



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, MAY 8, 2023 6:30 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Public Hearing: Pursuant to New Hampshire RSA 36-A:5 and 41:14-a**
 - 4.1. Public Hearing: Pursuant to New Hampshire RSA 36-A:5 and 41:14-a, Open Space Bond
- 5. Board Appointment**
 - 5.1. NRPC, Danielle Pray
- 6. Scheduled Appointments**
 - 6.1. Jack Colby, Request for use of Town Common
 - 6.2. Don Holden, Souhegan CERT
- 7. Administration**
 - 7.1. Administrative updates
 - 7.2. Protest petition update
 - 7.3. PFAS update
 - 7.4. Partnership with SNHU
 - 7.5. Unanticipated Revenue
 - 7.6. Sick Leave Policy Review
- 8. Staff Reports**
 - 8.1. Body Worn Camera Bid
 - 8.2. Amherst Highway Safety Committee Report
 - 8.3. Vehicle Retention (Ambulance)

- 8.4. Land Water Conservation Grant Application
- 8.5. FY23 Road Work Authorization
- 8.6. DPW Bridge Update
- 8.7. FY24 Road Bid
- 8.8. DPW Software Bids
- 8.9. Budget to Actual Report April 2023

9. Approvals

- 9.1. Town Common Use Request, Opportunities Network 5K 9/30/2023
- 9.2. Town Common Use Request, Steve Boczenowski, the Amherst Congregational Church Annual Frederick Douglas Statewide Reading
- 9.3. Assessing
- 9.4. AP, Payroll and Minutes

10. Action Items

11. Old/New Business

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

Adjournment

Next Meeting: Special Meeting May 15, 2023

You are invited to a Zoom webinar.

When: May 8, 2023 06:30 PM Eastern Time (US and Canada)

Topic: Board of Selectmen Meeting and Public Hearing

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83664304326>

Or Telephone: 301 715 8592

Webinar ID: 836 6430 4326

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

NOTICE OF PUBLIC HEARING

**Barbara Landry Meeting Room, Town Hall – 2 Main Street
Monday May 8, 2023 6:30 PM**

“Pursuant to New Hampshire RSA 41:14-a, The Amherst Board of Selectmen hereby announce to the citizens of Amherst the convening of a Public Hearing to take input on the acquisition of several properties by the Town, to be held and controlled by the Conservation Commission. The Town is considering the purchase of the following three (3) parcels, with corresponding owner(s) of record, and expected closing dates:

- Tax Map 6, Lot 2; Kevin G. Curran; closing no later than June 30, 2023;
- Tax Map 6, Lot 9; Kevin G. & Claudine B. Curran; closing no later than July 31, 2023;
and
- Tax Map 6, Lot 7; Kevin G. Curran; closing no later than July 31, 2024.

These 3 parcels are all part of a single plan of conservation, a single Purchase & Sale Agreement with the sellers, and are being purchased at different times to comply with the financing parameters in the 2021 Town Meeting vote authorizing borrowing money for conservation purposes. The Town intends to follow the RSA 41:14-a process once for the 3 lots.

All interested citizens are invited to attend the meeting.

TOWN OF AMHERST, NH
USE OF TOWN COMMONS REQUEST

Completed form must be submitted to the Administration Department four (4) weeks before the event in order to obtain Board of Selectmen approval. This request is for use of any Town Common land.

Organization Name: K.S.C. Student film team Contact Name: John "Jack" Cody

Contact Phone Number: (603) 305-9833 Contact e-mail: jack.cody95@gmail.com

Date of Event: 6/3/23 Hours (from/ to): 10 am - 4 pm Number of est. participants: 12

Will you need Electricity? Yes If so, for what? Camera/lighting equipment

Wish to bring anything onto the Commons? IF so, what? Snacks/Beverages

Wish to drive anything onto the Commons? No

Wish to place Port-a-potties along on the far-right gravel parking lot to the right of Town Hall? No

Request road closures? (Please identify intersections) No

Will you sell or serve food or drinks? (Certificates of Insurance naming the Town of Amherst will be required) No

Brief Description of event.: Filming the whole day for a senior film project called "Street Piano." Senior student of Keene State College.

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

1. NO ALCOHOL SALES OR CONSUMPTION are allowed.
2. The Common must be left in the same or better condition than prior to event. Trash removal is the responsibility of the Event Organizer.
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.

Applicant Signature: John Cody Date: 4/20/23

This application must be signed off by all Department Heads below before going before the Board of Selectmen for consideration and approval. Events held for the first time require attendance of a representative at the Board meeting.

Chief of Police Approval: Signature Mark O. Reams Date: 5/01/2023
Mark O. Reams (May 1, 2023 16:26 EDT)

Fire/ Rescue Chief Approval: Signature Matthew Conley Date: 5/3/2023
Matthew Conley (May 3, 2023 20:24 EDT)

Public Works Director Approval: Signature Eric Slosek Date: 5/3/2023

BOS Approval: Chair's Signature _____ Date: _____


0156_001

Final Audit Report

2023-05-04

Created:	2023-05-03
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAASucxQJUOlVZKb2rSz5Emt7H7r8VILC_B

"0156_001" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)
2023-05-03 - 7:37:42 PM GMT
-  Document emailed to Matthew Conley (mconley@amherstnh.gov) for signature
2023-05-03 - 7:38:01 PM GMT
-  Email viewed by Matthew Conley (mconley@amherstnh.gov)
2023-05-03 - 11:43:10 PM GMT
-  Document e-signed by Matthew Conley (mconley@amherstnh.gov)
Signature Date: 2023-05-04 - 0:24:22 AM GMT - Time Source: server
-  Document emailed to Eric Slosek (eslosek@amherstnh.gov) for signature
2023-05-04 - 0:24:23 AM GMT
-  Email viewed by Eric Slosek (eslosek@amherstnh.gov)
2023-05-04 - 12:36:19 PM GMT
-  Document e-signed by Eric Slosek (eslosek@amherstnh.gov)
Signature Date: 2023-05-04 - 12:36:38 PM GMT - Time Source: server
-  Agreement completed.
2023-05-04 - 12:36:38 PM GMT

Souhegan CERT



Background

Souhegan CERT was formed in 2009 to support emergency preparedness and response in Amherst, Milford and Mont Vernon. Lyndeborough joined a few years later. We currently have 15 members. Ten members live in Amherst, four members in Milford and one member in Lyndeborough. We also have a 501 (c)(3) charitable corporation called Souhegan Civil Defense chartered to support the Souhegan CERT.

What do we do?

Disaster Response

- Protect family and personal safety first.
- Respond in period immediately after a disaster.
- Assist emergency response personnel when requested.
- Respond after a disaster:
 - Locate and turn off utilities, if safe;
 - Extinguish small fires;
 - Treat injuries;
 - Conduct light search and rescue;
 - Help to relieve survivor stress.
 - Staff warming shelter

Non-Disaster Roles

- Traffic control – Accident and fire scenes, fireworks, parades, Halloween
- Promote community awareness of potential hazards and preparedness measures;
 - Prolong electrical outage
 - Cyber attacks - Ransomware
 - Fraud
 - Generator safety
 - “You are the Help”
- Supplement staffing at special events.
 - COVID19 vaccinations at Milford

Our Equipment

- Personal gear, go-bag, handheld radios
- CERT trailer provided by NH HSEM, but equipment provided by the town and donations
- Traffic cones, handheld and stand-alone emergency signs, barricades.

Challenges

- Recruitment
- Social media support
- Funding and donations



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

Title: Administrative updates
Meeting Date: May 8, 2023

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



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

Title: Protest petition update
Meeting Date: May 8, 2023

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



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

Title: PFAS update

Department: Administration

Meeting Date: May 8, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Partnership with SNHU
Meeting Date: May 8, 2023

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

In seeking additional "benefits" to offer the Town of Amherst employees, I discovered an opportunity to create a partnership with SNHU that would allow a discount on online degree programs for Town employees and their families, defined as "spouse/domestic partner, children, stepchildren, parents, grandparents, grandchildren, and siblings, as well as all of their spouses." The discount amounts to 10% tuition reduction for SNHU's online degree programs. This brings the cost to \$864 per course for undergraduate and \$1692 per course for graduate programs.

I inquired as to any fee, exclusivity or obligation that would be owed by the Town, and learned there is no obligation of additional fees associated with this program, aside from having the Town of Amherst listed among the municipalities and businesses that have registered to participate in this program. Among them are the NH Towns of Auburn, Derry and Salem. The entire list can be found [HERE](#).

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

The only thing to consider is that SNHU uses the town it partner's with in its advertising.

ATTACHMENTS:

None



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

Title: Unanticipated Revenue
Meeting Date: May 8, 2023

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

Concur.

ATTACHMENTS:

1. 0133_001

CHECK NO. 21614 CHECK DATE 04/12/2023 VENDOR NO. 83849

CHECK NO. 00021614



PENNICHUCK[®]
PENNICHUCK WATER WORKS, (INC.)

25 WALNUT STREET
NASHUA, NH 03060
(603) 882-5191 • FAX (603) 913-2344
WWW.PENNICHUCK.COM

CHECK NO.

CHECK AMOUNT

Nine thousand nine hundred fifty-seven and 15/100 USD

9,957.15

PAY TO THE ORDER OF

Town of Amherst Attn: Dean Sha
2 Main Street

Amherst

NH 03031



AUTHORIZED SIGNATURE

Carol Ann Howe

AUTHORIZED SIGNATURE

⑈00021614⑈ ⑆011400071⑆9246255891⑈

ENDOR: 83849 Town of Amherst Attn: Dean Shankle Pennichuck Water Works, Inc. 04/12/2023 CHECK NO. 00021614

INVOICE NO.	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET CHECK AMOUNT
21473595	04/04/2023	9,957.15	9,957.15		9,957.15
1x Revenue for PFOA Properties in Amherst					

Check Total 9,957.15

Deborah Bender

From: Filion, Mark <mark.filion@PENNICHUCK.com>
Sent: Tuesday, April 4, 2023 8:17 AM
To: Dean Shankle; Deborah Bender; Dean Shankle
Cc: Harding, Casey
Subject: Amherst Water Main Extension - 1x Annual revenue

[External Sender]:

Dean,

In the next week or two, Pennichuck will forward a check to the Town of Amherst (to your attention) for the "1X estimated annual Revenue" for each meter set as part of the water main extension on Thatcher & Cobbler Lane. This is outlined in paragraph 1.8.2. of our agreement for the project.

Essentially, it is a NHPUC requirement for developer paid water main extensions and considered Pennichuck's allowable investment in the project. The check for all fifteen meters will be \$9,957.

On a related note, the contractor CSSI has indicated they would like to start restoration efforts in a few weeks once the ground dries out sufficiently. Once they complete the restoration of the water service trenches they will complete the permanent pavement repairs to the trenches. I will send Eric Slosek an email today and schedule an onsite meeting with him and the contractor.

Please let me know if you have any questions.

Thanks,



Mark Filion, PE
Construction Services Manager
Pennichuck Water Works
25 Walnut Street
PO Box 428
Nashua, NH 03061-0428
Phone: 603-913-2338



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

Title: Sick Leave Policy Review
Meeting Date: May 8, 2023

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Sick Bank Payout Proposal
2. Current Sick Leave Policy
3. Updated Sick Leave Policy
4. Town Benefits Comparison

Memorandum

To: Dean Shankle, Town Administrator
Cc:
From: Department Heads – Town of Amherst
Date: October 28, 2022
Re: *Accrued Sick Bank Hours – Payment Upon Separation*

In March of 2020, the Town modified its Sick Leave and Maximum Accrual of Benefits policy. Prior to March of 2020 –and going back for at least the preceding 30+ years – the Town required employees to “bank” at least 50% of their unused sick time at the end of each year of employment. Employees would then be paid at their normal hourly rate for the remaining 50% of their unused sick time upon their yearly anniversary. For example, if an employee used no sick time throughout the year, then 28 of their 56 hours of earned sick time would be placed in their “sick bank”, and the employee would be paid for the remaining 28 hours. Once the sick bank reached a cap of 240 hours, then the employee would be paid annually for *all* unused sick time. For example, if an employee had 40 hours of accrued sick time remaining at the end of the year –and had 240 hours in their sick bank- then the employee would be paid out for those 40 hours before starting into the new accrual year.

However, in March of 2020, the Town policy changed to allow employees to elect to be paid for 100% of their unused sick time at the end of each year –ending the mandatory 50% contribution policy. This has created a conflict amongst more tenured employees who were not afforded the opportunity to be paid for all unused sick time and were forced to “bank” at least a portion of those hours. Essentially, once these hours have been “banked” there is no practice or policy in place which would allow an employee to be paid for any of this earned benefit time (aside from supplementing lost work time in the event of a short/long term disability or prolonged sickness).

Amherst has been largely fortunate to see employees that are loyal and committed to the town for decades despite the trend of diminishing longevity across workplaces. These reliable and dependable employees are ultimately disadvantaged for their good health and responsible use of sick time while newer employees see a financial gain. The thought of compelling an employee to be accountable and dedicated to their employer only to withhold an earned benefit upon departure seems contrary to the rewarding environment that Amherst has always sought to establish and maintain. Below is a list of sick leave incentives offered by neighboring and comparably-sized towns for consideration:

Town of Merrimack

Employees can accrue a balance of 240 hours and will be paid 50% of the employee base salary wage upon separation.

Town of Bedford

Employees have a sliding scale of both accrual and pay out based upon years of service as follows in charts below:

Sick Leave Accrual

Years of Service	Hours per Month/year	Maximum accrual
0-5	8/96	480
6-10	8/96	600
11 or more	8/96	720

Sick Leave Payout

Years of Service	\$ or % on Termination	\$ or % on Retirement
0-5	\$2100 or 25%	\$4,200 or 50%
6-10	\$5,250 or 50%	\$7875 or 75%
11 or more	\$9,450 or 75%	\$12,600 or 100%

Town of Windham

Windham works on an “Earned time” which also includes all traditional manners of leave. The earned time is established based upon years of service and differs from part time, 40 hour full time and 40+ hour employees. Below is information relative to a standard full time 40 hour employee.

Hours Earned

Years of Service	Days Accrued Per Hour	Hours Accrued Per Hour	Hours Accrued Per Year	Annual Days
0-5	.0120	.0962	200	25
6-10	.0144	.11542	240	30
11-19	.0168	.1346	280	35
After 19	.0192	.1538	320	40

Payout- Employees hired after 2011 are allowed to bank 400 hours of earned time that carry over and are paid at base salary each year for up to 80 hours in excess of 400. Any additional hours are forfeited. **The bank of 400 earned time hours is paid in full upon termination**

Town of Conway

Conway employees a simple system of sick time where an employee accrues 6.67 hours per month for a total of 10 days, or 80 hours a year. An employee may cash in unused sick time at the end of each calendar year once they have a minimum of 30 days banked. **The employee can accumulate up to 60 days (480 hrs.) and will be paid 25% of hours after 5 years of service or 50% of total time upon retirement.**

Town of Hollis

Uses “Paid Time Off” to encompass all of their leave time as well. Employees hired before March 2014 can accrue up to 500 hrs of time and after March of 2014 a maximum of 360 hrs. **Upon retirement or departure they are reimbursed 100% of their banked time not to exceed 500 total hours.** They can be reimbursed annually if they choose under the following guidelines:

Years of Service	Maximum Annual Reimbursement
0-12 months	\$0

13-60 months	80 hours/10 days
61-120 months	120 hours/15 days
121 months +	160 hours/20 days

Milford

The town of Milford gives each employee 64 hours (8 days) of sick leave each year and unused sick time can be both converted to vacation time and placed in a “sick bank”. Up to 40 hours of may be converted to vacation time and 24 hours can be sick banked. Upon retirement, **there appears to be no limit to the vacation payout** which will undoubtedly contain a significant number of sick hours that were converted.

Consequently, we propose that the Town consider payment of up to 100%, but not less than 50%, of an employee’s sick bank accrual upon separation as the Board may deem fair and appropriate.

Respectfully,

 Mark Reams
 Chief, Amherst Police Department

 Gail Stout
 Tax Collector

 Matthew Conley
 Chief, Amherst Fire Rescue

 Amy Lapointe
 Director, Amherst Town Library

 Craig Fraley
 Director, Recreation Department

 Eric Slosek
 Director, Department of Public Works

 Deborah Bender
 Director, Finance Department

 Nic Strong
 Director, Community Development

holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

305 Workers' Compensation Insurance

Effective Date: 9/27/2004

The Town of Amherst provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

306 Sick Leave & Maximum Accrual Benefits

Effective Date: 9/27/2004

The Town of Amherst provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- * Regular full-time employees
- * Regular part-time employees (pro-rated)

Eligible employees will accrue sick leave benefits at the rate of 7 days per year (.58 of a day for every full month of service). For Regular part-time employees sick time will accrue on a pro-rated basis based on their average number of regularly scheduled work hours. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one hour. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required to verify the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be

required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of 3 calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as overtime, incentives, commissions, bonuses, or shift differentials. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as Short Term Disability. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or the Town of Amherst-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Sick Leave Incentive: Employees may, as of their respective anniversary date, receive a fifty percent (50%) pay back, rounded down to the nearest day, for unused sick leave until such time as the maximum accumulation has been reached, such pay back applies only to the year involved and not to the total accumulation of unused sick leave. Time not paid shall go towards the employee's maximum accumulation. Once an employee has reached maximum accrual all unused sick leave shall be paid at one hundred percent (100%). Payment shall be made in the month following the employee's anniversary date.

Maximum Accrual (Sick Bank): Employees may accumulate up to 240 hours of sick leave in their sick bank. The sick bank is intended to assist the employee during long periods of illness or injury and can be used to supplement both Short-Term and Long-Term disability. Maximum accrual is not paid upon termination of employment.

309 Bereavement Leave

Effective Date: 9/27/2004

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 3 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- * Regular full-time employees
- * Regular part-time employees

For Regular part-time employees sick time will accrue on a pro-rated basis based on their average number of regularly scheduled work hours. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing

Current

holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

305 Workers' Compensation Insurance

Effective Date: 9/27/2004

The Town of Amherst provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

306 Sick Leave & Maximum Accrual Benefits

Effective Date: 2/6/2023

The Town of Amherst provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- * Regular full-time employees
- * Regular part-time employees (pro-rated)

Annual Sick Leave: Eligible employees will accrue sick leave benefits at the rate 2.154 hours per pay period (56 hours per year). For Regular part-time employees sick time will accrue on a pro-rated basis based on their average number of regularly scheduled work hours. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, parent-in-law, spouse, or domestic partner of the employee. Sick leave benefits may also be used to care for any sick or injured family member not otherwise specified who resides with the employee. Sick leave benefits are intended solely to provide income protection during periods of illness, injury, or FMLA leave and may not be used for any other absence.

Accumulated Sick Leave: Employees may accumulate up to 240 hours of sick leave which may be used to augment their annual sick leave accrual in the event of an absence for any reason noted above (i.e., accumulated sick leave may be used once all annual sick leave accrual has been exhausted).

Sick Leave Incentive: Employees have three options on their respective anniversary date: 1) the employee may

elect to receive payment for 100% of their unused annual sick leave; 2) the employee may elect to receive payment for 50% of their unused annual sick leave, with the remaining 50% being applied toward their accumulated sick leave; or, 3) the employee may elect to have 100% of their unused annual sick leave applied toward their accumulated sick leave. Once an employee has reached their maximum accumulated sick leave accrual of 240 hours, all unused annual sick leave shall be paid at 100%. Payment shall be made in the month following the employee's anniversary date. Upon separation from employment, the employee shall be paid for any unused annual sick leave and 100% of their accumulated sick leave.

Sick leave benefits (Annual and Accumulated) will be calculated based on the employee's base pay rate at the time of absence or separation and will not include any special forms of compensation, such as overtime, incentives, commissions, bonuses, or shift differentials. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits (e.g., Short Term Disability). Sick leave benefits shall be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or the Town of Amherst-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required to verify the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of 3 calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work.

309 Bereavement Leave

Effective Date: 9/27/2004

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 3 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- * Regular full-time employees
- * Regular part-time employees

For Regular part-time employees sick time will accrue on a pro-rated basis based on their average number of regularly scheduled work hours. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing

Updated

PAID BENEFITS SUMMARY FOR NEIGHBORING/COMPARABLE TOWNS

Town	Vacation Hours Max Accrual	% Vacation Max Accrual Paid @ Separation	Sick Leave Hours Max Accrual	% Sick Leave Max Accrual Paid @ Separation	Total Benefit Hours Paid Upon Separation	Additional Benefits
Amherst	240 300 (Dept. Head)	100%	240	Zero	240 300 (Dept. Head)	
Bedford	160 (0-5 yrs) 240 (6-10 yrs) 320 (11-20 yrs) 400 (25 yrs) 480 (30 yrs)	100%	720 (11+ yrs) 600 (6-10 yrs) 480 (0-5 yrs)	100% (11+ yrs) 75% (6-10 yrs) 50% (0-5 yrs)	400 (0-5 yrs) 690 (6-10 yrs) 1,040 (11-19 yrs) 1,120 (25 yrs) 1,500 (30 yrs)	
Hollis	500 PTO	100%	500 PTO	Paid 100%	500	
Merrimack	400	100%	240	Paid 50%	520	
Milford	Unlimited	100%	64	May convert 40 hrs to vacation time annually	Unlimited	
Windham	800 PTO (pre-2011 hire) 400 PTO (post-2011 hire)	100%	800 PTO (pre-2011 hire) 400 PTO (post-2011 hire)	Paid 100%	800 (pre-2011 hire) 400 (post-2011 hire)	
Conway	160	Must use	480	50% after 10 yrs 25% after 5 yrs	400 (10+ yrs) 240 (5-9 yrs)	Severance: 160 hrs paid 10+ yrs 120 hrs paid 5-10 yrs



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Body Worn Camera Bid
Meeting Date: May 8, 2023

Department: Police Department
Staff Contact: Mark Reams

BACKGROUND INFORMATION:

As mentioned in our strategic plan over the last few years, the APD intends to implement the use of body worn cameras (BWCs) in FY24. As the BOS is aware, Amherst has already been awarded the maximum allowable reimbursement of \$50,000 through the NH Department of Safety toward the implementation of a BWC program as previously approved by the BOS (i.e., a 50% match with a maximum match limit of \$50,000). The APD has evaluated multiple BWC platforms over the course of the last two years and has determined that the Motorola system will provide the best product and level of service.*

The total five-year cost of this program for an agency of our size (19 sworn personnel) is \$124,871 as outlined below:

Year 1:	\$33, 815	(startup costs)
Year 2:	\$22,764	
Year 3:	\$22,764	
Year 4:	\$22,764	
Year 5:	\$22,764	(service agreement to extend year to year
thereafter, or		through a new 5-year service
agreement at reduced		cost).

Motorola Solutions is the sole source provider of this system. We request that the BOS award the bid to Motorola Solutions, effective May 8, 2023 (please see attached sole source letter, quote, and bid sheet). **

There is currently a lead time of 16+ weeks for order fulfillment system installation. The APD intends to encumber \$33,815 from the current FY23 budget in order to meet the up-front costs for year one as invoicing will occur after July 1, 2023 (encumbrance request to follow at a subsequent BOS meeting). The town will then receive a 50% reimbursement in the amount of \$16,907 in FY24 which will offset the year two costs of \$22,764 (remainder of year two costs to be funded out of the existing FY24 budget). A specific *Body Worn Camera* line item will then be included in the subsequent FY25 budget cycle (and beyond) with appropriate funding level requests made annually in order to maintain this core program.

**Although platform features, integration, and service were the driving factors in the evaluation process, the Motorola system represents a savings of \$35,000 over the*

previously considered competitor's system.

*** It is also worth noting that the town will be avoiding a scheduled vendor pricing increase of 20% which will be applied to orders placed after May 14th, 2023.*

BUDGET IMPACT:

(Include general ledger account numbers)

FY23:	\$33,815	(startup costs)
FY24:	\$22,764	
FY25:	\$22,764	
FY26:	\$22,764	
FY27:	\$22,764	

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend

SUGGESTED MOTION:

Move to award the body worn camera bid to Motorola Solutions in the amount of \$124,871.

TOWN ADMINISTRATOR RECOMMENDATION:

It appears that Motorola is the only option in order to have an integrated system.

ATTACHMENTS:

1. BWC Bid Sheet
2. BWC Sole Source Letter
3. BWC Quote

TOWN OF AMHERST

Town Department: Amherst Police Department

Date: May 8, 2023

Line Item: FY23 Year End Budget Encumbrance

Budget Amount: \$33,815 - Year one FY23 expenditure
(5 yr full contract cost, \$124,871)

Bid #: Item: Body Worn Cameras

Date Bid To Be Awarded: May 8, 2023

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
1. Motorola Solutions, Inc. 500 West Monroe Chicago, IL 60661	\$33,815	\$124,871	FY23: 33,815 FY24: 22,764 FY25: 22,764 FY26: 22,764 FY27: 22,764 Sole Source Bid
2.			
3.			

Recommend bid be awarded to: Motorola Solutions, Inc.

Signature of Town Administrator/ Date

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

April 25, 2023

Chief Mark Reams
Amherst Police Department
175 Amherst St
Amherst, NH 03031

RE: Motorola Solutions Products

Motorola Solutions, Inc. (Motorola) appreciates the opportunity to provide the Amherst Police Department with an overview of our body-worn and in-car cameras, digital evidence management solutions (DEMS), and integrations with our overall public safety technology portfolio.

Motorola recognizes that you have many options and vendors from whom to buy solutions and services. We believe that our products are not only the best available, their integration with one another through an integrated technology platform enhances their value exponentially when compared to other, superficially similar solutions.

Our In-Field Video Recording Solutions

Our V300, Vista WiFi, Vista XLT body-worn cameras as well as our M500 and 4RE in-car camera systems capture crystal-clear video and audio of every encounter from the perspectives that matters most. We've designed these cameras specifically to meet law enforcement's needs, with features that provide ultimate recording flexibility without disrupting your officers' focus on their mission.

Record-After-The-Fact – All of our cameras include our unique Record-After-The-Fact® (RATF) feature, which provides continuous recording and retrieval of video even days after an incident occurs. With RATF, officers can prioritize fast response to immediate threats over remembering to activate their camera.

V300 Body-Worn Camera – With a rugged exterior and evidence-quality security, the V300 features a detachable battery that can be easily switched out during long shifts. That battery, along with a 128GB storage capacity, solves the battery life and storage dilemmas faced when implementing body-worn cameras. A clear LCD display on the top of the camera allows easy viewing of device status, and the camera offers a natural field of view that eliminates fisheye effects while being adjustable to accommodate a range of body-worn positions.

VISTA WiFi and XLT Body-Worn Cameras – Our Vista body-worn cameras offer simple operation and HD recording in multiple form factors. The VISTA WiFi integrated camera offers a lens that can rotate 40° for optimal aiming from any mounting location, and a back-lit LCD that displays battery level, recording status, and storage space. The VISTA XLT provides a two-piece form factor with a camera that can be mounted on the body, or on the head for point-of-view

recording.

M500 In-Car Video – The M500 is a purpose-built powerful ALPR and video analytics platform designed not just to capture video evidence but to keep you safer and more efficient in the moment. M500 display's intuitive user interface makes it simple to operate, with no function more than three taps away, and even if your vehicle is in a serious collision, the system can switch to a built-in UPS to continue capturing evidence for those vital extra seconds. The front camera is able to capture panoramic and focused views simultaneously, save footage of critical incidents in high resolution, and routine events in lower resolution to enable automatic storage management per individually configured retention policy, so you never have to compromise between quality and efficiency.

4RE In-Car Video – The 4RE panoramic camera features two heads—one camera with a 68° field of view that can be aimed where needed, the other with pillar-to-pillar panoramic coverage. The 4RE's patented multiple resolution encoding allows officers to save footage of critical incidents in HD, and routine events in lower resolution. This feature makes high definition practical by eliminating the painful compromise between video quality and file storage needs—effectively giving your agency HD video at SD cost.

Wireless Microphone – Used with 4RE In-Car Video, the Wireless Hi-Fi microphone delivers high-fidelity audio and superior building penetration capabilities. It is manufactured according to Motorola transmitter specifications, and uses intelligent standby and a lithium polymer battery to provide up to 24 hours of talk-time and up to 30 days of standby time.

Body-Worn/In-Car Integrated Recording System – When deployed together, our body-worn cameras and 4RE (or M500) can form an integrated system that simplifies your officer's operational and administrative workflows. Once one camera in the system is activated or triggered, every camera in the system will begin recording. This ensures that incidents are captured from multiple vantage points, with video and audio that is synced and automatically tagged with GPS and time-stamp data. Footage can be managed in-vehicle through a touchscreen interface or in-car computer before uploading via WiFi or LTE to your digital evidence management system.

Motorola's Digital Evidence Management Solutions

To store, manage, and retrieve your video and audio evidence, we offer your agency a range of DEMS—on-premise, cloud-based, or hybrid—so that you can choose which option works best for your agency's needs.

On-Premise Hardware Deployment – Our on-premise DEMS, Evidence Library, is a powerful, server-based video evidence management system that scales to support thousands of simultaneous users. This makes it ideal for every law enforcement agency, regardless of size. Its intuitive user interface makes finding, managing and sharing video and audio evidence easy for the most casual user, and its wide range of customizable options and user permissions makes for flexible and secure use across the organization.

Cloud Software-as-a-Service (SaaS) Solution – Our Cloud DEMS, CommandCentral Evidence, aggregates and intelligently organizes all of your agency's digital content in one place —

simplifying content management and streamlining workflows. It stores video, audio, images, incident data, and other digital content in a central, cloud-based location, streamlining access and management across your organization. This unified storage framework reduces the complexities of record management, and will allow your personnel to make informed decisions based on a complete case evidence view presented to them via a single interface. CommandCentral Evidence uses the Azure GovCloud, securing data at rest and in transit to protect communications. This complies with CJIS guidelines, the NIST framework, and is audited annually against the Service Organization Control 1 and 2 reporting framework.

Regardless of whether you choose on-premise, cloud, or hybrid implementation, you can be confident that your body-worn and in-car recorded footage will be easy to review, manage, store, and aggregate through an intuitive, flexible digital evidence management solution.

Seamless Integration with Motorola's Full Public Safety Portfolio

Motorola's mission is to help our customers be the best in the moments that matter. To accomplish that mission, we develop solutions that provide law enforcement and other public safety responders with the means to keep themselves and their citizens safe. From body worn and vehicle mounted video cameras, to data recording and storage, to evidence retrieval, management, and analytics, the products we offer your agencies and its members are part of an end-to-end portfolio focused on the needs of public safety.

The V300, Vista WiFi, Vista XLT body-worn-cameras as well as our M500 and 4RE in-car video systems and microphone, and DEMS are only a part of this portfolio. Because they are elements in Motorola's single, unified platform, they will also integrate with the products that your agency may already have, including LMR infrastructure and devices, dispatch and command center software, and broadband infrastructure and devices including our PremierOne, Flex CAD and RMS solutions as well as any Vigilant solutions. Motorola has developed this integrated platform to make our customers' workflows more efficient, optimize decision-making, and improve outcomes.

For example, an officer with a Motorola APX portable radio can now automatically activate recording on their V300 and 4RE (or M500) in-car cameras when that APX radio enters emergency mode. Similarly, the 4RE (or M500) camera can now automatically run license plates of vehicles captured on the 4RE (or M500) against the billions of license plates stored in the Vigilant LPR system offered by Motorola. If a plate has been flagged, the Car Detector software offered as part of the LPR system will immediately notify the officers in the vehicle.

Should you select a Cloud or hybrid DEMS, CommandCentral Evidence integrates with the rest of Motorola's portfolio, including (but not limited to) the following specific capabilities: Aware Live streaming, Records Management, Analytics, Orchestrate, Reports, Community and many more. This means that your personnel will be able to see all of the available evidence for a specific incident through a single, unified interface, regardless of where that evidence is stored.

As our portfolio evolves, so will the ability of our customers to deploy new capabilities, in order to move to a proactive, predictive public safety model that improves the safety of our communities and the personnel who protect them.

The Benefit of a Motorola Purchase

Beyond simply selling products, solutions, and services, Motorola Solutions offers our customers a partnership with a company that is dedicated to your success. When an agency selects Motorola to provide a solution, they can be sure of our commitment to help law enforcement and other public safety responders meet their objectives and be the best in the moments that matter most.

Motorola Solutions is the exclusive and sole manufacturer of the M500 and the 4RE Digital In-Car Video Systems, the High-Fidelity Wireless Microphone System, and the V300 and Vista wearable camera systems. These products are represented and sold by Motorola and its certified resellers and manufacturers representatives via direct or applicable national, state or regional contracts. Those contracts allow customers to purchase Motorola products under the terms of those contract agreements. The Body Camera Systems include “No-Fault Warranties” and Motorola is the only company able to provide warranties and maintenance for the above-mentioned products.

We look forward to working with you to develop a customized, integrated solution that meets your specific needs and provides you with the most value for your investment. To move ahead with this process, we invite you to contact Christopher Drake, Regional Sales Manager at 603-205-1845 christopher.drake@motorolasolutions.com. We thank you for your attention to this letter, and we look forward to working with you to develop and implement a solution that meets your needs.

Sincerely,

A handwritten signature in cursive script that reads "Nicole Talton". The signature is written in dark ink and is centered on the page.

Nicole Talton

Appointed Vice President of Sales, Video
MOTOROLA SOLUTIONS, INC.

About Motorola

Motorola Solutions is a global leader in public safety and enterprise security. Our solutions in land mobile radio mission-critical communications, video security and access control and command center software, bolstered by managed and support services, create the most integrated technology ecosystem to make communities safer and help businesses stay productive and secure. At Motorola Solutions, we're ushering in a new era in public safety and security. Learn more at www.motorolasolutions.com.



AMHERST POLICE DEPT

(6) M500 (19) V300 Vaas

02/14/2023

02/14/2023

AMHERST POLICE DEPT
175 AMHERST ST
AMHERST, NH 03031

RE: Motorola Quote for (6) M500 (19) V300 Vaas
Dear Mark Reams,

Motorola Solutions is pleased to present AMHERST POLICE DEPT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide AMHERST POLICE DEPT with the best products and services available in the communications industry. Please direct any questions to Chris Drake at Christopher.Drake@motorolasolutions.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Chris Drake

Billing Address:
 AMHERST POLICE DEPT
 175 AMHERST ST
 AMHERST, NH 03031
 US

Quote Date:02/14/2023
 Expiration Date:05/15/2023
 Quote Created By:
 Chris Drake
 Christopher.Drake@
 motorolasolutions.com

End Customer:
 AMHERST POLICE DEPT
 Mark Reams
 mreams@amherstnh.gov
 603-673-4900 ext. 211

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price	Refresh Duration
Video as a Service								
1	AAS-M5-BWC-5YR	M500 IN-CAR SYSTEM WITH V300 BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO-AS-A-SERVICE	6	5 YEAR	\$12,300.00	\$12,300.00	\$73,800.00	
2	PRS-0618A	VAAS MANAGED INSTAL,ONSITE,TRAIN, CONFIG	1		\$6,250.00	\$5,000.00	\$5,000.00	
3	PSV00S01454A	LMS ONBOARDING	1		\$0.00	\$0.00	\$0.00	
4	SSV00S01450B	LEARNER LXP SUBSCRIPTION	6	5 YEAR	Included	Included	Included	
5	SSV00S03094A	COMMANDCENTRAL EVIDENCE PLUS SUBSCRIPTION VAAS	6	5 YEAR	Included	Included	Included	
6	SSV00S03095A	COMMANDCENTRAL EVIDENCE UNLIMITED BODY WORN CAMERA STORAGE VAAS	6	5 YEAR	Included	Included	Included	



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	Term	List Price	Sale Price	Ext. Sale Price	Refresh Duration
7	SSV00S03096A	COMMANDCENTRAL EVIDENCE UNLIMITED IN CAR STORAGE VAAS	6	5 YEAR	Included	Included	Included	
8	WGB-0101A	V300 BODY WORN CAMERA, MAG CHEST MOUNT	6		Included	Included	Included	3 YEAR
9	WGW00300-003	V300 NO FAULT WRRANTY	6	5 YEAR	Included	Included	Included	
10	WGB-0138AAS	VIDEO EQUIPMENT,V300 XFER STATION, UNCONF (\$30 PER MON)	1		Included	Included	Included	
11	WGB-0703A	M500 ICV SYSTEM, V300 WIFI DOCK, SPS	6		Included	Included	Included	
12	WGW00502	M500 EXTENDED WARRANTY	6	5 YEAR	Included	Included	Included	
13	WGA00428-103	CONFIGWIRLESKIT MTK802.11AC,POE,5G HZANT	6		Included	Included	Included	
14	WGP01394-001	CBL, WIFI VHCL ANT MNT, NMO, 17'L	6		Included	Included	Included	
15	WGW00121	IN-CAR SYSTEM INSTALLATION (PER UNIT CHARGE)	6		\$812.50	\$650.00	\$3,900.00	
16	WGP02225-130-KIT2	BRKT4RE DISP/VISTA/ CAMVR POST 2020+EXPL	6		Included	Included	Included	
17	WGP01567	BRKT KIT POINT UNIVERSAL J-MOUNT	1		\$25.00	\$20.00	\$20.00	
18	WGB-0150A	MIKROTIK CONF WIFI KIT SECTOR AP	1		\$312.50	\$250.00	\$250.00	

Video as a Service



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 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price	Refresh Duration
19	AAS-BWC-5YR-001	V300 BODY WORN CAMERA AND COMMAND CENTRAL EVIDENCE - 5 YEARS VIDEO-AS-A-SERVICE (\$49 PER MON)	13	5 YEAR	\$2,940.00	\$2,940.00	\$38,220.00	
20	AAS-BWC-XFS-DOC	TRANSFER STATION (8 BAY) - 5 YEARS VIDEO-AS-A-SERVICE (\$30 PER MON)	1	5 YEAR	\$1,800.00	\$1,800.00	\$1,800.00	
21	PSV00S01454A	LMS ONBOARDING	1		\$0.00	\$0.00	\$0.00	
22	SSV00S01450B	LEARNER LXP SUBSCRIPTION*	13	5 YEAR	Included	Included	Included	
23	SSV00S03094A	COMMANDCENTRAL EVIDENCE PLUS SUBSCRIPTION VAAS*	13	5 YEAR	Included	Included	Included	
24	SSV00S03095A	COMMANDCENTRAL EVIDENCE UNLIMITED BODY WORN CAMERA STORAGE VAAS*	13	5 YEAR	Included	Included	Included	
25	WGB-0101A	V300 BODY WORN CAMERA, MAG CHEST MOUNT	13		Included	Included	Included	3 YEAR
26	WGW00300-003	V300 NO FAULT WRRANTY	13	5 YEAR	Included	Included	Included	
27	WGB-0138AAS	VIDEO EQUIPMENT,V300 XFER STATION, UNCONF (\$30 PER MON)	2		Included	Included	Included	
28	WGP02614	V300, BATT, 3.8V, 4180MAH	19		\$123.75	\$99.00	\$1,881.00	

Grand Total
\$124,871.00(USD)


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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Pricing Summary

	List Price	Sale Price
Upfront Costs for Hardware, Accessories and Implementation (if applicable), plus Subscription Fee	\$36,577.75	\$33,815.00
Year 2 Subscription Fee	\$22,764.00	\$22,764.00
Year 3 Subscription Fee	\$22,764.00	\$22,764.00
Year 4 Subscription Fee	\$22,764.00	\$22,764.00
Year 5 Subscription Fee	\$22,764.00	\$22,764.00
Grand Total System Price	\$127,633.75	\$124,871.00

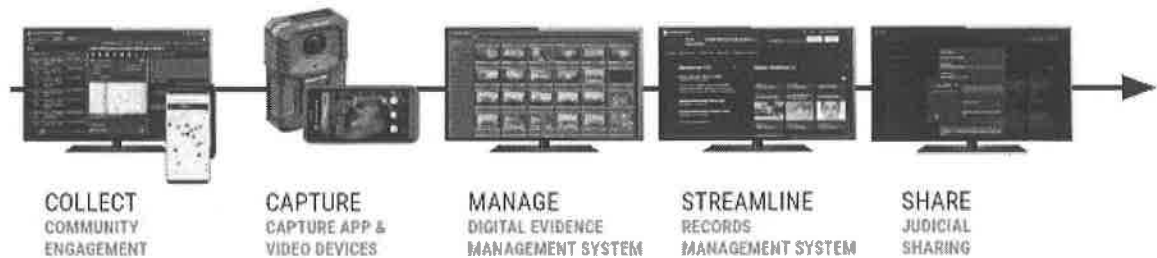
Notes:

- Additional information is required for one or more items on the quote for an order.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



VIDEO-AS-A-SERVICE OVERVIEW

Video-as-a-Service (VaaS) is a subscription-based solution that provides agencies with Motorola's industry-leading evidence collection and management tools. VaaS provides agencies access to high-definition camera systems and the industry's only fully end-to-end digital evidence management ecosystem. Included in this quote is access to CommandCentral Evidence, which includes several applications that enable a single, streamlined workflow.



