administrator and land purchases**

241 Chairman Lyon explained that this request is to allow for the Town Administrator to sign  
242 future purchase and sale agreements for land acquisition on behalf of the Board. This would  
243 be done only after Board approval.

244

245 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*  
246 *designate the Town Administrator to sign potential purchase and sale agreements, as*  
247 *advocated by the Conservation Commission upon direction from the Chair that such a*  
248 *purchase was approved by the Board of Selectmen.*

249 *Voting: 5-0-0; motion carried unanimously.*

250

251 The Board discussed that the lights in front of Town Hall were recently updated to blue and  
252 yellow lights to show support to the Ukrainian people.

253

254 *A MOTION was made by Selectman Pray and SECONDED by Selectman Stoughton to*  
255 *authorize continuing the display of yellow and blue lights in front of Town Hall until*  
256 *Memorial Day.*

257 *Voting: 5-0-0; motion carried unanimously.*

258

## 259 **10. Staff Reports**

### 260 **10.1 COVID 19 Task Force Update**

261 Jennifer Stover explained that the COVID 19 Task Force updated masking guidance on  
262 Monday, February 28th for all Town Buildings. Department Heads were alerted to the update  
263 to the guidance and signage change: "Masks are optional. Please respect other people's  
264 choices".

265

266 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*  
267 *approve the recommendations from the COVID 19 Task Force regarding optional mask usage*  
268 *in Town Buildings.*

269 *Voting: 5-0-0; motion carried unanimously.*

270

### 271 **10.2 Town Hall water damage repair**

272 Deputy DPW Director, Eric Slosek, explained that there was a water leak in the sprinkler  
273 system in Town Hall on January 23<sup>rd</sup>. Since then, five bidders were solicited for the project,  
274 and Primex gave an estimated cost. Only one local company, Northern Improvements, bid on  
275 the project at \$8,640. There is a \$1,000 deductible due to Primex for the project.

276

277 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*  
278 *award the work to repair the water damage at Town Hall, caused by a leak in the fire*  
279 *sprinkler system, to Northern Improvements for the amount of \$8,640.00. Primex will*  
280 *reimburse the Town for the contract amount less the \$1,000 deductible.*

281 *Voting: 5-0-0; motion carried unanimously.*

282

### 283 **10.3 Transfer Station Campaign/Fundraising policy**

284 Eric Slosek explained that recently, an inquiry was made to DPW asking what the  
285 campaign/fundraising policy for the Amherst Transfer Station was. Upon responding to this  
286 inquiry, DPW discovered that some minor updates were needed to the policy. The policy on  
287 file indicated the Board approved this policy. The policy was amended in 2010 and 2015.  
288 Notably, there were no Board signatures on the document. Spaces have been added for Board  
289 signatures. Additionally, section 3 of the policy was updated to state that any problems should  
290 be addressed to the "Lead Attendant", as opposed to the old policy which stated problems  
291 should be addressed to the "weighmaster".

292

293 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*  
294 *accept the update to policy number 9.3, "Amherst Transfer Station Policy for campaigning*  
295 *and fundraising", as amended on March 2, 2022.*

296 *Voting: 5-0-0; motion carried unanimously.*

297

### 298 **10.4 Town Hall HRV plans**

299 Eric Slosek explained that the DPW has been working with a consultant to investigate what is  
300 needed to introduce fresh outside air into the Town Hall building. The consultant used the  
301 findings from a site visit to create a report, dated February 4, 2022. This report details  
302 what is needed to introduce fresh outside air into the building through the existing  
303 HVAC system. The DPW used this report to solicit proposals to provide the Town with  
304 plans that could be used for bidding and construction purposes. Two proposals were received  
305 from local engineering companies. A third company declined to bid. Both companies stated  
306 that, upon the date of award, it would be 10-12 weeks before the plans are completed. Both  
307 companies also provided information for construction oversight services. However, that work  
308 will be solicited for independently from the design phase. DPW recommends awarding the  
309 design and creation of construction plans for this work to Team Engineering in the amount of  
310 \$9,250.00. The desire is to move forward with this planning/design phase. Upon receipt of  
311 engineering plans, DPW intends to simultaneously send out RFPs for construction and for  
312 construction oversight engineering.

313

314 In response to a question from Selectman Pray, Eric Slosek explained that the intention is to  
315 use funds from the Building Maintenance budget line to do this work, however, there is a  
316 potential that it could also be worthy of ARPA funding.

317

318 In response to a question from Selectman Stoughton, Eric Slosek explained that the  
319 engineering company will determine whether an HRV or ERV system is best for Town Hall.  
320 These systems typically cost approximately \$17,000-\$18,000.

