



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, APRIL 29, 2024 5:30 PM

Call to Order

Pledge of Allegiance

1. **Non-Public Session: Pursuant to NH 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.**

Citizens' Forum

2. **Board Appointment**

- 2.1. Recreation Commission Appointment, Michael Lane

3. **Board Discussion**

- 3.1. Dissolution of Stormwater Committee

4. **Administration**

- 4.1. Administrative Update
- 4.2. No through trucking ordinance
- 4.3. Health Trust, Retiree Billing Agreement
- 4.4. Employee-funded Eye Insurance
- 4.5. Action Items List

5. **Staff Reports**

- 5.1. Rec Hiring - Senior Citizen Program Coordinator
- 5.2. Amherst Communications Hire-Alexander Berry
- 5.3. Hiring of a Call Firefighter
- 5.4. Hiring of a Call Firefighter
- 5.5. DPW Truck Purchase

- 5.6. DPW Pickup Truck Purchase
- 5.7. BLSC Rate Increase
- 5.8. DPW Winter Snowplowing Bid
- 5.9. DPW Reg. Part-Time Hire- Transfer Station Attendant

6. Consent Agenda

- 6.1. AP & Payroll Approvals
- 6.2. Assessing

7. Approvals

- 7.1. Abatements, Elderly Exemptions
- 7.2. BOS Minutes

8. Action Items

9. Old/New Business

10. Non-Public Session: Pursuant to NH RSA 91-A:3, II. (a) and (b).The hiring, dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

11. Non-Public Session: Pursuant to NH RSA 91-A:3 (b) The hiring of any person as a public employee.

Adjournment

Next Meeting: May 13, 2024

You are invited to a Zoom webinar.
When: Apr 29, 2024 06:30 PM Eastern Time (US and Canada)
Topic: BOS Meeting April 29, 2024

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/82916590713>
Or Telephone:+1 312 626 6799
Webinar ID: 829 1659 0713



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Recreation Commission
Appointment, Michael Lane

Department: Administration

Meeting Date: April 29, 2024

Staff Contact:

BACKGROUND INFORMATION:

Michael Lane has applied to fill a vacancy on the Recreation Commission. His term would end in 2027. The Chair, Joseph Broderick and the Recreation Director, Craig Fraley, support this appointment.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to appoint Michael Lane to the Recreation Commission as a member with a term ending in 2027.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Lane, Michael Recreation Committee Letter of Interest
2. Lane, Michael Volunteer App for Rec Commission

Michael Lane
26 Nichols Rd
Amherst, NH 03031
978-482-5182
m.michaellane@gmail.com

Dear Jennifer and Craig,

I'm writing to express my interest in joining the Amherst Recreation Committee. I am open to being a full-time member or an alternate, whatever is needed. I have been thinking about volunteering for a committee or board in the town for quite some time, such as School Board or Ways and means, but just haven't had the time or full-on desire to join. When I saw the post in regard to needing members for the recreation committee, I thought it was the perfect opportunity. I believe the post was back in the September or October newsletter, but my son was scheduled to get his tonsils out and then it got postponed and we had to wait a month and I lost track of time.

Anyhow, as I said I'm open to either position or waiting until a spot is open. As a parent of 4 children with 2 participating in sports and rec programs, the other 2 are only 2, I thought it was perfect for me to give some time to try and help the recreation department continuing to do well and also make improvements. I also participate in the adult basketball pick up league and coach basketball in town and have coached baseball in the past in town. I think the recreation department does a lot of great things and we can do even more to give the town more options and facilities, but I know that doesn't just happen and it needs volunteers to either bring ideas, or gather ideas from the public, or put in time to help or even help fundraise.

I'd really love to be a part of the group that helps keeps the programs going and even bring new things to fruition. I think I would be a great asset to the Recreation committee to help with kids and adult programs. If you have any questions for me, please don't hesitate to reach out and I'd be more than happy to answer. I hope you both are doing well.

Thank You
Michael Lane



Town of Amherst, NH Volunteer Application

Board/Committee/Commission you wish to serve on: Recreation Committee

Applicant Name: Michael Lane

Residence Address: 26 Nichols Rd Amherst, NH 03031

Mailing Address: 26 Nichols Rd Amherst, NH 03031

Best Telephone: 978-482-5182
(Cell or home)

E-mail Address: m.michaellane@gmail.com

Time Available – Estimated number of hours pe month: 8

Other Boards/Committee/Commission you have served on (may include other cities/towns):
None yet.

To complete your application, please submit a separate Letter of Intent with this form, describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.

Signature

02/19/2024
Date

Please return this form and requested statements to:

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

or e-mail: jstover@amherstnh.gov



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Administrative Update
Meeting Date: April 29, 2024

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

Due to a member not seeking reappointment, there is a vacancy on the Recreation Commission. Michael Lane has applied for the position.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to appoint Michael Lane to the Recreation Commission as a member with a term of 2027.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: No through trucking ordinance

Department: Administration

Meeting Date: April 29, 2024

Staff Contact:

BACKGROUND INFORMATION:

This was presented by staff and the BOS needs to determine if it is in the format they want for a public hearing.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. No Through Trucking Final Ordinance 1

TOWN OF AMHERST
ORDINANCE

1. Purpose:

In order to ensure the safety of residents, pedestrians, and vehicles on town-maintained roadways and, pursuant to RSA 41:11, the Board of Selectmen hereby excludes certain motor vehicles from Town roadways identified in Appendix A.

2. Title:

This Ordinance shall be known and may be cited as the “No Thru Trucking Ordinance of the Town of Amherst.”

3. Authority:

NH RSA 41:11 and NH RSA 47:17

4. Use of Roadways:

All motor vehicles having a gross vehicle weight rating (GVWR) of 26,001 pounds or more shall be excluded from the Town maintained roadways identified in Appendix A. The definition of GVWR is defined in NH RSA 259:38-b. Certain roadways may be given different weight restrictions as specifically identified in Appendix A. The weight of the vehicle shall be determined by using the total combined GVWR of a vehicle and trailer as installed by the manufacturer. Such gross weight as shown shall be conclusive in determining whether a motor vehicle is excluded from the Town roadways as provided in this ordinance.

5. Exemptions:

A. The following motor vehicles having a GVWR of 26,001 pounds or more are exempt:

- 1) Town vehicles
- 2) Emergency vehicles as defined by NH RSA 259:28
- 3) School and public transportation buses
- 4) Public utility vehicles in the performance of official duties
- 5) Vehicles making local deliveries within the excluded portion of the roadway
- 6) Vehicles of private contractors engaged to perform work on behalf of the Town, public utilities or owners of property abutting or otherwise having

access from the excluded portion of said roadways or any other road accessible only via the excluded section.