When combined into a single solution, these tools enable officers in the field to easily capture, record, and upload evidence, as well as efficiently manage and share that evidentiary data. Because Video-as-a-Service requires no up-front purchase of equipment or software, it provides a simple way to quickly deploy and begin using a complete camera and evidence management solution for a per-device charge, billed quarterly.



V300 BODY-WORN CAMERA SOLUTION DESCRIPTION

The V300 Body-Worn Camera captures clear video and audio of every encounter from the user's perspective. Its continuous-operation capabilities allow constant recording, helping the user to capture every detail of each situation and create a reliable library of evidence for case-building and review.

The V300 is easy to operate, with four control buttons. Its built-in Record-After-the-Fact® (RATF) technology enables the device to capture important video evidence that can be retrieved hours or days after an incident occurs, even if a recording is not triggered by the user or sensor. With RATF, officers can prioritize response to immediate threats over manually activating their camera.



KEY FEATURES OF THE V300

- **Detachable Battery** - The V300's detachable battery allows officers to switch to a fully-charged battery if their shift goes longer than expected. And since batteries can charge without being attached to a camera, they can be kept fully charged and ready to go in a dock for use. This feature is especially helpful for agencies that share cameras among multiple officers.
- **Wireless Uploading** - Recordings made by the V300 can be uploaded to your agency's evidence management system via WiFi or LTE networks. This enables easy transfer of critical recordings to headquarters for immediate review or long-term storage.
- **Data Encryption** - The V300 uses FIPS-140-2 compliant encryption at rest and in transit. This ensures that recordings made by your agency's officers are secure from unauthorized access.
- **Record-After-The-Fact®** - Our patented Record-After-the-Fact® technology records even when the recording function isn't engaged. These recordings are uploaded to the evidence management system and allow users to review important evidence that was captured days before.
- **Natural Field of View** - The V300 eliminates the fisheye effect from wide-angle lenses that warps video footage. Distortion correction ensures a clear and complete evidence review process.
- **SmartControl Application** - Motorola's SmartControl Application allows V300 users to tag and preview video, livestream from the camera to the app, adjust vertical field of view, and change camera settings. This application is available for iOS and Android.
- **In-Field Tagging** - The V300 enables easy in-field event tagging. It allows officers to view event tags and save them to the appropriate category directly from the camera or via smartphone application. This is made easier in conjunction with an integrated in-car video recording system.
- **Auto Activation** - Multiple paired V300 cameras and in-car systems can form a recording group, which can automatically start recording when one of the group devices starts a recording. They can be configured to initiate group recording using triggers like lights, sirens, doors, gun racks, and other auxiliary inputs. Up to eight V300 cameras can also collaborate on recordings without an in-car system, using similar triggers. Group recordings are uploaded and automatically linked in DEMS as part of one incident.



V300 AND IN-CAR VIDEO INTEGRATION

The V300 integrates seamlessly with the M500 and 4RE In-Car Video System, capturing video of an incident from multiple vantage points. With these in-car video systems, all critical functions are never more than three taps away. This integration includes the following features:

- **Distributed Multi-Peer Recording** - Multiple V300 cameras and in-car systems can form a recording group and, based on configuration, automatically start recording when one of the group devices begins recording. Group recordings are uploaded and automatically linked in DEMS as part of one incident.
- **Automatic Tag Pairing** - Recordings captured by integrated in-car systems and V300 cameras can be uploaded to DEMS with the same tags automatically. From the in-car system's display, the videos can be saved under the appropriate tag category. The tag is then automatically shared with the V300 video and is uploaded as part of one incident, along with the officer's name.
- **Evidence Management Software** - When body-worn and in-car cameras both record the same incident, Motorola's evidence management software automatically links those recordings based on officer name, date, and time overlap associated with the devices.
- **Additional Audio Source** - The V300 can serve as an additional audio source when integrated with the in-car video system. The V300 also provides an additional view of the incident and inherits the event properties of the in-car system's record, such as officer name, event category, and more, based on configuration.

V300 AND APX RADIO INTEGRATION

Motorola's APX two-way radios that are equipped with Bluetooth capability can pair with V300 Body-Worn Cameras to capture video evidence. When the APX's emergency mode button is pressed, the V300 is automatically triggered to capture video evidence. The recording will continue until stopped by the officer via the start/stop button on the V300 or group in-car video system.

HOLSTER AWARE INTEGRATION

V300 integrates with Holster Aware, a holster sensor that automatically prompts the V300 to record the moment holstered equipment is drawn. All sensor and V300 associations can be managed within any DEMS. This sensor allows officers to record high-stress events as they unfold, without having to sacrifice situational awareness by manually activating the V300.



DOCKING STATIONS

The V300 has three docking options:



Transfer Station - The Transfer Station is built for large, multi-location agencies with large numbers of V300 cameras in service at any given time. It can charge up to eight fully assembled cameras or individual battery packs. Each of the eight docking slots includes an LED indication of battery charging status and upload status. While a V300 is being charged, the Transfer Station can automatically offload its recording to Evidence Management Solution via an integrated 10Gb/1Gb connection to the local area network (LAN). The Transfer Station connects directly to the local area network for fast offload of recorded events to storage while charging the camera battery. The Transfer Station supports comprehensive device management capabilities, such as camera configuration, checkout and officer assignment options; rapid checkout, kiosk, and individual camera checkout; automatic firmware and configuration updates.



USB Base - The USB Base charges the battery of a single V300 camera or a standalone battery pack. The USB Base can be mounted in a vehicle or attached to a desktop or Mobile Data Computer, with 12V or a USB connection for power. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from the bright sunlight, to the dim interior of a patrol car. When connected to a laptop or desktop, the USB Base can be used to upload recordings to an evidence management system, receive firmware and configuration updates.



Wi-Fi Base - The Wi-Fi Base is mounted in the vehicle. It facilitates V300 upload of evidence to evidence management system, firmware updates, communication between V300 and in-car group devices, charges fully assembled V300 cameras or individual battery packs and more. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from the bright sunlight, to the dim interior of a patrol car.



M500 IN-CAR VIDEO SYSTEM SOLUTION DESCRIPTION

The M500 In-Car Video System is the first AI-enabled in-car video solution for law enforcement. It combines Motorola's powerful camera technology with our industry-leading digital evidence management software (DEMS), to improve the quality of evidence collected and streamline the data sharing process throughout investigation.

VIDEO RECORDING AND CAPTURE

Equipped with high-definition front and cabin cameras with configurable recording resolution of up to 1080p, the M500 creates a reliable record of evidence that can be uploaded to your DEMS solution from any location with a cellular or Wi-Fi signal.

It is equipped with patented Record-After-the-Fact (RATF) technology, which ensures continuous recording from both front and cabin perspectives whenever the camera is on, even if the recording function isn't manually engaged. All RATF data is automatically uploaded to DEMS, for easy review and data capture whenever it is needed.

DISPLAY AND USER INTERFACE

The M500 system features a 5" control panel with a bright, clear display. It offers an icon-driven interface and intuitive controls to streamline field operations. Users can execute any function on the device within three taps of the screen.

AUTOMATIC RECORDING FUNCTIONALITY

Users can program various sensors to activate a new recording. These sensors include emergency lights, sirens, auxiliary inputs, wireless microphones, vehicle speed, and crash detection. When these sensors are triggered, the integrated cameras automatically start recording, allowing officers to capture video evidence without manually activating any cameras.

INTEGRATION WITH V300

The M500 integrates with the V300 Body-Worn Camera for synchronized recording and playback, as well as wireless uploading. Whenever one camera in a group is activated, the Group Recording function enables other cameras in that group within Wi-Fi range to join in on a group recording for easy capture of all available information. Video evidence on a V300 Body-Worn Camera can be uploaded to your evidence management system via an in-car LTE network.



COMMANDCENTRAL EVIDENCE PLUS SOLUTION DESCRIPTION

OVERVIEW

CommandCentral Evidence provides a suite of digital evidence management tools that help users contain, organize, and act on large amounts of incoming multimedia. These tools streamline the collection, capture, storage, and sharing of data from a single location. By centralizing digital evidence storage and management, CommandCentral Evidence removes data silos and helps users get the most out of their critical information.



Users access all case content from a single, cloud-based location. Cases integrate records and evidence content, allowing users to view all media associated with a case. These cloud-based tools help users account for all evidence regardless of source. CommandCentral Evidence makes it easy to secure and share content with chain of custody intact to improve collaboration.

CommandCentral Evidence is available without any upfront investment. Monthly subscription service costs include the software and video storage. And CommandCentral Evidence uses the Azure GovCloud, securing data at rest and in transit to protect communications. This complies with CJIS guidelines and the NIST framework, audited annually against the Service Organization Control 1 and 2 reporting framework.

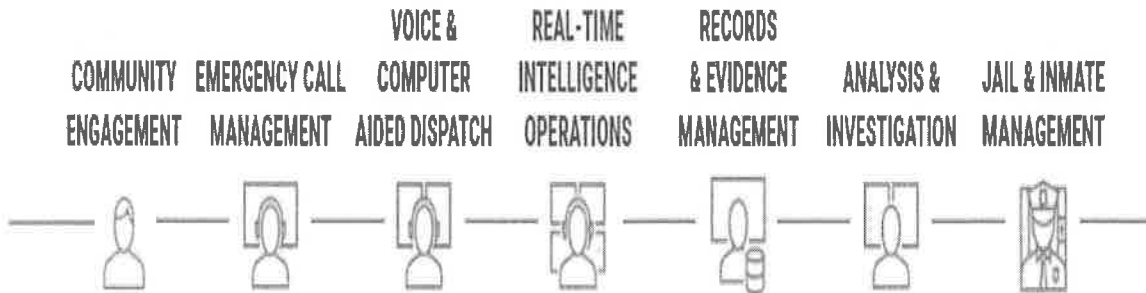


Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). 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.

THE COMMANDCENTRAL PLATFORM

CommandCentral is an end-to-end platform of interconnected solutions that unify data and streamline public safety workflows from a tip or call to case closure. Through single sign-on capabilities, your personnel can access all CommandCentral software applications with one agency username and password for a more streamlined workflow. The CommandCentral platform puts your agency's data to better use, improves safety for critical personnel, and helps keep your focus on the communities you serve.

CommandCentral evolves over time, maximizing the value of existing investments while adopting new capabilities that better meet your personnel's growing needs. With cloud-based services and an agile development methodology through constant user feedback, Motorola Solutions can deliver new features and functionality in a more manageable, non-intrusive way.

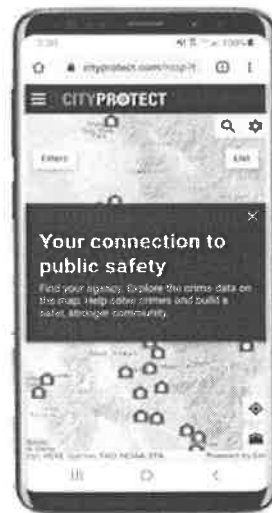


The CommandCentral End-to-End Platform

Community Interaction Tools

CommandCentral Evidence provides a set of Community Interaction tools to enhance the partnership between your agency and the public. This solution is the foundation for transparent community engagement by streamlining the flow of data between your agency and the people you serve. The toolkit helps build public trust and increases the value of community intelligence. As a result, your agency gains new ways to connect with the public, building collaboration and transparency.

Community interaction centers around CityProtect.com. This mobile-friendly webpage offers citizens a centralized set of tools to contribute to public safety. The tools and forms within CityProtect enable you to create a dialogue with your community and promote the value of citizen intelligence. Sharing and receiving important data is streamlined to make engagement easier.



AGENCY PAGE

CommandCentral Evidence provides a dedicated, public-facing webpage for your agency. This customizable page offers a unique URL to serve as the hub for community interaction with access to the tools for the public to connect with your agency.

The agency page shows quick, rotating messages—bulletins (up to five 244-character messages)—to keep the public informed. Your agency will control the order, schedule, and expiration date of these bulletins. The page also integrates an agency's social media feeds to further unify communications.

PUBLIC SUBMISSIONS

With CommandCentral Evidence, the public can submit information online with an easy-to-use interface. There are multiple self-service form options for online submissions, such as anonymous tips, public information requests, and non-emergency submissions. Your agency will decide which of these forms to deploy and how to personalize these forms with built-in form management tools. The public can submit tips using these forms on CityProtect, or via anonymous SMS communication. Together, these submissions help agencies build a more accurate operating picture. TipManager manages these submissions in a central location and saves digital content in CommandCentral Evidence. This streamlines public-provided content with officer-captured evidence in a single repository.

DIGITAL EVIDENCE COLLECTION

CommandCentral Evidence's digital evidence collection features allows your agency to collect case-specific digital media from any source without needing a personal device or physical storage, such as CDs, USBs, or other devices checked into physical evidence stores. Digital files are automatically added and tagged within the application, making access to specific information easy and efficient.

CRIME MAP

Crime Map is built into the CityProtect home page. Crime Map automatically publishes crime data and incident information from your CAD or RMS or CAD system to an interactive, online map. This map keeps the public informed of local crime activity and offers visibility into your operations. Crime Map also provides the following:

- Incident data display with up to hourly updates.
- Primary Agency shapefile.
- Sex offender listing options.
- Crime data download option and action link.

CAMERA REGISTRATION

Camera Registration allows citizens to register their residential or commercial security cameras in CityProtect. Each community member can create a free CityProtect user account to manage their camera information. Your agency can then access the location of these cameras and contact the owner for potential video evidence. The data from these accounts is visualized in a variety of CommandCentral applications.



FIELD RESPONSE APPLICATION

CommandCentral Evidence features a mobile application that allows users to capture video, images, and audio from the field. The application provides advanced camera controls to help users control what is captured. Integrated metadata population and tagging provides immediate access of content in the Digital Evidence Management application. This isolation ensures evidence is not accessible by other apps and ensures an uncompromised chain of custody from the moment of capture.

This application is a capture source for officers, detectives, command staff, supervisors and other law enforcement personnel. The application's user interface exists in the same ecosystem as the Digital Evidence Management tool. The field response application is available on iOS and Android.

RECORDS MANAGEMENT

CommandCentral Evidence's record management capabilities allow users to quickly and easily search video, audio, images, and other digital content. It then stores that data in a central cloud-based location, streamlining access and management across your organization to reduce the complexities of record management. As a result, this solution helps save your personnel valuable time and allows them to focus on critical tasks.

Records Management offers users the following features to benefit management workflows:

- Consolidated Record View – Enter and view incident data, officer narrative, and digital evidence with one user interface, allowing officers to spend more time in the field.
- Task Creation and Assignment – View, create, and assign tasks or projects for the day as part of the Insights Dashboard. This helps build and close cases faster by tracking progress and assigning ownership to activities.
- Unified Search – Find specific information faster by searching across all agency data.
- Master Indexes – Validate data on persons, vehicles, and organizations against the master indexes. For example, agencies can verify that an arrested person, person of interest, or suspect's information is accurate.
- Compliance Verification – Prompt officers for the information they need so you can check reports before submission and save response time.
- Record Quality Control – Keep data clean by identifying, merging, and de-duplicating records automatically.
- Trusted Agency Sharing – Remain in control of your data when you share case information with other agencies.
- Judicial Case Sharing – Share validated evidence items with trusted judicial partners for use in court, with a verifiable chain of custody.
- Crime Predictions in Dashboard – Monitor activity and set threshold alerts to identify and address crime trends.
- Data Insights Reporting – Access critical insight with pre-built reports and dashboards to make data-driven decisions.

DIGITAL EVIDENCE MANAGEMENT



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.

CommandCentral Evidence's digital evidence management tools streamline collecting, securing, and managing multimedia evidence. These tools simplify how a secure digital evidence library is built by incorporating data from multiple sources into a unified evidence storage framework. Users can upload digital evidence from a variety of sources to quickly build cases. Evidence stored within the tool is easy to search, correlate, and review alongside other case-related information from your CAD or RMS database. Relevant content can be marked and intelligently sorted to quickly locate critical information from a central touchpoint. This unified storage framework allows personnel to make informed decisions from an organized and complete case evidence view, while offering an access control system to allow only authorized personnel to view sensitive information.

STORE AND MANAGE

CommandCentral Evidence simplifies building a secure digital evidence library by incorporating data from multiple sources into a unified evidence storage framework. Users can upload digital evidence files from a variety of sources to build cases. Products from Motorola Solutions, such as body-worn cameras, in-car cameras, the mobile field response application, and other CommandCentral software, automatically transmit data to Digital Evidence Management. This saves the time and effort needed to manually upload files. Once the content is securely stored, content management is more efficient.

Digital Evidence Management streamlines content management workflows, with tags and metadata that make it easier to correlate, search, and manage evidence. The application automatically links evidence based on the tags and metadata attached to those files, helping users find additional contextual information on an incident and build cases quickly. Users can search and filter content to locate additional relevant data to link to a case or incident. To quickly access evidence items that they frequently need to reference, users can group or bookmark files within the interface.

CommandCentral Evidence provides unlimited storage for events captured by the WatchGuard video systems where the applied data retention period does not exceed one year for non-evidentiary recordings or 10 years for evidentiary recordings (recordings associated with a case). Additionally, the video recording policy must be event-based (policies that require officers to record their entire shift will not qualify for this plan). For non-camera data storage (data not captured by the body camera and/or in-car system), agencies receive 50GB of storage per device, per month, pooled across all devices in the program.

INTERFACE SERVER REQUIREMENTS

A customer-provided virtual machine is required to support the interface. The virtual machine must meet the following minimum specifications:

- Access to Customer-Provided Internet.

The customer-provided virtual machine will allow CloudConnect to be installed to enable CommandCentral cloud applications to connect to on-premises applications, like CAD/RMS systems.



COMMANDCENTRAL EVIDENCE PLUS STATEMENT OF WORK

OVERVIEW

The Statement of Work (SOW) defines the principal activities and responsibilities of Motorola Solutions, Inc. ("Motorola Solutions") and the Customer. Motorola Solutions and the Customer will work to complete their respective responsibilities in accordance with the mutually agreed upon governing schedule. Any changes to the governing schedule will be mutually agreed upon via the change provision of the Agreement.

AGENCY AND USER SETUP

The Customer's agency(s) and CommandCentral users must be provisioned within the CommandCentral cloud platform using the CommandCentral Admin tool. The provisioning process allows the agency(s) to define the specific capabilities and permissions of each user.

Motorola Solutions Responsibilities

- Use the CommandCentral Admin tool to establish the Customer and the Customer's agency(s) within the CommandCentral cloud platform. This activity is completed during the order process.
- Provision agency's CommandCentral initial users and permissions.

Customer Responsibilities

- Identify a System Administrator(s).
- Ensure all System Administrators complete the CommandCentral Admin training.
- Use the CommandCentral Admin tool to setup CommandCentral administration and user passwords, and provision agency's CommandCentral users and permissions.

Completion Criteria

Initial agencies and users have been configured.

COMMUNITY INTERACTION TOOL

Motorola Solutions enables the Community Interaction Tool during the order process.

Motorola Solutions Responsibilities

- Refer to Agency and User Setup section of SOW.
- Connect Customer incident data ingest.

Customer Responsibilities

- Provision policies and procedures, tags, retention periods, and user permissions.
- Configure Community Interaction Tool settings (location of agency pin, shape of agency, keywords, agency page, URL, which forms to deploy).
- Provide access to Motorola Solutions' team to connect incident data ingest.



Completion Criteria

Community Interaction Tool subscription enabled.

RECORDS MANAGEMENT

This document describes the activities required to ensure access to the subscription software and the Customer's provisioning activities.

Records Management features preconfigured Incident Forms and standard Workflows. As a result, minimal configuration work is required prior to operation.

Motorola Solutions Responsibilities

- Refer to the Agency and User Setup section of SOW.

Customer Responsibilities

- Provision all required custom Offence Codes using the CommandCentral user interface.

Completion Criteria

Records Management enabled and offence codes provisioned.

DIGITAL EVIDENCE MANAGEMENT

Motorola Solutions will discuss industry best practices, current operations environment, and subsystem integration in order to determine the optimal configuration for Digital Evidence Management. Motorola Solutions enables the subscription during the order process.

Note that while Digital Evidence Management is capable of interfacing with a variety of data sources, any additional interfaces are not included in this implementation.

Motorola Solutions Responsibilities

- Refer to the Agency and User Setup section of SOW.
- Connect Customer incident data ingest.
- If a hybrid on-premise and cloud solution is included, configure Evidence Library to Digital Evidence Management interface(s) to support the functionality described in the Solution Description.
- Integrate Records Management with Digital Evidence Management.

Customer Responsibilities

- Provision policies, procedures, and user permissions.
- Configure Digital Evidence Management settings.
- Provide access to Motorola Solutions' team to connect incident data ingest.

Completion Criteria

Digital Evidence Management subscription enabled. Configured to provide the end-to-end solution for the Customer.



FIELD RESPONSE APPLICATION

The Field Response Application provides Android / iOS multimedia capture allowing a smartphone to send data to Digital Evidence Management .

Motorola Solutions Responsibilities

- None.

Customer Responsibilities

- Download "CommandCentral Capture" Application from App Store.
- Determine if video can be uploaded to Digital Evidence Management via WiFi and cellular network or WiFi only.
- Set confirmation parameters in Digital Evidence Management Admin.
- Determine specific video resolution or a range of resolutions.

Completion Criteria

Work is considered complete upon Customer successfully installing application. The Field Response Application is configured and data is being received in Digital Evidence Management.

THIRD-PARTY INTERFACES

The delivery, installation, and integrations of interfaces may be an iterative series of activities depending upon access to third-party systems. If proposed, interfaces will be installed and configured in accordance with the schedule.

Connectivity will be established between CommandCentral systems and the external and/or third-parties to which they will interface. Motorola Solutions will configure CommandCentral systems to support each contracted interface. The Customer is responsible for engaging third-party vendors if and as required to facilitate connectivity and testing of the interface(s).

Motorola Solutions Responsibilities

- Develop interface(s) in accordance with the Solution Description.
- Establish connectivity to external and third-party systems.
- Configure interface(s) to support the functionality described in the Solution Description.
- Perform functional validation to confirm each interface can transmit and or receive data in accordance with the Interface Feature Description (IFD).

Customer Responsibilities

- Act as liaison between Motorola Solutions and third-party vendors or systems as required to establish connectivity with Digital Evidence Management.
- Provide personnel proficient with and authorized to make changes to the network and third-party systems to support Motorola Solutions' interface installation efforts.
- Provide network connectivity between Digital Evidence Management and the third-party systems.
- Provide requested information on API, SDKs, data schema, and any internal and third-party documents necessary to establish interfaces with all local and remote systems and facilities within 10 days of the Interface Engagement Meeting.
- Adhere to the requirements presented in the IFD.



Motorola Solutions Deliverables

Contracted Interface(s).

Completion Criteria

Connectivity is established between CommandCentral systems and the external and/or third-parties using said interface.

Unknown circumstances, requirements, and anomalies at the time of initial design can present difficulties in interfacing CommandCentral Vault to some third-party applications. These difficulties could result in a poorly performing or even a non-functional interface. At such time that Motorola Solutions is provided with information and access to systems, we will be able to mitigate these difficulties. If Motorola Solutions mitigation requires additional third-party integration, application upgrades, API upgrades, and/or additional software licenses those costs will need to be addressed through the change provision of the contract.

TRAINING

CommandCentral online training is made available to you via Motorola Solutions Software Enterprise Learning eXperience Portal (LXP). This subscription service provides you with continual access to our library of online learning content and allows your users the benefit of learning at times convenient to them. Content is added and updated on a regular basis to keep information current. All Motorola Solutions tasks are completed remotely and enable the Customer to engage in training when convenient to the user.

LXP Administrators are able to add/modify users, run reports, and add/modify groups within the panorama.

Motorola Solutions Responsibilities

- Initial setup of Panorama and addition of administrators.
- Provide instruction to the Customer LXP Administrators on:
 - Adding and maintaining users.
 - Adding and maintaining Groups.
 - Assign courses and Learning Paths.
 - Running reports.

Customer Responsibilities

- Go to <https://learningservices.motorolasolutions.com> and request access if you do not already have it.
- Complete LXP Administrator training.
- Advise users of the availability of the LXP.
- Add/modify users, run reports and add/modify groups.

Completion Criteria

Work is considered complete upon conclusion of Motorola Solutions-provided LXP Administrator instruction.



Panorama – A panorama is an individual instance of the LXP that provides autonomy to the agency utilizing.

Groups – A more granular segmentation of the LXP that are generally utilized to separate learners of like function (dispatchers, call takers, patrol, firefighter). These may also be referred to as clients within the LXP.

Learning Path – A collection of courses that follow a logical order, may or may not enforce linear progress.

Customer Responsibilities

- Supply a suitably configured classroom with a workstation for the instructor and at least one workstation for every two students.
- Designate training representatives who will work with the Motorola Solutions trainers in the development and delivery of training.

Motorola Solutions Deliverables

- Classroom Training Materials, Attendance Rosters.

Completion Criteria

Work is considered complete upon conclusion of Motorola Solutions provided Train the Trainer training.

Motorola Solutions offers many training courses pertaining to the Customer's solution. Motorola Solutions will provide specific training courses in the welcome email provided after implementation.

TRANSITION TO SUPPORT AND CUSTOMER SUCCESS

Following the completion of the activation of CommandCentral components, implementation activities are complete. The transition to the Motorola Solutions' support organization completes the implementation activities.

Customer Success is the main point of contact as you integrate this solution into your agency's business processes. Our team will work with you to ensure CommandCentral Evidence has met your expectations and that the solution satisfies your goals and objectives. Contact Customer Success at CommandCentralCS@motorolasolutions.com.

Our Customer Support team will be the point of contact for technical support concerns you might have and can be reached either by phone at 1-800-MSI-HELP (option x4, x4, x3) or by emailing support-commandcentral@motorolasolutions.com.

Motorola Solutions Responsibilities

- Provide the Customer with Motorola Solutions support engagement process and contact information.
- Gather contact information for the Customer users authorized to engage Motorola Solutions support.



Customer Responsibilities

- Provide Motorola Solutions with specific contact information for those users authorized to engage Motorola Solutions' support.
- Engage the Motorola Solutions support organization as needed.

Completion Criteria

Conclusion of the handover to support and the implementation is complete.



VIDEO EVIDENCE STATEMENT OF WORK

Overview

In accordance with the terms and conditions of the Agreement, this Statement of Work ("SOW") defines the principal activities and responsibilities of all parties for the delivery of the Motorola Solutions, Inc. ("Motorola") system as presented in this offer to the Customer (hereinafter referred to as "Customer"). For the purposes of this SOW, Motorola may include our affiliates, subcontractors, and third-party partners, as the case may be.

Deviations and changes to this SOW are subject to mutual agreement between Motorola and the Customer and will be addressed in accordance with the change provisions of the Agreement.

Unless specifically stated, Motorola work will be performed remotely. Customer will provide Motorola resources with direct network access sufficient to enable Motorola to fulfill its delivery obligations.

The number and type of software or subscription licenses, products, or services provided by or on behalf of Motorola are specifically listed in the Agreement and any reference within this SOW, as well as subcontractors' SOWs (if applicable), does not imply or convey a software or subscription license or service that is not explicitly listed in the Agreement.

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following execution of the Agreement.

Following the conclusion of the Welcome/IT Call, Motorola project personnel will communicate additional project information via email, phone call, or additional ad-hoc meetings.

Motorola utilizes Google Meet as its teleconference tool. If Customer desires a different teleconference tool, Customer may provide a mutually agreeable alternate tool at Customer expense.

PROJECT MANAGEMENT TERMS

The following project management terms are used in this SOW. Since these terms may be used differently in other settings, these definitions are provided for clarity.

Deployment Date(s) refers to any date or range of dates when implementation, configuration, and training will occur. The deployment date(s) is subject to change based on equipment or resource availability and Customer readiness.

COMPLETION CRITERIA

Motorola Integration Services are complete upon Motorola performing the last task listed in a series of responsibilities or as specifically stated in the deployment checklist. Certain Customer tasks, such as hardware installation activities identified in Section 1.9 of this SOW, must be completed prior to Motorola commencing with its delivery obligations. Customer will provide Motorola written notification that it does not accept the completion of Motorola responsibilities or rejects a Motorola service deliverable within five business days of task completion or receipt of a deliverable, whichever may be applicable.



Service completion will be acknowledged in accordance with the terms of the Agreement and the Service Completion Date will be memorialized by Motorola and Customer in a writing signed by both parties.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

MOTOROLA PROJECT ROLES AND RESPONSIBILITIES

A Motorola team, made up of specialized personnel, will be assigned to the project under the direction of the Motorola Project Manager. Team members will be multi-disciplinary and may fill more than one role. Team members will be engaged in different phases of the project as necessary.

In order to maximize efficiencies, Motorola's project team will provide services remotely via teleconference, web-conference, or other remote method in fulfilling its commitments as outlined in this SOW.

The personnel role descriptions noted below provide an overview of typical project team members. One or more resources of the same type may be engaged as needed throughout the project. There may be other personnel engaged in the project at the discretion of and under the direction of the Project Manager.

Motorola's project management approach has been developed and refined based on lessons learned in the execution of hundreds of system implementations. Using experienced and dedicated people, industry-leading processes, and integrated software tools for effective project execution and control, we have developed and refined practices that support the design, production, and testing required to deliver a high-quality, feature-rich system.

Project Manager

A Motorola Project Manager will be assigned as the principal business representative and point of contact for Motorola. The Project Manager's responsibilities include the following:

- Host the Welcome/IT Call.
- Manage the Motorola responsibilities related to the delivery of the project.
- Coordinate schedules of the assigned Motorola personnel and applicable subcontractors/supplier resources.
- Manage the Change Order process per the Agreement.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Collaborative coordination of Customer resources to minimize and avoid project delays.
- Conduct remote status meetings on mutually agreed dates to discuss project status.
- Provide timely responses to issues related to project progress.

System Technologists

The Motorola System Technologists (ST) will work with the Customer project team on system provisioning. ST responsibilities include the following:

- Provide consultation services to the Customer regarding the provisioning and operation of the Motorola system.
- Provide provisioning and training to the Customer to set up and maintain the system.
- Complete the provisioning ownership handoff to the Customer.



- Complete the project-defined tasks as defined in this SOW.
- Confirmation that the delivered technical elements meet contracted requirements.
- Engagement throughout the duration of the delivery.

Technical Trainer / Instructor

The Motorola Technical Trainer / Instructor provides training either on-site or remote (virtual) depending on the training topic and deployment type purchased. Responsibilities include:

- Review the role of the Learning eXperience Portal ("LXP") in the delivery and provide Customer Username and Access Information.

CUSTOMER PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

The success of the project is dependent on early assignment of key Customer resources. In many cases, the Customer will provide project roles that correspond with Motorola's project roles. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer's project team should be engaged from project initiation through beneficial use of the system. The continued involvement in the project and use of the system will convey the required knowledge to maintain the system post-completion of the project. In some cases, one person may fill multiple project roles. The project team must be committed to participate in activities for a successful implementation. In the event the Customer is unable to provide the roles identified in this section, Motorola may be able to supplement Customer resources at an additional price.

Project Manager

The Project Manager will act as the primary Customer point of contact for the duration of the project. The Project Manager is responsible for management of any third-party vendors that are the Customer's subcontractors. In the event the project involves multiple locations, Motorola will work exclusively with a single Customer-assigned Project Manager (the primary Project Manager). The Project Manager's responsibilities include the following:

- Communicate and coordinate with other project participants.
- Manage the Customer project team, including timely facilitation of efforts, tasks, and activities.
- Maintain project communications with the Motorola Project Manager.
- Identify the efforts required of Customer staff to meet the task requirements in this SOW and identified in the Welcome/IT Call.
- Consolidate all project-related questions and queries from Customer staff to present to the Motorola Project Manager.
- Approve a deployment date offered by Motorola.
- Monitor the project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel who will work with Motorola staff as needed for the duration of the project, including at least one Application Administrator for the system and one or more representative(s) from the IT department.



- Identify the resource with authority to formally acknowledge and approve change orders, completion of work, and payments in a timely manner.
- Provide building access to Motorola personnel to all Customer facilities where system equipment is to be installed during the project. Temporary identification cards are to be issued to Motorola personnel, if required for access to facilities.
- Ensure remote network connectivity and access to Motorola resources.
- Provide reasonable care to prevent equipment exposure to contaminants that cause damage to the equipment or interruption of service.
- Ensure a safe work environment for Motorola personnel.
- Identify and manage project risks.
- Point of contact to work with the Motorola System Technologists to facilitate the training plan.

IT Support Team

The IT Support Team (or Customer designee) manages the technical efforts and ongoing tasks and activities of their system. Manage the Customer-owned provisioning maintenance and provide required information related to LAN, WAN, wireless networks, server, and client infrastructure. They must also be familiar with connectivity to internal, external, and third-party systems to which the Motorola system will interface.

The IT Support Team responsibilities include the following:

- Participate in overall delivery and training activities to understand the software, interfaces, and functionality of the system.
- Participate with the Customer subject matter experts during the provisioning process and training.
- Authorize global provisioning choices and decisions, and be the point(s) of contact for reporting and verifying problems and maintaining provisioning.
- Obtain inputs from other user agency stakeholders related to business processes and provisioning.
- Implement changes to Customer owned and maintained infrastructure in support of the Evidence Management System installation.

Subject Matter Experts

The Subject Matter Experts (SME or Super Users) are the core group of users involved with delivery analysis, training, and the provisioning process, including making global provisioning choices and decisions. These members should be experienced users in the working area(s) they represent (dispatch, patrol, etc.), and should be empowered to make decisions related to provisioning elements, workflows, and department policies related to the Evidence Management System.

General Customer Responsibilities

In addition to the Customer Responsibilities stated elsewhere in this SOW, the Customer is responsible for the following:

- All Customer-provided equipment, including hardware and third-party software, necessary for delivery of the System not specifically listed as a Motorola deliverable. This will include end user workstations, network equipment, camera equipment and the like.
- Configuration, maintenance, testing, and supporting the third-party systems the Customer operates which will be interfaced to as part of this project.
- Communication between Motorola and Customer's third-party vendors, as required, to enable Motorola to perform its duties.



- Active participation of Customer SMEs in project delivery meetings and working sessions during the course of the project. Customer SMEs will possess requisite knowledge of Customer operations and legacy system(s) and possess skills and abilities to operate and manage the system.
- Electronic versions of any documentation associated with the business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meeting sessions using Google Meet or a mutually agreeable, Customer-provided, alternate remote conferencing solution.