321  
322 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*  
323 *recommend awarding the design and creation of construction plans for this work to Team*  
324 *Engineering for the amount of \$9,250.00.*

325 *Voting: 5-0-0; motion carried unanimously.*

326

### 327 **10.5 Hiring for the position of EMT**

328 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to,*  
329 *at the recommendation of Chief Conley, approve the hiring of Ryan Sarratori for the position*  
330 *of part-time EMT.*

331 *Voting: 5-0-0; motion carried unanimously.*

332

## 333 **11. Approvals**

### 334 **11.1 Baboosic Lake Community Septic Warrants**

335 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
336 *approve and sign the Baboosic Lake Community Septic Warrants due for April 1, 2022 as*  
337 *follows:*

338 *Phase I \$ 2,055.96*

339 *Phase II \$ 5,399.77*

340 *Phase III \$ 6,772.19*

341 *Phase IV \$ 4,809.03*

342 *Voting: 5-0-0; motion carried unanimously.*

343

### 344 **11.2 Elderly Tax Deferrals**

345 The following elderly tax deferral applications have been reviewed by the Tax  
346 Collector and the Tax Collector recommends the approval of each application. Therefore,

347

348 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
349 *approve and sign the Elderly Tax Deferral Applications for the 2021 property tax year as*  
350 *follows:*

351 *Map/Lot: 002-166-030 in the amount of \$ 569.00*

352 *Map/Lot: 005-114-000 in the amount of \$2,779.00*

353 *Voting: 5-0-0; motion carried unanimously.*

354

### 355 **11.3 Assessing**

#### 356 **Item A.**

357 This is an Elderly Tax Exemption application for tax parcel 002-009, Unit-001. The Assessor  
358 reviewed the Application and determined the applicant does not meet the necessary  
359 requirements to re-qualify for the Elderly Exemption under RSA 72:39-a for tax year 2022.

360 The applicant's total assets exceed both the old and recently approved asset limits. Therefore,

361

362 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to deny*  
363 *the Elderly Exemption for tax year 2022 in the amount of \$114,000.*

364 *Voting: 5-0-0; motion carried unanimously.*

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**Item B.**

This is an Elderly Tax Exemption application under RSA 72:39-a for tax parcel 007-087-003. Our Assessor has reviewed the application and determined it meets the income and asset limits and qualifies for the exemption and recommends approval. Therefore,

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Elderly Exemption for Map 007, Lot 087-003 in the amount of \$104,200.*

*Voting: 5-0-0; motion carried unanimously.*

**Item C.**

This is a land use change tax release for Tax parcel 006-079-001. The lot was purchased by a new owner on 12/1/2021, is less than 10 acres, and no longer qualifies for current use. Our assessor has reviewed the release and recommends approval. The Land Use Change Tax in the amount of \$13,300 represents 10% of the full and true market value of \$133,000. Therefore,

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Land Use Change Tax in the amount of \$13,300 for Map 006, Lot 079-001.*

*Voting: 5-0-0; motion carried unanimously.*

**Item D.**

This is an application for Current Use for Tax parcel 007-098-001. Our assessor has reviewed the Application and it appears the applicant qualifies for 3.38 acres to be placed in Current Use under RSA 79-A & CUB 304.01. This 3.38-acre lot is contiguous with land in Mont Vernon that is presently in Current Use status and thus meets the qualifications for current use status. Therefore,

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Current Use Application for Map 007, Lot 098-001 for tax year 2022.*

*Voting: 5-0-0; motion carried unanimously.*

**11.4 AP, Payroll, Minutes**

**Payroll**

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Payroll Manifest in the amount of \$214,889.55 dated February 24, 2022, subject to review and audit.*

*Voting: 5-0-0; motion carried unanimously.*

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Payroll Manifest in the amount of \$219,749.24 dated March 10, 2022, subject to review and audit.*

*Voting: 5-0-0; motion carried unanimously.*

**Accounts Payable**

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Accounts Payable Manifest in the amount of \$24,430.78 dated March 2, 2022, subject to review and audit. (NH DMV)*

412 *Voting: 5-0-0; motion carried unanimously.*

413

414 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
415 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,037,685.00 dated*  
416 *March 1, 2022, subject to review and audit. (Schools)*

417 *Voting: 5-0-0; motion carried unanimously.*

418

419 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
420 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$5,107.98 dated February*  
421 *23, 2022, subject to review and audit. (Vendors)*

422 *Voting: 5-0-0; motion carried unanimously.*

423

424 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
425 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$6,182.15 dated March 1,*  
426 *2022, subject to review and audit. (Vendors)*

427 *Voting: 5-0-0; motion carried unanimously.*

428

429 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
430 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$526,877.55 dated March*  
431 *1, 2022, subject to review and audit. (Vendors)*

432 *Voting: 5-0-0; motion carried unanimously.*

433

434 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*  
435 *approve the Board of Selectmen meeting minutes of February 9, 2022, as written.*

436

437

438 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*  
439 *approve the Board of Selectmen meeting minutes of February 22, 2022, as amended.*

440

441

442 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*  
443 *approve the Board of Selectmen meeting minutes of April 12, 2021, as written.*

444

445

446 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*  
447 *approve the Board of Selectmen meeting minutes of June 4, 2021, as amended.*

448

449

450

### **11. Action Items**

451

The Board reviewed its action items.

452

453

### **12. Old/New Business**

454

Selectman Grella explained that he recently attended a Heritage Commission meeting, where the Master Plan update was discussed.

455

456

Chairman Lyon welcomed Selectman Stoughton to the Board.

457

458

459 Selectman D'Angelo noted that the School boards will hold a joint meeting on March 24<sup>th</sup>.

460

461 Selectman Pray explained that the NRPC will meet on Wednesday.

462

463 Town Administrator Shankle stated that he taught in Ukraine at times during 2000-2004. He  
464 thanked the Board for its display of lights in support of Ukraine.

465

466

467 **NEXT MEETING: Monday, March 28, 2022**

468

469

470

471

472

\_\_\_\_\_  
*Selectman Danielle Pray*

\_\_\_\_\_  
*Date*