- 7) Vehicles owned by a resident of any street listed in Appendix A

6. 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 this ordinance, where the applicant demonstrates, in the sole and exclusive discretion of the Select board, 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.

7. Posting:

A sign shall be erected at each end of the excluded roadways giving notice of this ordinance.

7. Modification:

The addition or deletion of a Town maintained roadway to this ordinance will occur only after a notice and hearing as required by state statute.

8. Penalty

Whoever violates this ordinance shall be guilty of a violation and shall be fined \$150 for a first offense and \$250 for a subsequent offense.

EFFECTIVE DATE

Having held a public hearing, the Board of Selectmen voted to adopt this Ordinance on the _____ day of _____, 2024, which shall be the effective date hereof.

IN WITNESS HEREOF, a majority of the Board of Selectmen have hereunder set their hands.

TOWN OF AMHERST
BOARD OF SELECTMEN

Danielle Pray, Chair

William Stoughton, Vice Chair

Peter Lyon

Thomas Grella

Cynthia Dokmo

Appendix A
Prohibited Roadways

- 1.) Merrimack Road between the Milford town line and Route 122
- 2.) Austin Road
- 3.) Courthouse Road from Route 122 to Amherst Street

*******The following roads have specific GVWR prohibitions*******

- 4.) Boston Post Road from Mont Vernon Road to Amherst Street shall be **80,000 GVWR**
- 5.) Mont Vernon Road shall be **80,000 GVWR**
- 6.) Lyndeborough Road shall be **80,000 GVWR**
- 7.) Christian Hill Road shall be **80,000 GVWR**
- 8.) New Boston Road shall be **80,000 GVWR**



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Health Trust, Retiree Billing Agreement

Department: Administration

Meeting Date: April 29, 2024

Staff Contact:

BACKGROUND INFORMATION:

HealthTrust is updating their Retiree Billing Administrative Services Agreement. A notable change included within the Member (Town) responsibilities is the obligation of reimbursement of any amounts due from the Member's Retirees that remains unpaid and overdue.

d. Retain ultimate responsibility for payment to HealthTrust of coverage contribution amounts due from the Member's Retirees to the extent not otherwise paid by the Retirees or NHRS including, without limitation:

i. Reimbursement of HealthTrust for any amounts due from the Member's Retirees for their coverage through HealthTrust that remains unpaid and overdue. Member shall pay HealthTrust for such Retiree non-payment within 30 days of HealthTrust invoicing Member for the applicable amount(s) due and shall have sole responsibility for collecting any such amount(s) due from the Retiree.

ii. Reimbursement of HealthTrust for any amounts of subsidy and annuity deductions paid by NHRS toward Member's Retirees' coverage contributions that are subsequently retroactively recovered directly from HealthTrust by NHRS and not repaid in a timely manner by the Retiree(s). Member shall pay HealthTrust for any such NHRS retroactive recoveries that remain unpaid within 30 days of HealthTrust invoicing Member for the applicable amount(s) due and shall have sole responsibility for collecting any such amount(s) due from the Retiree. Member's responsibility to reimburse HealthTrust for any retroactive recovery by NHRS of subsidy or annuity paid on behalf of Member's Retirees shall continue even after Member no longer receives Retiree Billing Services, participates in HealthTrust's group medical and/or dental Coverage Program(s) or is a Member of HealthTrust.

Retirees have a 30 day grace period, after which termination does not require notice. The most that the Town would owe HealthTrust is

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the HealthTrust Retiree Billing Administrative Services Agreement.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

- 1. Town of Amherst - Dental Retiree-04.10.2024
- 2. Retiree Billing Agreement-TO Amherst-eff_07012024

Town of Amherst Dental Retiree Benefit Packet Plan Year 2024

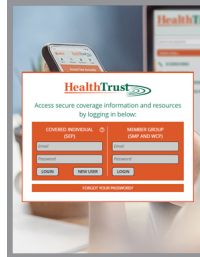
This packet contains links to the documents and forms you need to learn about and enroll in the HealthTrust dental coverage offered by your former employer. To access these materials, click on the orange "Download" buttons below.

BENEFITS



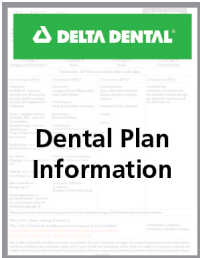
Benefit Education

Learn more about the benefit plans, programs and services available through your HealthTrust coverage.



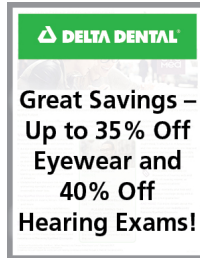
Secure Enrollee Portal (SEP)

Create your account to access benefit resources, digital ID cards, coverage documents, a Secure Message Center, and single sign-on to Anthem, CVS Caremark®, Delta Dental, and more.



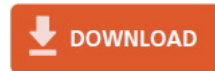
Dental Outline of Benefits: OPTION 1

This Outline of Benefits describes the specific coverage categories and level of benefits provided under your HealthTrust Dental Plan.



Delta Dental Vision and Hearing Discount Flyer

Learn more about how to save money for vision and hearing products and services.

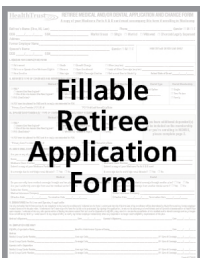


Delta Dental Health through Oral Wellness (HOW) Flyer

Learn how to take a free oral health assessment to see if you qualify for additional preventive dental benefits through this program.

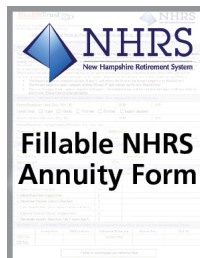


ENROLLMENT FORMS



Retiree Medical and Dental Application and Change Form

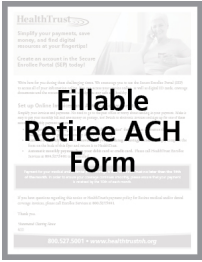
Complete this fillable form to enroll in or change your Retiree medical and/or dental coverage.



NHRS Annuity Deduction Authorization Form

If you are a Retiree (or a surviving spouse or child) entitled to receive a benefit from NHRS use this form to authorize the deduction of coverage contribution(s) from the monthly NHRS annuity payments.





Retiree ACH Authorization Form

For non-NHRS payments, make it easy to pay your monthly bill. Sign up for an automatic monthly payment option.



VIDEOS



Learn How to Create Your Secure Online Account

Click the video link to learn how to create your account on the Secure Enrollee Portal and access valuable resources.



HEALTHTRUST, INC.
RETIREE BILLING ADMINISTRATIVE SERVICES AGREEMENT

Town of Amherst

This Retiree Billing Administrative Services Agreement (“Retiree Billing Agreement”) is made by and between Town of Amherst ("Member") and HealthTrust, Inc., (“HealthTrust”) effective as of July 1, 2024 (“Effective Date”).