PROJECT PLANNING

A clear understanding of the needs and expectations of both Motorola and the Customer are critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of project-specific information in order to set clear project expectations and guidelines, and set the foundation for a successful implementation.

WELCOME/IT CALL - TELECONFERENCE/WEB MEETING

A Project Planning Session teleconference will be scheduled after the Agreement has been executed. The agenda will include the following:

- Review the Agreement documents.
- Review project delivery requirements as described in this SOW.
- Provide shipping information for all purchased equipment.
- Discuss deployment date activities.
- Provide assigned technician information.
- Review IT questionnaire and customer infrastructure.
- Discuss which tasks will be conducted by Motorola resources.
- Discuss Customer involvement in provisioning and data gathering to confirm understanding of the scope and required time commitments.
- Review the initial project tasks and incorporate Customer feedback.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or contractors. Required fingerprints will be submitted on Motorola provided FBI FD-258 Fingerprint cards.
- Review the On-line Training system role in project delivery and provide Customer User Name and Access Information.
- Discuss Motorola remote access requirements (24-hour access to a secured two-way Internet connection to the Motorola system firewalls for the purposes of deployment, maintenance, and monitoring).
- Discuss Customer obligation to manage change among the stakeholder and user communities.
- Review deployment completion criteria and the process for transitioning to support.

Motorola Responsibilities

- Host Welcome/IT Call.
- Request the attendance of any additional Customer resources that are instrumental in the project's success, as needed.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Provide Customers with steps to follow to register for Online Training.
- Request user information required to establish the Customer in the LXP.



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Customer Responsibilities

Complete the Online Training registration form and provide it to Motorola within ten business days of the Project Planning Session.

- Review the received (as part of order) and completed IT questionnaire.
- Provide a customer point of contact for the project.
- Provide data for completing the policy validation form.
- Provide LXP user information as requested by Motorola.
- Verify Customer Administrator(s) have access to the LXP.

Motorola Deliverables

- Welcome Call presentation and key meeting notes
- Send an email confirming deployment date and ST assigned email
- Communicate with the Customer via email confirming shipment and tracking information.
- Instruct the Customer on How to Register for Training email.
- Provide and review the Training Plan.

SOLUTION PROVISIONING

Solution provisioning includes the configuration of user configurable parameters (unit names, personnel, and status codes). The system will be provisioned using Motorola standard provisioning parameters and will incorporate Customer-specific provisioning.

IN-CAR VIDEO PROVISIONING SCENARIO

If in-car video is a part of the system, the Motorola Application Specialist will complete the following provisioning tasks.

Motorola Responsibilities

- Conduct a remote review of the standard provisioning database with the Customer prior to the start of provisioning.
- Provide and review the Provisioning Export Worksheets with the Customer.
- Conduct a conference call with the Customer to review the completeness of the Provisioning Export Worksheets prior to the start of provisioning.

BODY WORN CAMERA PROVISIONING SCENARIO

If body worn cameras are a part of the system, the provisioning of the in-car system will generally follow the completion of the base in-car video provisioning.

Motorola Responsibilities

Configure transfer stations for connectivity to the evidence management server.

- Configure devices within the evidence management system.
- Check out devices and create a test recording.



- Verify successful upload from devices after docking back into the transfer station or USB dock.

SOFTWARE INSTALLATION

ON-SITE SOFTWARE INSTALLATION

Client software will be installed on one workstations and up to 5 mobile devices to facilitate provisioning training to Customer personnel. Customer will complete software installation on the remaining workstations and cameras.

Motorola Responsibilities

- Verify system readiness.
- Request client software.
- Deliver the pre-installation preparation checklist.
- Provide instruction on client software installation and install client software on one workstation and up to five mobile devices.
- Total of training overview sessions shall not exceed 4 hours.
- Provide instruction on client software deployment utility.

Customer Responsibilities

- Provide and install workstation/mobile device hardware in accordance with specifications.
- Assign personnel to observe software installation training.
- Complete installation of client software on remaining workstations and mobile devices.
- Attend onsite deployment training sufficient to enable user proficiency.
- Complete online training.

Motorola Deliverables

- Provide a pre-installation preparation checklist.
- Provide installation guide.
- Provide training overviews on hardware/software and system administration for customers during deployment dates.

INFRASTRUCTURE VALIDATION

Hardware will be installed on the network to facilitate provisioning, testing, and will be used to provide instruction to Customer personnel after the complete software installation.

Motorola Responsibilities

- Verify that the server is properly racked and connected to the network.
- Verify that access points are properly installed and connected to the network.
- Verify that transfer stations are connected to the network and configured.

Customer Responsibilities



- Verify that the server network has access to the internet for software installation and updates.
- Verify that the network routing is correct for the transfer stations and access points to communicate with the server.
- Verify that the client computers can access the server on the required ports.

HARDWARE INSTALLATION

Physical installation of hardware (i.e. servers, cameras, Access Points, WiFi docs, etc.) is not included in the standard scope of the solution. If a custom quote for installations is included in this purchase, Motorola will manage the subcontractor and their deliverables as part of this SOW. Customers who perform or procure their own installations assume all installation responsibilities including cost, oversight and risk.

SYSTEM TRAINING

Motorola training consists of both computer-based (online) and instructor-led (on-site or remote). Training delivery methods vary depending on course content. Self-paced online training courses, additional live training, documentation, and resources can be accessed and registered for on the Motorola's LXP.

ONLINE TRAINING

Online training is made available to the Customer via Motorola's LXP. This subscription service provides the Customer with continual access to our library of online learning content and allows users the benefit of learning at times convenient to them. Content is added and updated on a regular basis to keep information current. This training modality allows the Customer to engage in training when convenient.

A list of available online training courses can be found in the Training Plan.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of the LXP for the Customer.
- Organize content to align with the Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During on-boarding, assist the Customer with LXP usage by providing training and job aids as needed.
- Create and maintain user role Learning Paths defined by the Customer.
- Install security patches when available.
- Provide technical support for user account and access issues, base system functionality, and Motorola Solutions-managed content.
- Monitor the Learning Subscription server. Provide support for server incidents.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Provide network and internet connectivity for the Customer's users to access the LXP.
- The customer's primary LXP administrator should complete the following self-paced training: LXP Introduction online course (LXP0001), LXP Primary Site Administrator Overview online course (LXP0002), and LXP Group Administrator Overview (LXP0003)
- Advise agency learners of the availability of training via the LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.



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- Order and maintain subscriptions to access Motorola's LXP.
- Contact Motorola Solutions to engage Technical Support when needed.

Motorola Deliverables

- LXP Enable

INSTRUCTOR-LED TRAINING (ONSITE AND REMOTE)

A list of Instructor-Led and Virtual Instructor-Led courses can be found in the Training Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in electronic .PDF format.
- Perform training in accordance with the Training Plan.
- Provide Customer with training Attendance Rosters and summarize any pertinent observations that may impact end user training.

Customer Responsibilities

- Supply classrooms with a workstation for the instructor (if Onsite) and at least one workstation for every student based on the requirements listed in the Training Plan.
- Designate training representatives who will work with the Motorola trainers in the delivery of training.
- Conduct end user training in accordance with the Project Schedule.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance Rosters.
- Technical Training Catalog.

FUNCTIONAL VALIDATION AND PROJECT CLOSURE

The objective of Functional Validation is to demonstrate the features and functions of the system in the Customer's provisioned environment. The functional demonstration may not exercise all functions of the system, if identified as not being applicable to the Customer's operations or for which the system has not been provisioned. The functional demonstration is a critical activity that must occur following the completion of provisioning.

Motorola Responsibilities

- Conduct a power on functional demonstration of the installed system per the deployment checklist
- Manage to resolution any documented punch list items noted on the deployment checklist.
- Provide trip report outlining all activities completed during the installation as well as outstanding follow up items
- Provide an overview of the support process and how to request support.
- Walk through support resources, web ticket entry and escalation procedures.
- Provide a customer survey upon closure of the project.

Customer Responsibilities

- Witness the functional demonstration and acknowledge its completion via signature on the deployment checklist.
- Participate in prioritizing the punch list.
- Coordinate and manage Customer action as noted in the punch list.
- Provide signatory approval on the deployment checklist providing Motorola with final acceptance.
- Complete Customer Survey.



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

Title: Amherst Highway Safety Committee Report **Department:** Police Department

Meeting Date: May 8, 2023

Staff Contact: Mark Reams

BACKGROUND INFORMATION:

Amherst Highway Safety Committee report on pre-Mobycon measures to enhance Amherst Village roadway safety (attached).

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Highway Safety Meeting 4.13.23 (2)

TOWN of AMHERST

Highway Safety Committee DRAFT Minutes

April 13, 2023

Location:
Amherst Police Department

Call to Order

Meeting called to order at 1:30 pm with all members present:

Mark O. Reams, Committee Chair, Chief of Police; John D'Angelo, Selectman; Matthew Conley, Fire Rescue Chief; Eric Slosek, Director of Public Works; Steven Chamberlin, Interim Superintendent of Schools; also present, Amherst resident Doug Chabinsky.

New Business

- a. **Discuss potential options for reducing speed limit violators and thru-trucking along Boston Post Road in the Village area following complaints from residents.**

The committee began by discussing a possible reduction in the speed limit to 25 mph in the current 30 mph zone in front of the Wilkins School (i.e., the section beginning along Boston Post Road at the intersection of New Boston Road as drivers head south and merge with the speed limit of 25 mph which currently begins at Sunset Avenue). The committee referred to the Manual on Uniform Traffic Control Devices (MUTCD) as always.

The MUTCD is the national standard for all traffic control devices on roads open to public travel. It requires that speed limits be posted in increments of 5 mi/h (8 km/h) and that speed limits in speed zones be based on an engineering study and analysis of free flow speeds (speeds that are unimpeded by other vehicles, stop signs, signals, or inclement weather). The MUTCD recommends that agencies set speed limits within 5 mi/h (8 km/h) of the 85th percentile speed of free-flowing traffic. The 85th percentile speed is the speed that 85 percent of drivers travel at or below and is one of the best indicators of a reasonable and safe speed. The MUTCD also lists other risk factors that may be considered, including road geometry, the pace speed (the 10 mi/h, or 16 km/h, speed range at which the most vehicles are driving), roadside development, parking practices, pedestrian activity, and crash experience. As noted earlier, the 85th percentile speed, the speed that 85 percent of drivers travel at or below, is one of the best indicators of a reasonable and safe speed. The median (50th percentile) speed may be used in recommending a speed limit when the crash risk on a particular road is significantly higher than the average for similar roads, or when other risk factors such as significant pedestrian activity are present. The 50th percentile median speed may be used as the determining factor to better balance the speed driven by the majority of motorists with the needs of other road users or the local community.

Traffic data collected in preceding weeks showed an 85th percentile speed of 38 mph. Data also showed a pace speed of 25-34 mph, and a 50th percentile speed of 30 mph. The

committee discussed the use of the 50th percentile speed in justifying a speed limit reduction based upon risk factors such as the significant pedestrian/school activity and the needs of the local community. The committee agreed that these factors supported the use of the 50th percentile speed despite the fact that crash data did not support this consideration (there are only four accidents on file in this area over the last 18 years from 2005 to present, and none were speed or pedestrian related; i.e., a snow plow sliding into a utility pole). From a speed enforcement perspective, Chief Reams mentioned that reducing the speed limit in this stretch would improve enforceability of driver speed. Selectman D'Angelo pointed out that safety improvements must be accomplished without unnecessarily disrupting effective traffic flow and efficient vehicle movement, and felt that this 5 mph limit speed reduction meets that criteria.

A motion to recommend a speed limit reduction from 30 mph to 25 mph in the section of Boston Post Road from the New Boston Road intersection to Sunset Avenue was made by DPW Director Slosek, and seconded by Selectman D'Angelo. The committee voted unanimously to recommend this proposed change to the Board of Selectman for ordinance action (5-0-0).

Though not related directly to the speed limit reduction discussion, Chief Reams presented pre- and post-traffic speed data summaries since the placement of the fixed digital speed feedback located immediately prior to Mr. Chabinsky's home at the intersection with Sunset Avenue. Combined directional data shows that the 85th percentile speed has been reduced in the 25 mph zone by 5 mph. It also showed that the pace speed has been reduced by 2 mph, and that the number of vehicles traveling in pace has increased from 59.2% to 81.6%. Chief Reams will be looking into the data further to determine if there have been significant changes between northbound and southbound traffic speeds vs. combined directional speeds in consideration of a possible second speed feedback sign (for the northbound direction) as suggested by Selectman D'Angelo.

The committee then discussed the issue of large truck traffic volume which has been brought up during recent village traffic discussions and the ongoing Mobycon study. Residents have complained about the large truck volume shaking homes and destroying the historic and quaint ambiance of the Village area. Mr. Chabinsky mentioned the apparent increase in large truck traffic and that such traffic can shake his home and rattle dust. He expressed an ongoing concern regarding the ability of large trucks to safety stop should children be in the roadway. Chief Reams agreed that large dump truck and tractor-trailer traffic does appear to have increased in recent years although there is no actual truck volume data at this point. Chief Reams also pointed out that the overall traffic flow in that area has remained fairly static in recent years despite a perceived increase by residents (citing recorded traffic volumes of 4,809 vehicles per day in 2019, and 4,468 vehicles per day in 2022).

The committee received information from Town Counsel regarding the Town's ability to regulate thru-trucking. Counsel advised that RSA 41:11 (regulation of Use of Highways, Etc.) states as follows:

“Unless regulated by the commissioner of the department of transportation as provided in RSA 236:1, the selectmen may regulate the use of all public highways,

sidewalks, and commons in their respective towns and for this purpose may exercise all the powers conferred on city councils by RSA 47:17, VII, VIII, and XVIII, and by any other provisions of the laws upon the subject.”

One of the powers conferred upon city councils, and applicable to the Board of Selectmen under RSA 41:11 is “[t]o make special regulations as to use of vehicles upon particular highways, except as to speed, and to exclude such vehicles altogether from certain ways....” RSA 47:17, VIII (a). Thus, so long as Boston Post Road is a road subject to Town jurisdiction, the Town can regulate thru-trucking.

The committee recognized that there are other factors at play, not the least of which would be alternative routes for trucks if Boston Post Road were restricted; e.g., trucks being required to take Amherst Street down into the Milford oval and head up Route 13, which presents a separate potential list of concerns including possible conflict with any thru-trucking restrictions in Milford, and the passing of trucking impact on to a neighboring jurisdiction.

Town Counsel also supplied the committee with a FAQ sheet (*New Hampshire Town and City, March 2008*) which focuses upon town thru-trucking restrictions based upon pavement/roadway degradation concerns as opposed to concerns over truck volume and residential ambiance disruption (see Addendum A). Town Counsel also provided the committee with a sample ordinance from the Town of Lyme (Addendum B). The committee agreed that substantial research, along with direct consultation between Town Counsel and the Board would need to occur prior to the consideration of any ordinance to limit trucking.

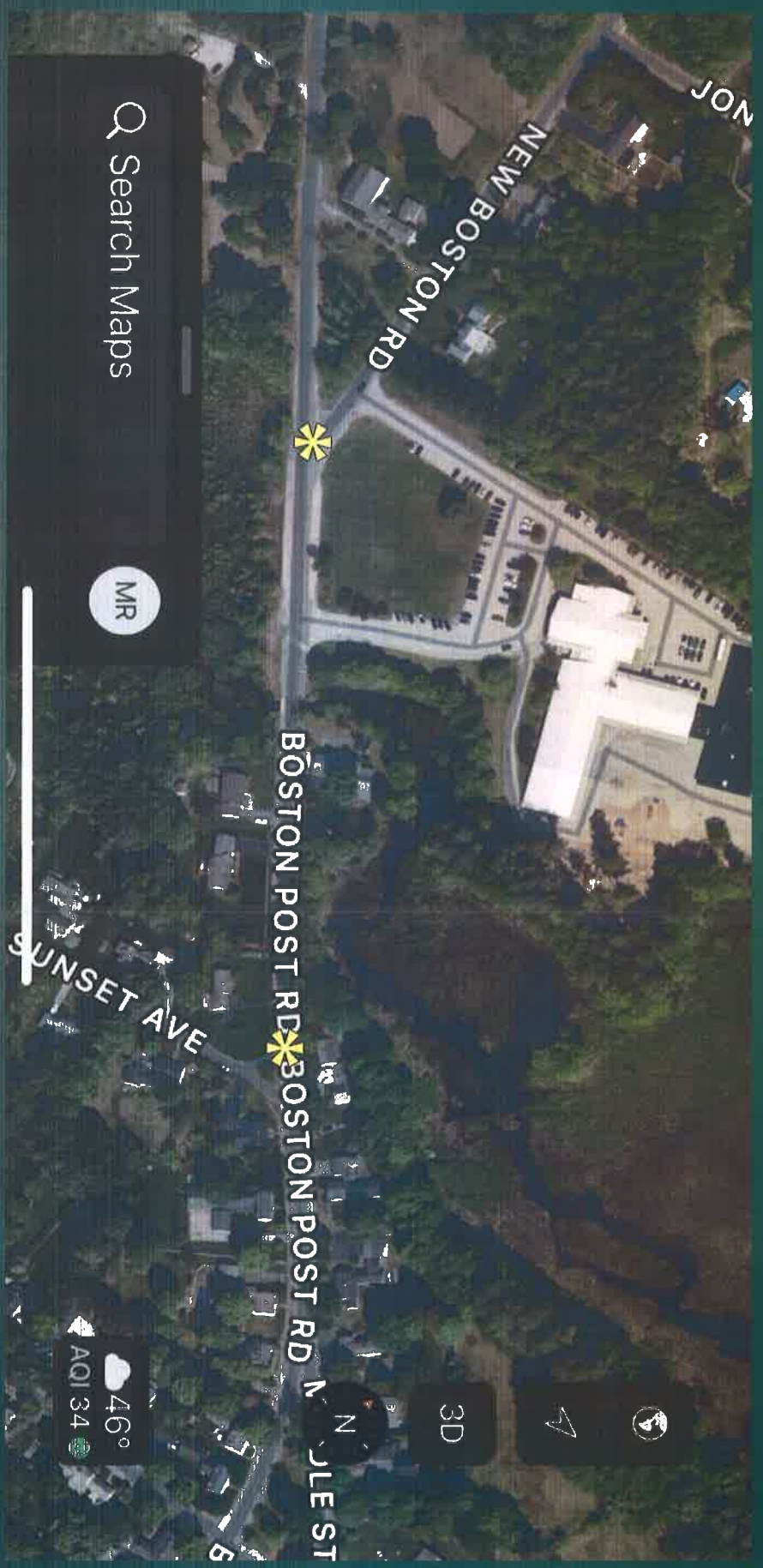
DPW Director Slosek mentioned other possible interventions to increase overall traffic safety such as raised speed tables at the existing three crosswalks along Boston Post Road in the village. Director Slosek mentioned that he had reached out to the Wilton Town Administrator regarding the similar speed bumps located on their Main Street. He also mentioned the existence of other simulated raised crosswalks which utilize a 3D painting scheme to simulate a raised surface. Chief Reams suggested that these other considerations would be best considered within the scope of the ongoing Mobycon village traffic study. Mr. Chabinsky expressed concern that the Mobycon plan was not slated to address this area of Boston Post Road, and that either way, the Mobycon plans would not be acted upon for another five years. Selectman D’Angelo suggested that Director Slosek obtain further information on speed/paint tables in the short term.

Old Business

A motion to approve minutes from the previous meeting was made by Selectman D’Angelo, and seconded by Chief Conley. Motion passed 5-0-0.

Meeting adjourned at 2:20 pm.

Proposed extension of 25 mph zone leading into Village...



TOWN OF AMHERST, NH
Board of Selectmen

ORDINANCE

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

1. *A maximum speed limit of 25 M.P.H. for Boston Post Road between the intersections of Sunset Avenue and New Boston Road.*

This ordinance shall take effect on XXXX, XX, 2023.

Signed this date, XXXX by the Board of Selectmen of the Town of Amherst:

Peter Lyon, Chairman

Danielle Pray, Vice Chairman

William Stoughton, Clerk

Thomas Grella, Member

John D'Angelo, Member

New Hampshire Town And City

It's Mud Season: Weight Restrictions on Local Roads

New Hampshire Town and City, March 2008

By

Q. Do local officials have the authority to keep certain vehicles off of local roads?

A. Local roads, meaning Class IV, V and VI highways, are especially vulnerable to damage in the spring. Since local officials have a statutory duty to maintain all Class V roads on a year round basis, New Hampshire statute, in RSA 231:190 and :191, allows them to take special steps to protect the roads from damage by imposing limits on the weight of vehicles that use the road. The limits may be permanent, or temporary. If there is a problem with a bridge or other structure, the limits may be permanent. If the problem relates to the spring thaw, the restriction is usually temporary.

Q. Why does most of the risk of damage occur in the spring?

A. It's all about water and the freeze-thaw cycle. If a road is paved, and there is any crack in the surface, a water/sand/salt mixture will seep into the road base. The salt will cause this area to freeze at a lower temperature than the surrounding area, allowing more water to seep in. When the area eventually freezes, it heaves the pavement as much as four inches over a 10-foot distance in a process called "tenting." The uneven surface causes more cracks, and the process continues until the pavement is destroyed. On an unpaved road, the surface thaws while the subsurface stays frozen. Water can no longer drain away, and the surface becomes saturated, turning into mud. The mud cannot support the weight of a vehicle, allowing the wheels to sink until they hit the firm frozen layer, creating ruts as the vehicle moves forward. The ruts freeze overnight, and the process continues until the surface becomes impassable. The heavier the vehicle, the greater the potential for damage. Once the weather warms, the frost leaves all layers of the road, the water drains away, and both types of roads return to their ability to support heavy loads. The summer maintenance program must then deal with the damage caused during this vulnerable time.

Q. Since this happens every year, why aren't all roads built to handle the drainage, and minimize the damage?

A. Because that would require every road to be built like an interstate highway, and we simply can't afford the cost. Many of our local roads came into existence when horses were the primary means of transportation, and the base layers were not built to withstand the weights of modern vehicles. Adding layer after layer of pavement does not solve the problem, because the base still can't take the load. Research shows that implementation of a spring restriction program will increase the life of pavement by 10 percent. If pavement is scheduled to last 30 years, that adds three years to the life of the road.

Q. What does the statute allow us to do to prevent damage to the roads?

A. RSA 231:191 allows the governing body, in consultation with the highway agent, to establish

and post maximum weight limits when needed to prevent "unreasonable damage or extraordinary municipal maintenance expense" on a Class IV, V or VI highway. Signs must be placed so that drivers of restricted vehicles will know of the restriction before entering the affected road. The restriction can be placed on any local public road. Depending upon the conditions, the restriction might deal only with the heaviest vehicles, such as tractor trailer units, but it could apply down to the passenger car or truck. Thus, even a Class VI road where the municipality has no duty for maintenance, and which is ordinarily passable only by a four wheel drive vehicle or an ATV, may be restricted to prevent any vehicle from doing additional damage.

Q. Are there any exceptions to the restrictions that need to be allowed?

A. Yes. RSA 231:191 permits landowners and commercial enterprises which use the road to be granted an exception if they show that "practical difficulty or unnecessary hardship" will result from the weight limit. The exception granted may be subject to conditions, and the user may be required to post a bond for the cost of restoring the road. RSA 236:3-a may allow heating fuel trucks and trucks delivering processed milk products to be granted an exception. RSA 266:19-a exempts fire fighting equipment from the restrictions. RSA 266:21 exempts winter maintenance equipment that is owned, leased or rented by the state or any political subdivision of the state. RSA 266:24 exempts "implements of husbandry" (farm equipment) from the restrictions.

Q. What if the restrictions cause special impacts to a business, such as restricting shipments and deliveries to a warehouse, or preventing a logging company from removing forest products from a parcel of land?

A. RSA 231:191, VII requires the governing body to hold a hearing within 15 days from receipt of a request from an "impacted business." If the hearing is not held, the weight restriction cannot be enforced. The statute provides little guidance for the governing body who receives such a request. Presumably, the business desires an exception which will allow it to move heavy vehicles over the road, and the governing body must decide whether or not there are conditions which could allow the movements to be made safely, and also decide how the business will compensate the municipality for any excessive damage that the movements may cause.

Q. How do we know when the time has come to restore traffic to the road?

A. Some municipalities create an ordinance which includes a fixed time limit, such as March 1 to May 1, and imposes the restriction year to year. However, it is probably better to respond to the actual conditions that occur. The need for restrictions will depend on variables such as amount of snowfall, ongoing spring precipitation, actual daytime and nighttime temperatures, and specific areas where drainage is poor. Also, research in Minnesota suggests that paved roads recover almost two weeks earlier than unpaved roads. Depending upon the actual conditions, restrictions might be placed or modified earlier or later than a fixed date in March or May. The experience of the road agent is helpful at specific locations.

Q. How are these decisions enforced?

A. Pursuant to RSA 231:191, VI, a person who violates a restriction may be brought to the district court and charged with a "violation." Conviction can result in penalties imposed by the court in accordance with RSA 651:2, which could include a fine of up to \$1,000 or a "conditional discharge," which could include restitution for the damages caused. In addition, the

person faces the possibility of civil liability for the cost of restoring the road. Depending upon the location and the extent of the damage, this cost could be several thousands of dollars.

Q. Where can we get more technical information on how to administer this issue?

A. Highway agents can work with the New Hampshire Department of Transportation (www.nh.gov/dot), since the state engineers are charged with making the same decisions on state roads located in the municipality. The University of New Hampshire Technology Transfer Center (www.t2.unh.edu) maintains information on the issue, and also conducts training for local officials on all aspects of highway maintenance. There is a great deal of information available online from the other cold weather states, especially Minnesota (www.lrrb.org), which will help in understanding both why the problem occurs, and the best practices available to minimize damage to the roads.

ADDENDUM B

Town of Lyme
NO THROUGH TRUCKING ORDINANCE
Approved by the Select Board on March 31, 2016

ARTICLE I – No Through Trucking

Section 1 – Authority to Regulate:

The Lyme Select board's authority to adopt regulations is set forth in RSA 41:11 relating to regulation of the use of town roads, and RSA 47:17, VII and VIII which specifically authorizes the Select board to make special regulations as to the use of vehicles upon particular highways and to exclude such vehicles altogether from certain highways.

Section 2 – Conformity with Signs:

No person shall operate a vehicle in the Town of Lyme except in conformity with the requirements or directives of traffic signals, signs and devices, and in the manner specified in RSA Chapter 265.

Section 3 – Vehicular Traffic Restrictions (No Through Traffic)

No person shall operate a truck as defined by RSA 259:115-b, excepting as "light truck", as defined in RSA 259:50 on the following streets in a manner that allows the operator to travel from one end of the street to the opposite end as through traffic without stopping for either business or as a resident of that street:

Baker Hill Road
Goose Pond Road
Grafton Turnpike
River Road North (north of East Thetford Bridge)
River Road South (south of East Thetford Bridge)

Section 4 – Waivers

The Select board shall have the authority in extraordinary circumstances to grant written permission to an applicant who applies in writing to permit deviation from the provisions of Article I, Section 3 of this ordinance, where the applicant demonstrates, in the sole and exclusive discretion of the Select board, that the circumstances are unique, the alternative route is unreasonable, and the use of the restricted public highway is in the public interest. The Board shall have the authority to attach such conditions to the grant of the waiver, as it deems prudent and necessary.

Section 5 – Penalty:


Failure to adhere to this ordinance shall be a violation and result in a fine of \$1,000.

Section 6 – Effective Date

Having held a duly noticed public hearing on March 24th, 2016, the Select Board by majority vote adopted this Ordinance on March 31, 2016 which shall be the effective date hereof.

Town of Lyme Select Board,


Susan MacKenzie, Chair


Patricia Jenks


Charles Smith



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Vehicle Retention (Ambulance)
Meeting Date: May 8, 2023

Department: Fire Rescue
Staff Contact: Matt Conley

BACKGROUND INFORMATION:

Amherst Fire Rescue is seeking to retain the 2011 ambulance we own. This will get us in position to have a solid rotation where we keep a vehicle for 12 years. The rotation would be the newest ambulance runs as the primary vehicle for its first 4 years, secondary for the next 4 years and the final 4 years would be used as tertiary, third medical calls and as a stand by vehicle for events requiring an ambulance to be on site (revenue/cost recovery opportunity).

For additional information, see the attached document.

BUDGET IMPACT:

(Include general ledger account numbers)

Minimal: See attachment

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

Department Head Recommendation: That Amherst Fire Rescue retain the 2011 AEV Ford F-450 Ambulance for the purpose of running in a tertiary role, a spare for when the primary or secondary ambulance is out of service for any reason and as support role for event stand by's that require an ambulance to be on site (currently a private ambulance is contracted).

SUGGESTED MOTION:

I move for the BOS to allow Amherst Fire Rescue to retain the 2011 AEV Ford F-450 Ambulance.

TOWN ADMINISTRATOR RECOMMENDATION:

It doesn't seem to me that this ambulance will be used much, but don't want to substitute my judgment for that of the Chief. Regarding using impact fees, it appears that the board needs to determine what a proportionate share would be.

ATTACHMENTS:

1. Ambulance Retention 5.1.2023



TOWN OF AMHERST NEW HAMPSHIRE FIRE RESCUE

P.O. BOX 1199, 177 AMHERST STREET
AMHERST, NH 03031
PHONE (603) 673-1545 FAX (603) 672-3927



Supporting Document for the Retention of Our 2011 AEV F-450 Ambulance

Statistics:

- Run data from 5/1/2022 through 5/1/2023.
 - 1,148 calls
 - 12% were overlapping/simultaneous calls.
 - 57% were with the use of Ambulance 1
 - 39% were with the use of Ambulance 2
 - 3.5% were handled with the use of mutual aid.
 - 0.5% were paramedic intercepts (medic fly car)

We plan for the possibility of one ambulance being out of service for either routine maintenance, damage, breakdowns, or complete loss. This is why it makes practical sense and fiscal sense to retain the vehicle we already own.

Other factors:

- Should the unfortunate happen to one of the vehicles?
 - There is a minimum of two years' wait time to get a replacement.
 - "Useful Value" versus "Dollar Value"
 - \$1,500 trade in value
 - \$6,000 - \$8,000 private sale

Budget Impact:

Maintenance

- Oil changes @ 6,000 miles
- Tires 25,000 miles
- State Vehicle Inspections (DPW performs)
- Power Stretcher, Preventive Maintenance & Servicing
- Stair Chair, Preventive Maintenance & Servicing
- LifePak 15/Cardiac Monitor, Annual PM included in service contract.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Land Water Conservation Grant
Application

Department: Parks & Recreation
Department

Meeting Date: May 8, 2023

Staff Contact: Craig Fraley

BACKGROUND INFORMATION:

The Recreation Department would like to get approval from the BOS to apply for the 34th Round of the Land Water Conservation Grant (LWCF). The LWCF Grant will be used to build athletic fields and a pickleball court at Buck Meadow Recreation and Conservation Area. This is a 50/50 match grant. The plan is to use the Athletic Field Capital Reserve fund as well as some Revolving Fund money to use for our match.

The grant round asks us to fill out an Intent to Apply application. If the application is accepted by the LWCF board, we will then be invited to apply.

BUDGET IMPACT:

(Include general ledger account numbers)

No budget impact on applying for the Intent To Apply grant.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

I recommend we do this.

SUGGESTED MOTION:

I move to allow the Town Administrator to sign the Intent To Apply application on behalf of the BOS for the Land Water Conservation Fund Grant Round 34.

TOWN ADMINISTRATOR RECOMMENDATION:

Concur.

ATTACHMENTS:

1. NH-LWCF_GR34_Intent-to-Apply-Form
2. Meridian Plans with no fields
3. Buckmeadow Concept 1 60 scale



STATE OF NEW HAMPSHIRE
DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
DIVISION OF PARKS AND RECREATION
LAND and WATER CONSERVATION FUND
LOCAL ASSISTANCE PROGRAM
GRANT ROUND 34 – INTENT TO APPLY



Eligible project sponsors that intend to apply for Land and Water Conversation Fund (LWCF) assistance under **Grant Round 34** must complete this form and submit it to the NH Department of Natural and Cultural Resources (NHDNCR), Division of Parks and Recreation by **4:00 pm, Friday, June 2, 2023**.

Submit form to: **LWCF Local Assistance Program**
NH Department of Natural and Cultural Resources
Division of Parks and Recreation
172 Pembroke Road
Concord, NH 03301-5767
LWCF@dncr.nh.gov

The information provided within this form will be evaluated for program eligibility. Following initial review, a site inspection may be scheduled with the sponsor. Site inspections allow for one-to-one consultation with the project sponsor and help identify other potential eligibility or compliance issues. Sponsors may apply for grant assistance after NHDNCR has determined both sponsor and project eligibility and has issued an invitation to apply (*approximately July-August 2023*). Please contact the LWCF program staff for more information: **(603) 271-3556**, or lwcf@dncr.nh.gov.

Failure to complete all sections below may result in the rejection of this form

Sponsor Information:

Gov Sub-Unit Name: _____		
Project Manager Name: _____	Title: _____	
Address: _____	City/Town: _____	Zip: _____
Daytime Phone: _____	Email: _____	

Project Information:

Project Name: _____		
Project Type (check one):	<input type="checkbox"/> <i>Development</i>	<input type="checkbox"/> <i>Acquisition</i>
	<input type="checkbox"/> <i>Combination</i>	
Target Start Date: _____	Target Completion Date: _____	
	YES	NO
Has the sponsor previously received LWCF assistance?	<input type="checkbox"/>	<input type="checkbox"/>
Has the project site/property previously received LWCF assistance?	<input type="checkbox"/>	<input type="checkbox"/>
Is the completion of the project dependent on receiving grant assistance?	<input type="checkbox"/>	<input type="checkbox"/>
Is this proposal a single phase within a larger project or planning initiative?	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • LWCF requires a minimum 1:1 matching contribution to the total grant request. • LWCF grant requests shall be for no less than \$50,000.00 and no greater than \$500,000.00 		
Estimated LWCF Request:		
Estimated Total Project Cost/Value:		
Identify other anticipated sources of project funding (<i>donations, volunteers, other grants, town cash, in-kind services, etc.</i>):		

Proposal Scope (Provide a brief, bulleted list of elements to be completed as part of this proposal):

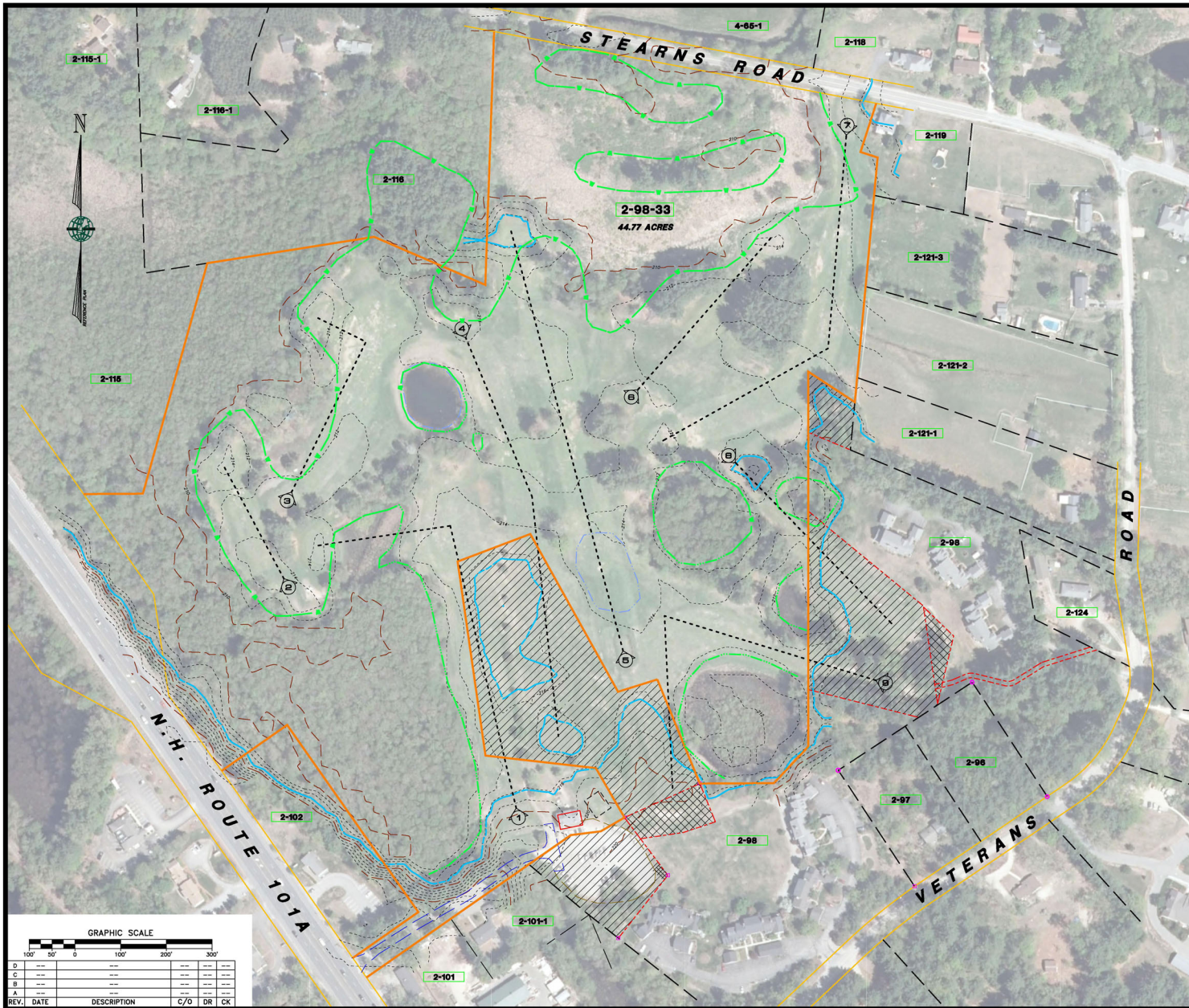
Statement of Need (Briefly explain why this project is needed by the community and the public):

Required Attachments:

- Property boundary map (Provide tax map, GIS assessment map, or boundary survey).
- Property location map (Display location of site on city-wide/town-wide map. Include address if available).

Intent Submission Authorized by (Sponsor Official):

Name and Title	Signature	Date



- NOTES:**
1. THE PURPOSE OF THIS PLAN IS TO DEPICT THE APPROXIMATE PROPERTY INFORMATION & CHARACTERISTICS OF TAX MAP 2 / LOT 98-33, KNOWN AS 'BUCKMEADOW GOLF COURSE', PER COMPILED SOURCES FOR GENERAL PLANNING PURPOSES (NOT SUITABLE FOR DESIGN & PERMITTING PURPOSES).
 2. THIS PLAN IS PREPARED FOR THE TOWN OF AMHERST CONSERVATION COMMISSION, P.O. BOX 960, AMHERST, NH 03031.
 3. THE OWNER OF RECORD OF TAX MAP 2 / LOT 98-33 IS: M.E. YOUNG, INC., 30 RTE 101A, AMHERST, NH. SEE HCRO BK.2191, PG.229, DATED: 1/27/1972.
 4. SOURCES OF COMPILED DATA INCLUDE:
 - A. BOUNDARY & EASEMENTS - NRPC GIS, SUPPLEMENTED BY PARTIAL ON-SITE MERIDIAN TIE-IN PER PRIOR WORK.
 - B. CONTOURS - FEMA LIDAR TERRAIN MAPPING OF THE NASHUA RIVER WATERSHED, DATA PUBLISHED 9/15/2012. LIDAR DATA WAS ACQUIRED FROM NH GRANIT GIS CLEARINGHOUSE. VERTICAL DATUM IS REPORTED TO BE NAVD88 GEOID 09."
 - C. FLOOD ZONE - FEMA FIRM MAP NUMBER 33011C04780 AND ASSOCIATED PROFILE, EFFECTIVE DATE 9/25/09.
 - D. WETLANDS - NRPC GIS, SUPPLEMENTED BY LIMITED ON-SITE DELINEATION BY MERIDIAN CERTIFIED WETLAND SCIENTIST (SEE LEGEND).
 - E. AERIAL IMAGE - MAY OF 2015 - HIGH RESOLUTION ORTHO IMAGES FOR NEW HAMPSHIRE OBTAINED THROUGH THE NH GRANIT GIS CLEARINGHOUSE.
 - F. CLUB HOUSE, ACCESS EOP, PARKING EOG ARE DETAILED PER THE AERIAL IMAGE AND A SITE INSPECTION ON 2/28/2020.

- LEGEND:**
- RIGHT-OF-WAY SIDELINE
 - PROPERTY LINE
 - ABUTTING LOT LINE
 - EASEMENT LINE
 - BUILDING SETBACK LINE
 - EDGE OF PAVEMENT
 - EXISTING GRAVEL ROAD
 - EDGE OF WETLANDS PER GIS
 - EDGE OF WETLANDS PER SKETCH
 - EDGE OF WATER
 - FLOOD HAZARD LINE
 - HOLE NUMBER AND DIRECTION
 - 10' CONTOUR INTERVAL
 - 2' CONTOUR INTERVAL
 - 2-98 EXISTING TAX MAP & LOT NUMBER
 - EXISTING BUILDING
 - RECREATION & PARKING EASEMENT
 - ADDITIONAL/REVISED EASEMENT
 - EXIST. GRANITE BOUND FOUND
 - EXIST. DRILL HOLE FOUND/SET
 - EXIST. IRON PIPE FOUND

COMPILED BASE PLAN
 BUCKMEADOW GOLF COURSE
 PREPARED FOR:
**THE AMHERST
 CONSERVATION COMMISSION**
 TAX MAP 2 LOT 98-33
 AMHERST, NEW HAMPSHIRE
 SCALE: 1" = 100' MARCH 4, 2020

MERIDIAN
 LAND SERVICES, INC.
 ENGINEERING | SURVEYING | PERMITTING
 SOIL & WETLAND MAPPING | SEPTIC DESIGN
 31 OLD NASHUA ROAD, AMHERST, NH 03031 TEL: 603-673-1441
 MERIDIANLANDSERVICES.COM FAX: 603-673-1584

GRAPHIC SCALE

REV.	DATE	DESCRIPTION	C/O	DR	CK
D	---	---	---	---	---
C	---	---	---	---	---
B	---	---	---	---	---
A	---	---	---	---	---

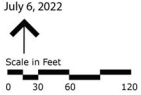


Concept 1
Buck Meadow
 Amherst, New Hampshire

Tighe&Bond
 177 Corporate Drive
 Portsmouth, New Hampshire 03801
 (603) 433-8818



Amherst Parks & Recreation
 Department





Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: FY23 Road Work Authorization
Meeting Date: May 8, 2023

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The DPW intends to spend our road budget to as close to zero as possible by completing projects that enhance infrastructure in the community, and address the needs of residents and all motorists alike. To accomplish this, I formally request authorization from the Board to increase the value of the existing FY23 road work contract with Continental Paving to an amount up to \$2,046,083. The current contract's initial value was \$1,488, 646, and was increased by \$253,245 at the April 17 BOS meeting to complete the work remaining on Horace Greeley Rd. and Roberge Dr. The current value of the FY23 road work contract is \$1,741,891. The authorization I am seeking tonight would add an additional \$304,192 to the contract amount. As discussed at the April 17th BOS meeting, I will bring to the Board one change order at the completion of all FY23 work to balance and close out the FY23 contract.

The projects we intend to complete with this authorization include repaving Boylston Terrace. Boylston Terrace is in terrible condition. We have received complaints over the last few months from no less than 12 residents there. We have an estimate from Continental to complete milling and paving of this road for \$96,545. We may also be able to pave the full width of Cobbler Ln. and Thatcher Dr. The restoration plan for the water line project is only to patch the road with the intention of further restoration in a few years. We may be able to realize cost savings by completing the restoration now, as mobilization fees are essentially being paid for with the grant. Another project we desire to complete is to shim a portion of Old Mont Vernon Rd. This section of road is near the Mont Vernon T/L and is in very poor condition. Our crew is routinely patching this segment of road. A shim will buy us some time until we are able to properly reclaim this section of road.

BUDGET IMPACT:

(Include general ledger account numbers)

The request to spend an additional \$304,192 is fully funded for FY23 in budget line 4312-70-2735.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend to authorize DPW to spend the remaining FY23 road budget, increasing the 07-22 roadwork contract by an additional \$304,192.

SUGGESTED MOTION:

I move to increase the 07-22 roadwork contract by an additional \$304,192. I further move to authorize the Town Administrator to sign any related contract documents.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Boylston Terrace Estimate

Continental Paving, Inc.

One Continental Drive
 Londonderry, NH 03053
 USA

Phone: (603) 437-5387
 Fax: (603) 437-5393

To: Town Of Amherst	Contact:
Address: Amherst, NH	Phone:
	Fax:
Project Name: 2023 Boylston Terrace	Bid Number:
Project Location:	Bid Date:

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
203.1	COMMON EXCAVATION	10.00	CY	\$20.00	\$200.00
203.9	ROADWAY DITCHING	1,500.00	LF	\$4.00	\$6,000.00
214	FINE GRADING	1.00	UNIT	\$2,000.00	\$2,000.00
304.301	CRUSHED GRAVEL	170.00	CY	\$40.00	\$6,800.00
304.32	CRUSHED GRAVEL FOR SHOULDER LEVELING	50.00	TON	\$30.00	\$1,500.00
403.11023	HOT BITUMINOUS PAVEMENT, MACHINE METHOD (2" BINDER COURSE)	350.00	TON	\$86.50	\$30,275.00
403.11043	HOT BITUMINOUS PAVEMENT, MACHINE METHOD (1" @3/8" WEARING COURSE)	330.00	TON	\$90.00	\$29,700.00
417	COLD PLANING BITUMINOUS SURFACES TO GRAVEL	3,000.00	SY	\$3.50	\$10,500.00
604.4	RECONSTRUCTING/ADJUSTING CATCH BASIN AND DROP INLET	1.00	UNIT	\$600.00	\$600.00
618.7	FLAGGERS	56.00	HR	\$50.00	\$2,800.00
646.51	TURF ESTABLISHMENT WITH MULCH, TACKIFIERS, AND 4" LOAM	500.00	SY	\$5.00	\$2,500.00
699	MISCELLANEOUS TEMPORARY EROSION AND SEDIMENT CONTROL	1,000.00	AL	\$1.00	\$1,000.00
1010.2	ASPHALT CEMENT ADJUSTMENT	1,000.00	AL	\$1.00	\$1,000.00
Total Price for above Items:					\$94,875.00

Total Base Bid Price: \$94,875.00

CURB

1080	CURB WORK - (MORTAR REPOINTING ONLY, NO RESET)	1.00	UNIT	\$1,670.00	\$1,670.00
Total Price for above CURB Items:					\$1,670.00

Notes:

- This Proposal will be made Part of any Agreement Between the Two Parties.
- Excludes any Temporary or Permanent Striping and or Marking.
- Prices quoted are based on the current cost index of liquid asphalt materials. Prices are subject to increases at any time as they are not guaranteed by the suppliers. The price index used for preparation of this quote is \$665.00 per liquid ton and will be the basis of escalation for this project.
- This Proposal is NOT Based on any Prevailing Wages Rates - none have been included with quote request.

Payment Terms:

Payment due within 30 days of date of invoice, regardless of when payment is made by Owner.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Continental Paving, Inc.</p> <p>Authorized Signature: _____</p> <p>Estimator: _____</p>
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Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Bridge Update
Meeting Date: May 8, 2023

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The DPW Director will update the BOS with the latest progress on the Temporary Bridge, TF1 permanent bridge, and the Mont Vernon Rd. Bridge projects.

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: FY24 Road Bid
Meeting Date: May 8, 2023

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

We received one bid for our FY24 road work. The lone bid we received was from Pike Industries, Inc., for the amount of \$1,889,074.50. The road work in this year's bid includes Chestnut Hill Rd., Mack Hill Rd., Melendy Hollow, Deerwood Dr., Martingale Rd., Sherburne Dr., Transfer Station Parking Lot, DPW Parking lot, and Mont Vernon Rd. Continental Paving intended to submit a bid. However, we could not accept it as their bid was not on-time and would have been received after the bid-opening deadline of 11am.

We recommend awarding the work to Pike Industries. Specifically, we request the award to be in the amount of \$1,500,000, which is the budgeted amount for this work in FY24. Chestnut Hill Rd. will be our priority project for FY24. Upon completion of Chestnut Hill work, the remaining work will be evaluated to remain within budget.

BUDGET IMPACT:

(Include general ledger account numbers)

\$1,500,000 from 01-4312-70-2735.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend to award work to Pike Industries in the amount of \$1,500,000.

SUGGESTED MOTION:

I move to award the FY24 road work, bid number 10-23, to Pike Industries for the amount of \$1,500,000. I further move to authorize the Town Administrator to sign all related contract documents.

TOWN ADMINISTRATOR RECOMMENDATION:

I would like to point out that it is not a best practice to sign a contract for more money than is in the budget, but I have been told it is past practice.

ATTACHMENTS:

1. Pike Bid
2. 10-23 Award



AMHERST, NH
DEPARTMENT OF PUBLIC WORKS

22 Dodge Road
Amherst, NH 03031
Tel. (603) 673-2317

April 10, 2023

ADDENDUM NO. 002
REQUEST FOR PROPOSALS NO. 10-23
“Multi-Road Construction - 2023”

Prospective bidders are hereby notified of the following changes, additions, and/or clarifications to the Contract Documents for the above captioned project titled “Multi-Road Construction - 2023” under the provisions of *Division 1 “Instructions to Bidders,” paragraph 10, “Interpretations and Addenda.”* These changes, additions, and/or clarifications shall be incorporated in, and shall become part of, the Contract Documents.

Change:

In response to questions submitted by prospective bidders, the following clarifications and changes will be made:

Addendum Item No.1

Questions & Answers:

1. Question: ‘*The contract includes 260 cubic yards of Item 206.2, Rock Structure Excavation. Can a rock trench excavation item be added to the contract?*’
 - a. The NHDOT Standard Specifications do not differentiate this item based on the excavation needed (i.e., to install a pipe versus installing a drop inlet). However, to receive more advantageous bid prices, Item 206.29, Rock Structure Excavation (Trench) has been added to the Contract for any rock excavation needed to install proposed drainage pipes and underdrain. Item 206.2, Rock Structure Excavation shall still be used for installing the drop inlet as needed.
2. Question: ‘*Where is Item 417., Cold Planning to be used?*’
 - a. Item 417 is to be used for tie-ins to the existing pavement at each project limit and along the Flume side road. However, the Town has elected to remove this item and replace it with additional quantity of Item 417.1181, Cold Planing. Bituminous Surfaces, 18” Wide by 1” Deep. The limits of Item 417.1181 will be 6’ wide (or 4 passes of 18”) at each project limit and along the Flume side road. Driveway tie-ins shall remain 18” wide.
3. Below are the adjusted quantities for item numbers referenced in Questions 1 & 2:

QUANTITIES:

Part- 1 A. Chestnut Hill Rd. – 5,150 linear feet or 12,750 Sq. Yds.

CHANGE QUANTITIES TO:

206.2	8 CY	Rock Structure Excavation
206.29	252 CY	Rock Structure Excavation (Trench)
417.1181	525 LF	Cold Planing Bituminous Surfaces, 18” Wide by 1” Deep

REMOVE:

417.	275 SY	Cold Planing Bituminous Surfaces
------	--------	----------------------------------

Addendum Item No.2

Prospective bidders may review plans for Chestnut Hill Rd. by viewing them on the Town of Amherst website. The link to the plans is:

<https://www.amherstnh.gov/sites/g/files/vyhlf4116/f/uploads/22919105fieldplans-.pdf>

Addendum Item No.3

All item numbers with zero (0) quantities shall be removed from the bid schedule.

Addendum Item No.4

See Attachment ‘A’ for updated bid schedule reflecting all changes to item numbers from Addendum 001 – 002.

*****This Addendum No. 002 consists of two (2) pages, and one attachment consisting of thirteen (13) pages. All other terms and conditions of the Contract Documents shall remain unchanged. *****

End of Addendum No. 002

Attachment 'A'
ADDENDUM NO. 002
REQUEST FOR PROPOSALS NO. 10-23
"Multi-Road Construction - 2023"

Prospective bidders shall use the following updated bid schedule, with changes, for calculation of their bids:

SCHEDULE OF PRICES: This proposal shall be filled in by the BIDDER with the prices written in both words and numerals and the extensions made by him/her. In case of discrepancy between words and numerals, the amount shown in words shall govern.

Part- 1 A, Chestnut Hill Rd. – 5,150 linear feet or 12,750 Sq. Yds.

<u>Item #</u>	<u>Est. Quantities</u>	<u>Description & Unit Price in words</u>	<u>Unit price</u>	<u>Total Price</u>
201.22	5 EA	Removing Large Trees _____		
		_____ per Each	\$ <u>225.-</u>	\$ <u>1,125.-</u>
201.4	5 EA	Removing Stumps _____		
		_____ per Each	\$ <u>100.-</u>	\$ <u>500.-</u>
202.41	120 LF	Removal of Existing Pipe 0-24" Diameter _____		
		_____ per Linear Foot	\$ <u>10.-</u>	\$ <u>1,200.-</u>
202.5	1 EA	Removal of Catch Basins, Drop Inlets, and Manholes _____		
		_____ per Each	\$ <u>250.-</u>	\$ <u>250.-</u>
203.1	225 CY	Common Excavation _____		
		_____ per Cubic Yard	\$ <u>30.-</u>	\$ <u>6,750.-</u>
206.2	8 CY	Rock Structure Excavation _____		
		_____ per Cubic Yard	\$ <u>1,500.-</u>	\$ <u>12,000.-</u>
206.29	252 CY	Rock Structure Excavation (Trench) _____		
		_____ per Cubic Yard	\$ <u>475.-</u>	\$ <u>119,700.-</u>

Chestnut Hill Rd., cont.

304.32	365 TON	Crushed Stone (Fine Gradation)		
		_____ per TON	\$ <u>40.-</u>	\$ <u>14,600.-</u>
304.401	358 CY	Crushed Stone (Fine Gradation)		
		_____ per Cubic Yard	\$ <u>65.-</u>	\$ <u>23,270.-</u>
306.108	12,750 SY	Reclaimed Stabilized Base Processed in Place, 8" Deep (F)		
		_____ per Square Yard	\$ <u>4.-</u>	\$ <u>51,000.-</u>
403.11023	2,100 TON	HBP -3/4" Binder Mix, Machine Method		
		_____ per Ton	\$ <u>90.-</u>	\$ <u>189,000.-</u>
403.11043	1,300 TON	HBP -1/2" Surface Mix, Machine Method		
		_____ per Ton	\$ <u>90.-</u>	\$ <u>117,000.-</u>
403.12	50 TON	HBP - Hand Method		
		_____ per Ton	\$ <u>150.-</u>	\$ <u>7,500.-</u>
403.16	10,300 LF	Pavement Joint Adhesive		
		_____ per Linear Foot	\$ <u>1.75</u>	\$ <u>18,025.-</u>
410.22	400 GAL	Asphalt Emulsion for Tack Coat		
		_____ Per Gallon	\$ <u>5.-</u>	\$ <u>2,000.-</u>

Chestnut Hill Rd., cont.

417.1181	525 LF	Cold Planing Bituminous Surfaces, 18" Wide by 1" Deep		
			_____ per Linear Foot	\$ <u>4.-</u> \$ <u>2,100.-</u>
585.3	60 CY	Stone Fill, Class C		
			_____ per Cubic Yard	\$ <u>75.-</u> \$ <u>4,500.-</u>
603.6	60 LF	Relaying 0-24" Drainage Pipe		
			_____ per Linear Foot	\$ <u>425.-</u> \$ <u>25,500.-</u>
603.82218	200 LF	18" PE Pipe (Type S)		
			_____ per Linear Foot	\$ <u>315.-</u> \$ <u>63,000.-</u>
604.0007	12 EA	Polyethylene Liner		
			_____ per Each	\$ <u>150.-</u> \$ <u>1,800.-</u>
604.246	1 U	Drop Inlets Type D-F		
			_____ per Unit	\$ <u>4,250</u> \$ <u>4,250.-</u>
604.76	1 U	Grates & Frames, Type F		
			_____ per Unit	\$ <u>1,750.-</u> \$ <u>1,750.-</u>

Chestnut Hill Rd., cont.

604.4	4 U	Reconstructing/Adjusting Catch Basin & Drop Inlet		
			_____ per Each	\$ <u>1,000.-</u> \$ <u>4,000.-</u>
605.506	450 LF	6" Perf. Corr. Polyethylene Pipe Underdrain		
			_____ per Cubic Yard	\$ <u>175.-</u> \$ <u>78,750.-</u>
609.811	1,800 LF	Bituminous Curb, Type B (4" Reveal)		
			_____ per Linear Foot	\$ <u>15.-</u> \$ <u>27,000.-</u>
618.7	480 HR	Flaggers		
			_____ per Hour	\$ <u>55</u> \$ <u>26,400.-</u>
619.1	1 U	Maintenance of Traffic		
			_____ per Unit	\$ <u>22,500.</u> \$ <u>22,500.-</u>
628.2	300 LF	Sawed Bituminous Pavement		
			_____ per Linear Foot	\$ <u>3.-</u> \$ <u>900.-</u>
632.0104	10,300 LF	Reflective Paint Pave. Double Yellow 4" Center Line		
			_____ per Linear Foot	\$ <u>.75</u> \$ <u>7,725.-</u>
632.0104	10,300 LF	Reflective Paint Pave. Single White 4" Fog Line		
			_____ per Linear Foot	\$ <u>.35</u> \$ <u>3,605.-</u>

Chestnut Hill Rd., cont.

632.0112	25 LF	Retroreflective Paint Pave. Marking, 12" Line		
			_____ per Linear Foot	\$ <u>10</u> \$ <u>250,-</u>
645.531	500 LF	Silt Fence		
			_____ per Linear Foot	\$ <u>3</u> \$ <u>1,500,-</u>
646.51	2,300 SY	Turf Establishment with Mulch, Tackifiers, and 4" Loam		
			_____ per Square Yard	\$ <u>3.15</u> \$ <u>7,245,-</u>
692.	1 U	Mobilization		
			_____ per Unit	\$ <u>100,000</u> \$ <u>100,000</u>
699.	10,000 \$	Miscellaneous Temporary Erosion and Sediment Control		
			<u>Ten Thousand Dollars and Zero Cents</u>	
			_____ per Allowance	\$ <u>1.00</u> \$ <u>10,000</u>
1010.2	10,000 \$	Asphalt Cement Adjustment		
			<u>Ten Thousand Dollars and Zero Cents</u>	
			_____ per Allowance	\$ <u>1.00</u> \$ <u>10,000</u>

TOTAL BASE BID PART-1-A:

(in numerals) \$ † 966,695. $\frac{XX}{100}$

(in words) † NINE HUNDRED SIXTY SIX THOUSAND, SIX HUNDRED NINETY FIVE, $\frac{XX}{100}$

Part – 2-A, Mack Hill Rd. – 6,734 linear feet or 15,713 Sq. Yds.

<u>Item #</u>	<u>Est. Quantities</u>	<u>Description & Unit Price in words</u>	<u>Unit price</u>	<u>Total Price</u>
201.52	11 HR	Tree Trimming _____ _____	_____	_____
		_____ per Hour	\$ <u>225</u>	\$ <u>2,475.-</u>
201.4	5 EA	Removing Stumps _____ _____	_____	_____
		_____ per Each	\$ <u>100</u>	\$ <u>500.-</u>
203.1	50 CY	Common Excavation _____ _____	_____	_____
		_____ per Cubic Yard	\$ <u>30.</u>	\$ <u>1,500.-</u>
203.601	25 CY	Embankment in Place _____ _____	_____	_____
		_____ per Cubic Yard	\$ <u>20</u>	\$ <u>500.-</u>
203.9	3,500 LF	Roadway Ditching _____ _____	_____	_____
		_____ per Linear Foot	\$ <u>2.75</u>	\$ <u>9,625.-</u>
304.301	50 CY	Crushed Gravel _____ _____	_____	_____
		_____ per Cubic Yard	\$ <u>45</u>	\$ <u>2,250.-</u>
304.32	320 TON	Crushed Gravel for Shoulder Leveling _____ _____	_____	_____
		_____ per Ton	\$ <u>30</u>	\$ <u>9,600.-</u>
304.401	25 CY	Crushed Stone (Fine Gradation) _____ _____	_____	_____
		_____ per Cubic Yard	\$ <u>55</u>	\$ <u>1,375.-</u>

306.110	4,179 SY	Reclaimed Stabilized Base Processed in Place, 10" Deep (F)		
			per Square Yard	\$ <u>4</u> \$ <u>16,714.-</u>
403.11023	600 TON	Hot Bituminous Pavement, Machine Method (2.5" binder course)		
			per Ton	\$ <u>90</u> \$ <u>54,000.-</u>
403.11043	1,330 TON	Hot Bituminous Pavement, Machine Method (1.5" @ 1/2" wearing course)		
			per Ton	\$ <u>90</u> \$ <u>119,700.-</u>
403.12	50 TON	HBP-Hand Method		
			per Ton	\$ <u>150.-</u> \$ <u>7,500.-</u>
403.16	1791 LF	Pavement Joint Adhesive		
			per Linear Foot	\$ <u>1.75</u> \$ <u>3,134.²⁵/₁₀₀</u>
403.18	489 TON	HBP - LEVELING COURSE		
			per TON	\$ <u>90</u> \$ <u>44,010.-</u>
410.22	943 GAL	Asphalt Emulsion for Tack Coat		
			per Gallon	\$ <u>5</u> \$ <u>4,715.-</u>
417.1181	350 LF	COLD PLANING BITUMINOUS SURFACES, 18" WIDE X 1" DEEP		
			per LF	\$ <u>4</u> \$ <u>1,400.-</u>

Mack Hill Rd., cont.

585.3	20 CY	Stone Fill, Class C		
			per Cubic Yard	\$ <u>75</u> \$ <u>1,500.-</u>
618.7	160 HR	Flaggers		
			per Hour	\$ <u>55</u> \$ <u>8800.-</u>
619.1	1 U	Maintenance of Traffic		
			per Unit	\$ <u>1,500</u> \$ <u>1,500.-</u>
628.2	50 LF	Sawed Bituminous Pavement		
			per Linear Foot	\$ <u>3</u> \$ <u>150.-</u>
699	\$2,500	MISCELLANEOUS TEMPORARY EROSION AND SEDIMENT CONTROL		
			per Allowance	\$ <u>1.00</u> \$ <u>2,500</u>
1010.2	\$7,500	Asphalt Cement Adjustment Seven Thousand Five Hundred Dollars and Zero Cents		
			per Allowance	\$ <u>1.00</u> \$ <u>7,500</u>

Mack Hill Rd., cont.

TOTAL BASE BID PART-2-A:

(in numerals) \$ 300,950.²⁵/₁₀₀

(in words) THREE HUNDRED THOUSAND
NINE HUNDRED FIFTY DOLLARS AND ²⁵/₁₀₀

Part- 3-A, Melendy Hollow. – 1,125 linear feet or 2,875 Sq. Yds.

<u>Item #</u>	<u>Est. Quantities</u>	<u>Description & Unit Price in words</u>	<u>Unit price</u>	<u>Total Price</u>
201.52	5 HR	Tree Trimming _____ _____	_____ per Hour	
			\$ <u>225</u>	\$ <u>1,125.-</u>
201.4	5 EA	Removing Stumps _____ _____	_____ per Each	
			\$ <u>100.-</u>	\$ <u>500.-</u>
203.9	500 LF	Roadway Ditching _____ _____	_____ per Linear Foot	
			\$ <u>2.75</u>	\$ <u>1,375.-</u>
304.32	100 TON	Crushed Gravel for Shoulder Leveling _____ _____	_____ per Ton	
			\$ <u>30</u>	\$ <u>3,000.-</u>
306.108	2,875 SY	Reclaimed Stabilized Base Processed in Place, 8" Deep (F) _____ _____	_____ per Square Yard	
			\$ <u>4</u>	\$ <u>11,500.-</u>
403.11023	410 TON	Hot Bituminous Pavement, Machine Method (2.5" binder course) _____ _____	_____ per Ton	
			\$ <u>90</u>	\$ <u>36,900.-</u>
403.11043	250 TON	Hot Bituminous Pavement, Machine Method (1.5" @ 1/2" wearing course) _____ _____	_____ per Ton	
			\$ <u>90</u>	\$ <u>22,500.-</u>
403.12	10 TON	HBP-Hand Method _____ _____	_____ per Ton	
			\$ <u>150</u>	\$ <u>1,500.-</u>

Melendy Hollow, cont.

403.16	1,125 LF	Pavement Joint Adhesive		
		_____ per Linear Foot	\$ <u>1.75</u>	\$ <u>1,968.⁷⁵/₁₀₀</u>
410.22	173 GAL	Asphalt Emulsion for Tack Coat		
		_____ per Gallon	\$ <u>5</u>	\$ <u>865.-</u>
417.1181	225 LF	COLD PLANING BITUMINOUS SURFACES, 18" WIDE X 1" DEEP		
		_____ per LF	\$ <u>4</u>	\$ <u>900.-</u>
603.82215	40 LF	15" PE PIPE (Type S)		
		_____ per Linear Foot	\$ <u>275</u>	\$ <u>11,000.-</u>
603.82218	50 LF	18" PE PIPE (Type S)		
		_____ per Linear Foot	\$ <u>350</u>	\$ <u>17,500.-</u>
618.7	80 HR	Flaggers		
		_____ per Hour	\$ <u>55</u>	\$ <u>4,400.-</u>
619.1	1 U	Maintenance of Traffic		
		_____ per Unit	\$ <u>1,500</u>	\$ <u>1,500</u>
628.2	50 LF	Sawed Bituminous Pavement		
		_____ per Linear Foot	\$ <u>3</u>	\$ <u>150</u>

1010.2 \$2000 Asphalt Cement Adjustment

 Two Thousand Dollars and Zero Cents _____

 _____ per Allowance \$ 1.00 \$ 2000

TOTAL BASE BID PART-3-A:

(in numerals) \$ 118,683. $\frac{75}{100}$

(in words) ONE HUNDRED EIGHTEEN THOUSAND
SIX HUNDRED EIGHTY THREE AND $\frac{75}{100}$

Part- 4-A, Deerwood Dr. – 3,172 linear feet or 7,754 Sq. Yds.

<u>Item #</u>	<u>Est. Quantities</u>	<u>Description & Unit Price in words</u>	<u>Unit price</u>	<u>Total Price</u>
201.4	5 EA	Removing Stumps _____ _____	_____ per Each	
			\$ <u>100</u>	\$ <u>500</u>
201.52	6 HR	Tree Trimming _____ _____	_____ per Hour	
			\$ <u>225</u>	\$ <u>1350</u>
202.41	160 LF	Removal of Existing Pipe 0-24" Diameter _____ _____	_____ per Linear Foot	
			\$ <u>10</u>	\$ <u>1600.-</u>
203.1	50 CY	Common Excavation _____ _____	_____ per Cubic Yard	
			\$ <u>30</u>	\$ <u>1500.-</u>
203.601	25 CY	Embankment in Place _____ _____	_____ per Cubic Yard	
			\$ <u>20</u>	\$ <u>500.-</u>

Deerwood Dr., cont.

203.9	3,500 LF	Roadway Ditching		

		_____ per Linear Foot	\$ <u>2.75</u>	\$ <u>9,625.-</u>
304.301	50 CY	Crushed Gravel		

		_____ per Cubic Yard	\$ <u>45</u>	\$ <u>2,250.-</u>
304.32	150 TON	Crushed Gravel for Shoulder Leveling		

		_____ per Ton	\$ <u>30</u>	\$ <u>4,500.-</u>
306.110	5,197 SY	Reclaimed Stabilized Base Processed in Place, 10" Deep (F)		

		_____ per Square Yard	\$ <u>4</u>	\$ <u>20,788</u>
403.11023	735 TON	Hot Bituminous Pavement, Machine Method (2.5" binder course)		

		_____ per Ton	\$ <u>90</u>	\$ <u>66,150</u>
403.11043	660 TON	Hot Bituminous Pavement, Machine Method (1.5" @ 1/2" wearing course)		

		_____ per Ton	\$ <u>90</u>	\$ <u>59,400.-</u>
403.12	65 TON	HBP-Hand Method		

		_____ per Ton	\$ <u>150</u>	\$ <u>9,750.-</u>
403.16	2126 LF	Pavement Joint Adhesive		

		_____ per Linear Foot	\$ <u>1.75</u>	\$ <u>3720. $\frac{50}{100}$</u>

Deerwood Dr., cont.

410.22	465 GAL	Asphalt Emulsion for Tack Coat		

		_____ per Gallon	\$ <u>5</u>	\$ <u>2,325.-</u>
417.1181	439 LF	COLD PLANING BITUMINOUS SURFACES, 18" WIDE X 1" DEEP		

		_____ per LF	\$ <u>4</u>	\$ <u>1,756.-</u>
603.82212	120 LF	12" PE PIPE (Type S)		

		_____ per Linear Foot	\$ <u>275</u>	\$ <u>33,000.-</u>
603.82218	40 LF	18" PE PIPE (Type S)		

		_____ per Linear Foot	\$ <u>350</u>	\$ <u>14,000.-</u>
604.0007	1 EA	Polyethylene Liner		

		_____ per Each	\$ <u>150</u>	\$ <u>150.-</u>
604.154	1 U	Catch Basin Type E, 4-Foot Diameter		

		_____ per Unit	\$ <u>5,500</u>	\$ <u>5,500.-</u>
609.811	1,400 LF	Bituminous Curb, Type B (4" Reveal)		

		_____ per LF	\$ <u>15</u>	\$ <u>21,000.-</u>
618.7	240 HR	Flaggers		

		_____ per Hour	\$ <u>55</u>	\$ <u>13,200.-</u>

Deerwood Dr., cont.

619.1	1 U	Maintenance of Traffic		

		_____ per Unit	\$ <u>1,500</u>	\$ <u>1,500</u>
628.2	50 LF	Sawed Bituminous Pavement		

		_____ per Linear Foot	\$ <u>3</u>	\$ <u>150.-</u>
646.51	240 SY	Turf Establishment with Mulch Tackifiers and 4" Loam		

		_____ per Square Yard	\$ <u>3.15</u>	\$ <u>756.-</u>
1010.2	\$4,500	Asphalt Cement Adjustment		
		Four Thousand Five Hundred Dollars and Zero Cents		

		_____ per Allowance	\$ <u>1.00</u>	\$ <u>4,500</u>
699	\$1,000	MISCELLANEOUS TEMPORARY EROSION AND SEDIMENT CONTROL		
		One Thousand Dollars and Zero Cents		

		_____ per Allowance	\$ <u>1.00</u>	\$ <u>1000</u>

TOTAL BASE BID PART 4-A:

(in numerals) \$

280,470. ⁵⁰/₁₀₀

(in words)

TWO HUNDRED EIGHTY THOUSAND,
FOUR HUNDRED SEVENTY DOLLARS AND
50/100

Part- 1-B, Martingale Rd. – 2,930 linear feet or 6,837 Sq. Yds.

<u>Item #</u>	<u>Est. Quantities</u>	<u>Description & Unit Price in words</u>	<u>Unit price</u>	<u>Total Price</u>
201.52	5 HR	Tree Trimming		

		_____ per Hour	\$ <u>225</u>	\$ <u>1,125.-</u>

Martingale Rd., cont.

201.4	2 EA	Removing Stumps		
			per Each	\$ <u>100</u> \$ <u>200.-</u>
202.41	90 LF	Removal of Existing Pipe 0-24" Diameter		
			per Linear Foot	\$ <u>10</u> \$ <u>900.-</u>
203.9	1,500 LF	Roadway Ditching		
			per Linear Foot	\$ <u>2.75</u> \$ <u>4,125.-</u>
304.32	50 TON	Crushed Gravel for Shoulder Leveling		
			per Ton	\$ <u>30</u> \$ <u>1500.-</u>
403.11053	385 TON	Hot Bituminous Pavement, Machine Method (1" @ 3/8" wearing course)		
			per Ton	\$ <u>90</u> \$ <u>34,650.-</u>
403.12	22 TON	HBP-Hand Method		
			per Ton	\$ <u>150</u> \$ <u>3,300.-</u>
403.18	288 TON	HBP-LEVELING COURSE		
			per Ton	\$ <u>90</u> \$ <u>25,920.-</u>
410.22	820 GAL	Asphalt Emulsion for Tack Coat		
			per Gallon	\$ <u>5</u> \$ <u>4,100.-</u>

Martingale Rd., cont.

417.1181	325 LF	COLD PLANING BITUMINOUS SURFACES, 18" WIDE X 1" DEEP		
			_____	_____
			_____ per LF	\$ <u>4</u> \$ <u>4,300.-</u>
618.7	80 HR	Flaggers		
			_____	_____
			_____ per Hour	\$ <u>55</u> \$ <u>4,400.-</u>
619.1	1 U	Maintenance of Traffic		
			_____	_____
			_____ per Unit	\$ <u>1,500</u> \$ <u>1,500.-</u>
628.2	50 LF	Sawed Bituminous Pavement		
			_____	_____
			_____ per Linear Foot	\$ <u>3</u> \$ <u>150.-</u>
1010.2	\$1500	Asphalt Cement Adjustment _One Thousand Five Hundred Dollars and Zero Cents_		
			_____	_____
			_____ per Allowance	\$ <u>1.00</u> \$ <u>1500</u>

TOTAL BASE BID PART-1-B:

(in numerals) \$ 84,670. ⁰⁰/₁₀₀

(in words) EIGHTY FOUR THOUSAND, SIX HUNDRED SEVENTY DOLLARS

Part- 2-B, Sherburne Dr. – 375 linear feet or 875 Sq. Yds.

304.32	26 TON	Crushed Gravel for Shoulder Leveling		

		_____ per Ton	\$ <u>30</u>	\$ <u>780.-</u>
403.11043	85 TON	Hot Bituminous Pavement, Machine Method (1.5" @ 1/2" wearing course)		

		_____ per Ton	\$ <u>90</u>	\$ <u>7650.-</u>
403.12	2 TON	HBP-Hand Method		

		_____ per Ton	\$ <u>150</u>	\$ <u>300.-</u>
410.22	60 GAL	Asphalt Emulsion for Tack Coat		

		_____ per Gallon	\$ <u>5</u>	\$ <u>300</u>
417.1181	25 LF	COLD PLANING BITUMINOUS SURFACES, 18" WIDE X 1" DEEP		

		_____ per LF	\$ <u>4</u>	\$ <u>100.-</u>
618.7	16 HR	Flaggers		

		_____ per Hour	\$ <u>55</u>	\$ <u>880</u>
1010.2	\$250	Asphalt Cement Adjustment		
		Two Hundred Fifty and Zero Cents		

		_____ per Allowance	\$ <u>1.00</u>	\$ <u>250</u>

TOTAL BASE BID PART-2-B:

(in numerals) \$ 10,260.⁰⁰/₁₀₀

(in words) TEN THOUSAND, TWO HUNDRED

SIXTY DOLLARS.

Part 1-C Transfer Station parking lot – 3,144 SQ. YDS.