Preamble

HealthTrust is a pooled risk management program operating pursuant to RSA 5-B and offering its member political subdivisions the opportunity to participate in its Coverage Programs and related services. HealthTrust and Member are parties to a separate Application and Membership Agreement (“Membership Agreement”). Member is participating in HealthTrust’s group medical and/or dental Coverage Program(s) and will receive (or continue to receive) certain retiree billing administrative services offered by HealthTrust to its members in accordance with this Retiree Billing Agreement.

Agreement

Subject to the terms and conditions specified herein and in the Membership Agreement between the parties, the Member and HealthTrust hereby agree that HealthTrust shall provide (or continue to provide) retiree billing services described in Section 1 below (“Retiree Billing Services”) on behalf of the Member with respect to all Retirees of the Member who are covered through HealthTrust’s medical and dental Coverage Programs.

As used herein, “Retiree” means a person who is retired from active employment with the Member and who the Member has determined is eligible to continue medical and/or dental plan coverage with the Member pursuant to NH RSA 100-A:50 and/or the applicable rules of the Member and HealthTrust governing eligibility for Retiree coverage.

1. Retiree Billing Services.

HealthTrust shall provide the following Retiree Billing Services:

- a. Direct billing of the Member’s covered Retirees on a monthly basis of the applicable contribution amounts due from the Retirees for their coverage through HealthTrust.
- b. Billing of the Member on a monthly basis of any contribution amounts due from the Member for coverage of its Retirees, including any contribution amounts due in excess of amounts received from the Retirees and the New Hampshire Retirement System (“NHRS”).
- c. Collection of contribution amounts billed and due from Retirees and/or the Member.

- d. Collection and processing of NHRS subsidy and annuity deduction amounts for subsidy-eligible Retirees and Retirees who have elected payment of contributions by annuity deduction.
- e. Provision of monthly reports to the Member listing each Retiree who has been billed by HealthTrust, along with their medical and/or dental plan(s) and coverage type. A listing of the applicable coverage contribution amounts for the Member, the Retiree and NHRS also will be provided for each billing period.
- f. Notification of the Member regarding a Retiree's failure to pay billed contribution amounts prior to cancellation of the Retiree's coverage for nonpayment.
- g. Termination of Retiree coverage, pursuant to HealthTrust's rules and policies, and Anthem's and the Centers for Medicare and Medicaid Services' (CMS) rules, regulations and policies for Covered Individuals enrolled in the HealthTrust Medicare Advantage Plan, as amended from time to time, for any of Member's Retirees due to non-payment of the applicable contributions due from such Retiree.

The Member understands and agrees that the Retiree Billing Services shall be performed by HealthTrust for all of the Member's Retirees who are covered through HealthTrust's medical and dental Coverage Programs.

Member understands and agrees that initial commencement of Retiree Billing Services requires at least 60 days advance notice to HealthTrust and the provision of all necessary information for commencement of such services.

No additional charge for Retiree Billing Services. There will be no additional charge to the Member or its Retirees for the Retiree Billing Services provided by HealthTrust under this Retiree Billing Agreement.

2. Member Responsibilities. As a condition of HealthTrust performing the Retiree Billing Services specified in Section 1 above, the Member agrees to perform the following responsibilities:

- a. Identification and enrollment of eligible Retirees who elect coverage through HealthTrust, and ongoing maintenance of such Retirees' enrollment changes until cancellation/termination of each Retiree's coverage.
- b. Upon first electing to receive Retiree Billing Services and whenever contribution rate changes occur, the Member shall complete and provide to HealthTrust a Retiree Contribution Allocation Table in the form provided by HealthTrust to the Member for such purpose or by another mutually agreed upon format, and otherwise assist with the transition of such Retiree Billing Services to HealthTrust.

- c. Pay the Member's portion of coverage contribution amounts on a monthly basis exactly as billed by HealthTrust. Any pending adjustments at the time of payment will be reflected on future bills.
- d. **Retain ultimate responsibility for payment to HealthTrust of coverage contribution amounts due from the Member's Retirees to the extent not otherwise paid by the Retirees or NHRS including, without limitation:**
 - i. **Reimbursement of HealthTrust for any amounts due from the Member's Retirees for their coverage through HealthTrust that remains unpaid and overdue. Member shall pay HealthTrust for such Retiree non-payment within 30 days of HealthTrust invoicing Member for the applicable amount(s) due and shall have sole responsibility for collecting any such amount(s) due from the Retiree.**
 - ii. **Reimbursement of HealthTrust for any amounts of subsidy and annuity deductions paid by NHRS toward Member's Retirees' coverage contributions that are subsequently retroactively recovered directly from HealthTrust by NHRS and not repaid in a timely manner by the Retiree(s). Member shall pay HealthTrust for any such NHRS retroactive recoveries that remain unpaid within 30 days of HealthTrust invoicing Member for the applicable amount(s) due and shall have sole responsibility for collecting any such amount(s) due from the Retiree. Member's responsibility to reimburse HealthTrust for any retroactive recovery by NHRS of subsidy or annuity paid on behalf of Member's Retirees shall continue even after Member no longer receives Retiree Billing Services, participates in HealthTrust's group medical and/or dental Coverage Program(s) or is a Member of HealthTrust.**
- e. Perform all applicable Retiree coverage obligations of the Member in accordance with NH RSA 100-A:50, the Rules of HealthTrust and the Member governing coverage for Retirees, and Anthem's and CMS's rules, regulations and policies for Covered Individuals enrolled in the HealthTrust Medicare Advantage Plan other than the Retiree Billing Services provided by HealthTrust hereunder.
- f. Upon Member (or a subunit of Member) ceasing to participate in the medical and/or dental Coverage Programs offered through HealthTrust, to carry out the transition of Member's (or subunit's) covered Retirees out of their coverage through HealthTrust.
- g. Provide HealthTrust in a timely manner with any and all other information HealthTrust reasonably deems necessary or desirable with regard to HealthTrust's performance of Retiree Billing Services on behalf of the Member. HealthTrust reserves the right to request additional information from the Member at any time in order to satisfy HealthTrust's Retiree Billing Services obligations.

HealthTrust shall be entitled to rely on any information provided by the Member pursuant hereto as accurate, valid and complete, and shall not be responsible for errors, delays or additional costs

resulting from the receipt of inaccurate, invalid, incomplete or untimely information.

3. Amendments to Services and Responsibilities. Member acknowledges that the Retiree Billing Services and related responsibilities herein are intended to assist the Member in satisfying its obligations under NH RSA 100-A:50. HealthTrust agrees to perform its Retiree Billing Services in accordance with a reasonable good faith interpretation of NH RSA 100-A:50, HealthTrust's Rules governing coverage of Retirees and, with respect to the HealthTrust Medicare Advantage Plan, Anthem's and CMS's rules, regulations and policies. HealthTrust reserves the right to amend its Rules and procedures governing Retiree coverage and the services and responsibilities provided herein as it deems necessary or appropriate without amending this Retiree Agreement. HealthTrust will notify the Member of any changes in Retiree Billing Services that will materially affect the Member's responsibilities hereunder.

4. Other Terms and Conditions. HealthTrust and the Member further acknowledge and agree that:

- a. Retiree Billing Services will be performed by HealthTrust only with respect to Retirees of the Member who are covered under the medical and/or dental Coverage Programs offered by the Member through HealthTrust. In no event shall HealthTrust be responsible for providing any Retiree Billing Services with respect to Retirees of the Member who are covered under a medical or dental plan coverage option offered by the Member through another insurer or provider.
- b. Retirees who have their coverage cancelled for nonpayment of required contribution amounts may not be eligible for reinstatement to the Member's retiree coverage plan(s) through HealthTrust.
- c. The performance of Retiree Billing Services by HealthTrust on behalf of the Member does not and is not intended to make HealthTrust the plan sponsor, plan administrator or other fiduciary of the Member's group health plans for Retiree coverage obligations under any applicable law or regulation, and the Member will not identify or refer to HealthTrust as such.
- d. HealthTrust shall not have any obligation or liability under this Retiree Billing Agreement with respect to any Retiree Billing Services before the Effective Date or the Effective Date of the Application and Membership Agreement, or with respect to any Retiree coverage compliance obligations of the Member other than HealthTrust's Retiree Billing Service obligations under Section 1.
- e. All confidential information disclosed by the parties pursuant to this Retiree Billing Agreement will remain the exclusive and confidential property of the disclosing party. The receiving party will not disclose the confidential information of the disclosing party and will use at least the same degree of care in protecting the confidential information of the other party as it uses with respect to its own confidential information. The receiving party will limit access to confidential information to its employees and advisors with a need to know and will instruct such

employees and advisors to keep such information confidential. Notwithstanding the foregoing, the receiving party may disclose confidential information to the extent necessary to comply with any law, ruling, regulation or rule applicable to it or to the extent necessary to enforce its rights hereunder. HealthTrust also may disclose confidential information of the Member to the extent that disclosure of such information is required to perform its Retiree Billing Services obligations.

For purposes of this subsection (e), “confidential information” shall mean all information of a confidential or proprietary nature provided by the disclosing party to the receiving party for use in connection with the service obligations and responsibilities set forth in this Retiree Billing Agreement, but does not include (i) information that is already known by the receiving party without obligation of confidentiality; (ii) information that becomes generally available to the public other than as the result of disclosure by the receiving party in violation of this Retiree Billing Agreement; and (iii) information that becomes known to the receiving party from a source other than the disclosing party on a non-confidential basis.

- f. All capitalized terms utilized but not defined herein shall have the same meaning as set forth in the HealthTrust Bylaws.

5. Term and Termination.

- a. The term of this Retiree Billing Agreement shall commence on the Effective Date, and shall continue during the Member’s participation in HealthTrust’s medical and/or dental Coverage Program or until earlier terminated by either party with 30 days prior written notice to the other party.
- b. Notwithstanding anything contained herein, if the Member defaults in the performance of any of its responsibilities as set forth herein, HealthTrust may, upon written notice to the Member, terminate this Retiree Billing Agreement.
- c. Notwithstanding any other provision of this Retiree Billing Agreement or the Application and Membership Agreement, HealthTrust’s agreement and obligation to provide Retiree Billing Services on behalf of the Member as set forth herein shall automatically cease upon termination of the Member’s (or subunit’s) participation in HealthTrust’s medical and/or dental Coverage Programs, and HealthTrust shall not provide and shall not be obligated to provide any further services to the terminating Member (or subunit) pursuant hereto other than transition of Retiree billing administration to the Member or a successor administrator.
- d. Member’s contribution obligations pursuant to Sections 2 (c) and (d) shall survive termination of this Retiree Billing Agreement.

IN WITNESS WHEREOF, the Member and HealthTrust have caused this Retiree Billing Agreement to be executed by their duly authorized officials.

For the MEMBER:

TOWN OF AMHERST

Duly Authorized

Print Name

Title

Date

For HEALTHTRUST, INC.:

Scott DeRoche
Executive Director

Date



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Employee-funded Eye Insurance

Department: Administration

Meeting Date: April 29, 2024

Staff Contact:

BACKGROUND INFORMATION:

When considering additional benefits the Town could offer employees without cost to the Town, the possibility of offering eye insurance was proposed. Quotes were requested from NHIT and Colonial Life. The quote from NHIT's contact was not competitive. Our Colonial Life broker offered is a choice of Ameritas or

Several employees experienced with eye insurance have reviewed the quotes and agree that the Ameritas Plan 1 EyeChoice, offering both the VSP Choice Network and the EyeMed Insight Network plan seems to offer the more advantageous benefits. Vendors accepting the VSP insurance include Costo, Sam's, Visionworks, Walmart and MyEyeDR. Vendors accepting the EyeMed insurance include LensCrafters, Pearle Vision and Target optical, as well as the MyEyeDr locations. Employees will have the option to choose either plan.

The plan requires a minimum of 3 eligible (full time) employees enrolling. I propose we try this plan for the FY25 year and re-evaluate with enrollees next April.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the adoption of employee-funded eye insurance coverage, through Ameritas Plan 1: EyeChoice Focus VSP from July 1, 2024-June 30, 2025. Coverage will be offered with a minimum of 3 eligible employees enrolling.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Ameritas Eye Insurance Proposal
2. Town of Amherst-Ameritas-Employer Application - GR902 070717 (1) (1)
3. Unum Vision Town Of Amherst Proposal

fulfilling life

Group benefits proposal for Town of Amherst NH

Brian Foley
One East Main Street
Suite 205
Northborough, MA 01532
888-836-3801

Eye Care Proposal

Presented By
SONYA KINCH

April 25, 2024

Ameritas Life Insurance Corp.





Eye Care Plan Design Summary.....3
Eye Care Features/Benefits6
Assumptions/Requirements.....8
Limitations/Exclusions 10

Based on the information provided to us, we've prepared this proposal to meet the needs of Town of Amherst NH and its people. Every benefits solution we offer -- from fully insured coverage to administrative service arrangements -- represents **our promise** to provide products that help protect the health of your employees and serve your organization. If any of your information or needs change, we will be happy to provide an updated proposal.