<u>Item #</u>	<u>Est. Quantities</u>	<u>Description & Unit Price in words</u>	<u>Unit price</u>	<u>Total Price</u>
403.11043	265 TON	Hot Bituminous Pavement, Machine Method (1.5" @ 1/2" wearing course)		

		_____ per Ton	\$ <u>90</u>	\$ <u>23,850.-</u>
410.22	189 GAL	Asphalt Emulsion for Tack Coat		

		_____ per Gal	\$ <u>5</u>	\$ <u>945.-</u>
632.0104	1,000 LF	Reflective Paint Pave. Single White 4" Fog line		

		_____ per Linear Foot	\$ <u>.75</u>	\$ <u>750.-</u>
632.0112	30 LF	Retro-reflective Paint Pave. Marking, 12" Line		

		_____ per Linear Foot	\$ <u>20</u>	\$ <u>600.-</u>
1010.2	\$750	Asphalt Cement Adjustment		
		_____ Seven Hundred Fifty Dollars and Zero Cents		

		_____ per Allowance	\$ <u>1.00</u>	\$ <u>750</u>

TOTAL BASE BID PART 1-C:

(in numerals) \$

\$ 26,895. ⁴ × ⁷ / 100

(in words)

TWENTY SIX THOUSAND, EIGHT HUNDRED NINETY FIVE DOLLARS.

Part 2-C DPW parking lot – 3,180 SQ. YDS.

<u>Item #</u>	<u>Est. Quantities</u>	<u>Description & Unit Price in words</u>	<u>Unit price</u>	<u>Total Price</u>
214.	1 U	Fine Grading _____		
		_____ per Unit	\$ <u>17,500.-</u>	\$ <u>17,500.-</u>
403.11023	447 TON	Hot Bituminous Pavement, Machine Method (2.5" binder course) _____		
		_____ per Ton	\$ <u>90</u>	\$ <u>40,230.-</u>
403.11043	268 TON	Hot Bituminous Pavement, Machine Method (1.5" @ 1/2" wearing course) _____		
		_____ per Ton	\$ <u>90</u>	\$ <u>24,120.-</u>
410.22	191 GAL	Asphalt Emulsion for Tack Coat _____		
		_____ per Gal	\$ <u>5</u>	\$ <u>955.-</u>
1010.2	\$2000	Asphalt Cement Adjustment Two Thousand Dollars and Zero Cents _____		
		_____ per Allowance	\$ <u>1.00</u>	\$ <u>2000</u>

TOTAL BASE BID PART 2-C:

(in numerals) \$

84,805. ⁰⁰/₁₀₀

(in words)

Eighty Four Thousand Eight
Hundred Five Dollars. -

Part 1-D Mont Vernon Rd. – 1,000 LF or 2,555 SQ. YDS.

<u>Item #</u>	<u>Est. Quantities</u>	<u>Description & Unit Price in words</u>	<u>Unit price</u>	<u>Total Price</u>
403.18	150 TON	HBP – LEVELING COURSE _____		
		_____ per Ton	\$ <u>90</u>	\$ <u>13,500.-</u>
410.22	153 GAL	Asphalt Emulsion for Tack Coat _____		
		_____ per Gal	\$ <u>5</u>	\$ <u>765.-</u>
618.7	16 HR	Flaggers _____		
		_____ per Hour	\$ <u>55</u>	\$ <u>880.-</u>
1010.2	\$500	Asphalt Cement Adjustment Five Hundred Dollars and Zero Cents _____		
		_____ per Allowance	\$ <u>1.00</u>	\$ <u>500</u>

TOTAL BASE BID PART 1-D:

(in numerals) \$

* 15,645. ^{XX}/₁₀₀

(in words)

FIFTEEN THOUSAND SIX HUNDRED FORTY FIVE DOLLARS. -

SUMMARY OF BID:

PART -1-A	\$	<u>966,695. ^{XX}/₁₀₀</u>
PART -2-A	\$	<u>300,950. ²⁵/₁₀₀</u>
PART -3-A	\$	<u>118,683. ⁷⁵/₁₀₀</u>
PART -4-A	\$	<u>280,470. ⁷⁰/₁₀₀</u>
PART -1-B	\$	<u>84,670. ^{XX}/₁₀₀</u>
PART -2-B	\$	<u>10,260. ^{XX}/₁₀₀</u>

PART -1-C \$ 26,895. ^{XX}/₁₀₀

PART -2-C \$ 84,805. ^{XX}/₁₀₀

PART -1-D \$ 15,645. ^{XX}/₁₀₀

TOTAL BASE BID PRICE- "A", "B", "C", & "D" Portions
\$ _____

+ 1,889,074. $\frac{50}{100}$

ONE MILLION EIGHT HUNDRED EIGHTY NINE

THOUSAND SEVENTY FOUR DOLLARS AND $\frac{50}{100}$

TOTAL BASE BID PRICE - ALL "A", "B", "C" & "D" PARTS WRITTEN

The award of this project will be selected on the basis of most reasonable and responsible BIDDER, based on the LOWEST REASONABLE TOTAL BASE BID PRICE for all Parts.

BID CONDITIONS

The BIDDER understands that the OWNER reserves the right to reject any or all Bids and to waive any informality in the Bidding.

The BIDDER agrees that the Bid shall be valid and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving Bids.

Upon receipt of written notice of the acceptance of this Bid, the BIDDER shall execute the formal contract Agreement and deliver the Agreement and those Performance and Payment Bonds required under the Contract Documents to the OWNER within ten (10) days.

In case this Bid shall be accepted by the OWNER, and the undersigned shall fail to execute the Agreement and furnish satisfactory Performance and Payment Bonds within ten (10) days from the date of Notice of Award, the OWNER may determine that the undersigned BIDDER to have abandoned both the Agreement and its Bid Security.

The full name and residence of all persons and parties interested in the foregoing Bid as principals are as follows:

EXECUTION

Seal (if corporation)

Ken Wood

Pike Industries, Inc.(Signature of BIDDER) Ken Wood

Area Manager
(Title of BIDDER)

3 Eastgate Park Road
(Business address of BIDDER)

Belmont, NH 03220
(Town, State and Zip Code)

Dated the 21st day of April, 2023

TOWN OF AMHERST

Town Department: DPW

Date: 4/21/23

Line Item: 01-4312-70-2735

Budget Amount: \$1.5M

Bid #: 10-23

Item: Multi-Road Construction 2023

Date Bid To Be Awarded: 5/8/2023

<u>Vendor</u>	<u>Price</u>	<u>Total</u>	<u>Other Considerations</u>
1. Pike Industries		\$1,889,074.50	
2. Continental Paving, Inc.		NO BID	
3. Jamco Excavators		NO BID	

Recommend bid be awarded to: DPW recommends Pike Industries

Signature of Town Administrator / Date

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

This bid has been posted on Construction Summary; Dodge Data & Analytics; New Hampshire Municipal Association; Associated General Contractor of New Hampshire and the Amherst NH website.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Software Bids
Meeting Date: May 8, 2023

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The DPW is currently in need of replacing our work order management software, Mobile 311. Mobile 311 is outdated and no longer supported/updated. It was developed by a company called Dude Solutions. We purchased the program from Dude Solutions five years ago. Another company, Brightly Software, bought Dude solutions about two years ago. We desire to purchase a program that will not only facilitate our need for managing work orders, but simultaneously track our assets.

We advertised an RFP and received bids back last week for work order/asset management software. After evaluating the bids, we determined the low bidder, Brightly Software, was the best value for the Town. Brightly happens to be the same company we are currently working with. We currently pay \$9K per year for Mobile 311. Year one, the new program offered by Brightly, "Asset Essentials", will cost \$11K, or \$2K more than we are paying for our current annual subscription (they are offering us an existing customer discount of \$5K on the annual subscription fee). There will also be a one-time implementation fee of \$15K, bringing the year-one total cost to \$25,671.47. Year two and beyond, the annual subscription renewal for the new program will cost about \$7-8K more than our current program, but will add significant value and asset management capability.

I have identified funding for this initiative, which will utilize unspent money from our "outside hire" line. There is \$40K remaining in this line due to our inability to hire several plowing contractors last winter. We also have \$9K already budgeted for the current Mobile 311 software renewal in the FY24 budget. We would be able to pay for the expenses in FY24 as described, and incorporate the increased subscription fees (approximately \$8K) into our FY25 budget.

We believe this software will provide the tools we need to more efficiently plan for the replacement of assets and make other asset-related decisions in real time. At DPW, we are already trained to use work order management software on a daily basis. Incorporating asset management into our software solution will allow us to track assets every time we complete a work order related to an asset (ie., vehicle/equipment repairs/maintenance, building repairs, road repairs, etc.). This tracking occurs in the background without the need for manual manipulation of the asset data. This capability would eliminate the need to track assets via time-consuming, labor-intensive spreadsheets.

BUDGET IMPACT:

(Include general ledger account numbers)

Use \$25,671.47 from 01-4312-40-2451 (FY23).

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend to award DPW work order/asset management software bid to Brightly Software for the amount of \$25,671.47.

SUGGESTED MOTION:

I move to award DPW work order/asset management software bid, 11-23, to Brightly Software for the amount of \$25,671.47.

TOWN ADMINISTRATOR RECOMMENDATION:

Concur.

ATTACHMENTS:

1. brightly bid_001
2. 11-23 Award



PREPARED FOR

Town Of Amherst (NH) ("Subscriber")

Eric Slosek

Interim Director / Assistant Director of DPW

Po Box 960

Amherst, NH 03031

PREPARED BY

Brightly Software Inc ("Company")

11000 Regency Parkway, Suite 300

Cary, NC 27518

Dude Solutions is now Brightly. Same world-class software, new look and feel.

Meet Brightly at brightlysoftware.com

PUBLISHED ON

April 18, 2023



Sourcewell/NJPA purchasing contract

- <https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents> (<https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents>)
- Contract #090320-SD1
- Town of Amherst Member ID # 135687

Q-321734

Term: 60 months (07/01/2023 - 06/30/2028)

Services

Item	Start Date	End Date	Pricing Based On	Investment
- Asset Essentials Enterprise	7/1/2023	6/30/2024	11,201.00 Population	15,547.20 USD
- Facilities/Physical Plant Module	7/1/2023	6/30/2024		Included
- Streets/Signs/Sidewalks Module	7/1/2023	6/30/2024		Included
- Storm Water Module	7/1/2023	6/30/2024		Included
- Parks, Recreation and Forestry Module	7/1/2023	6/30/2024		Included
- Fleet Module	7/1/2023	6/30/2024		Included
- Other Module	7/1/2023	6/30/2024		Included
- Dude Analytics	7/1/2023	6/30/2024		Included
- AE Safety	7/1/2023	6/30/2024		Included
- Asset Essentials Inventory	7/1/2023	6/30/2024		Included



4.0 Month(s) included at no additional cost on the first term 07/01/
2023 - 10/31/2023 -5,224.88 USD

Subtotal: 10,322.32 USD

Professional Services

Item	Pricing Based On	Investment
Asset Essentials Enterprise Implementation with Consulting	11,201.00 Population	10,865.15 USD
Asset Essentials Consulting - Parts	1.00 Units	4,484.00 USD

Subtotal: 15,349.15 USD

Total Initial Investment

25,671.47 USD

Subscription

Item	Investment Year 2 Start Date: 07/01/ 2024	Investment Year 3 Start Date: 07/01/ 2025	Investment Year 4 Start Date: 07/01/ 2026	Investment Year 5 Start Date: 07/01/ 2027
Asset Essentials Enterprise	16,013.62 USD	16,494.02 USD	16,988.85 USD	17,498.51 USD
- Facilities/ Physical Plant Module	Included	Included	Included	Included
- Streets/Signs/ Sidewalks Module	Included	Included	Included	Included
- Storm Water Module	Included	Included	Included	Included
- Parks, Recreation and Forestry Module	Included	Included	Included	Included



Subscription

Item	Investment Year 2 Start Date: 07/01/ 2024	Investment Year 3 Start Date: 07/01/ 2025	Investment Year 4 Start Date: 07/01/ 2026	Investment Year 5 Start Date: 07/01/ 2027
- Fleet Module	Included	Included	Included	Included
- Other Module	Included	Included	Included	Included
- Dude Analytics	Included	Included	Included	Included
- AE Safety	Included	Included	Included	Included
- Asset Essentials Inventory	Included	Included	Included	Included
Total:	16,013.62 USD	16,494.02 USD	16,988.85 USD	17,498.51 USD

TOWN OF AMHERST

Town Department: DPW

Date: 4/25/23

Line Item: 01-4312-40-2451

Budget Amount: 40,000.00

Bid #: 11-23

Item: Asset/Work Order Management System

Date Bid To Be Awarded: 5/8/2023

<u>Vendor</u>	Set Up	Annual Cost	Total
1. Web DPW	\$3,100.00	\$32,545.00	\$35,645.00
2. Smart Energy	\$56,000.00	\$40,800.00	\$96,800.00
3. Exm Cloud	\$90,000	\$24,000.00	\$114,000
4. Field Management	\$71,200.00	\$28,560.00	\$99,760.00
5. Novo Solutions	\$14,550.00	\$16,430.00	\$30,980.00
6. Brightly Software, Inc.	\$15,349.00	\$10,322.00	\$25,671.47

Recommend bid be awarded to: DPW recommends Brightly Software, Inc.

Signature of Town Administrator / Date

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

This bid has been posted on New Hampshire Municipal Association; and the Amherst NH website.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Budget to Actual Report April 2023
Meeting Date: May 8, 2023

Department: Finance Department
Staff Contact: Debbie Bender

BACKGROUND INFORMATION:

The monthly budget to actual numbers as of April 2023.

BUDGET IMPACT:

(Include general ledger account numbers)

n/a

POLICY IMPLICATIONS:

n/a

DEPARTMENT HEAD RECOMMENDATION:

n/a

SUGGESTED MOTION:

n/a

TOWN ADMINISTRATOR RECOMMENDATION:

Informational.

ATTACHMENTS:

1. Budget Status - 2023-04-30

General Ledger

Budget Status

User: dbender
 Printed: 5/3/2023 - 11:35 AM
 Period: 1 to 10, 2023



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 01	General Fund							
Dept 01-4130	Executive							
E01	General Government							
01-4130-10-1110	Wages, Full Time Permanent	178,597.00	144,278.46	144,278.46	34,318.54	0.00	34,318.54	19.22
01-4130-10-1115	Wages, Part Time Permanent	4,561.00	3,218.62	3,218.62	1,342.38	0.00	1,342.38	29.43
01-4130-10-1130	Elected Officials	23,400.00	20,503.68	20,503.68	2,896.32	0.00	2,896.32	12.38
01-4130-10-1131	Moderator Wages	1,512.00	0.00	0.00	1,512.00	0.00	1,512.00	100.00
01-4130-10-1132	Merit Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4130-10-1140	Overtime	10.00	7,032.99	7,032.99	-7,022.99	0.00	-7,022.99	0.00
01-4130-20-1210	Health Insurance	38,229.00	35,118.20	35,118.20	3,110.80	0.00	3,110.80	8.14
01-4130-20-1211	Dental Insurance	2,760.00	2,189.88	2,189.88	570.12	0.00	570.12	20.66
01-4130-20-1220	Social Security	13,032.00	11,932.42	11,932.42	1,099.58	0.00	1,099.58	8.44
01-4130-20-1225	Medicare	3,048.00	2,790.78	2,790.78	257.22	0.00	257.22	8.44
01-4130-20-1230	Deferred Compensation	9,761.00	7,935.27	7,935.27	1,825.73	0.00	1,825.73	18.70
01-4130-20-1266	Sick Leave Incentive	3,239.00	4,358.95	4,358.95	-1,119.95	0.00	-1,119.95	0.00
01-4130-20-1290	Longevity	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4130-20-1294	Educat & Training/Prof Dev.	5,000.00	975.00	975.00	4,025.00	0.00	4,025.00	80.50
01-4130-30-2335	Records Retention	1.00	1,317.00	1,317.00	-1,316.00	0.00	-1,316.00	0.00
01-4130-30-2341	Telephone	6,025.00	6,109.22	6,109.22	-84.22	0.00	-84.22	0.00
01-4130-30-2342	Cable Access	21,000.00	16,616.65	16,616.65	4,383.35	0.00	4,383.35	20.87
01-4130-30-2343	Internet Service	2,400.00	2,965.37	2,965.37	-565.37	0.00	-565.37	0.00
01-4130-30-2374	Custodian	6,700.00	5,533.40	5,533.40	1,166.60	0.00	1,166.60	17.41
01-4130-30-2381	Outside Hire	1.00	53,029.39	53,029.39	-53,028.39	0.00	-53,028.39	0.00
01-4130-30-2392	Outside Hire - Web Site	2,000.00	2,309.46	2,309.46	-309.46	0.00	-309.46	0.00
01-4130-30-2395	Outside Hire IT	100,000.00	91,629.00	91,629.00	8,371.00	0.00	8,371.00	8.37
01-4130-40-2410	Electricity	11,000.00	5,577.52	5,577.52	5,422.48	0.00	5,422.48	49.30
01-4130-40-2411	Heat	6,000.00	6,265.94	6,265.94	-265.94	0.00	-265.94	0.00
01-4130-40-2412	Water	2,600.00	3,068.20	3,068.20	-468.20	0.00	-468.20	0.00
01-4130-40-2430	Equipment Repair & Maintenance	100.00	2,959.93	2,959.93	-2,859.93	0.00	-2,859.93	0.00
01-4130-50-2550	Printing	3,500.00	4,311.30	4,311.30	-811.30	0.00	-811.30	0.00
01-4130-50-2551	Advertising	1,100.00	60.00	60.00	1,040.00	0.00	1,040.00	94.55
01-4130-50-2552	Town Report	2,250.00	2,200.00	2,200.00	50.00	0.00	50.00	2.22
01-4130-50-2553	Record Binding	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4130-50-2560	Dues & Subscriptions	13,700.00	13,204.29	13,204.29	495.71	0.00	495.71	3.62
01-4130-50-2565	Software Licenses	6,750.00	4,631.28	4,631.28	2,118.72	0.00	2,118.72	31.39

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4130-50-2581	Travel (Convention Hotels)	400.00	14.00	14.00	386.00	0.00	386.00	96.50
01-4130-60-2620	Office Supplies	2,000.00	799.47	799.47	1,200.53	0.00	1,200.53	60.03
01-4130-60-2621	Computer Equipment	1,200.00	1,920.00	1,920.00	-720.00	0.00	-720.00	0.00
01-4130-60-2625	Postage	5,000.00	454.79	454.79	4,545.21	0.00	4,545.21	90.90
01-4130-80-2618	Special Events & Supplies	1,000.00	357.30	357.30	642.70	0.00	642.70	64.27
01-4130-80-2762	Equipment Lease Payment	4,000.00	2,840.00	2,840.00	1,160.00	0.00	1,160.00	29.00
01-4130-80-2820	Mileage	200.00	182.51	182.51	17.49	0.00	17.49	8.75
01-4130-80-2825	Meetings & Conferences	2,000.00	165.00	165.00	1,835.00	0.00	1,835.00	91.75
	E01 Sub Totals:	484,177.00	468,855.27	468,855.27	15,321.73	0.00	15,321.73	3.16
	Expense Sub Totals:	484,177.00	468,855.27	468,855.27	15,321.73	0.00	15,321.73	3.16
	Dept 4130 Sub Totals:	484,177.00	468,855.27	468,855.27	15,321.73	0.00		
Dept 01-4140	Election, Reg & Vital Stats							
E01	General Government							
01-4140-10-1110	Town Clerk Wages	70,217.00	56,716.80	56,716.80	13,500.20	0.00	13,500.20	19.23
01-4140-10-1111	Full Time Wages	57,676.00	46,603.24	46,603.24	11,072.76	0.00	11,072.76	19.20
01-4140-10-1115	Part Time Wages-Town Clerk	25,000.00	14,339.95	14,339.95	10,660.05	0.00	10,660.05	42.64
01-4140-10-1130	Supervisor Of Check List, Wages	2,496.00	2,726.88	2,726.88	-230.88	0.00	-230.88	0.00
01-4140-10-1140	Overtime Town Clerk	0.00	2,340.57	2,340.57	-2,340.57	0.00	-2,340.57	0.00
01-4140-20-1210	Health Insurance	41,413.00	33,362.49	33,362.49	8,050.51	0.00	8,050.51	19.44
01-4140-20-1211	Dental Insurance	1,532.00	1,217.58	1,217.58	314.42	0.00	314.42	20.52
01-4140-20-1220	Social Security	8,289.00	7,680.25	7,680.25	608.75	0.00	608.75	7.34
01-4140-20-1225	Medicare	1,939.00	1,796.13	1,796.13	142.87	0.00	142.87	7.37
01-4140-20-1230	Deferred Compensation	6,974.00	5,682.60	5,682.60	1,291.40	0.00	1,291.40	18.52
01-4140-20-1266	Sick Leave Incentive	2,400.00	721.35	721.35	1,678.65	0.00	1,678.65	69.94
01-4140-20-1290	Longevity	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00
01-4140-50-2551	Advertising	200.00	80.00	80.00	120.00	0.00	120.00	60.00
01-4140-50-2562	Ballot Machine Programing	800.00	9,341.20	9,341.20	-8,541.20	0.00	-8,541.20	0.00
01-4140-50-2565	Software Licenses	7,786.00	7,452.27	7,452.27	333.73	0.00	333.73	4.29
01-4140-60-2610	Supplies - General	2,000.00	3,593.16	3,593.16	-1,593.16	0.00	-1,593.16	0.00
01-4140-60-2620	Office Supplies	2,000.00	1,487.28	1,487.28	512.72	0.00	512.72	25.64
01-4140-60-2621	Computer Equipment	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4140-60-2625	Postage	4,000.00	385.74	385.74	3,614.26	0.00	3,614.26	90.36
01-4140-80-2612	Equipment Purchases	800.00	0.00	0.00	800.00	0.00	800.00	100.00
01-4140-80-2820	Mileage	1.00	143.96	143.96	-142.96	0.00	-142.96	0.00
01-4140-80-2825	Meetings & Conferences	750.00	336.62	336.62	413.38	0.00	413.38	55.12
	E01 Sub Totals:	238,274.00	198,008.07	198,008.07	40,265.93	0.00	40,265.93	16.90
	Expense Sub Totals:	238,274.00	198,008.07	198,008.07	40,265.93	0.00	40,265.93	16.90

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Dept 4140 Sub Totals:	238,274.00	198,008.07	198,008.07	40,265.93	0.00		
Dept 01-4150	Financial Administration							
E01	General Government							
01-4150-10-1110	Accounting Wages	142,993.00	123,393.60	123,393.60	19,599.40	0.00	19,599.40	13.71
01-4150-10-1115	Part Time Accounting	853.00	6,273.08	6,273.08	-5,420.08	0.00	-5,420.08	0.00
01-4150-10-1130	Treasurer Wages	14,100.00	11,745.31	11,745.31	2,354.69	0.00	2,354.69	16.70
01-4150-10-1140	Overtime	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4150-20-1210	Health Insurance	47,877.00	33,212.88	33,212.88	14,664.12	0.00	14,664.12	30.63
01-4150-20-1211	Dental Insurance	2,628.00	1,651.46	1,651.46	976.54	0.00	976.54	37.16
01-4150-20-1220	Social Security	10,566.00	9,450.24	9,450.24	1,115.76	0.00	1,115.76	10.56
01-4150-20-1225	Medicare	2,472.00	2,209.92	2,209.92	262.08	0.00	262.08	10.60
01-4150-20-1230	Deferred Compensation	7,804.00	6,786.60	6,786.60	1,017.40	0.00	1,017.40	13.04
01-4150-20-1266	Sick Leave Incentive	2,945.00	1,910.16	1,910.16	1,034.84	0.00	1,034.84	35.14
01-4150-20-1294	Educat & Training/Prof Dev.	3,847.00	270.00	270.00	3,577.00	0.00	3,577.00	92.98
01-4150-30-2301	Auditing	19,400.00	20,100.00	20,100.00	-700.00	0.00	-700.00	0.00
01-4150-50-2560	Dues & Subscriptions	285.00	70.00	70.00	215.00	0.00	215.00	75.44
01-4150-50-2561	Bank Charges and Fees	15,300.00	3,361.02	3,361.02	11,938.98	0.00	11,938.98	78.03
01-4150-50-2565	Software Licenses	58,396.00	61,120.09	61,120.09	-2,724.09	0.00	-2,724.09	0.00
01-4150-60-2620	Office Supplies	3,350.00	1,051.06	1,051.06	2,298.94	0.00	2,298.94	68.63
01-4150-60-2621	Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4150-60-2625	Finance - Postage	0.00	79.31	79.31	-79.31	0.00	-79.31	0.00
01-4150-80-2820	Mileage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4150-90-2301	P/Y Encumbrance	0.00	-152.39	-152.39	152.39	0.00	152.39	0.00
	E01 Sub Totals:	332,818.00	282,532.34	282,532.34	50,285.66	0.00	50,285.66	15.11
	Expense Sub Totals:	332,818.00	282,532.34	282,532.34	50,285.66	0.00	50,285.66	15.11
	Dept 4150 Sub Totals:	332,818.00	282,532.34	282,532.34	50,285.66	0.00		
Dept 01-4151	Tax Collecting							
E01	General Government							
01-4151-10-1110	Tax Collector Wages	70,221.00	56,716.80	56,716.80	13,504.20	0.00	13,504.20	19.23
01-4151-10-1140	Overtime Tax	4,597.00	1,823.04	1,823.04	2,773.96	0.00	2,773.96	60.34
01-4151-20-1210	Health Insurance	37,246.00	26,304.75	26,304.75	10,941.25	0.00	10,941.25	29.38
01-4151-20-1211	Dental Insurance	1,766.00	1,109.50	1,109.50	656.50	0.00	656.50	37.17
01-4151-20-1220	Social Security	4,650.00	3,649.85	3,649.85	1,000.15	0.00	1,000.15	21.51
01-4151-20-1225	Medicare	1,088.00	853.62	853.62	234.38	0.00	234.38	21.54
01-4151-20-1230	Deferred Compensation	3,862.00	3,119.34	3,119.34	742.66	0.00	742.66	19.23
01-4151-20-1266	Sick Leave Incentive	1,500.00	1,497.26	1,497.26	2.74	0.00	2.74	0.18
01-4151-20-1290	Longevity	1,250.00	1,250.00	1,250.00	0.00	0.00	0.00	0.00
01-4151-20-1294	Educat & Training/Prof Dev.	700.00	60.00	60.00	640.00	0.00	640.00	91.43
01-4151-30-2340	Banking Services (Lockbox)	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4151-30-2391	Registry Fees	700.00	271.97	271.97	428.03	0.00	428.03	61.15
01-4151-30-2393	Tax Lien & Deed Researach	1,800.00	473.04	473.04	1,326.96	0.00	1,326.96	73.72
01-4151-50-2560	Dues & Subscriptions	60.00	20.00	20.00	40.00	0.00	40.00	66.67
01-4151-50-2565	Software Licenses	3,604.00	3,124.00	3,124.00	480.00	0.00	480.00	13.32
01-4151-60-2620	Office Supplies	1,700.00	625.17	625.17	1,074.83	0.00	1,074.83	63.23
01-4151-60-2621	Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4151-60-2625	Postage	7,500.00	2,867.34	2,867.34	4,632.66	0.00	4,632.66	61.77
01-4151-60-2690	Misc. Supplies	0.00	37.00	37.00	-37.00	0.00	-37.00	0.00
01-4151-70-2740	New Equipment Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4151-80-2621	Computer Equipment	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
01-4151-80-2743	Office Equipment	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4151-80-2820	Mileage	300.00	39.00	39.00	261.00	0.00	261.00	87.00
01-4151-90-9800	P/Y Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	147,245.00	103,841.68	103,841.68	43,403.32	0.00	43,403.32	29.48
	Expense Sub Totals:	147,245.00	103,841.68	103,841.68	43,403.32	0.00	43,403.32	29.48
	Dept 4151 Sub Totals:	147,245.00	103,841.68	103,841.68	43,403.32	0.00		
Dept 01-4152	Property Assessment & Revals							
E01	General Government							
01-4152-10-1110	Assessing Wages	63,731.00	51,475.20	51,475.20	12,255.80	0.00	12,255.80	19.23
01-4152-10-1140	Overtime Assessing	276.00	0.00	0.00	276.00	0.00	276.00	100.00
01-4152-20-1210	Health Insurance	13,814.00	11,128.95	11,128.95	2,685.05	0.00	2,685.05	19.44
01-4152-20-1211	Dental Insurance	539.00	428.40	428.40	110.60	0.00	110.60	20.52
01-4152-20-1220	Social Security	4,108.00	3,327.36	3,327.36	780.64	0.00	780.64	19.00
01-4152-20-1225	Medicare	962.00	778.18	778.18	183.82	0.00	183.82	19.11
01-4152-20-1230	Deferred Compensation	3,505.00	2,831.22	2,831.22	673.78	0.00	673.78	19.22
01-4152-20-1266	Sick Leave Incentive	1,500.00	496.31	496.31	1,003.69	0.00	1,003.69	66.91
01-4152-20-1290	Longevity	1,250.00	1,250.00	1,250.00	0.00	0.00	0.00	0.00
01-4152-20-1294	Educat & Training/Prof Dev.	400.00	10.00	10.00	390.00	0.00	390.00	97.50
01-4152-30-2381	Outside Hire	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4152-30-2382	Outside Hire - Professional Srvc	95,000.00	35,842.66	35,842.66	59,157.34	0.00	59,157.34	62.27
01-4152-30-2391	Registry Fees	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-4152-30-2394	Tax Maps	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-4152-50-2560	Dues & Subscriptions	30.00	0.00	0.00	30.00	0.00	30.00	100.00
01-4152-50-2565	Software License	10,906.00	11,415.00	11,415.00	-509.00	0.00	-509.00	0.00
01-4152-60-2620	Office Supplies	350.00	459.37	459.37	-109.37	0.00	-109.37	0.00
01-4152-60-2621	Computer Equipment	1,200.00	312.50	312.50	887.50	0.00	887.50	73.96
01-4152-60-2625	Postage	600.00	6.05	6.05	593.95	0.00	593.95	98.99
01-4152-60-2670	Books & Periodicals	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4152-80-2743	Office Equipment	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4152-80-2820	Mileage	250.00	46.63	46.63	203.37	0.00	203.37	81.35

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E01 Sub Totals:	198,824.00	119,807.83	119,807.83	79,016.17	0.00	79,016.17	39.74
	Expense Sub Totals:	198,824.00	119,807.83	119,807.83	79,016.17	0.00	79,016.17	39.74
	Dept 4152 Sub Totals:	198,824.00	119,807.83	119,807.83	79,016.17	0.00		
Dept 01-4153	Legal Expense							
E01	General Government							
01-4153-30-2320	Town Counsel	45,000.00	26,251.09	26,251.09	18,748.91	0.00	18,748.91	41.66
01-4153-30-2321	Collective Bargaining	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4153-30-2322	Misc. Legal (Code Enforcement)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	45,100.00	26,251.09	26,251.09	18,848.91	0.00	18,848.91	41.79
	Expense Sub Totals:	45,100.00	26,251.09	26,251.09	18,848.91	0.00	18,848.91	41.79
	Dept 4153 Sub Totals:	45,100.00	26,251.09	26,251.09	18,848.91	0.00		
Dept 01-4155	Personnel Administration							
E01	General Government							
01-4155-20-1214	Short Term Disability Insurance	20,251.00	22,382.61	22,382.61	-2,131.61	0.00	-2,131.61	0.00
01-4155-20-1215	Life and Disability Insurance	18,417.00	17,680.19	17,680.19	736.81	0.00	736.81	4.00
01-4155-20-1250	NH Unemployment	6,668.00	1,815.94	1,815.94	4,852.06	0.00	4,852.06	72.77
01-4155-20-1260	Workers Comp Insurance	176,835.00	163,667.48	163,667.48	13,167.52	0.00	13,167.52	7.45
01-4155-20-1280	Health Reimbursement Account	11,000.00	7,100.00	7,100.00	3,900.00	0.00	3,900.00	35.45
	E01 Sub Totals:	233,171.00	212,646.22	212,646.22	20,524.78	0.00	20,524.78	8.80
	Expense Sub Totals:	233,171.00	212,646.22	212,646.22	20,524.78	0.00	20,524.78	8.80
	Dept 4155 Sub Totals:	233,171.00	212,646.22	212,646.22	20,524.78	0.00		
Dept 01-4191	Planning Department							
E01	General Government							
01-4191-10-1115	Planning Board Part Time Wages	2,796.00	2,608.48	2,608.48	187.52	0.00	187.52	6.71
01-4191-20-1220	Social Security	174.00	161.74	161.74	12.26	0.00	12.26	7.05
01-4191-20-1225	Medicare	41.00	37.81	37.81	3.19	0.00	3.19	7.78
01-4191-30-2381	Outside Hire - Prof Serv	16,092.00	0.00	0.00	16,092.00	0.00	16,092.00	100.00
01-4191-30-2430	Equipment Repair & Maintenance	715.00	715.00	715.00	0.00	0.00	0.00	0.00
01-4191-50-2396	Storm Water II Project	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00
01-4191-50-2550	Printing	1,060.00	0.00	0.00	1,060.00	0.00	1,060.00	100.00
01-4191-50-2551	Advertising	500.00	487.20	487.20	12.80	0.00	12.80	2.56
01-4191-50-2555	Master Plan	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4191-50-2560	Dues & Fees	10,063.00	10,063.00	10,063.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4191-60-2620	Office Supplies	1,750.00	668.66	668.66	1,081.34	0.00	1,081.34	61.79
01-4191-60-2625	Postage	4,390.00	146.09	146.09	4,243.91	0.00	4,243.91	96.67
01-4191-90-2555	PY Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4191-90-9800	P/Y Encumbrance	0.00	1,182.25	1,182.25	-1,182.25	0.00	-1,182.25	0.00
	E01 Sub Totals:	62,582.00	16,070.23	16,070.23	46,511.77	0.00	46,511.77	74.32
	Expense Sub Totals:	62,582.00	16,070.23	16,070.23	46,511.77	0.00	46,511.77	74.32
	Dept 4191 Sub Totals:	62,582.00	16,070.23	16,070.23	46,511.77	0.00		
Dept 01-4192 E01	Zoning Department General Government							
01-4192-10-1110	Zoning Full Time Wages	272,834.00	182,340.58	182,340.58	90,493.42	0.00	90,493.42	33.17
01-4192-10-1115	Part Time Wages	2,737.00	1,673.69	1,673.69	1,063.31	0.00	1,063.31	38.85
01-4192-10-1140	Overtime	2,800.00	0.00	0.00	2,800.00	0.00	2,800.00	100.00
01-4192-20-1210	Health Insurance	96,184.00	67,443.96	67,443.96	28,740.04	0.00	28,740.04	29.88
01-4192-20-1211	Dental Insurance	4,544.00	3,245.22	3,245.22	1,298.78	0.00	1,298.78	28.58
01-4192-20-1220	Social Security	17,393.00	11,823.69	11,823.69	5,569.31	0.00	5,569.31	32.02
01-4192-20-1225	Medicare	3,994.00	2,765.29	2,765.29	1,228.71	0.00	1,228.71	30.76
01-4192-20-1230	Deferred Compensation	14,722.00	9,091.76	9,091.76	5,630.24	0.00	5,630.24	38.24
01-4192-20-1266	Sick Leave Incentive	3,375.00	2,679.41	2,679.41	695.59	0.00	695.59	20.61
01-4192-20-1290	Longevity	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4192-20-1294	Educat & Training/Prof Dev.	5,341.00	1,171.33	1,171.33	4,169.67	0.00	4,169.67	78.07
01-4192-30-2341	Telephone	3,583.00	2,683.75	2,683.75	899.25	0.00	899.25	25.10
01-4192-30-2382	Outside Hire-Professional Srvc	4,350.00	0.00	0.00	4,350.00	0.00	4,350.00	100.00
01-4192-40-2425	Vehicle Repairs	1,000.00	112.00	112.00	888.00	0.00	888.00	88.80
01-4192-40-2430	Equipment Repair & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4192-50-2550	Printing	3,060.00	0.00	0.00	3,060.00	0.00	3,060.00	100.00
01-4192-50-2551	Advertising	1,320.00	674.25	674.25	645.75	0.00	645.75	48.92
01-4192-50-2560	Dues & Subscriptions	1,134.00	736.00	736.00	398.00	0.00	398.00	35.10
01-4192-50-2565	Software License	12,550.00	11,385.87	11,385.87	1,164.13	0.00	1,164.13	9.28
01-4192-50-2615	Uniforms	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-4192-60-2620	Office Supplies	484.00	382.96	382.96	101.04	0.00	101.04	20.88
01-4192-60-2625	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4192-60-2635	Gasoline	275.00	319.13	319.13	-44.13	0.00	-44.13	0.00
01-4192-80-2621	Computer Equipment	1,701.00	23.00	23.00	1,678.00	0.00	1,678.00	98.65
01-4192-80-2743	Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4192-80-2820	Mileage	200.00	21.75	21.75	178.25	0.00	178.25	89.13
	E01 Sub Totals:	453,782.00	298,573.64	298,573.64	155,208.36	0.00	155,208.36	34.20
	Expense Sub Totals:	453,782.00	298,573.64	298,573.64	155,208.36	0.00	155,208.36	34.20