Eye Exam, Lenses, Frames, Frequencies

Proposed Effective Date: 7/1/2024

	Plan 1: EyeChoice: Focus®		Plan 1: EyeChoice: ViewPointe® Plan H	
	VSP Choice Network + Affiliates	Out of Network	EyeMed Insight Network	Out of Network
Annual Eye Exam	Covered in full	Up to \$45	Covered in full	Up to \$35
Lenses (per pair)				
Single Vision	Covered in full	Up to \$30	Covered in full	Up to \$25
Bifocal	Covered in full	Up to \$50	Covered in full	Up to \$40
Trifocal	Covered in full	Up to \$65	Covered in full	Up to \$55
Lenticular	Covered in full	Up to \$100	20% discount	No benefit
Progressive	See lens options	NA	See lens options	NA
Frame Allowance	\$130**	Up to \$70	\$130	Up to \$65
Frequencies				
Exam/Lens/Frames	12/12/24	12/12/24	12/12/24	12/12/24
	Based on date of service	Based on date of service	Based on date of service	Based on date of service

**The Costco and Walmart allowance will be the wholesale equivalent.

Deductible, Maximum

	Plan 1: EyeChoice: Focus®	Plan 1: EyeChoice: ViewPointe® Plan H
Deductibles	\$10 Exam \$25 Eye Glass Lenses or Frames*	\$10 Exam \$25 Eye Glass Lenses
Maximum per benefit period	None	None

*Deductible applies to a complete pair of glasses or to frames, whichever is selected.

Contact Lenses

	Plan 1: EyeChoice: Focus®	Plan 1: EyeChoice: ViewPointe® Plan H
Fit & Follow Up Exams	Member cost up to \$60	Standard: Member cost up to \$40 Premium: 10% off of retail
Contacts		
Elective	Up to \$130	Up to \$130
Medically Necessary	Covered in full	Covered in full

Monthly Rates

Employee (EE)	\$7.80	\$7.04
EE + Spouse	\$16.84	\$15.16
EE + Children	\$13.64	\$12.28
EE + Spouse & Children	\$22.68	\$20.40

Rates are guaranteed for 48 months following the effective date listed above.

PLEASE NOTE: Rates assume enrollment in our electronic certificate (eCert) program. If you choose to receive paper certificates, monthly rates will increase. A \$15.00 monthly administrative fee may apply to groups with 15 or less enrolled employees and no online or paperless bill.

Employee Participation Requirements

Eligible Employees: 65

Minimum 3 lives between the two plans Voluntary	Minimum 3 lives between the two plans Voluntary
--	--

Lens Options (member cost)*

	Plan 1: EyeChoice: Focus®		Plan 1: EyeChoice: ViewPointe® Plan H	
	VSP Choice Network + Affiliates (Other than Costco)	Out of Network	EyeMed Insight Network	Out of Network
Progressive Lenses	Up to provider's contracted fee for Lined Bifocal Lenses. The patient is responsible for the difference between the base lens and the Progressive Lens charge.	Up to Lined Bifocal allowance.	See Below	See Below
Standard Premium	NA	NA	\$65 + lens deductible	No benefit
Tier 1	NA	NA	\$85 + lens deductible	No benefit
Tier 2	NA	NA	\$95 + lens deductible	No benefit
Tier 3	NA	NA	\$110 + lens deductible	No benefit
Tier 4	NA	NA	\$65 plus 80% of charge less \$120 allowance	No benefit
Std. Polycarbonate	Covered in full for dependent children \$33 adults	No benefit	\$40	No benefit
Scratch Resistant Coating	\$17-\$33	No benefit	\$15	No benefit
Anti-Reflective Coating	\$43-\$85	No benefit		
Standard Premium	NA	NA	\$45	No benefit
Tier 1	NA	NA	\$57	No benefit
Tier 2	NA	NA	\$68	No benefit
Tier 3	NA	NA	80% of the charge	No benefit
Ultraviolet Coating	\$16	No benefit	\$15	No benefit
LASIK or PRK	NA	NA	Average discount of 15% off retail price or 5% off promotional price at US Laser Network participating providers.	No benefit

*Lens Option member costs vary by prescription, option chosen and retail locations.

Additional Focus® Choice Network Features (In Network)

Contact Lenses Elective	Allowance can be applied to disposables, but the dollar amount must be used all at once (provider will order 3 or 6 month supply). Applies when contacts are chosen in lieu of glasses. For plans without a separate contact fitting & evaluation (which includes follow up contact lens exams), the cost of the fitting and evaluation is deducted from the allowance.
Lens Options (Member Cost)*	\$15 - Solid Plastic Dye (Except Pink I & II) \$17 - Plastic Gradient Dye \$31-\$82 - Photochromatic Lenses (Glass & Plastic) Lens Option member cost vary by prescription and option chosen.
Additional Glasses	20% off additional complete pairs of prescription glasses and/or prescription sunglasses.*
Frame Discount	VSP offers 20% off any amount above the retail allowance.*
Laser VisionCareSM	VSP offers an average discount of 15% off or 5% off a promotional offer for LASIK Custom LASIK and PRK. The maximum out-of-pocket per eye for members is \$1,800 for LASIK and \$2,300 for custom LASIK using Wavefront technology, and \$1,500 for PRK. In order to receive the benefit, a VSP provider must coordinate the procedure.
Low Vision	With prior authorization, 75% of approved amount (up to \$1,000 is covered every two years).

Based on applicable laws, reduced costs may vary by doctor location.

Additional ViewPointe® Features (In Network)

Discounts	15% discount on the remaining balance in excess of the conventional contact lens allowance. 20% discount on the remaining balance in excess of the frame allowance. 20% discount on items not covered by the plan at network providers, which may not be combined with any other discounts or promotional offers. This discount does not apply to EyeMed Provider's professional services, or contact lenses.
Lens Options (Member Cost)	\$15 - Tint (Solid & Gradient).
Secondary Purchase Plan	Members receive a 40% discount on a complete pair of glasses once the funded benefit has been exhausted. Members receive a 15% discount off the retail price on conventional contact lenses once the funded benefit has been exhausted. Discount applies to materials only.
Contact Lens Replacement by Mail Program	After exhausting the contact lens benefit, replacement lenses may be obtained at significant discounts online. Visit EyeMedvisioncare.com for details.

Ameritas Focus® Eye Care

VSP Network

VSP has the largest network of independent doctors nationwide. Retailers include Costco Optical, Sam's Club, Visionworks and Walmart. See the network providers in your area at vsp.com.

Online In-Network Options

Eyeconic.com is VSP's in-network online eyewear store. Vision benefits are applied directly to the online order.

VSP Benefits are Easy to Use

- Members create an account at vsp.com to review their vision benefits.
- At their appointment, members tell the office they have VSP coverage. No ID card is needed. For reference, an ID card can be printed from their member account.
- There are no claim forms to complete when seeing a VSP network provider.