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Dept 4192 Sub Totals:	453,782.00	298,573.64	298,573.64	155,208.36	0.00		
Dept 01-4194	General Government Buildings							
E01	General Government							
01-4194-10-1110	Full Time Wages - Buildings	68,047.00	73,894.87	73,894.87	-5,847.87	0.00	-5,847.87	0.00
01-4194-10-1140	Overtime -Building	2,289.00	9,766.33	9,766.33	-7,477.33	0.00	-7,477.33	0.00
01-4194-20-1210	Health Insurance	26,205.00	22,233.54	22,233.54	3,971.46	0.00	3,971.46	15.16
01-4194-20-1211	Dental Insurance	1,037.00	789.18	789.18	247.82	0.00	247.82	23.90
01-4194-20-1220	Social Security	4,455.00	5,237.32	5,237.32	-782.32	0.00	-782.32	0.00
01-4194-20-1225	Medicare	1,043.00	1,224.85	1,224.85	-181.85	0.00	-181.85	0.00
01-4194-20-1230	Deferred Compensation	3,666.00	3,937.15	3,937.15	-271.15	0.00	-271.15	0.00
01-4194-20-1266	Sick Leave Incentive	1,020.00	2,384.27	2,384.27	-1,364.27	0.00	-1,364.27	0.00
01-4194-20-1290	Longevity	950.00	1,168.75	1,168.75	-218.75	0.00	-218.75	0.00
01-4194-30-2374	Custodian	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4194-30-2397	Town Clocks	750.00	270.00	270.00	480.00	0.00	480.00	64.00
01-4194-40-2410	Town Electricity & Lighting	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4194-40-2412	Water	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4194-40-2430	Equipment Repair & Maintenance	135,000.00	132,980.18	132,980.18	2,019.82	0.00	2,019.82	1.50
01-4194-40-2433	Alarms	8,000.00	7,740.00	7,740.00	260.00	0.00	260.00	3.25
01-4194-40-2434	Common Lighting	600.00	584.85	584.85	15.15	0.00	15.15	2.53
01-4194-40-2451	Outside Hire	20,000.00	19,430.00	19,430.00	570.00	0.00	570.00	2.85
01-4194-50-2545	Trash Removal	1,800.00	1,087.82	1,087.82	712.18	0.00	712.18	39.57
01-4194-60-2630	Maintenance Supplies	4,500.00	5,683.86	5,683.86	-1,183.86	0.00	-1,183.86	0.00
01-4194-90-9800	P/Y Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	279,364.00	288,412.97	288,412.97	-9,048.97	0.00	-9,048.97	0.00
	Expense Sub Totals:	279,364.00	288,412.97	288,412.97	-9,048.97	0.00	-9,048.97	0.00
	Dept 4194 Sub Totals:	279,364.00	288,412.97	288,412.97	-9,048.97	0.00		
Dept 01-4195	Cemeteries							
E01	General Government							
01-4195-10-1110	Wages, Cemetery	3,617.00	3,527.48	3,527.48	89.52	0.00	89.52	2.47
01-4195-10-1115	Part Time Wages-Cemetery	3,616.00	6,036.54	6,036.54	-2,420.54	0.00	-2,420.54	0.00
01-4195-10-1140	Overtime - Cemetery	1,194.00	284.21	284.21	909.79	0.00	909.79	76.20
01-4195-20-1210	Health Insurance	1,394.00	0.00	0.00	1,394.00	0.00	1,394.00	100.00
01-4195-20-1211	Dental Insurance	50.00	0.00	0.00	50.00	0.00	50.00	100.00
01-4195-20-1220	Social Security	518.00	832.45	832.45	-314.45	0.00	-314.45	0.00
01-4195-20-1225	Medicare	121.00	194.66	194.66	-73.66	0.00	-73.66	0.00
01-4195-20-1230	Deferred Compensation	195.00	321.03	321.03	-126.03	0.00	-126.03	0.00
01-4195-20-1290	Longevity	51.00	0.00	0.00	51.00	0.00	51.00	100.00
01-4195-40-2410	Electricity - Cemetery	850.00	759.05	759.05	90.95	0.00	90.95	10.70
01-4195-40-2412	Water	700.00	212.96	212.96	487.04	0.00	487.04	69.58

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4195-40-2430	Equipment Repair & Maintenance	2,500.00	639.31	639.31	1,860.69	0.00	1,860.69	74.43
01-4195-40-2432	Headstone Repair	100.00	397.83	397.83	-297.83	0.00	-297.83	0.00
01-4195-40-2451	Outside Hire	25,000.00	33,021.12	33,021.12	-8,021.12	0.00	-8,021.12	0.00
01-4195-40-2470	Tree Care	450.00	200.00	200.00	250.00	0.00	250.00	55.56
01-4195-50-2560	Dues & Subscriptions	3,500.00	580.00	580.00	2,920.00	0.00	2,920.00	83.43
01-4195-50-2565	Software License	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4195-60-2610	Supplies - General	5,000.00	480.32	480.32	4,519.68	0.00	4,519.68	90.39
01-4195-60-2613	Fertilizer & Lime	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4195-60-2667	Loam	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4195-80-2612	Equipment Purchase	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	E01 Sub Totals:	49,057.00	47,486.96	47,486.96	1,570.04	0.00	1,570.04	3.20
	Expense Sub Totals:	49,057.00	47,486.96	47,486.96	1,570.04	0.00	1,570.04	3.20
	Dept 4195 Sub Totals:	49,057.00	47,486.96	47,486.96	1,570.04	0.00		
Dept 01-4196 E01	Property/Liability Insurance General Government							
01-4196-50-2525	Property/Liability Insurance	137,835.00	146,718.51	146,718.51	-8,883.51	0.00	-8,883.51	0.00
01-4196-50-2529	Insurance Deductible	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	E01 Sub Totals:	139,835.00	146,718.51	146,718.51	-6,883.51	0.00	-6,883.51	0.00
	Expense Sub Totals:	139,835.00	146,718.51	146,718.51	-6,883.51	0.00	-6,883.51	0.00
	Dept 4196 Sub Totals:	139,835.00	146,718.51	146,718.51	-6,883.51	0.00		
Dept 01-4199 E01	Other General Government General Government							
01-4199-80-2870	Contingency Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4199 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Dept 01-4210 E02	Police Department Public Safety							
01-4210-10-1110	Wages Full Time Officers	1,142,414.00	939,631.14	939,631.14	202,782.86	0.00	202,782.86	17.75
01-4210-10-1111	Wages Full Time Clerical	63,731.00	51,450.82	51,450.82	12,280.18	0.00	12,280.18	19.27
01-4210-10-1112	Police Chief & Lieutenants	294,817.00	145,593.96	145,593.96	149,223.04	0.00	149,223.04	50.62
01-4210-10-1115	Wages Part Time Officers	260.00	0.00	0.00	260.00	0.00	260.00	100.00
01-4210-10-1116	Wages Part Time Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4210-10-1119	Traffic Aides-Wages	20,889.00	16,391.20	16,391.20	4,497.80	0.00	4,497.80	21.53
01-4210-10-1140	Overtime	100,546.00	117,402.02	117,402.02	-16,856.02	0.00	-16,856.02	0.00
01-4210-10-1141	Overtime-Clerical	7,170.00	2,810.13	2,810.13	4,359.87	0.00	4,359.87	60.81
01-4210-20-1210	Health Insurance	389,334.00	247,471.63	247,471.63	141,862.37	0.00	141,862.37	36.44
01-4210-20-1211	Dental Insurance	24,499.00	18,796.10	18,796.10	5,702.90	0.00	5,702.90	23.28
01-4210-20-1220	Social Security	7,128.00	4,550.24	4,550.24	2,577.76	0.00	2,577.76	36.16
01-4210-20-1225	Medicare	24,430.00	20,383.22	20,383.22	4,046.78	0.00	4,046.78	16.56
01-4210-20-1230	Deferred Compensation	3,505.00	2,257.67	2,257.67	1,247.33	0.00	1,247.33	35.59
01-4210-20-1235	Police Group II Retirement	536,923.00	430,656.82	430,656.82	106,266.18	0.00	106,266.18	19.79
01-4210-20-1240	Education Reimbursement	1,400.00	0.00	0.00	1,400.00	0.00	1,400.00	100.00
01-4210-20-1266	Sick Leave Incentive	25,000.00	15,288.88	15,288.88	9,711.12	0.00	9,711.12	38.84
01-4210-20-1269	Vacation Buyout-Union Contract	7,000.00	26,892.57	26,892.57	-19,892.57	0.00	-19,892.57	0.00
01-4210-20-1290	Longevity	20,500.00	23,764.86	23,764.86	-3,264.86	0.00	-3,264.86	0.00
01-4210-20-1294	Educat & Training/Prof Dev.	7,500.00	8,978.83	8,978.83	-1,478.83	0.00	-1,478.83	0.00
01-4210-20-1295	Educational Incentive	21,250.00	17,222.43	17,222.43	4,027.57	0.00	4,027.57	18.95
01-4210-30-2336	Blood Analysis	250.00	0.00	0.00	250.00	0.00	250.00	100.00
01-4210-30-2337	Crime Lab	1,200.00	1,132.97	1,132.97	67.03	0.00	67.03	5.59
01-4210-30-2341	Telephone	15,000.00	11,452.01	11,452.01	3,547.99	0.00	3,547.99	23.65
01-4210-30-2343	Internet Service	3,600.00	2,420.12	2,420.12	1,179.88	0.00	1,179.88	32.77
01-4210-30-2350	Physicals, Alcohol And Drug Testing	1,500.00	1,324.00	1,324.00	176.00	0.00	176.00	11.73
01-4210-30-2374	Custodian	11,500.00	8,970.00	8,970.00	2,530.00	0.00	2,530.00	22.00
01-4210-30-2380	Uniform Cleaning	4,800.00	2,740.20	2,740.20	2,059.80	0.00	2,059.80	42.91
01-4210-40-2410	Electricity	19,800.00	9,523.24	9,523.24	10,276.76	0.00	10,276.76	51.90
01-4210-40-2411	Heat	2,400.00	2,709.05	2,709.05	-309.05	0.00	-309.05	0.00
01-4210-40-2412	Water	1,900.00	1,460.09	1,460.09	439.91	0.00	439.91	23.15
01-4210-40-2425	Vehicle Repairs	20,000.00	9,247.52	9,247.52	10,752.48	0.00	10,752.48	53.76
01-4210-40-2429	Radio Repair	7,000.00	14,095.30	14,095.30	-7,095.30	0.00	-7,095.30	0.00
01-4210-40-2440	Equipment Rental	3,200.00	2,511.20	2,511.20	688.80	0.00	688.80	21.53
01-4210-40-2442	Office Equip Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4210-50-2550	Printing	1,200.00	1,303.42	1,303.42	-103.42	0.00	-103.42	0.00
01-4210-50-2551	Advertising	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-4210-50-2560	Dues & Subscriptions	1,000.00	1,056.98	1,056.98	-56.98	0.00	-56.98	0.00
01-4210-50-2565	Software License	15,200.00	14,014.24	14,014.24	1,185.76	0.00	1,185.76	7.80
01-4210-50-2580	Public Relations	750.00	130.45	130.45	619.55	0.00	619.55	82.61
01-4210-60-2614	Ammunition & Supplies	5,000.00	5,215.49	5,215.49	-215.49	0.00	-215.49	0.00
01-4210-60-2615	Uniforms	10,000.00	12,929.84	12,929.84	-2,929.84	0.00	-2,929.84	0.00
01-4210-60-2620	Office Supplies	2,600.00	1,939.02	1,939.02	660.98	0.00	660.98	25.42
01-4210-60-2621	Computer Equipment	12,000.00	6,648.98	6,648.98	5,351.02	0.00	5,351.02	44.59
01-4210-60-2625	Postage	1,800.00	119.69	119.69	1,680.31	0.00	1,680.31	93.35
01-4210-60-2635	Gasoline	41,000.00	34,035.78	34,035.78	6,964.22	0.00	6,964.22	16.99
01-4210-60-2643	Film	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4210-60-2653	Tools & Equipment	2,000.00	371.99	371.99	1,628.01	0.00	1,628.01	81.40
01-4210-60-2654	Tires	8,000.00	5,650.36	5,650.36	2,349.64	0.00	2,349.64	29.37

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4210-60-2660	Vehicle Supplies	800.00	724.93	724.93	75.07	0.00	75.07	9.38
01-4210-60-2670	Books & Periodicals (Lawbooks)	1,200.00	569.41	569.41	630.59	0.00	630.59	52.55
01-4210-70-2740	New Equipment Capital	7,800.00	2,349.42	2,349.42	5,450.58	0.00	5,450.58	69.88
01-4210-70-2750	Furniture Fixtures Office Eq.	500.00	4,515.42	4,515.42	-4,015.42	0.00	-4,015.42	0.00
01-4210-70-2760	New Vehicle Cruisers	70,000.00	15,083.30	15,083.30	54,916.70	0.00	54,916.70	78.45
01-4210-70-2761	Motorcycle Lease	4,600.00	4,938.06	4,938.06	-338.06	0.00	-338.06	0.00
01-4210-80-2811	Prisoner Care	25.00	0.00	0.00	25.00	0.00	25.00	100.00
01-4210-80-2825	Meetings & Conferences	1,500.00	1,655.58	1,655.58	-155.58	0.00	-155.58	0.00
	E02 Sub Totals:	2,978,021.00	2,270,380.58	2,270,380.58	707,640.42	0.00	707,640.42	23.76
	Expense Sub Totals:	2,978,021.00	2,270,380.58	2,270,380.58	707,640.42	0.00	707,640.42	23.76
	Dept 4210 Sub Totals:	2,978,021.00	2,270,380.58	2,270,380.58	707,640.42	0.00		
Dept 01-4215	Rescue							
E02	Public Safety							
01-4215-10-1115	EMS Part Time Wages	540,689.00	433,548.32	433,548.32	107,140.68	0.00	107,140.68	19.82
01-4215-10-1140	Overtime	5,000.00	11,245.61	11,245.61	-6,245.61	0.00	-6,245.61	0.00
01-4215-20-1220	Social Security	33,866.00	27,537.18	27,537.18	6,328.82	0.00	6,328.82	18.69
01-4215-20-1225	Medicare	7,920.00	6,440.01	6,440.01	1,479.99	0.00	1,479.99	18.69
01-4215-20-1294	Educate & Training/Prof Dev.	3,000.00	3,747.68	3,747.68	-747.68	0.00	-747.68	0.00
01-4215-20-1296	Supplemental Volunteer Insurance	4,000.00	3,536.00	3,536.00	464.00	0.00	464.00	11.60
01-4215-30-2305	Amb Billing Service Fee	31,000.00	22,783.56	22,783.56	8,216.44	0.00	8,216.44	26.50
01-4215-30-2341	Telephone	7,200.00	4,085.73	4,085.73	3,114.27	0.00	3,114.27	43.25
01-4215-40-2425	Vehicle Repairs	10,000.00	8,116.63	8,116.63	1,883.37	0.00	1,883.37	18.83
01-4215-40-2429	Radio Repair	5,000.00	1,820.25	1,820.25	3,179.75	0.00	3,179.75	63.60
01-4215-40-2430	Equipment Repair & Maintenance	4,000.00	4,241.55	4,241.55	-241.55	0.00	-241.55	0.00
01-4215-50-2560	Dues & Subscription	315.00	360.00	360.00	-45.00	0.00	-45.00	0.00
01-4215-60-2615	Uniforms	1,700.00	2,337.00	2,337.00	-637.00	0.00	-637.00	0.00
01-4215-60-2621	Computer Equipment	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-4215-60-2625	Postage	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4215-60-2635	Gasoline	935.00	854.94	854.94	80.06	0.00	80.06	8.56
01-4215-60-2636	Diesel Fuel	6,000.00	6,830.28	6,830.28	-830.28	0.00	-830.28	0.00
01-4215-60-2680	ALS Supplies	5,000.00	5,394.42	5,394.42	-394.42	0.00	-394.42	0.00
01-4215-60-2685	Oxygen	1,400.00	1,864.38	1,864.38	-464.38	0.00	-464.38	0.00
01-4215-60-2686	BLS Supplies	5,100.00	6,323.47	6,323.47	-1,223.47	0.00	-1,223.47	0.00
01-4215-60-2690	Misc. Supplies	400.00	345.25	345.25	54.75	0.00	54.75	13.69
01-4215-70-2740	New Equipment Capital	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4215-80-2820	Mileage	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	E02 Sub Totals:	673,726.00	551,412.26	551,412.26	122,313.74	0.00	122,313.74	18.15

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	673,726.00	551,412.26	551,412.26	122,313.74	0.00	122,313.74	18.15
	Dept 4215 Sub Totals:	673,726.00	551,412.26	551,412.26	122,313.74	0.00		
Dept 01-4220	Fire							
E02	Public Safety							
01-4220-10-1110	Full Time Fire Chief Wages	111,096.00	88,274.50	88,274.50	22,821.50	0.00	22,821.50	20.54
01-4220-10-1111	FullTime Deputy/Inspctor Wages	87,444.00	83,670.40	83,670.40	3,773.60	0.00	3,773.60	4.32
01-4220-10-1112	FullTime Captain Wages	82,888.00	55,446.72	55,446.72	27,441.28	0.00	27,441.28	33.11
01-4220-10-1114	Part Time Mechanic	11,612.00	3,688.50	3,688.50	7,923.50	0.00	7,923.50	68.24
01-4220-10-1115	Call Pay	95,784.00	19,632.17	19,632.17	76,151.83	0.00	76,151.83	79.50
01-4220-20-1210	Health Insurance	49,290.00	39,670.17	39,670.17	9,619.83	0.00	9,619.83	19.52
01-4220-20-1211	Dental Insurance	2,461.00	1,982.70	1,982.70	478.30	0.00	478.30	19.44
01-4220-20-1220	Social Security	6,658.00	1,449.12	1,449.12	5,208.88	0.00	5,208.88	78.23
01-4220-20-1225	Medicare	5,661.00	3,748.02	3,748.02	1,912.98	0.00	1,912.98	33.79
01-4220-20-1230	Deferred Compensation	0.00	155.38	155.38	-155.38	0.00	-155.38	0.00
01-4220-20-1235	Group II Retirement-Fire	91,771.00	73,710.44	73,710.44	18,060.56	0.00	18,060.56	19.68
01-4220-20-1266	Sick Leave Incentive	4,817.00	5,516.05	5,516.05	-699.05	0.00	-699.05	0.00
01-4220-20-1290	Longevity	750.00	750.00	750.00	0.00	0.00	0.00	0.00
01-4220-20-1294	Educat & Training/Prof Dev.	7,000.00	2,266.86	2,266.86	4,733.14	0.00	4,733.14	67.62
01-4220-20-1296	Supplemental Fire Insurance	4,000.00	3,536.00	3,536.00	464.00	0.00	464.00	11.60
01-4220-30-2341	Telephone	7,700.00	5,086.12	5,086.12	2,613.88	0.00	2,613.88	33.95
01-4220-30-2343	Internet Service	3,081.00	3,171.92	3,171.92	-90.92	0.00	-90.92	0.00
01-4220-30-2350	Physicals, Alcohol And Drug Testing	2,500.00	2,995.50	2,995.50	-495.50	0.00	-495.50	0.00
01-4220-30-2351	Vaccinations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4220-30-2374	Custodian	3,156.00	4,679.00	4,679.00	-1,523.00	0.00	-1,523.00	0.00
01-4220-40-2410	Electricity	13,650.00	5,772.25	5,772.25	7,877.75	0.00	7,877.75	57.71
01-4220-40-2411	Heat	8,500.00	11,279.81	11,279.81	-2,779.81	0.00	-2,779.81	0.00
01-4220-40-2412	Water	4,700.00	4,404.85	4,404.85	295.15	0.00	295.15	6.28
01-4220-40-2425	Vehicle Repairs	18,000.00	21,807.39	21,807.39	-3,807.39	0.00	-3,807.39	0.00
01-4220-40-2430	Equipment Repair & Maintenance	6,000.00	948.58	948.58	5,051.42	0.00	5,051.42	84.19
01-4220-50-2560	Dues & Subscriptions	6,100.00	4,891.00	4,891.00	1,209.00	0.00	1,209.00	19.82
01-4220-60-2610	Supplies - General	2,500.00	2,913.90	2,913.90	-413.90	0.00	-413.90	0.00
01-4220-60-2615	Uniforms	2,000.00	2,292.08	2,292.08	-292.08	0.00	-292.08	0.00
01-4220-60-2616	Protective Clothing	21,940.00	13,433.08	13,433.08	8,506.92	0.00	8,506.92	38.77
01-4220-60-2620	Office Supplies	2,000.00	1,184.76	1,184.76	815.24	0.00	815.24	40.76
01-4220-60-2621	Computer Equipment	4,500.00	2,211.23	2,211.23	2,288.77	0.00	2,288.77	50.86
01-4220-60-2624	Education and Prevention	1,500.00	762.15	762.15	737.85	0.00	737.85	49.19
01-4220-60-2625	Postage	300.00	343.00	343.00	-43.00	0.00	-43.00	0.00
01-4220-60-2635	Gasoline	3,700.00	4,111.68	4,111.68	-411.68	0.00	-411.68	0.00
01-4220-60-2636	Diesel Fuel	3,339.00	5,653.65	5,653.65	-2,314.65	0.00	-2,314.65	0.00
01-4220-60-2651	Breathing Apparatus	25,000.00	5,971.14	5,971.14	19,028.86	0.00	19,028.86	76.12
01-4220-60-2652	Radios And Pagers	12,000.00	9,747.15	9,747.15	2,252.85	0.00	2,252.85	18.77

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4220-60-2653	Tools & Equipment	15,000.00	9,408.78	9,408.78	5,591.22	0.00	5,591.22	37.27
01-4220-60-2654	Tires	3,000.00	300.00	300.00	2,700.00	0.00	2,700.00	90.00
01-4220-80-2762	Equipment Lease Payment	1,273.00	296.76	296.76	976.24	0.00	976.24	76.69
01-4220-80-2820	Mileage	300.00	0.00	0.00	300.00	0.00	300.00	100.00
01-4220-90-2615	PY Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4220-90-2616	PY Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4220-90-9800	P/Y Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E02 Sub Totals:	732,971.00	507,162.81	507,162.81	225,808.19	0.00	225,808.19	30.81
	Expense Sub Totals:	732,971.00	507,162.81	507,162.81	225,808.19	0.00	225,808.19	30.81
	Dept 4220 Sub Totals:	732,971.00	507,162.81	507,162.81	225,808.19	0.00		
Dept 01-4290 E02	Emergency Management Public Safety							
01-4290-50-2560	Dues & Subscriptions	9,553.00	9,776.70	9,776.70	-223.70	0.00	-223.70	0.00
01-4290-80-2612	Equipment Purchase	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	E02 Sub Totals:	9,554.00	9,776.70	9,776.70	-222.70	0.00	-222.70	0.00
	Expense Sub Totals:	9,554.00	9,776.70	9,776.70	-222.70	0.00	-222.70	0.00
	Dept 4290 Sub Totals:	9,554.00	9,776.70	9,776.70	-222.70	0.00		
Dept 01-4299 E02	Public Safety Communications Public Safety							
01-4299-10-1110	Public Safety - Full Time Wages	265,533.00	190,029.46	190,029.46	75,503.54	0.00	75,503.54	28.43
01-4299-10-1115	Public Safety - Part Time Wages	22,046.00	26,546.16	26,546.16	-4,500.16	0.00	-4,500.16	0.00
01-4299-10-1140	Overtime Public Safety	21,301.00	22,378.94	22,378.94	-1,077.94	0.00	-1,077.94	0.00
01-4299-20-1210	Health Insurance	162,799.00	103,080.37	103,080.37	59,718.63	0.00	59,718.63	36.68
01-4299-20-1211	Dental Insurance	5,926.00	4,170.08	4,170.08	1,755.92	0.00	1,755.92	29.63
01-4299-20-1220	Social Security	19,600.00	14,832.30	14,832.30	4,767.70	0.00	4,767.70	24.33
01-4299-20-1225	Medicare	4,583.00	3,468.75	3,468.75	1,114.25	0.00	1,114.25	24.31
01-4299-20-1230	Deferred Compensation	9,175.00	7,874.78	7,874.78	1,300.22	0.00	1,300.22	14.17
01-4299-20-1266	Sick Leave Incentive	6,000.00	4,767.57	4,767.57	1,232.43	0.00	1,232.43	20.54
01-4299-20-1290	Longevity	1,250.00	1,606.25	1,606.25	-356.25	0.00	-356.25	0.00
01-4299-20-1294	Educat & Training/Prof Dev.	1,500.00	632.25	632.25	867.75	0.00	867.75	57.85
01-4299-30-2341	Telephone	7,500.00	6,243.92	6,243.92	1,256.08	0.00	1,256.08	16.75
01-4299-30-2343	InternetService	3,100.00	2,420.04	2,420.04	679.96	0.00	679.96	21.93
01-4299-30-2350	Physicals, Alcohol And Drug Testing	750.00	225.00	225.00	525.00	0.00	525.00	70.00
01-4299-30-2430	Equipment Repair & Maintenance	1,250.00	2,988.06	2,988.06	-1,738.06	0.00	-1,738.06	0.00
01-4299-40-2425	Vehicle Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4299-40-2440	Equipment Rental	1,800.00	98.50	98.50	1,701.50	0.00	1,701.50	94.53
01-4299-50-2560	Dues & Subscription	350.00	361.00	361.00	-11.00	0.00	-11.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4299-50-2565	Software Licenses	7,000.00	6,361.76	6,361.76	638.24	0.00	638.24	9.12
01-4299-60-2615	Uniforms	1,700.00	356.00	356.00	1,344.00	0.00	1,344.00	79.06
01-4299-60-2620	Office Supplies	500.00	244.30	244.30	255.70	0.00	255.70	51.14
01-4299-60-2621	Computer Equipment	3,000.00	5,659.44	5,659.44	-2,659.44	0.00	-2,659.44	0.00
01-4299-60-2625	Postage	50.00	0.00	0.00	50.00	0.00	50.00	100.00
01-4299-60-2690	Misc. Supplies	0.00	9,198.29	9,198.29	-9,198.29	0.00	-9,198.29	0.00
01-4299-70-2740	New Equipment Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4299-70-2742	Capital Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4299-80-2612	Equipment Purchases	1,000.00	239.99	239.99	760.01	0.00	760.01	76.00
01-4299-80-2820	Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E02 Sub Totals:	547,713.00	413,783.21	413,783.21	133,929.79	0.00	133,929.79	24.45
	Expense Sub Totals:	547,713.00	413,783.21	413,783.21	133,929.79	0.00	133,929.79	24.45
	Dept 4299 Sub Totals:	547,713.00	413,783.21	413,783.21	133,929.79	0.00		
Dept 01-4311	Public Works Administration							
E03	Highways and Streets							
01-4311-10-1110	Full Time Wages-DPW	260,707.00	158,132.11	158,132.11	102,574.89	0.00	102,574.89	39.34
01-4311-10-1115	PT Wages - DPW	22,807.00	21,225.79	21,225.79	1,581.21	0.00	1,581.21	6.93
01-4311-10-1116	Wages-Other-Stormwater DPW	14,993.00	0.00	0.00	14,993.00	0.00	14,993.00	100.00
01-4311-10-1140	Overtime Public Works Admin	1,127.00	327.03	327.03	799.97	0.00	799.97	70.98
01-4311-20-1210	Health Insurance	35,076.00	22,073.92	22,073.92	13,002.08	0.00	13,002.08	37.07
01-4311-20-1211	Dental Insurance	1,400.00	2,029.52	2,029.52	-629.52	0.00	-629.52	0.00
01-4311-20-1220	Social Security	18,772.00	12,416.67	12,416.67	6,355.33	0.00	6,355.33	33.86
01-4311-20-1225	Medicare	4,450.00	2,903.87	2,903.87	1,546.13	0.00	1,546.13	34.74
01-4311-20-1230	Deferred Compensation	14,455.00	8,312.13	8,312.13	6,142.87	0.00	6,142.87	42.50
01-4311-20-1266	Sick Leave Incentive	4,320.00	2,632.60	2,632.60	1,687.40	0.00	1,687.40	39.06
01-4311-20-1290	Longevity	750.00	757.03	757.03	-7.03	0.00	-7.03	0.00
01-4311-20-1294	Educate & Training/Prof Dev.	3,000.00	2,029.00	2,029.00	971.00	0.00	971.00	32.37
01-4311-30-2310	Engineering	12,500.00	37,914.11	37,914.11	-25,414.11	0.00	-25,414.11	0.00
01-4311-30-2341	Telephone	5,500.00	4,978.54	4,978.54	521.46	0.00	521.46	9.48
01-4311-30-2343	Internet Service	3,500.00	2,699.49	2,699.49	800.51	0.00	800.51	22.87
01-4311-30-2374	Custodian	2,600.00	1,870.00	1,870.00	730.00	0.00	730.00	28.08
01-4311-30-2396	Storm Water II Projects	2,500.00	-195.43	-195.43	2,695.43	0.00	2,695.43	107.82
01-4311-40-2410	Electricity	13,500.00	13,827.34	13,827.34	-327.34	0.00	-327.34	0.00
01-4311-40-2411	Heat	6,300.00	7,945.02	7,945.02	-1,645.02	0.00	-1,645.02	0.00
01-4311-40-2412	Water	1,068.00	998.09	998.09	69.91	0.00	69.91	6.55
01-4311-40-2430	Equipment Repair & Maintenance	9,000.00	7,081.93	7,081.93	1,918.07	0.00	1,918.07	21.31
01-4311-50-2551	Advertising	1,500.00	441.62	441.62	1,058.38	0.00	1,058.38	70.56
01-4311-50-2560	Dues & Subscriptions	3,000.00	2,224.61	2,224.61	775.39	0.00	775.39	25.85
01-4311-60-2620	Office Supplies	3,500.00	2,996.79	2,996.79	503.21	0.00	503.21	14.38
01-4311-60-2621	Computer Equipment	2,000.00	2,620.24	2,620.24	-620.24	0.00	-620.24	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4311-60-2625	Postage	300.00	220.72	220.72	79.28	0.00	79.28	26.43
01-4311-70-2750	Furniture Fixtures Office Eq.	1,500.00	318.60	318.60	1,181.40	0.00	1,181.40	78.76
01-4311-80-2820	Mileage	1.00	96.53	96.53	-95.53	0.00	-95.53	0.00
01-4311-90-9800	PY Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E03 Sub Totals:	450,126.00	318,877.87	318,877.87	131,248.13	0.00	131,248.13	29.16
	Expense Sub Totals:	450,126.00	318,877.87	318,877.87	131,248.13	0.00	131,248.13	29.16
	Dept 4311 Sub Totals:	450,126.00	318,877.87	318,877.87	131,248.13	0.00		
Dept 01-4312 E03	Department of Public Works Highways and Streets							
01-4312-10-1110	Crew Wages	577,638.00	342,269.90	342,269.90	235,368.10	0.00	235,368.10	40.75
01-4312-10-1115	Part Time Wages-DPW	54,028.00	25,392.17	25,392.17	28,635.83	0.00	28,635.83	53.00
01-4312-10-1140	Overtime Crew	98,293.00	71,798.16	71,798.16	26,494.84	0.00	26,494.84	26.95
01-4312-20-1210	Health Insurance	259,469.00	130,701.68	130,701.68	128,767.32	0.00	128,767.32	49.63
01-4312-20-1211	Dental Insurance	11,288.00	6,439.63	6,439.63	4,848.37	0.00	4,848.37	42.95
01-4312-20-1220	Social Security	45,668.00	27,941.71	27,941.71	17,726.29	0.00	17,726.29	38.82
01-4312-20-1225	Medicare	10,680.00	6,534.68	6,534.68	4,145.32	0.00	4,145.32	38.81
01-4312-20-1230	Deferred Compensation	28,182.00	15,595.83	15,595.83	12,586.17	0.00	12,586.17	44.66
01-4312-20-1266	Sick Leave Incentive	2,860.00	2,205.29	2,205.29	654.71	0.00	654.71	22.89
01-4312-20-1290	Longevity	3,750.00	2,373.05	2,373.05	1,376.95	0.00	1,376.95	36.72
01-4312-30-2350	Physicals, Alcohol And Drug Testing	2,800.00	2,520.32	2,520.32	279.68	0.00	279.68	9.99
01-4312-40-1110	DPW Mechanic Wages	0.00	5,288.00	5,288.00	-5,288.00	0.00	-5,288.00	0.00
01-4312-40-2425	Vehicle Repairs & Maintenance	85,000.00	48,210.36	48,210.36	36,789.64	0.00	36,789.64	43.28
01-4312-40-2429	Radio Repairs	1,200.00	937.50	937.50	262.50	0.00	262.50	21.88
01-4312-40-2430	Equipment Repair & Maintenance	57,000.00	24,621.79	24,621.79	32,378.21	0.00	32,378.21	56.80
01-4312-40-2431	Facility Maintenance & Repair	4,000.00	23.32	23.32	3,976.68	0.00	3,976.68	99.42
01-4312-40-2435	Fuel Tank Apron	1.00	266.95	266.95	-265.95	0.00	-265.95	0.00
01-4312-40-2443	Pennichuck Water Main Assessment	250,000.00	248,395.94	248,395.94	1,604.06	0.00	1,604.06	0.64
01-4312-40-2450	Line Stripe Roads	29,000.00	1,200.00	1,200.00	27,800.00	0.00	27,800.00	95.86
01-4312-40-2451	Outside Hire	90,000.00	43,247.31	43,247.31	46,752.69	0.00	46,752.69	51.95
01-4312-40-2452	Lease/Rental Payments	6,000.00	3,269.78	3,269.78	2,730.22	0.00	2,730.22	45.50
01-4312-40-2453	Fuel Tank Testing	1,100.00	1,060.00	1,060.00	40.00	0.00	40.00	3.64
01-4312-40-2461	Street Sweeping	7,000.00	1,015.00	1,015.00	5,985.00	0.00	5,985.00	85.50
01-4312-40-2463	Catch Basin	12,500.00	0.00	0.00	12,500.00	0.00	12,500.00	100.00
01-4312-40-2470	Tree Care	15,000.00	12,900.00	12,900.00	2,100.00	0.00	2,100.00	14.00
01-4312-60-2610	Supplies - General	33,000.00	20,582.04	20,582.04	12,417.96	0.00	12,417.96	37.63
01-4312-60-2615	Uniforms	19,500.00	15,762.25	15,762.25	3,737.75	0.00	3,737.75	19.17
01-4312-60-2616	Protective Clothing	9,000.00	2,297.68	2,297.68	6,702.32	0.00	6,702.32	74.47
01-4312-60-2620	Safety Equipment	0.00	7,089.32	7,089.32	-7,089.32	0.00	-7,089.32	0.00
01-4312-60-2626	Oil & Grease	6,000.00	8,205.02	8,205.02	-2,205.02	0.00	-2,205.02	0.00
01-4312-60-2635	Gasoline	14,999.00	12,195.82	12,195.82	2,803.18	0.00	2,803.18	18.69