VSP savings

VSP provider discounts include 20% off the remaining frame balance, additional prescription glasses, and non-covered lens options.

Discounts also are available on LASIK or PRK laser vision correction procedures.

Based on applicable laws, reduced costs may vary by doctor location.

Ameritas ViewPointe® Eye Care

EyeMed Network

Five of the top six national retail chains accept EyeMed, including LensCrafters, Pearle Vision and Target Optical. See network providers in your area at eyemed.com.

Online In-Network Options

Glasses.com and Contacts Direct are in the EyeMed network, and your vision benefits are applied directly to your online order.

EyeMed Benefits are Easy to Use

- Members create an account at eyemed.com to review their vision benefits.
- At their appointment, members tell the office they have EyeMed coverage. No ID card is needed. For reference, an ID card can be printed from their member account.
- There are no claim forms to complete when seeing an EyeMed network provider.

EyeMed savings

EyeMed provider discounts include 20% off the remaining frame balance, materials not covered by the plan, and non-prescription sunglasses.

Discounts also are available on LASIK or PRK laser vision correction procedures.

Based on applicable laws, reduced costs may vary by doctor location.

Rx Savings - Extra value for Ameritas plan members

- It's no secret that prescription medications can be one of the biggest - and most important - health care expenditures a person, family or organization faces. Not to mention, when a person requires long-term maintenance medications, it can become a serious budgeting issue.
- Our valued plan members and their covered dependents can save on prescription medications at over 60,000 pharmacies across the nation including CVS, Walgreens, Rite Aid and Walmart. This Rx discount is offered at no additional cost, and it is not insurance.
- If your organization offers its associates health care pharmacy benefits, this no-cost Rx discount could save significant dollars. Participating pharmacies will give Ameritas plan members their normal health care pharmacy benefit, or the Rx discount, whichever saves more.
- Members can receive up to 65% savings on generic prescriptions, and overall average savings of 40% across brand name and generic prescription combined.
- To receive the Rx discount, Ameritas plan members just need to visit us at ameritas.com and sign into (or create) a secure member account. That's where they can access and print an online-only Rx discount savings ID card.
- Also, when choosing eServices, your benefits administrator will have access to the online-only Rx discount savings ID card to assist members without Internet access.

Hearing Savings

With your Ameritas plan, you can receive hearing aid discounts through Great Hearing Benefits at their 4,500+ hearing care locations nationwide. Call 877-683-9495 for your free hearing consultation today. This savings arrangement is not insurance. It is available to members at no additional cost to their plan premium.

Highlights include: hearing exam for only \$50 (saves you \$100 off the industry average of \$150), up to 50% off retail pricing on today's top hearing technology, plus a satisfaction guarantee and warranty service. Visit greathearingbenefits.com/ameritas to learn more.

Dual Choice Eye Care Plans

Dual Choice Plans let you offer your employees a choice between two plans in one policy. Your employees select the plan that best suits their coverage and financial needs.

- On the July 1, 2024, effective date, all eligible employees must choose between the two plans shown or choose to waive coverage. The employee must remain in the plan he or she chose until the next renewal date. At each annual election period, employees may switch between plans without penalty.

Triple Choice Eye Care Plans

Triple Choice Plans let you offer your employees a choice between three plans in one policy. Your employees select the plan that best suits their coverage and financial needs.

- On the July 1, 2024, effective date, all eligible employees may choose between the three plans shown or choose to waive coverage. The employee must remain in the plan he or she chose until the next renewal date. At each annual election period, employees may switch between plans without penalty.

- If you purchase group insurance through Ameritas, your producer will receive compensation from Ameritas Group. This compensation may include one or more of the following:
 - Commission or override commission based on customary or negotiated scales.
 - Additional compensation based on factors such as the volume of premium, cases or lives placed by your producer with Ameritas, or persistency.
 - Fees for administrative or consulting services.

If you have any questions about the amount or type of compensation, please contact your producer.

- Some states require that producers be appointed with Ameritas Life Insurance Corp. before any presentation or solicitation of this plan design.
- This proposal is not a contract or a certificate of insurance. It contains proposed rates and benefits that are based on preliminary enrollment data. Such rates and benefits are subject to adjustment if final enrollment varies from the preliminary data.
- The rates are based on Standard Industry Code 922011.
- This proposal is based on the assumption it will be sold in conjunction with a bona fide cafeteria plan regulated by Section 125 of the Internal Revenue code, and it must meet all of the Section 125 requirements. Ameritas Life Insurance Corp. reserves the right to request a copy of the employer's Section 125 cafeteria plan. If you select Ameritas Life Insurance Corp.'s plan and implement it through a cafeteria approach regulated by Section 125, we will require that all eligible employees and dependents requesting benefits: (a) make annual selections, and (b) remain in the plan for a minimum of one year. Changes in these selections will not be allowed except for certain "life event" or family status changes such as marriage, birth, death or termination of employment.
- Benefits could be available for all full-time, active employees working at least 30 hours per week and dependents who have completed the designated waiting period.
- This proposal is being made as a result of information provided in the request for a proposal. It is intended for informational purposes and is not an offer to contract. If Town of Amherst NH wishes to apply for group insurance based upon this proposal, Town of Amherst NH may complete a Preliminary Application for Group Insurance. The Application will be subject to review and approval by the Home Office of the Company. If the Application is accepted, the final rates and benefits will be based on verification of this information and final enrollment.
- Ameritas does not issue coverage to individuals residing in Europe.
- The situs State of New Hampshire has passed legislation which requires dependent children to be considered covered up to age 26 regardless of student status.
- For residents of New Mexico, coverage will be administered in accordance with the minimum benefit standards required by New Mexico law. Please consult your sales representative with questions regarding these requirements.
- This proposal assumes 0% of the benefit eligible employees are retirees. If this percentage changes, Ameritas Life Insurance Corp. reserves the right to revise the rates retroactive to the effective date of the vision benefits to accommodate this change. (Plan(s): Focus Plan 1, ViewPointe Plan 1)
- No benefits are payable for a service which is not listed under the list of eye care services.
- This plan is provided as part of the Policyholder's Section 125 Plan. Each employee has the option under the Section 125 Plan of participating or not participating in this plan. If an employee does not elect to participate when initially eligible, he/she may elect to participate at the Policyholder's next Annual Election Period.
- Employees electing coverage on the July 1, 2024, effective date must remain in the plan for the first 12 months. Employees will be allowed an election period on July 1, 2024. (Plan(s): Focus Plan 1)
- This proposal assumes a Section 125 plan year of July 1 to July 1. The first plan year will run July 1, 2024 through July 1, 2025. Subsequent plan years will be on a July 1 to July 1 basis to coincide with the Section 125 plan year. Please check with your tax advisor regarding the long plan year. (Plan(s): Focus Plan 1)

- Employees electing coverage on the July 1, 2024, effective date must remain in the plan for the first 12 months. Employees will be allowed an election period on July 1, 2024. (Plan(s): ViewPointe Plan 1)
- This proposal assumes a Section 125 plan year of July 1 to July 1. The first plan year will run July 1, 2024 through July 1, 2025.. Subsequent plan years will be on a July 1 to July 1 basis to coincide with the Section 125 plan year. Please check with your tax advisor regarding the long plan year. (Plan(s): ViewPointe Plan 1)

This plan has the following limitation: (Plan Focus Plan 1)

Some brands of spectacle frames may be unavailable at all locations for purchase as Covered Expenses, or may be subject to additional out-of-pocket expenses. Members may obtain details regarding frame brand availability from their treating provider or by calling VSP's Customer Care Division at (800) 877-7195.