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4312-60-2636	Diesel Fuel	50,000.00	41,004.29	41,004.29	8,995.71	0.00	8,995.71	17.99
01-4312-60-2653	Tools & Equipment	8,000.00	7,163.76	7,163.76	836.24	0.00	836.24	10.45
01-4312-60-2654	Tires	6,000.00	5,543.86	5,543.86	456.14	0.00	456.14	7.60
01-4312-60-2662	Salt	130,000.00	153,418.95	153,418.95	-23,418.95	0.00	-23,418.95	0.00
01-4312-60-2663	Sand	7,500.00	12,533.76	12,533.76	-5,033.76	0.00	-5,033.76	0.00
01-4312-60-2665	Gravel	12,000.00	29,539.74	29,539.74	-17,539.74	0.00	-17,539.74	0.00
01-4312-60-2666	Calcium Chloride	27,000.00	6,041.13	6,041.13	20,958.87	0.00	20,958.87	77.63
01-4312-60-2668	Cold Patch	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
01-4312-60-2684	Guardrails	7,000.00	20,725.00	20,725.00	-13,725.00	0.00	-13,725.00	0.00
01-4312-60-2687	Signs & Misc. Supplies	11,000.00	5,709.40	5,709.40	5,290.60	0.00	5,290.60	48.10
01-4312-70-2730	Road Maintenance (Hot Top)	100,000.00	36,662.29	36,662.29	63,337.71	0.00	63,337.71	63.34
01-4312-70-2735	Road rebuild	1,400,000.00	653,484.95	653,484.95	746,515.05	0.00	746,515.05	53.32
01-4312-70-2740	New Equipment Capital	140,000.00	23,580.20	23,580.20	116,419.80	0.00	116,419.80	83.16
01-4312-70-2762	Equipment Lease Payment	46,500.00	46,479.68	46,479.68	20.32	0.00	20.32	0.04
01-4312-90-9800	PY Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E03 Sub Totals:	3,681,156.00	2,132,227.51	2,132,227.51	1,548,928.49	0.00	1,548,928.49	42.08
	Expense Sub Totals:	3,681,156.00	2,132,227.51	2,132,227.51	1,548,928.49	0.00	1,548,928.49	42.08
	Dept 4312 Sub Totals:	3,681,156.00	2,132,227.51	2,132,227.51	1,548,928.49	0.00		
Dept 01-4316	Street Lighting							
E03	Highways and Streets							
01-4316-40-2414	General Street Lighting	20,000.00	37,131.90	37,131.90	-17,131.90	0.00	-17,131.90	0.00
01-4316-40-2415	Warning Lights	2,300.00	1,606.61	1,606.61	693.39	0.00	693.39	30.15
01-4316-40-2416	Traffic Signals	2,600.00	880.47	880.47	1,719.53	0.00	1,719.53	66.14
	E03 Sub Totals:	24,900.00	39,618.98	39,618.98	-14,718.98	0.00	-14,718.98	0.00
	Expense Sub Totals:	24,900.00	39,618.98	39,618.98	-14,718.98	0.00	-14,718.98	0.00
	Dept 4316 Sub Totals:	24,900.00	39,618.98	39,618.98	-14,718.98	0.00		
Dept 01-4323	Souhegan Regional Landfill							
E04	Sanitation							
01-4323-30-2307	Souhegan Regional Landfill	437,855.00	449,030.76	449,030.76	-11,175.76	0.00	-11,175.76	0.00
	E04 Sub Totals:	437,855.00	449,030.76	449,030.76	-11,175.76	0.00	-11,175.76	0.00
	Expense Sub Totals:	437,855.00	449,030.76	449,030.76	-11,175.76	0.00	-11,175.76	0.00
	Dept 4323 Sub Totals:	437,855.00	449,030.76	449,030.76	-11,175.76	0.00		
Dept 01-4324	Landfill Department							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E04	Sanitation							
01-4324-10-1110	FT Wages-Landfill	47,528.00	30,678.45	30,678.45	16,849.55	0.00	16,849.55	35.45
01-4324-10-1115	Part Time Wages Landfill	99,072.00	69,052.03	69,052.03	30,019.97	0.00	30,019.97	30.30
01-4324-10-1140	Overtime Landfill	3,200.00	4,217.00	4,217.00	-1,017.00	0.00	-1,017.00	0.00
01-4324-20-1210	Health Insurance	37,246.00	22,269.96	22,269.96	14,976.04	0.00	14,976.04	40.21
01-4324-20-1211	Dental Insurance	1,766.00	1,034.95	1,034.95	731.05	0.00	731.05	41.40
01-4324-20-1220	Social Security	8,805.00	6,320.11	6,320.11	2,484.89	0.00	2,484.89	28.22
01-4324-20-1225	Medicare	2,060.00	1,478.19	1,478.19	581.81	0.00	581.81	28.24
01-4324-20-1230	Deferred Compensation	0.00	1,687.28	1,687.28	-1,687.28	0.00	-1,687.28	0.00
01-4324-20-1266	Sick Leave Incentive	727.00	575.79	575.79	151.21	0.00	151.21	20.80
01-4324-20-1290	Longevity	750.00	0.00	0.00	750.00	0.00	750.00	100.00
01-4324-20-1294	Educat & Training/Prof Dev.	600.00	700.00	700.00	-100.00	0.00	-100.00	0.00
01-4324-30-2341	Telephone	1,300.00	1,217.49	1,217.49	82.51	0.00	82.51	6.35
01-4324-30-2343	Internet Service	3,300.00	1,918.64	1,918.64	1,381.36	0.00	1,381.36	41.86
01-4324-40-2410	Electricity - Landfill	7,200.00	5,391.98	5,391.98	1,808.02	0.00	1,808.02	25.11
01-4324-40-2412	Water	800.00	522.51	522.51	277.49	0.00	277.49	34.69
01-4324-40-2420	Waste Disposal	97,000.00	74,643.12	74,643.12	22,356.88	0.00	22,356.88	23.05
01-4324-40-2431	Facility Maintenance & Repairs	8,000.00	4,335.45	4,335.45	3,664.55	0.00	3,664.55	45.81
01-4324-40-2451	Outside Hire	11,000.00	3,215.00	3,215.00	7,785.00	0.00	7,785.00	70.77
01-4324-40-2452	Equipment Lease/Rental Payment	0.00	1,930.00	1,930.00	-1,930.00	0.00	-1,930.00	0.00
01-4324-50-2551	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4324-50-2560	Dues & Subscriptions	9,400.00	9,269.18	9,269.18	130.82	0.00	130.82	1.39
01-4324-50-2561	Credit Card Fees And Expenses	1,000.00	278.99	278.99	721.01	0.00	721.01	72.10
01-4324-50-2563	Weighmaster Licenses	600.00	288.00	288.00	312.00	0.00	312.00	52.00
01-4324-60-2636	Diesel Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4324-60-2664	Landfill Waste Oil	2,500.00	2,027.74	2,027.74	472.26	0.00	472.26	18.89
01-4324-60-2665	Gravel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4324-60-2687	Signs & Misc. Supplies	1,800.00	2,697.80	2,697.80	-897.80	0.00	-897.80	0.00
01-4324-60-2688	Tire Removal	1,500.00	868.00	868.00	632.00	0.00	632.00	42.13
	E04 Sub Totals:	347,154.00	246,617.66	246,617.66	100,536.34	0.00	100,536.34	28.96
	Expense Sub Totals:	347,154.00	246,617.66	246,617.66	100,536.34	0.00	100,536.34	28.96
	Dept 4324 Sub Totals:	347,154.00	246,617.66	246,617.66	100,536.34	0.00		
Dept 01-4411	Health Administration							
E01	General Government							
01-4411-20-1210	Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4411-20-1211	Dental Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E03	Highways and Streets							
01-4411-20-1230	Deferred Compensation	0.00	72.00	72.00	-72.00	0.00	-72.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E03 Sub Totals:	0.00	72.00	72.00	-72.00	0.00	-72.00	0.00
E05	Health							
01-4411-10-1115	Health Officer	2,080.00	1,600.20	1,600.20	479.80	0.00	479.80	23.07
01-4411-20-1220	Social Security	129.00	91.22	91.22	37.78	0.00	37.78	29.29
01-4411-20-1225	Medicare	30.00	21.35	21.35	8.65	0.00	8.65	28.83
01-4411-20-1294	Educat & Training/Prof Dev.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4411-60-2610	Supplies - General	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4411-80-2820	Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	2,239.00	1,712.77	1,712.77	526.23	0.00	526.23	23.50
	Expense Sub Totals:	2,239.00	1,784.77	1,784.77	454.23	0.00	454.23	20.29
	Dept 4411 Sub Totals:	2,239.00	1,784.77	1,784.77	454.23	0.00		
Dept 01-4414	Animal Control							
E05	Health							
01-4414-40-2430	Equipment Repairs & Maintenanc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4414-60-2619	Dog Emergency Care	400.00	400.00	400.00	0.00	0.00	0.00	0.00
01-4414-80-2811	Kennel Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	400.00	400.00	400.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	400.00	400.00	400.00	0.00	0.00	0.00	0.00
	Dept 4414 Sub Totals:	400.00	400.00	400.00	0.00	0.00		
Dept 01-4415	Health & Human SRVC Agencies							
E05	Health							
01-4415-30-2399	Health Agencies and Hospitals	55,000.00	55,000.00	55,000.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	55,000.00	55,000.00	55,000.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	55,000.00	55,000.00	55,000.00	0.00	0.00	0.00	0.00
	Dept 4415 Sub Totals:	55,000.00	55,000.00	55,000.00	0.00	0.00		
Dept 01-4442	Direct Assistance (Welfare)							
E06	Welfare							
01-4442-10-1115	PT Welfare Officer	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-20-1220	Social Security	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-20-1225	Medicare	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-40-2441	Rent, WGA	8,000.00	3,090.00	3,090.00	4,910.00	0.00	4,910.00	61.38
01-4442-60-2627	Utilities, WGA	1,500.00	866.39	866.39	633.61	0.00	633.61	42.24

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4442-60-2629	Medical - WGA	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-60-2631	Food Supplies WGA	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-60-2699	Other Charges WGA	750.00	2,046.60	2,046.60	-1,296.60	0.00	-1,296.60	0.00
01-4442-80-2890	General Assistance	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	E06 Sub Totals:	10,256.00	6,002.99	6,002.99	4,253.01	0.00	4,253.01	41.47
	Expense Sub Totals:	10,256.00	6,002.99	6,002.99	4,253.01	0.00	4,253.01	41.47
	Dept 4442 Sub Totals:	10,256.00	6,002.99	6,002.99	4,253.01	0.00		
Dept 01-4520 E07	Recreation Department Culture and Recreation							
01-4520-10-1110	Recreation Wages	151,937.00	116,302.46	116,302.46	35,634.54	0.00	35,634.54	23.45
01-4520-10-1112	Maintenance Employees Wage	119,185.00	95,860.80	95,860.80	23,324.20	0.00	23,324.20	19.57
01-4520-10-1115	Secretary-PT	24,823.00	15,431.73	15,431.73	9,391.27	0.00	9,391.27	37.83
01-4520-10-1125	Lifeguard Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4520-10-1140	Overtime Maintenance Employee	783.00	0.00	0.00	783.00	0.00	783.00	100.00
01-4520-20-1210	Health Insurance	48,891.00	32,692.51	32,692.51	16,198.49	0.00	16,198.49	33.13
01-4520-20-1211	Dental Insurance	3,166.00	2,748.29	2,748.29	417.71	0.00	417.71	13.19
01-4520-20-1220	Social Security	18,237.00	15,825.23	15,825.23	2,411.77	0.00	2,411.77	13.22
01-4520-20-1225	Medicare	4,265.00	3,700.79	3,700.79	564.21	0.00	564.21	13.23
01-4520-20-1230	Deferred Compensation	14,571.00	11,633.83	11,633.83	2,937.17	0.00	2,937.17	20.16
01-4520-20-1266	Sick Leave Incentive	3,700.00	1,767.73	1,767.73	1,932.27	0.00	1,932.27	52.22
01-4520-20-1290	Longevity	1,000.00	750.00	750.00	250.00	0.00	250.00	25.00
01-4520-30-2341	Telephone	7,356.00	5,319.38	5,319.38	2,036.62	0.00	2,036.62	27.69
01-4520-30-2343	Internet Service	3,840.00	2,589.10	2,589.10	1,250.90	0.00	1,250.90	32.58
01-4520-30-2374	Custodian	1,300.00	1,050.00	1,050.00	250.00	0.00	250.00	19.23
01-4520-40-2410	Electricity	11,682.00	3,704.23	3,704.23	7,977.77	0.00	7,977.77	68.29
01-4520-40-2411	Heat	6,000.00	4,768.03	4,768.03	1,231.97	0.00	1,231.97	20.53
01-4520-40-2412	Water	340.00	427.13	427.13	-87.13	0.00	-87.13	0.00
01-4520-40-2425	Vehicle Repairs	4,000.00	4,037.85	4,037.85	-37.85	0.00	-37.85	0.00
01-4520-40-2431	Facility Maintenance/Repairs	10,000.00	4,487.41	4,487.41	5,512.59	0.00	5,512.59	55.13
01-4520-40-2436	Bean Property Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4520-50-2545	Trash Removal	1,400.00	1,248.00	1,248.00	152.00	0.00	152.00	10.86
01-4520-50-2551	Advertising	400.00	507.00	507.00	-107.00	0.00	-107.00	0.00
01-4520-50-2565	Software Licenses	888.00	0.00	0.00	888.00	0.00	888.00	100.00
01-4520-50-2615	Uniforms	1,000.00	621.10	621.10	378.90	0.00	378.90	37.89
01-4520-60-2610	Supplies - General	750.00	1,563.37	1,563.37	-813.37	0.00	-813.37	0.00
01-4520-60-2612	Equipment Purchases	13,000.00	4,678.59	4,678.59	8,321.41	0.00	8,321.41	64.01
01-4520-60-2620	Office Supplies	800.00	592.15	592.15	207.85	0.00	207.85	25.98
01-4520-60-2621	Computer Equipment	0.00	3,740.00	3,740.00	-3,740.00	0.00	-3,740.00	0.00
01-4520-60-2625	Postage	100.00	0.57	0.57	99.43	0.00	99.43	99.43
01-4520-60-2635	Gasoline	8,000.00	5,055.52	5,055.52	2,944.48	0.00	2,944.48	36.81

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4520-60-2636	Diesel Fuel	2,400.00	1,431.66	1,431.66	968.34	0.00	968.34	40.35
01-4520-70-2732	Baboosic Lake Dock	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4520-70-2760	New Vehicle	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4520-70-2762	Equipment Lease Payment	1,353.00	1,076.01	1,076.01	276.99	0.00	276.99	20.47
01-4520-80-2653	Tools & Equipment	2,500.00	618.86	618.86	1,881.14	0.00	1,881.14	75.25
01-4520-80-2820	Mileage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4520-80-2825	Meetings & Conferences	1,500.00	1,647.73	1,647.73	-147.73	0.00	-147.73	0.00
01-4520-80-2840	Vandalism	0.00	179.30	179.30	-179.30	0.00	-179.30	0.00
	E07 Sub Totals:	469,168.00	346,056.36	346,056.36	123,111.64	0.00	123,111.64	26.24
	Expense Sub Totals:	469,168.00	346,056.36	346,056.36	123,111.64	0.00	123,111.64	26.24
	Dept 4520 Sub Totals:	469,168.00	346,056.36	346,056.36	123,111.64	0.00		
Dept 01-4522 E07	Parks & Recreation Culture and Recreation							
01-4522-10-1115	Part Time Summer Mowing	9,700.00	9,380.23	9,380.23	319.77	0.00	319.77	3.30
01-4522-10-1140	Overtime Parks	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4522-20-1211	Dental Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4522-20-1220	Social Security	632.00	581.56	581.56	50.44	0.00	50.44	7.98
01-4522-20-1225	Medicare	141.00	136.03	136.03	4.97	0.00	4.97	3.52
01-4522-20-1230	Deferred Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4522-40-2430	Equipment Repair & Maintenance	500.00	822.50	822.50	-322.50	0.00	-322.50	0.00
01-4522-40-2451	Outside Hire	500.00	782.49	782.49	-282.49	0.00	-282.49	0.00
01-4522-60-2610	Supplies - General	350.00	107.38	107.38	242.62	0.00	242.62	69.32
01-4522-60-2613	Fertilizer & Lime	1,000.00	107.70	107.70	892.30	0.00	892.30	89.23
01-4522-80-2612	Equipment Purchase	650.00	160.55	160.55	489.45	0.00	489.45	75.30
	E07 Sub Totals:	13,474.00	12,078.44	12,078.44	1,395.56	0.00	1,395.56	10.36
	Expense Sub Totals:	13,474.00	12,078.44	12,078.44	1,395.56	0.00	1,395.56	10.36
	Dept 4522 Sub Totals:	13,474.00	12,078.44	12,078.44	1,395.56	0.00		
Dept 01-4525 E07	Peabody Mill Environmental CTR Culture and Recreation							
01-4525-80-2830	PMEC Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4525 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4550	Library							
E07	Culture and Recreation							
01-4550-10-1110	Wages FT Library	460,218.00	368,309.17	368,309.17	91,908.83	0.00	91,908.83	19.97
01-4550-10-1115	Wages Part Time	157,309.00	134,378.30	134,378.30	22,930.70	0.00	22,930.70	14.58
01-4550-20-1210	Health Insurance	174,843.00	100,304.23	100,304.23	74,538.77	0.00	74,538.77	42.63
01-4550-20-1211	Dental Insurance	8,362.00	4,651.86	4,651.86	3,710.14	0.00	3,710.14	44.37
01-4550-20-1220	Social Security	38,289.00	32,442.47	32,442.47	5,846.53	0.00	5,846.53	15.27
01-4550-20-1225	Medicare	8,954.00	7,587.26	7,587.26	1,366.74	0.00	1,366.74	15.26
01-4550-20-1230	Deferred Compensation	23,071.00	18,952.92	18,952.92	4,118.08	0.00	4,118.08	17.85
01-4550-20-1266	Sick Leave Incentive	8,058.00	4,895.21	4,895.21	3,162.79	0.00	3,162.79	39.25
01-4550-20-1290	Longevity	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00
01-4550-20-1294	Educat & Training/Prof Dev.	300.00	1,937.00	1,937.00	-1,637.00	0.00	-1,637.00	0.00
01-4550-30-2339	Technical Consulting	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4550-30-2341	Telephone	2,800.00	2,553.97	2,553.97	246.03	0.00	246.03	8.79
01-4550-30-2343	Internet Service	5,800.00	4,637.44	4,637.44	1,162.56	0.00	1,162.56	20.04
01-4550-30-2374	Custodian	15,000.00	9,500.00	9,500.00	5,500.00	0.00	5,500.00	36.67
01-4550-30-2395	Outside Hire IT	5,000.00	120.00	120.00	4,880.00	0.00	4,880.00	97.60
01-4550-40-2410	Electricity	8,220.00	5,482.42	5,482.42	2,737.58	0.00	2,737.58	33.30
01-4550-40-2411	Heat	8,975.00	8,743.85	8,743.85	231.15	0.00	231.15	2.58
01-4550-40-2412	Water	1,950.00	2,124.25	2,124.25	-174.25	0.00	-174.25	0.00
01-4550-40-2430	Repairs Bldg & Grounds	250.00	0.00	0.00	250.00	0.00	250.00	100.00
01-4550-50-2560	Dues & Subscription	1,200.00	1,062.00	1,062.00	138.00	0.00	138.00	11.50
01-4550-50-2565	Software Licenses	45,000.00	39,051.99	39,051.99	5,948.01	0.00	5,948.01	13.22
01-4550-50-2581	Travel	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4550-60-2620	Office Supplies	7,000.00	9,686.11	9,686.11	-2,686.11	0.00	-2,686.11	0.00
01-4550-60-2621	Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4550-60-2625	Postage	500.00	423.75	423.75	76.25	0.00	76.25	15.25
01-4550-60-2670	Books & Periodicals	103,000.00	57,536.91	57,536.91	45,463.09	0.00	45,463.09	44.14
01-4550-70-2720	Library Renovation Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4550-70-2740	New Equipment Capital	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4550-80-2612	Equipment Purchase	500.00	349.94	349.94	150.06	0.00	150.06	30.01
01-4550-80-2618	Special Events & Supplies	16,000.00	16,954.16	16,954.16	-954.16	0.00	-954.16	0.00
01-4550-80-2621	Computer Equipment	10,000.00	503.08	503.08	9,496.92	0.00	9,496.92	94.97
01-4550-80-2762	Equipment Lease Payment	5,000.00	2,807.69	2,807.69	2,192.31	0.00	2,192.31	43.85
01-4550-80-2820	Mileage	300.00	420.96	420.96	-120.96	0.00	-120.96	0.00
01-4550-80-2825	Meetings & Conferences	1,700.00	0.00	0.00	1,700.00	0.00	1,700.00	100.00
	E07 Sub Totals:	1,119,102.00	836,916.94	836,916.94	282,185.06	0.00	282,185.06	25.22
	Expense Sub Totals:	1,119,102.00	836,916.94	836,916.94	282,185.06	0.00	282,185.06	25.22
	Dept 4550 Sub Totals:	1,119,102.00	836,916.94	836,916.94	282,185.06	0.00		
Dept 01-4583	Patriotic Purposes							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E07	Culture and Recreation							
01-4583-80-2860	4th of July Subsidy	8,000.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00
01-4583-80-2861	Memorial Day Subsidy	500.00	590.04	590.04	-90.04	0.00	-90.04	0.00
	E07 Sub Totals:	8,500.00	8,590.04	8,590.04	-90.04	0.00	-90.04	0.00
	Expense Sub Totals:	8,500.00	8,590.04	8,590.04	-90.04	0.00	-90.04	0.00
	Dept 4583 Sub Totals:	8,500.00	8,590.04	8,590.04	-90.04	0.00		
Dept 01-4589	Heritage Commission							
E07	Culture and Recreation							
01-4589-10-1115	Wages Part Time	1,368.00	319.07	319.07	1,048.93	0.00	1,048.93	76.68
01-4589-20-1220	Social Security	85.00	19.77	19.77	65.23	0.00	65.23	76.74
01-4589-20-1225	Medicare	20.00	4.64	4.64	15.36	0.00	15.36	76.80
01-4589-30-2382	Outside Hire-Professional Srvc	50.00	0.00	0.00	50.00	0.00	50.00	100.00
01-4589-50-2550	Printing	400.00	0.00	0.00	400.00	0.00	400.00	100.00
01-4589-60-2610	Supplies - General	82.00	0.00	0.00	82.00	0.00	82.00	100.00
01-4589-60-2621	Computer Equipment	80.00	250.00	250.00	-170.00	0.00	-170.00	0.00
01-4589-80-2618	Special Events & Supplies	300.00	0.00	0.00	300.00	0.00	300.00	100.00
01-4589-80-2825	Meetings & Conferences	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	E07 Sub Totals:	2,685.00	593.48	593.48	2,091.52	0.00	2,091.52	77.90
	Expense Sub Totals:	2,685.00	593.48	593.48	2,091.52	0.00	2,091.52	77.90
	Dept 4589 Sub Totals:	2,685.00	593.48	593.48	2,091.52	0.00		
Dept 01-4611	Conservation Commission							
E08	Conservation and Development							
01-4611-10-1115	PT Wages	3,649.00	1,662.49	1,662.49	1,986.51	0.00	1,986.51	54.44
01-4611-20-1220	Social Security	226.00	103.08	103.08	122.92	0.00	122.92	54.39
01-4611-20-1225	Medicare	53.00	24.09	24.09	28.91	0.00	28.91	54.55
01-4611-20-1294	Educat & Training/Prof Dev	750.00	0.00	0.00	750.00	0.00	750.00	100.00
01-4611-40-2482	Surveying	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4611-40-2483	Land Management	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4611-40-2484	Town Meadow Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4611-40-2486	Water Crossing Repair & Maint	2,500.00	2,413.50	2,413.50	86.50	0.00	86.50	3.46
01-4611-40-2487	Invasives Mitigation	3,800.00	0.00	0.00	3,800.00	0.00	3,800.00	100.00
01-4611-40-2488	Signage	2,400.00	1,194.52	1,194.52	1,205.48	0.00	1,205.48	50.23
01-4611-40-2489	Kiosk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4611-50-2560	Dues & Subscriptions	1,200.00	891.50	891.50	308.50	0.00	308.50	25.71
01-4611-50-2564	Educational Outreach	1,250.00	372.96	372.96	877.04	0.00	877.04	70.16
01-4611-60-2625	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E08 Sub Totals:	15,828.00	6,662.14	6,662.14	9,165.86	0.00	9,165.86	57.91
	Expense Sub Totals:	15,828.00	6,662.14	6,662.14	9,165.86	0.00	9,165.86	57.91
	Dept 4611 Sub Totals:	15,828.00	6,662.14	6,662.14	9,165.86	0.00		
Dept 01-4711	Principal - L-T Bonds & Notes							
E09	Debt Service							
01-4711-90-2210	Principal Rd Const Phase1 & 2	306,000.00	305,999.90	305,999.90	0.10	0.00	0.10	0.00
01-4711-90-2211	Road Construction Bond Spring Rd	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4711-90-2214	Principal - Road Construction FY 14	200,000.00	0.00	0.00	200,000.00	0.00	200,000.00	100.00
01-4711-90-2215	Principal - Road Construction FY 15	200,000.00	200,000.00	200,000.00	0.00	0.00	0.00	0.00
01-4711-90-2216	Principal - RdConstr FY16-FY17	400,000.00	400,000.00	400,000.00	0.00	0.00	0.00	0.00
	E09 Sub Totals:	1,106,000.00	905,999.90	905,999.90	200,000.10	0.00	200,000.10	18.08
	Expense Sub Totals:	1,106,000.00	905,999.90	905,999.90	200,000.10	0.00	200,000.10	18.08
	Dept 4711 Sub Totals:	1,106,000.00	905,999.90	905,999.90	200,000.10	0.00		
Dept 01-4721	Interest L-T Bonds & Notes							
E09	Debt Service							
01-4721-90-2209	Interest - Bridge Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4721-90-2210	Interest- Rd Constr Phase1 & 2	21,940.00	22,160.60	22,160.60	-220.60	0.00	-220.60	0.00
01-4721-90-2211	Interest -Road Const Spring Rd	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4721-90-2214	Interest - Road Construction FY 14	4,500.00	0.00	0.00	4,500.00	0.00	4,500.00	100.00
01-4721-90-2215	Interest - Road Construction FY 15	8,060.00	8,166.57	8,166.57	-106.57	0.00	-106.57	0.00
01-4721-90-2216	Interest - Rd Constr FY16-FY17	38,600.00	36,799.99	36,799.99	1,800.01	0.00	1,800.01	4.66
	E09 Sub Totals:	73,100.00	67,127.16	67,127.16	5,972.84	0.00	5,972.84	8.17
	Expense Sub Totals:	73,100.00	67,127.16	67,127.16	5,972.84	0.00	5,972.84	8.17
	Dept 4721 Sub Totals:	73,100.00	67,127.16	67,127.16	5,972.84	0.00		
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	15,423,157.00	11,395,305.37	11,395,305.37	4,027,851.63	0.00	4,027,851.63	26.12
	Fund 01 Sub Totals:	15,423,157.00	11,395,305.37	11,395,305.37	4,027,851.63	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	15,423,157.00	11,395,305.37	11,395,305.37	4,027,851.63	0.00	4,027,851.63	26.12
	Report Totals:	15,423,157.00	11,395,305.37	11,395,305.37	4,027,851.63	0.00		



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Town Common Use Request,
Opportunities Network 5K 9/30/2023

Department: Administration

Meeting Date: May 8, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the request for use of the Town Common by Opportunities Network for their Annual 5K on September 30, 2023 from 7:30am - 1:00pm.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Completed Opp Network 5K TOWN COMMON USE APPLICATION for sig - signed (002)

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

Completed form must be submitted to the Administration Department four (4) weeks before the event in order to obtain Board of Selectmen approval. This request is for use of any Town Common land.

Organization Name: Opportunity Networks Inc. Contact Name: Amanda Morse

Contact Phone Number: 603-883-4402 Contact e-mail: amorse@opportunitynetworks.org

Date of Event: 9/30/23 Hours (from/ to): 7:30am-1:00pm Number of est. participants: 125

Will you need Electricity? Yes If so, for what? Coffee and music

Wish to bring anything onto the Commons ? IF so, what? Tables and chairs

Wish to drive anything onto the Commons? No

Wish to place Port-a-potties along on the far-right gravel parking lot to the right of Town Hall? Yes

Request road closures? (Please identify intersections) Church Street from the intersection of Manchester Road and Middle Street.

Will you sell or serve food or drinks? (Certificates of Insurance naming the Town of Amherst will be required) Yes

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

1. NO ALCOHOL SALES OR CONSUMPTION are allowed.
2. The Common must be left in the same or better condition than prior to event. Trash removal is the responsibility of the Event Organizer.
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.

Applicant Signature: Amanda Morse Date: 4/4/23

This application must be signed off by all Department Heads below before going before the Board of Selectmen for consideration and approval. Events held for the first time require attendance of a representative at the Board meeting.

Chief of Police Approval: Signature Mark O. Reams Date: Apr 4, 2023
Mark O. Reams (Apr 4, 2023 13:00 EDT)

Fire/ Rescue Chief Approval: Signature Matthew Conley Date: Apr 4, 2023
Matthew Conley (Apr 4, 2023 15:36 EDT)

Public Works Director Approval: Signature Eric Slosek Date: Apr 4, 2023

BOS Approval: Chair's Signature _____ Date: _____











Completed Opp Network 5K TOWN COMMON USE APPLICATION for sig


Final Audit Report

2023-04-04


Created:	2023-04-04
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIULZmdxGUt_0eGaROmgm2nv490yHavfi

"Completed Opp Network 5K TOWN COMMON USE APPLICATION for sig" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)
2023-04-04 - 4:52:13 PM GMT
-  Document emailed to mreams@amherstnh.gov for signature
2023-04-04 - 4:52:35 PM GMT
-  Email viewed by mreams@amherstnh.gov
2023-04-04 - 5:00:30 PM GMT
-  Signer mreams@amherstnh.gov entered name at signing as Mark O. Reams
2023-04-04 - 5:00:50 PM GMT
-  Document e-signed by Mark O. Reams (mreams@amherstnh.gov)
Signature Date: 2023-04-04 - 5:00:52 PM GMT - Time Source: server
-  Document emailed to Matthew Conley (mconley@amherstnh.gov) for signature
2023-04-04 - 5:00:53 PM GMT
-  Email viewed by Matthew Conley (mconley@amherstnh.gov)
2023-04-04 - 7:35:23 PM GMT
-  Document e-signed by Matthew Conley (mconley@amherstnh.gov)
Signature Date: 2023-04-04 - 7:36:00 PM GMT - Time Source: server
-  Document emailed to Eric Slosek (eslosek@amherstnh.gov) for signature
2023-04-04 - 7:36:01 PM GMT
-  Email viewed by Eric Slosek (eslosek@amherstnh.gov)
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 Document e-signed by Eric Slosek (eslosek@amherstnh.gov)

Signature Date: 2023-04-04 - 7:37:04 PM GMT - Time Source: server

 Agreement completed.

2023-04-04 - 7:37:04 PM GMT

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Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Town Common Use Request, Steve Boczenowski, the Amherst Congregational Church Annual Frederick Douglas Statewide Reading

Department: Administration

Meeting Date: May 8, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the request for use of the Town Common by Steve Boczenowski with the Amherst Congregational Church for the Annual Frederick Douglas Statewide Reading on July 1, 2023 from 11:30am - 2:30pm.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Cong Church Town Common Use Request, July 1 2023, signed

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

Completed form must be submitted to the Administration Department four (4) weeks before the event in order to obtain Board of Selectmen approval. This request is for use of any Town Common land.

Organization Name: Racial Justice Group at the Cong. Church of Amherst Contact Name: Steve Boczenowski

Contact Phone Number: 978-302-3849 Contact e-mail: boczeno@gmail.com

Date of Event: July 1, 2023 Hours (from/ to): 1130 AM – 2:30 PM Number of est. participants: 45 (est.)

Will you need Electricity? No If so, for what? _____

Wish to bring anything onto the Commons? IF so, what? Folding chairs for extra seating

Wish to drive anything onto the Commons? No

Wish to place Port-a-potties along on the far-right gravel parking lot to the right of Town Hall? No

Request road closures? (Please identify intersections) Yes, directly in front of church at 11 Church St.

Will you sell or serve food or drinks? (Certificates of Insurance naming the Town of Amherst will be required) No

Brief Description of event.:

The Frederick Douglass Statewide Reading is being organized by the Black Heritage Trail NH. We will be one of 12-15 communities from around the state who participate. We will invite community members to read a speech of Mr. Douglass, originally given in 1852. The title of the speech is "What to the slave is your Fourth of July?" The reading will begin at 12:00 noon and we expect it to last about an hour, followed by a reception in the church's Memorial Garden.

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

1. NO ALCOHOL SALES OR CONSUMPTION are allowed.
2. The Common must be left in the same or better condition than prior to event. Trash removal is the responsibility of the Event Organizer.
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.

Signature:  Date: April 11, 2023

This application must be signed off by all Department Heads below before going before the Board of Selectmen for consideration and approval. Events held for the first time require attendance of a representative at the Board meeting.

Chief of Police Approval: Signature  Date: Apr 18, 2023
Mark O. Reams (Apr 24, 2023 10:12 EDT)

Fire/ Rescue Chief Approval: Signature  Date: Apr 18, 2023
Matthew Conley (Apr 18, 2023 14:30 EDT)

Public Works Director Approval: Signature  Date: Apr 18, 2023

BOS Approval: Chair's Signature _____ Date: _____







0118_001

Final Audit Report

2023-04-24

Created:	2023-04-24
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAASfEFjlrG8Hbg22GHjnhPA9BfoTj484Rg

"0118_001" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)
2023-04-24 - 2:03:09 PM GMT
-  Document emailed to mreams@amherstnh.gov for signature
2023-04-24 - 2:03:28 PM GMT
-  Email viewed by mreams@amherstnh.gov
2023-04-24 - 2:11:20 PM GMT
-  Signer mreams@amherstnh.gov entered name at signing as Mark O. Reams
2023-04-24 - 2:12:06 PM GMT
-  Document e-signed by Mark O. Reams (mreams@amherstnh.gov)
Signature Date: 2023-04-24 - 2:12:08 PM GMT - Time Source: server
-  Agreement completed.
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Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: May 8, 2023

Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Veteran Tax Credit

Item A. The applicant has applied for the All-Service Veterans' Tax Credit and qualifies for the tax credit under RSA 72:28-b for the 2023 tax year.

Suggested Motion:

The attached application has been reviewed by our assessor and our assessor recommends approval. Therefore, I move to approve the All-Service Veterans' Tax Credit for Map 021, Lot 020-031 commencing in Tax Year 2023.

Item A-1. The applicant has applied for the Veteran Tax Credit and qualifies for the tax credit under RSA 72:28 for the 2023 tax year.

Suggested Motion:

The attached application has been reviewed by our assessor and our assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for tax year 2023 for Map 003, Lot 066-029.

Item A-2. The applicant has applied for the Veteran Tax Credit and qualifies for the Tax Credit under RSA 72:28 for the 2023 tax year.

Suggested Motion:

The attached application has been reviewed by our assessor and our assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for tax year 2023 for Map 002, Lot 002-046.

Item A-3. The applicant has applied for the Veteran Tax Credit and qualifies for the Tax Credit under RSA 72:28 for the 2023 tax year.

Suggested Motion:

The attached application has been reviewed by our assessor and our assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for tax year 2023 for Map 002, Lot 002-042.

Item A-4. The applicant has applied for the Service-Connected Total Disability Tax Credit and qualifies for the Tax Credit under RSA 72:35 for the 2023 tax year.

Suggested Motion:

The Assessor has reviewed the application for the Service-Connected Total Disability Tax Credit under RSA 72:35 and recommends approval. Therefore, I move to approve the Service-Connected Total Disabled Tax Credit for Map 005, Lot 035-000 commencing in tax year 2023.

Elderly Exemption

Item B. The applicant has applied for an Elderly Exemption and qualifies under RSA 72:39-a which meets the income and asset limits and qualifies for the exemption.

Suggested Motion:

The Assessor has reviewed the application for an Elderly Exemption under RSA 72:39-a and recommends approval. Therefore, I move to approve the Elderly Exemption for Map 024, Lot 043-001 commencing in tax year 2023.

Item B-1. The applicant has applied for an Elderly Exemption and qualifies under RSA 72:39-a, which meets the income and asset limits and qualifies for the exemption.

Suggested Motion: The Assessor has reviewed the application for an Elderly Exemption under RSA 72:39-a and recommends approval. Therefore, I move to approve the Elderly Exemption for Map 002, Lot 073-001 commencing in Tax Year 2023.

Item B-2. The applicant has applied for an Elderly Exemption and qualifies for an Elderly Exemption under RSA 72:39-a, which meets the income and asset limits and qualifies for the exemption.

Suggested Motion: The Assessor has reviewed the application for an Elderly Exemption under RSA 72:39-a and recommends approval. Therefore, I move to approve the Elderly Exemption for Map 019, Lot 012-000 commencing in Tax Year 2023.

Item B-3. The applicant has applied for an Elderly Exemption under RSA 72:39-a, which meets the income and asset limits and qualifies for the exemption.

Suggested Motion: The Assessor has reviewed the application for an Elderly Exemption under RSA 72:39-a and recommends approval. Therefore, I move to approve the Elderly Exemption for Map 004, Lot 022-002 commencing in Tax Year 2023.

Item B-4. The applicant has applied for an Elderly Exemption under RSA 72:39-a, which meets the income and asset limits and qualifies for the exemption.

Suggested Motion: The Assessor has reviewed the application for an Elderly Exemption under RSA 72:39-a and recommends approval. Therefore, I move to approve the Elderly Exemption for Map 004, Lot 092-000 commencing in Tax Year 2023.

Item B-5. The applicant has applied for an Elderly Exemption under RSA 72:39-a, which meets the income and asset limits and qualifies for the exemption.

Suggested Motion: The Assessor has reviewed the application for an Elderly Exemption under RSA 72:39-a and recommends approval. Therefore, I move to approve the Elderly Exemption for Map 002, Lot 163-031 commencing in Tax Year 2023.

Item B-6. The applicant has submitted the required documents for review for an Elderly Exemption under RSA 72:39-a. After review, the income exceeds the \$54,300 limit. It is recommended to remove the exemption for the 2023 tax year.

Suggested Motion: The Assessor has reviewed the application for an Elderly Exemption under RSA 72:39-a and recommends denial. The Assessor has determined the applicant does not meet the requirements for approval, as described in more detail in the Assessor's memo. Therefore, for the reasons stated by the Assessor, I move to remove the Elderly Exemption for Map 025, Lot 058-000 for Tax Year 2023.

Solar Exemption

Item C. I have reviewed the attached Solar Exemption Applications provided and the applicants qualify for the tax exemption under RSA 72:62 for the 2023 tax year. Previously, Amherst assessed solar arrays when the taxpayer applied for the exemption. With the increased number of solar installations, all solar arrays are being assessed and the exemption applied when the necessary paperwork is submitted. The exemption is typically the same amount as the assessed value of the solar equipment except for the battery backup equipment. This creates a tax neutral status on solar equipment installations up to the exemption cap of \$30,000.

Suggested Motion:

The Assessor has reviewed the applications for the solar exemption under RSA 72:62 and recommends approval. Therefore, I move to approve the solar exemption in the attached list of properties commencing in the tax year 2023.

MBLU **EXEMPTION AMOUNT**

001-035-017	\$12,500
001-035-022	\$15,000
002-017-008	\$20,000
002-146-038	\$12,500
002-164-007	\$17,500
002-179-029	\$20,000
003-015-000	\$17,500
003-047-003	\$17,500
003-066-029	\$20,000
003-069-002	\$20,000
004-009-041	\$17,500
004-013-003	\$17,500
004-013-006	\$15,000
004-030-000	\$30,000
004-059-017	\$15,000
004-062-023	\$17,500
004-063-001	\$20,000
004-081-000	\$20,000
004-109-005	\$15,000
004-115-001	\$20,000
004-141-000	\$10,000
004-149-004	\$15,000
004-705-014	\$15,000
005-024-005	\$15,000
005-025-001	\$17,500
005-043-000	\$15,000
005-055-000	\$17,500
005-082-009	\$15,000
005-125-000	\$17,500
005-134-002	\$17,500
005-145-000	\$15,000
005-166-003	\$17,500
006-014-000	\$10,000
006-025-002	\$20,000
006-027-004	\$12,500
006-036-001	\$17,500
006-058-000	\$20,000
006-070-012-C	\$15,000
006-070-018	\$15,000
006-080-005	\$15,000
006-103-012	\$15,000
006-113-000	\$20,000
006-115-014	\$15,000
007-046-001	\$20,000

007-083-001	\$15,000
007-091-008	\$17,500
007-091-008	\$20,000
007-101-001	\$30,000
008-045-000	\$17,500
010-020-000	\$12,500
010-064-007	\$20,000

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Item A - A4 Confidential
2. Item B - B6 Confidential
3. Item C Batch 1 Confidential
4. Item C Batch 2 Confidential
5. Item C Batch 3 Confidential



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AP, Payroll and Minutes
Meeting Date: May 8, 2023

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Approvals:

Payroll

PR1~ I move to approve one (1) FY23 Payroll Manifest in the amount of \$230,748.16 dated April 29, 2023, subject to review and audit.

Accounts Payable

AP1 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$202,911.15 dated April 25, 2023, subject to review and audit. (Vendors)

AP3 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$2,981,009.00 dated May 1, 2023, subject to review and audit. (Schools)

Minutes

- ~ I move to approve the Board of Selectmen meeting minutes of April 17, 2023.
- ~ I move to approve the Board of Selectmen meeting minutes of April 24, 2023.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2023.04.17 BOS_DRAFT
2. 2023.04.24 BOS_DRAFT



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Monday, April 17, 2023, 6:30PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,
2 Selectman Grella, and Selectman Danielle Pray

3
4 Also present: Town Administrator Dean Shankle, and Kristan Patenaude, Recording Secretary

6 1. Call to Order

7 Chairman Peter Lyon called the meeting to order at 6:30 p.m.

9 2. Pledge of Allegiance – led by Representative Dan Veilleux.

11 3. Board of Selectmen Reorganization

12 3.1 Board Reorganization and Assignments

14 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to
15 nominate Peter Lyon as Chair of the Board of Selectmen.

16 Voting: 4-1-0; motion carried [J. D'Angelo against].

18 A MOTION was made by Selectman Grella and SECONDED by Chairman Lyon to nominate
19 Danielle Pray as Vice Chair of the Board of Selectmen.

20 Voting: 4-0-1; motion carried [J. D'Angelo abstained].

22 A MOTION was made by Chairman Lyon and SECONDED by Selectman Pray to nominate
23 Bill Stoughton as Clerk of the Board of Selectmen.

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

26 The Board reviewed its assignments to other boards, committee, and commissions. It agreed
27 to remove the representative to the Master Plan Steering Committee, as it is disbanded, and
28 keep all other assignments the same at this time.

30 4. Board Appointments

31 4.1 Appointments for Board, Commission, and Committee Vacancies

33 A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to reappoint
34 Chris Shenk and Judy Shenk as members of the Bicycle & Pedestrian Advisory Committee for
35 terms ending in 2026.

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

37

38 Chairman Lyon acknowledged the passing of long-time Amherst resident and Conservation
39 Commission member, Bill Widmer. The Board expressed its condolences to Bill Widmer's
40 family and recognized his years of volunteerism.

41
42 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
43 *appoint Frank Montesanto, Christian Littlefield, and Jared Hardner as members to the*
44 *Conservation Commission for three-year terms, ending in 2026. Additionally, to appoint Rich*
45 *Hart to an alternate position on the Conservation Commission for a term ending 2026, and*
46 *John Harvey to an alternate position on the Conservation Commission for a term ending*
47 *2025. Additionally, to appoint Steve Lutz as a member of the Commission, for a term ending*
48 *2025, and Mark Bender as a member of the Commission, for a term ending 2024.*
49 *Voting: 5-0-0; motion carried unanimously.*

50
51 *A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to appoint*
52 *Will Ludt as a member of the Heritage Commission, for a three-year term ending in 2026;*
53 *also, to appoint Brenda Perry as a member of the Heritage Commission for a three-year term,*
54 *ending in 2026.*
55 *Voting: 5-0-0; motion carried unanimously.*

56
57 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
58 *reappoint Martha Chabinsky to the Historic District Commission for a term ending in 2026;*
59 *also, to appoint William Glenn as an alternate member of the Historic District Commission,*
60 *for a term ending in 2026.*
61 *Voting: 5-0-0; motion carried unanimously.*

62
63 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*
64 *appoint Bill Cassidy, Toni Dinkel, and Jim Kuhnert as alternates to the Library Trustees for*
65 *terms ending in 2024.*
66 *Voting: 5-0-0; motion carried unanimously.*

67
68 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
69 *appoint Joseph Broderick and Shannon Gascoyne to the Recreation Commission for terms*
70 *ending in 2026.*
71 *Voting: 5-0-0; motion carried unanimously.*

72
73 *A MOTION was made by Selectman Grella and SECONDED by Selectman Stoughton to*
74 *appoint Dennis Wheeler and Mike Riccitelli to the Road & Bridges Committee for terms*
75 *ending in 2025.*
76 *Voting: 5-0-0; motion carried unanimously.*

77
78 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
79 *appoint Dan Veilleux to the Souhegan Regional Landfill District for a term ending in 2026.*
80 *Voting: 5-0-0; motion carried unanimously.*

81
82 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
83 *reappoint William Dunn and Richard Spencer as alternates to the Trustees of the Trust Fund*
84 *for terms ending in 2024.*

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

86

87 **5. Citizen's Forum**

88 Shannon Gascoyne thanked the Board for her reappointment to the Recreation Commission.

89

90 **6. Administration**

91 **6.1. Administrative Updates**

92 Town Administrator Shankle noted that the Nashua Regional Planning Commission (NRPC)

93 will be completing bike/ped counts in the Village into next week.

94

95 Regarding the proposed Curran property purchase, there will be a joint meeting between the

96 Heritage Commission and Planning Board on Wednesday. The Board of Selectmen will also

97 be holding a joint special meeting with the Amherst Conservation Commission (ACC) next

98 Monday. This will also be the first scheduled public hearing regarding the proposed purchase.

99 The second will take place on May 8th. The Board will hold another special meeting on May

100 15th to take a final vote on the purchase.

101

102 Town Administrator Shankle stated that information on the protest petitions should be

103 completed by the end of the week. Selectman D'Angelo requested that this item be placed on

104 the Board's next agenda if information is available ahead of time.

105

106 Craig Fraley, Recreation Department Director, stated that the wells at the Community Garden

107 have tested for elevated levels of PFAS. The State is also running tests on the vegetables, soil,

108 and compost from the gardens. The water will be remediated using carbon filters and the State

109 will pay to have this implemented. There is not much that could be done for the soil levels,

110 and it is unclear what can be done for the compost at this time. NH DES will hold a meeting

111 with the gardeners on May 9th to discuss this topic.

112

113 Selectman Stoughton noted that, while the State pays for the initial implementation of the

114 remediation measures, the Department will need to include continued maintenance on the

115 system through its plot fees.

116

117 Town Administrator Shankle noted that DES stated that whatever results come back for the

118 vegetables cannot necessarily be assumed for all other plots, as different gardeners use

119 different treatments.

120

121 **6.2 HealthTrust Renewal for FY24 (July 1, 2023 – June 30, 2024)**

122

123 Jennifer Stover, Executive Assistant, stated that the dental rates increased by 1.5%. There was

124 no change to the long-term disability or life rates. Short-term disability rates are proposed to

125 increase by 3.2%, but this is dependent on the makeup of the group enrolling.

126

127 **7. Staff Reports**

128 **7.1. New FT Hire - Amherst Public Safety Communications Center**

129

130 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*

131 *approve the appointment of Jordynne Walker to the position of Full-Time Communications*

132 *Specialist, Grade 6-2 (\$22.12/hr.) effective April 23, 2023.*
133 *Voting: 5-0-0; motion carried unanimously.*

134 **7.2. New FT Police Officer Hire**

136
137 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*
138 *appoint Tyler E. Swenson to the position of Full-Time Police Officer, Grade 9-4 (\$29.51/hr.)*
139 *effective April 18, 2023.*
140 *Voting: 5-0-0; motion carried unanimously.*

141 **7.3. Townwide Engineering Assessment for Bridges & Water Crossings**

142
143
144 Eric Slosek, DPW Director, requested that this item be pulled from the agenda.

145 **7.4. Spring Rd. Culvert Proposal**

146
147
148 Eric Slosek explained that on February 23, 2023, a review of bids received for the Spring
149 Road culvert repairs by Hoyle Tanner and the DPW determined that the proposals were much
150 higher than the engineer's estimate. As such, on March 13, 2023, the Board voted to allow for
151 negotiations with all respondents in order to determine potential cost savings. Hoyle Tanner
152 sent bid negotiation letters to all three responsive bidders (Neil H. Daniels, Inc; Northeast
153 Mechanics, LLC; and New England Infrastructure, Inc.) on March 15, 2023. At the time of
154 closing for the negotiation period, Neil H. Daniels (low bidder from original bid) was the only
155 company to submit a negotiated bid. Their negotiated bid is \$118,700. This is \$34,300 less
156 than their original bid, for a reduction of 22.4%. The engineer's estimate was \$81,931. By
157 agreeing to close the road for this work, savings were negotiated from flagging costs, and
158 traffic maintenance. The road will likely be closed for three weeks. Traffic will be detoured to
159 Pond Parish/Baboosic Lake Road. The repairs to these culverts are critical to avoid a more
160 costly, unanticipated long-term closure. He recommended awarding this work to Neil H.
161 Daniels in the amount of \$118,700.

162
163 Town Administrator Shankle noted that he has an issue with negotiating bids. Without
164 negotiated bids from the other bidders, it is unclear what items were removed from the bid and
165 what changes this may have had on other bidders. Many companies do not want to enter a
166 bidding war after having already submitted a bid. He suggested rebidding the project.

167
168 Eric Slosek noted that all three bidders were invited to respond to the negotiating process. He
169 stated that it is likely Neil H. Daniels was the only bidder due to their previous awarded bid
170 for work on the Mont Vernon road bridge.

171
172 Selectman D'Angelo stated that it appears the only bidder bid on the project due to already
173 awarded work in the area. He questioned the difference in price from the original engineer's
174 quote. Eric Slosek noted that the engineer's quote is only an estimate for the project based on
175 recent pricing for other similar contracts. It is unclear why the prices are so far from the
176 original quote. Selectman D'Angelo suggested broaching this question with the engineer.

178 Chairman Lyon noted that Eric Slosek did as the Board asked him to and negotiated bids for
179 the project. The Board could have a later discussion about the process moving forward.
180

181 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
182 *award the Spring Road culvert repair negotiated bid to Neil H. Daniels in the amount of*
183 *\$118,700; further to authorize the Town Administrator to sign all related documents.*

184 *Voting: 5-0-0; motion carried unanimously.*
185

186 **7.5. Road work authorization**

187
188 Eric Slosek stated that the DPW is looking to finish the work started last year on Horace
189 Greeley Road and Roberge Drive. The work remaining includes installing the final wearing
190 course of asphalt, graveling shoulders, tying in driveways, some roadway milling, etc. The
191 existing contract with Continental Paving, Inc. was approved by the Board last spring and
192 totaled \$1,488,646. The contract was specifically for rebuilding Greeley Road and Roberge
193 Drive, and overlaying Hubbard Road. Additional work was added to complete the middle
194 section of Amherst Street (Founders Way to Juniper Drive) in the summer, with a total
195 expenditure to date of \$1,306,891. The remaining work to finish Greeley Road and Roberge
196 Drive is anticipated to cost \$435,000. An expenditure of \$435,000 would overspend the
197 contract by \$253,245.54. Therefore, he requested authorization from the Board to spend an
198 additional \$253,245 to finish the work on Horace Greeley and Roberge Drive, bringing the
199 total contract value to \$1,741,891.
200

201 He noted that there have been some complaints from residents along Boylston Terrace
202 regarding the condition of the road. Microsurfacing bids came back much higher than
203 expected, but he would like to work on this road with remaining funds, if at all possible.
204

205 Upon completion of the remaining work, Eric Slosek stated that he will present to the Board a
206 change order to align the contract value with the actual road work expenses to close out the
207 07-22 contract. Upon completion of the remaining work, there will be approximately
208 \$304,192 remaining to spend on roads in FY23. With some uncertainty surrounding the
209 planned micro-surfacing work in FY23 on Spring Road, there is a possibility the DPW may
210 request further authorization from the Board to spend up to an additional \$304,192 on the 07-
211 22 Continental contract. The desire is to spend the road budget as close to zero as possible by
212 completing planned work. FY24 roadwork has been put out to competitive bid and bids are
213 expected to be submitted on April 21, 2023.
214

215 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
216 *authorize the DPW to spend an additional \$253,245 on the 07-22 road contract to complete*
217 *the work remaining for Horace Greeley Road and Roberge Drive.*

218 *Voting: 5-0-0; motion carried unanimously.*
219

220 **7.6. Ambulance Purchase**

221 Fire Chief Conley stated that Amherst Fire Rescue seeks to purchase an ambulance with the
222 intent of keeping the 2011 ambulance as a spare and for use in a tertiary role. Currently, there
223 is a two-year wait time to receive a new vehicle from any vendor. A demo vehicle from Sugar
224 Loaf Ambulance/Rescue Vehicles has been secured. The vehicle was used by the Department

225 in a comparison between two of the leading manufacturers of ambulances. This vehicle
226 includes a power cot, power load system (self-loading) and a stair chair.

227

228 Chairman Lyon asked why the recommendation is to pursue this demo vehicle instead of
229 putting this out to competitive bid. Chief Conley stated that this is a one-of-a-kind vehicle and
230 the lead times for other vehicles is upwards of two years.

231

232 Chairman Lyon asked why this is being proposed as a third ambulance for the fleet. Chief
233 Conley explained that the Department ran into an issue last summer where both ambulances
234 were out of service and the Town borrowed one from Milford. He does not want this to be an
235 issue in the future.

236

237 Selectman D'Angelo stated that, while a third ambulance is nice, it is not necessary, and it is
238 not free to have to maintain three vehicles into the future. He noted that ambulance 2 is not
239 being used more than 15% of the time currently. Chief Conley noted that there could be an
240 opportunity for cost recovery if the Town experiences back-to-back calls and needs to use
241 multiple ambulances. Selectman D'Angelo stated that there is a cost to taxpayers in
242 maintaining an additional ambulance and its associated equipment. He asked if a cost/benefit
243 analysis has been completed. He noted that one of the ambulances could likely be sold for
244 quite a bit, if the lead time to receive a vehicle is so long. He stated that he has not been
245 presented any information that would lead him to believe this is a good business decision or a
246 good choice for the taxpayers/residents.

247

248 Selectman Pray stated that she agrees with purchasing the ambulance, but that there needs to
249 be more conversation regarding how this will be funded. If the Town was experiencing
250 additional back-to-back calls, there could be a nexus for using impact fees to fund the
251 expense.

252

253 Selectman Stoughton stated that, with the noted low utilization of ambulance 2, it is hard to
254 justify purchasing a third ambulance. It would be a better choice economically for taxpayers
255 to sell one of the existing ambulances in order to purchase this ambulance. He asked how a
256 third ambulance would be staffed. Chief Conley noted that the Department never staffs more
257 than one ambulance at a time, but staff is called up to staff the second ambulance, when
258 needed. A third ambulance may be able to run at the same time as the other two, depending on
259 the staff available at the time.

260

261 Chairman Lyon stated that the Board appears to be okay with the purchase of the proposed
262 ambulance, but only if to replace one of the existing ambulances. Chief Conley stated that his
263 preference would be to purchase the demo vehicle while exploring options for selling one of
264 the existing ambulances.

265

266 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
267 *authorize the purchase of the 2022 Medix Ford F-450 ambulance from Sugarloaf*
268 *Ambulance/Rescue Vehicles for \$322,117.95.*

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

270

271 Chairman Lyon requested that Chief Conley come back before the Board to discuss how to
272 pay for the demo ambulance.

273

274 **7.7. Deputy Warden Appointments**

275

276 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
277 *approve the appointments of Deputy Chiefs Roy Olsen and Kevin Hevey to Deputy Wardens of*
278 *the NH Division of Forest & Lands for the Town of Amherst.*

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

280

281 **7.8. Lending of a Fire Engine**

282

283 Chief Conley explained that one of the Town's firefighters also works in Bow. Bow is looking
284 for a Town to lend them a fire engine for up to two weeks while their engines are out of
285 service.

286

287 Selectman Stoughton requested that the Town's insurance company, Primex, review this for
288 potential insurance concerns.

289

290 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
291 *authorize Amherst Fire Rescue to lend a Fire Engine to the Town of Bow, NH for a period of*
292 *two weeks beginning on Tuesday, April 18, 2023, through Tuesday, May 2, 2023, on the*
293 *condition that the Town Administrator make satisfactory assurances regarding insurance.*

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

295

296 **8. Approvals**

297

298 **8.1. Assessing**

299

299 **Elderly Exemption**

300

300 **Item A.**

301

301 The Assessor has reviewed the application for an Elderly Exemption under RSA 72:39-a and
302 recommends approval.

303

304 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
305 *approve the Elderly Exemption for Map 006, Lot 040-000 commencing in Tax Year 2023.*

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

307

308 **Veteran Tax Credit**

309

309 **Item B.**

310

310 The Assessor has reviewed the Veteran Tax Credit Application provided and the applicant
311 qualifies for the Tax Credit under RSA 72:28 for the 2023 tax year.

312

313 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
314 *approve the Veteran Tax Credit for Map 006, Lot 104-014 commencing in Tax Year 2023.*

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

316

317 **Item C.**

318 The Assessor has reviewed the attached Veteran Tax Credit Application provided and the
319 applicant qualifies for the Tax Credit under RSA 72:28 for the 2023 tax year. There are two
320 qualifying veterans who reside at this address, which allows them to receive multiple tax
321 credits on this property.

322

323 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
324 *approve the Veteran Tax Credit for Map 006, Lot 104-014 commencing in Tax Year 2023.*
325 *Voting: 5-0-0; motion carried unanimously.*

326

327 **Item D.**

328 The Assessor has reviewed the Veteran Tax Credit Application provided and the applicant
329 qualifies for the Tax Credit under RSA 72:28 for the 2023 tax year.

330

331 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
332 *approve the Veteran Tax Credit for tax year 2023 for Map 005, Lot 160-001.*
333 *Voting: 5-0-0; motion carried unanimously.*

334

335 **Item E.**

336 The Assessor has reviewed the Veteran Tax Credit Application provided and the applicant
337 qualifies for the Tax Credit under RSA 72:28 for the 2023 tax year.

338

339 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
340 *approve the Veteran Tax Credit for tax year 2023 for Map 004, Lot 052-002.*
341 *Voting: 5-0-0; motion carried unanimously.*

342

343 **Item F.**

344 The Assessor has reviewed the All-Service Veterans' Tax Credit Application provided and the
345 applicant qualifies for the Tax Credit under RSA 72:28-b for the 2023 tax year.

346

347 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
348 *approve the All-Service Veterans' Tax Credit for Map 009, Lot 011-010 commencing in Tax*
349 *Year 2023.*

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

351

352 **Service-Connected Total Disability Tax Credit**

353 **Item G.**

354 The Assessor has reviewed the Service-Connected Total Disability Tax Credit Application
355 provided and the applicant qualifies for the Tax Credit under RSA 72:35 for the 2023 tax year.

356

357 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
358 *approve the Service-Connected Total Disability Tax Credit for Map 006, Lot 104-014*
359 *commencing in tax year 2023.*

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

361

362 **Solar Exemption**

363 **Item H-1.**

364 The Assessor has reviewed the SOLAR EXEMPTION Application provided and the applicant
365 qualifies for the Tax Credit under RSA 72:62 for the 2023 tax year.

366

367 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
368 *approve the solar exemption in the amount of \$15,000 for Map 005, Lot 111-008 commencing*
369 *in tax year 2023.*

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

371

372 **Item H-2.**

373 The Assessor has reviewed the SOLAR EXEMPTION Application provided and the applicant
374 qualifies for the Tax Credit under RSA 72:62 for the 2023 tax year.

375

376 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
377 *approve the solar exemption in the amount of \$20,000 for Map 005 Lot 160-001 commencing*
378 *in tax year 2023.*

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

380

381 **Item H-3.**

382 The Assessor has reviewed the SOLAR EXEMPTION Application provided and the applicant
383 qualifies for the Tax Credit under RSA 72:62 for the 2023 tax year.

384

385 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
386 *approve the solar exemption in the amount of \$10,000 for Map 008 Lot 008-001 commencing*
387 *in tax year 2023.*

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

389

390 **Item H-4.**

391 The Assessor has reviewed the SOLAR EXEMPTION Application provided and the applicant
392 qualifies for the Tax Credit under RSA 72:62 for the 2023 tax year.

393

394 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
395 *approve the solar exemption in the amount of \$15,000 for Map 008 Lot 008-000 commencing*
396 *in tax year 2023.*

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

398

399 **Item H-5.**

400 The Assessor has reviewed the SOLAR EXEMPTION Application provided and the applicant
401 qualifies for the Tax Credit under RSA 72:62 for the 2023 tax year.

402

403 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
404 *approve the solar exemption in the amount of \$20,000 for Map 010 Lot 073-000 commencing*
405 *in tax year 2023.*

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

407

408 **Land Use Change Tax**

409 **Item I.**

410 The Assessor recommends approving the release of Map 004, Lot 122-000 from Current Use
411 and issue the land use change tax in the amount of \$16,940.00.

412

413 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
414 *approve the Land Use Change Tax in the amount of \$16,940.00 for Map 004, Lot 122-000.*
415 *Voting: 5-0-0; motion carried unanimously.*

416

417 **8.2. Use of Town Common, Memorial Day Parade 5/26/23 5-7pm**

418

419 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
420 *approve the use of the Town Common and closure of Boston Post Road between the*
421 *intersections of Carriage and Foundry on Friday May 26 from 5-7pm for the Annual*
422 *Memorial Day Parade, organized by Teresa Grella.*

423 *Voting: 4-0-1; motion carried [T. Grella abstaining].*

424

425 **8.3 Use of Town Common, Second Annual Amherst German Christmas** 426 **Market**

427

428 The Board noted that it previously approved this use of the Town Common and is now being
429 asked to sign the forms for such use.

430

431 **8.4. Hawkers, Peddlers & Vendors Permit: Jakob Norris, Wicked Tasty LLC**

432

433 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
434 *approve the Hawkers, Peddler, & Vendors Permit for Jakob Norris, Wicked Tasty LLC.*

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

436

437 **8.5. Payroll, AP and Minutes**

438

439 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
440 *approve one (1) FY23 Payroll Manifest in the amount of \$222,314.94 dated April 6, 2023,*
441 *subject to review and audit.*

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

443

444 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
445 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$35,336.15 dated April 4,*
446 *2023, subject to review and audit. (NH DMV)*

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

448

449 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
450 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$539,696.01 dated March*
451 *28, 2023, subject to review and audit. (Vendors)*

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

453

454 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
455 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$50,000.00 dated March*
456 *31, 2023, subject to review and audit. (Vendors)*

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

458

459 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
460 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$348,033.84 dated April*
461 *11, 2023, subject to review and audit. (Vendors)*

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

463

464 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
465 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$2,981,009.00 dated April*
466 *3, 2023, subject to review and audit. (Schools)*

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

468

469 *A MOTION was made by Selectman Pray and SECONDED by Selectman to approve the*
470 *Board of Selectmen meeting minutes of April 3, 2023, as amended.*

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

472

9. Action Items

473 The Board reviewed its action items.

474

475

10. Old/New Business

476 Selectman Grella noted that the Heritage Commission met at the Pond Parish original mill site
477 last Saturday and there was good discussion about preservation of the location.

478

479 Selectman D'Angelo noted that it does not appear that the Amherst School Board has yet had
480 a conversation regarding how it will move forward post-election. He also asked that the Board
481 have a future conversation regarding the likely impending retirement of both the Town
482 Administrator and Finance Director.

483

484

11. Adjournment

485

486 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
487 *adjourn the meeting at 8:07pm.*

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

489

490 **NEXT MEETING: April 24, 2023: Special Meeting, Public Hearing under 41:14-a**
491 **with the Conservation Commission**

492

493

494

495

Selectman Bill Stoughton

Date



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Monday, April 24, 2023, 6:30PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo, and
2 Selectman Grella

3

4 Also present: Town Administrator Dean Shankle

5

6 **1. Call to Order**

7 Chairman Peter Lyon called the meeting to order at 6:30 p.m.

8

9 **2. Pledge of Allegiance** – led by Jared Hardner, Chair of the Conservation Commission.

10

11 Chairman Lyon noted that there were no comments from the public at this time.

12

13 **3. Public Hearing Pursuant to New Hampshire RSA 36-A:5, and 41:14-a**

14 **3.1 Public Hearing Pursuant to New Hampshire RSA 36-A:5, and 41:14-a,** 15 **Open Space Bond**

16

17 Chairman Lyon noted that the Conservation Commission is in attendance for this joint public
18 hearing. He then read the notice for this public hearing:

19

20 *Pursuant to New Hampshire RSA 36-A:5, and 41:14-a, the Amherst Board of Selectmen and*
21 *the Amherst Conservation Commission hereby announce to the citizens of Amherst the*
22 *convening of a Public Hearing to take input on the acquisition of several properties by the*
23 *Town to be held and controlled by the Conservation Commission. The Town is considering*
24 *the purchase of the following three parcels with corresponding owners of record and expected*
25 *closing dates: Tax Map 6 Lot 2 Kevin G. Curran, closing no later than June 30, 2023; Tax*
26 *Map 6 Lot 9 Kevin G. and Claudine B. Curran, closing no later than July 31, 2023; and Tax*
27 *Map 6 Lot 7 Kevin G. Curran, closing no later than July 31, 2024. These three parcels are all*
28 *part of a single plan of conservation, a single purchase and sale agreement with the sellers,*
29 *and are being purchased at different times to comply with the financing parameters in the*
30 *2021 Town Meeting vote authorizing borrowing money for conservation purposes. The Town*
31 *intends to follow the RSA 41:14-a process once for all three lots. All interested citizens have*
32 *been invited to attend this meeting.*

33

34 Chairman Lyon noted that there will be two public hearings this evening, and an additional
35 public hearing on May 8, 2023 to satisfy RSA 41:14-a. He asked Conservation Commission
36 Chair, Jared Hardner to present on this item.

37

38 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
39 *enter into a Public Hearing Pursuant to NH RSA 36-A:5, and 41:14-a.*
40 *Voting: 4-0-0; motion carried unanimously.*

41
42 Jared Hardner stated that Amherst Conservation Commission members present include
43 himself, Steve Lutz, Rob Clemens, Frank Montesano, Christian Littlefield, Mark Bender, and
44 John Harvey. He noted that John Harvey would sit for Mark Bender, who recused himself
45 from this item. The ACC opened its public hearing with a unanimous vote in favor.

46
47 **Rob Clemens moved to enter into a Public Hearing, per RSA 36-A:5. Seconded**
48 **by Frank Montesanto.**
49 **Vote: 6-0-0; motion approved.**

50
51 Jared Hardner stated that the purpose of this hearing is to discuss the acquisition of Curran
52 parcels 6-2, 6-7, and 6-9. This acquisition was part of a plan that has been set in motion per
53 the Town's Master Plan and Master Planning process. During the Master Plan process, a
54 Town-wide survey was completed, in which the residents of Amherst overwhelmingly
55 showed support for conservation in Town. Residents identified as the number one priority for
56 the Master Plan, the protection of water resources, and the number two priority as
57 preservation of the rural aesthetic of Amherst. Protection of water resources is closely linked
58 with land conservation within watersheds, which is essential for the protection of water
59 quality, quantity, and flow regime. Overall, 91% of residents stated that Amherst should
60 protect open space and natural resources. Following that process, the ACC developed Warrant
61 Article 22 in 2021, which was voted on overwhelmingly on June 8, 2021, with 1,437 votes in
62 favor. This provided the Town the authority to raise \$6M for the acquisition of developable
63 land to be conserved. This borrowing is to occur over time, not to exceed \$2M in any given
64 fiscal year. In order to work on the identification of optimal properties for acquisition, an
65 Open Space Advisory Committee was formed, which involved representation from the
66 Planning Board, ACC, Board of Selectmen, and citizens at large. This was a subcommittee of
67 the Board of Selectmen, for the purpose of advising the ACC and the Board on evaluations
68 and recommendations of property interests proposed for purchase under Article 22.

69
70 The ACC created acquisition criteria following from the Amherst Conservation Plan, which
71 was approved by the Board of Selectmen in 2019. This Plan created a framework to evaluate
72 properties based on their ecological irreplaceability, as well as their vulnerability. This looked
73 for areas that cannot be replaced if lost, and areas that are in need of some sort of acquisition
74 or other type of intervention to protect them. There are properties of high ecological value in
75 Town that are not vulnerable because they are protected for other reasons. There are various
76 resources used to evaluate the irreplaceability of lands, with one of the most significant being
77 the New Hampshire Wildlife Action Plan. The subcommittee also looked at the effects of
78 development on water resources in Town as part of the irreplaceability criteria. The criteria
79 was distributed as a document through the vote for Article 22, providing a list of the different
80 ways to identify properties for conservation.

81
82 Once Article 22 passed, a screening process reviewed 58 candidate properties, which included
83 all undeveloped properties in Town. One set of properties that quickly rose to the top of the
84 list were those owned by Kevin Curran, lots 6-2, 6-7, and 6-9. These lots sit between the Pond

85 Parish conservation area and the Grater Woods conservation area. Together these properties
86 add up to 178 acres. If these lots were lost to development, the Town would lose a very large
87 contiguous open space, which is important for conservation on a variety of levels. This is
88 reflected in the New Hampshire Wildlife Action Plan, which prioritizes all land in the State of
89 New Hampshire according to its conservation priority. These parcels are noted as having the
90 highest value in the State of New Hampshire for conservation and the highest value in the
91 region. These parcels sit between two very large, conserved areas and, if conserved, would
92 result in one very large, conserved area. In total, approximately 1,200 acres would be
93 conserved in this area. To put this another way, approximately 1,200 acres could potentially
94 be fragmented. The Town would then lose the viability of that habitat for some of the most
95 iconic species, such as moose. A large open space such as this, containing a mosaic of
96 different habitat types, is increasingly rare in this part of southern New Hampshire. It is one of
97 two areas in Amherst, the other being Joe English, that can sustain species of this size and
98 diversity. These parcels also contain recreation potential as well. There are trails on the Pond
99 Parish side and the Grater Woods side. Trails connecting these two parcels would provide a
100 really nice opportunity for people to enjoy the greater landscape.

101
102 These properties have been proposed for a 43-house subdivision plan. This plan has
103 completed the design review process and has been submitted for a final application for
104 approval to the Planning Board. This was scheduled for review by the Planning Board last
105 week but was postponed allowing for the discussion of this acquisition. If this area is not
106 conserved, it will be lost, and well over 1,000 acres will be fragmented. Based on all the
107 information, it is easy for the ACC to conclude that this area sits well within the quadrant of
108 the framework for priority for action. Conservation of this area will have a lasting benefit for
109 nature, recreation, and the rural aesthetic of this Town in perpetuity. The cost of this deal is
110 \$5.4M. The initial asking price was \$11M. The ACC worked with the seller for a period of
111 approximately nine months to come to the price of \$5.4M. Independent appraisals of the
112 property showed the value estimated to be between \$4.9M-\$5.7M. The offer price compares
113 very favorably with other recent developments in Town. The purchase will be spread over
114 three fiscal years, as Article 22 gives the ACC the authority to raise \$2M per year. The
115 financing of the Warrant Article requires 10–20-year terms on the bonds to be issued, with the
116 \$2M maximum per year. The RSA limits borrowing alternatives so the Board of Selectmen
117 and the Town have been working diligently to come up with a way to structure this purchase
118 in a way that would minimize the tax consequences for Amherst residents, one of which is to
119 qualify the financing as tax exempt to obtain the most favorable interest rates. The intention is
120 to provide refinancing opportunities to permit future consolidation and take advantage of any
121 decreases in interest rates in the future. The ACC is expected to fund \$600,000 from the
122 Conservation Fund to also reduce taxpayer impact. Financing alternatives are being assessed
123 assiduously by the Board of Selectmen and Town staff to minimize tax impact. Current
124 quotes, with no prepayment penalty, would be somewhere in the range of 4.21%-4.75% for a
125 10-year loan, and 5% for a 20-year loan.

126
127 An environmental assessment of the property has been completed and there are no issues. The
128 ACC held a public meeting on April 12, 2023, where this acquisition was discussed. The
129 Planning Board held a public meeting on April 19, 2023, where this was discussed. The
130 Heritage Commission held a joint meeting at that time. There are two public hearings this
131 evening, as required by law. Another meeting will be held on May 8th, and the Board of

132 Selectmen will make their decision about the acquisition of the property on May 15th. The
133 closing needs to occur no later than June 30, 2023. A Purchase and Sale agreement was
134 executed on March 31, 2023. The acquisition is contingent on the successful completion of
135 this process.

136
137 Selectman Stoughton stated that the Town is getting quotes for a variety of loan terms, each
138 with its own interest rates and payment schedules. The Town could decide to borrow the least
139 amount of money by taking advantage of the ACC's \$600,000 to pay some of the upfront cost
140 of the property. It could try to minimize the amount of interest the Town ultimately pays by
141 seeking the shortest-term loan and the lowest interest rate. These are items that have the
142 greatest impact on the tax rate. The Town could also decide to stretch this out over 20 years so
143 that the people who live here over that time period are benefiting from being able to use and
144 preserve this property. These options will be managed in the same way as the Board has
145 managed road bonds in the past. The Town has a number of road bonds that will be retired in
146 the next few years, so the Town could structure the acquisition so that its payments begin and
147 ramp up at the same time the road bond payments ramp down. After taking public input
148 during the public hearings, these will be items for the Board to discuss.

149
150 Chairman Lyon asked for public comment. He noted that there was no public comment at this
151 time. He stated that the Board will not render an opinion until after the public hearings are
152 complete.

153
154 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
155 *exit the Public Hearing.*

156 *Voting: 4-0-0; motion carried unanimously.*

157
158 **Rob Clemens moved to exit the Public Hearing. Seconded by Frank Montesanto.**
159 **Vote: 7-0-0; motion approved.**

160
161 **Rob Clemens moved, under the authority of RSA 36-A:5 and as executed in the**
162 **Purchase and Sale agreement as posted on the Town website and dated March**
163 **31, 2023, that the Conservation Commission unanimously recommend this**
164 **acquisition to the Board of Selectmen. Seconded by John Harvey.**
165 **Vote: 7-0-0; motion approved.**

166
167 **Frank Montesanto moved to expend \$600,000 from the Conservation Fund, based**
168 **on the input received tonight, for this acquisition. Seconded by Rob Clemens.**
169 **Vote: 7-0-0; motion approved.**

170
171 Chairman Lyon stated that the Board of Selectmen is now in receipt of recommendations from
172 the ACC, Planning Board, and the Heritage Commission recommending this purchase. The
173 Board will have one last hearing on May 8, 2023, and the Board will vote on this item on May
174 15, 2023.

175 176 **4. Administration** 177

178 Town Administrator Shankle stated that NRPC is moving closer to completing the protest
179 petitions. By Wednesday, draft copies of the information should be available, and this can be
180 addressed by the Board at its meeting on May 8th.

181

182 Town Administrator Shankle stated that he completed the annual ARPA report. The total
183 request was \$78,191.39.

184

185 Debbie Bender, Finance Director, stated that she has struggled with hiring someone for the
186 Deputy Director position. She is trying to retire and would like to find someone for the
187 Department. At this point in time, it may be best just to look for a new Finance Director. She
188 is willing to stay on, as needed, to help continue the progress that has been made.

189

190 Selectman D'Angelo thanked Debbie Bender for her work and time. He agreed with searching
191 for a Finance Director at this time.

192

193 Selectman Stoughton agreed. He noted that he is concerned that the Town is not attracting
194 more qualified candidates, for this and other positions.

195

196 Selectman Stoughton asked for a breakdown of the ARPA reporting. Town Administrator
197 Shankle stated that \$25,162 is for the water main extension thus far, and \$53,029.30 is for
198 legal fees associated with the project.

199

200 **5. Approvals**

201 **5.1. Payroll, AP and Minutes**

202

203 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
204 *approve one (1) FY23 Payroll Manifest in the amount of \$233,279.70 dated April 20, 2023,*
205 *subject to review and audit.*

206 *Voting: 4-0-0; motion carried unanimously.*

207

208 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
209 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$46,984.43 dated April 19,*
210 *2023, subject to review and audit. (NH DMV)*

211 *Voting: 4-0-0; motion carried unanimously.*

212

213 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
214 *approve the Board of Selectmen meeting minutes of March 27, 2023, as presented.*

215 *Voting: 4-0-0; motion carried unanimously.*

216

217 **6. Non-Public Session RSA 91-A:3 (d) - Consideration of the acquisition, sale, or** 218 **lease of real or personal property which, if discussed in public, would likely benefit** 219 **a party or parties whose interests are adverse to those of the general community.**

220

221 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
222 *enter into Non-Public Session, per RSA 91-A:3 (d) at 7:10pm.*

223 *Roll Call Vote: Lyon – aye; Stoughton – aye; Grella – aye; and D'Angelo – aye.*

224 *4-0-0; motion carried unanimously.*

225
226 Other persons present during nonpublic session: Jared Hardner, Rob Clemens, Mark Bender,
227 Dean Shankle, Debbie Bender

228
229 The Board discussed the potential acquisition of land for conservation purposes. No votes
230 were taken, and no final decisions were made.

231
232 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
233 *exit Non-Public Session at 7:40pm.*

234 *Roll Call Vote: Lyon – aye; Stoughton – aye; Grella – aye; and D'Angelo – aye.*
235 *4-0-0; motion carried unanimously.*

236
237 **7. Adjournment**

238
239 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
240 *adjourn the meeting at 7:41pm.*

241 *Voting: 4-0-0; motion carried unanimously.*

242
243 **NEXT MEETING: May 8, 2023**

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245 _____
246 *Selectman Bill Stoughton* *Date*