This plan does not cover: (Plan Focus Plan 1)

- More than one eye exam in the frequency as indicated on the plan summary page.
- More than one pair of lenses in the frequency as indicated on the plan summary page.
- More than one set of frames in the frequency as indicated on the plan summary page.
- Services and/or materials not specifically included in the Schedule as covered Plan Benefits.
- Plano lenses (lenses with refractive correction of less than plus or minus .50 diopter) except as specifically allowed in the frames benefit section of the Plan Benefits.
- Services or materials that are cosmetic, including Plano contact lenses to change eye color and artistically painted Contact Lenses.
- Two pairs of glasses in lieu of Bifocals.
- Replacement of Spectacle Lenses, Frames, and/or contact lenses furnished under this plan that are lost or damaged, except at the normal intervals when services are otherwise available.
- Orthoptics or vision training and any associated supplemental testing.
- Medical or surgical treatment of the eyes.
- Contact lens modification, polishing or cleaning.
- The refitting of Contact Lenses after the initial 90-day filing period.
- Contact Lens insurance policies or service contracts.
- Additional office visits associated with contact lens pathology.
- Local, state and/or federal taxes, except where law requires us to pay.

Covered Expenses will not include and no benefits will be payable for expenses incurred for:

Limitations for Plan(s) ViewPointe Plan 1

- vision examinations more than the frequency as indicated on the plan summary page.
- lenses more than the frequency as indicated on the plan summary page.
- frames more than the frequency as indicated on the plan summary page.
- contact lenses more than once in any twelve month period. When chosen, contact lenses shall be in lieu of any other lens benefit during the twelve month period. When eyeglass lenses are chosen, expenses for contact lenses are not Covered Expenses during the twelve month period.
- contacts limited to the amount shown on the plan summary page unless they are medically necessary. Contact lenses are defined as medically necessary if the individual is diagnosed with one of the following conditions:
 - keratoconus where the patient is not correctable to 20/30 in either or both eyes using standard spectacle lenses.
 - High Ametropia exceeding -10D or +10D in meridian powers.
 - anisometropia of 3 D or more.
 - patients whose vision can be corrected two (2) lines of improvement on the visual acuity chart when compared to best corrected standard spectacle lenses.If the member is diagnosed with a medically necessary condition, the Provider will submit a request for pre-authorization to EyeMed. The Medical Director reviews all requests for medically necessary contact lenses. If approved, the member will be covered for medically necessary contact lenses up to the plan allowance.
Such payment is limited to once in any twelve month period and is in lieu of lens benefits under this proposal.
- orthoptics or eye care training and any associated testing.
- plano non-prescription lenses and non-prescription sunglasses (except for 20% discount).
- two pairs of glasses in lieu of bifocals. (Does not apply to Secondary Discounts).
- lenses and frames which are lost or broken, except at the normal intervals when services are otherwise available.
- medical and/or surgical treatment of the eye, eyes, or supporting structures.
- services for which a claim is filed more than 1 year after completion of the service.
- for any procedure not listed on the Schedule of Eye Care Services.

See reverse side for additional information

1. Applicant's Legal Name _____

2. Doing business as _____

3. _____
 P.O. Box / ZIP Code _____
 Street Address _____
 City / State / ZIP _____
 Phone No. _____ Fax No. _____
 E-mail Address _____ Tax I.D. No. _____

4. What is the nature of your business or industry?

5. Eligibility
 Total Number of Eligible Employees _____
 Employees in Waiting Period _____

6. Are any classes or locations excluded? Yes No
 Are domestic partners included? Yes No
 Are retirees included? Yes No
 (If yes, please use reverse side for explanation.)

7. Are any subsidiary and/or affiliated companies to be insured? Yes No
 (If yes, please use reverse side to list name and location.)

8. How many hours per week equals full time employment? _____

9. Employee Participation
 Employer contributes _____% of employee premium.
 Tied-to-Medical (All employees covered on employer's medical plan must be insured, except those listed under excluded classes or locations.)
 Non-Contributory (Policyholder contributes 100% of premiums. All employees must be insured, except those listed under excluded classes or locations.)
 Non-Contributory, except covered elsewhere (If policyholder contributes 100% of premiums, all employees must be insured, except those listed under excluded classes or locations and those covered elsewhere.)
 Contributory (Policyholder is required to contribute to the employee premium and must contribute at least 25% of the total employee and dependent premium.)
 Voluntary (Policyholder does not contribute towards premium, 100% contribution by employee.)

10. Dependent Participation:
 Employer contributes _____% of dependent premium.
 Tied-to-Medical (All eligible dependents covered on employer's medical plan must be insured, except those listed under excluded classes or locations.)
 Non-Contributory (Policyholder contributes 100% of premiums. All eligible dependents must be insured, except those listed under excluded classes or locations.)
 Non-Contributory, except covered elsewhere (If policyholder contributes 100% of premiums, all eligible dependents must be insured, except those listed under excluded classes or locations and those covered elsewhere.)
 Contributory (Policyholder is required to contribute to the employee premium and must contribute at least 25% of the total employee and dependent premium.)
 Voluntary (Policyholder does not contribute towards premium, 100% contribution by employee.)

11. Section 125 Plan
 Election Period _____
 Plan Year _____

12. Employee welfare benefit plans that are subject to ERISA must satisfy various reporting, disclosure and related obligations. These requirements include the provisioning of a Summary Plan Description or SPD. The certificate of coverage can serve as an SPD if certain information is additionally disclosed. Please check one of the following (failure to respond shall be considered a positive response for A. and a negative response for B.).

A. Plan is subject to ERISA (complete question 12.B.)
 Plan is NOT subject to ERISA — Church or Govt. employer or other safe-harbor exception (see DOL Reg. §2510.3-1(j))

B. Applicant requests that Ameritas Life Ins. Corp. prepare a SPD for its dental and/or vision plan Yes No

If yes, the company is to prepare a SPD. The following information is required under ERISA and MUST be included in the SPD.
 Plan No. _____ Plan Fiscal Year End Date _____

Plan Administrator:
 Name: _____
 Address: _____
 City, State, ZIP _____
 Phone No. _____ Plan Fiscal Year _____

Please Note: Applicant remains responsible for ensuring that SPD form provided by Ameritas Life Insurance Corp. is complete and accurate and satisfies applicable laws and regulations. Moreover, applicant remains responsible for providing its plan participants with SPD updates as required by applicable law and regulations.

13. Waiting Period

_____ for those employed on or before the policy effective date.
_____ for those employed after the new policy effective date.
 month(s) calendar days working days

14. Effective Date and Termination Date

Immediate
 First of Month Effective date / End of Month Termination date
 Other _____

15. Premium Payment Mode (In advance)

Monthly Quarterly Semi-Annual Annual
 Payroll Deduction (To choose this option, employee must pay employee and dependent premium.)

If policy effective date is other than first of the month, is a first of the month premium due date desired? . . . Yes No

Billing Options

Home Office Third-Party Administration

Contact Name

Title

Street Address

City / State / ZIP

Phone No. Fax No.

E-mail Address

16. The following coverages are applied for:

Employee & Dependents Benefits

Dental Orthodontia Eye Care
 Other _____

Employee Only Benefits

Dental Orthodontia Eye Care
 Other _____

This insurance shall be effective on: _____
(Premiums due prior to the coverage period.)

17. Policy and Certificate Delivery (select one)

A. eCert*/ePolicy (*generic cert, non-personalized)

via PDF format sent via e-mail to: _____
 via eService and member portal

B. Paper policy/personalized certificates

Initial employees only
 Subsequently added employees

Note: eCert will be available on member portal for all members.

18. Insurance requested on this application will replace the coverage(s) checked.

Coverages: Dental Orthodontia Eye Care
 Other _____

Name of Current Carrier _____

Policy No. _____

Coverage applied for is replacing comparable coverage now or previously in force with another carrier.

Termination Date Original Effective Date

Item 6: Exclusions

a. Classes, include reason for exclusion.

b. Locations, if location is different from applicant's, list city and state.

Item 7: Subsidiary and/or affiliated companies to be insured. List names and locations.

Plan Design and Proposed Rates: _____

Additional Remarks: _____

Agreements

This application will be subject to review and approval by the Home Office of Ameritas Life Insurance Corp. If this application is accepted, the final rates and benefits will be based on verification of this information and final enrollment numbers. This applicant represents that he/she has read the statements and answers to the above questions and that they are complete and true to the best of his/her knowledge and belief. Any policy including riders issued as a result of this application will, with this application, be the entire insurance contract. If this application is accepted at the Home Office of Ameritas Life Insurance Corp., group insurance at the Company's rates and under the terms applied for shall take effect as of the date set forth in the policy. If this application is not accepted, any premium advanced shall be refunded.

Statements

In several states, we are required to advise you of the following:

Any person who knowingly and with intent to defraud provides false, incomplete, or misleading information in an application for insurance, or who knowingly presents a false or fraudulent claim for payment of a loss or benefit, is guilty of a crime and may be subject to fines and criminal penalties, including imprisonment. In addition, insurance benefits may be denied if false information provided by an applicant is materially related to a claim. (See state-specific statements.)

Note for California Residents: California law prohibits an HIV test from being required or used by health insurance companies as a condition of obtaining health insurance coverage. For group policies issued, amended, delivered, or renewed in California, dependent coverage includes individuals who are registered domestic partners and their dependents.

No Cost Language Services. You can get an interpreter and have documents read to you in your language. For help, call us at the number listed on your ID card or 877-233-3797. For more help call the CA Dept. of Insurance at 800-927-4357.

Servicios de idiomas sin costo. Puede obtener un intérprete y que le lean los documentos en español. Para obtener ayuda, llámenos al número que figura en su tarjeta de identificación o al 877-233-2797. Para obtener más ayuda, llame al Departamento de Seguros de CA al 800-927-4357.

Note for Colorado Residents: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Note for Florida Residents: Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Note for Georgia, Kansas, Nebraska, Oregon, Vermont and Virginia Residents: Any person who, with intent to defraud or knowing that he is facilitating a fraud against insurer, submits an application or files a claim containing a false or deceptive statement may have violated state law.

Note for Kentucky Residents: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

Note for Louisiana Residents: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Note for Maryland Insureds: Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Note for New Jersey Residents: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Note for New Mexico Residents: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties. **This type of plan is NOT considered "minimum essential coverage" under the Affordable Care Act and therefore does not satisfy the individual mandate that you have health insurance coverage. If you do not have other health insurance coverage, you may be subject to a federal tax penalty.**

Note for North Carolina Residents: After 2 years from the date of issue or reinstatement of this policy, no misstatements made by the applicant in the application shall be used to void the policy or deny a claim for loss commencing after the expiration of such 2 year period.

Note for Pennsylvania Residents: Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Note for Rhode Island Residents: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

Note for Tennessee Residents: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purposes of defrauding the company. Penalties include imprisonment, fines and denial of coverage.

Note for Texas Residents: Any person who knowingly and with intent to defraud provides false, incomplete or misleading information in an application for insurance, or who knowingly presents a false or fraudulent claim for payment of a loss or benefit, may be guilty of a crime and may be subject to fines and criminal penalties, including imprisonment. In addition, insurance benefits may be denied if false information provided by an applicant is materially related to a claim.

Note for Washington, D.C. Residents: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Note for Washington Residents: For groups policies issued, amended, delivered, or renewed in Washington, dependent coverage includes individuals who are registered domestic partners and their dependents.

If you do not want your company name used by Ameritas Life Insurance Corp. in our effort to recruit Network providers, check this box.

Signed at: City _____ State _____ Date _____

Signed by: (Policyholder Representative)

Printed name and title _____

Signature _____

Soliciting Agent: I understand and agree that if I'm not already appointed with Ameritas Life Insurance Corp., I must apply to and be appointed with Ameritas before I present this product to any client.

Printed Name _____ For FL agents only, provide FL license # _____

Signature _____

The policy provides dental and/or vision benefits only. Review your policy carefully.

Was a binder check received? Yes No If yes, then amount \$ _____.

Check received by (agent) _____ **Authorized by (policyholder)** _____

ALL PREMIUM CHECKS MUST BE MADE PAYABLE TO AMERITAS LIFE INSURANCE CORP.
DO NOT MAKE CHECKS PAYABLE TO THE AGENT OR LEAVE PAYEE BLANK.



TOWN OF AMHERST

Situs state: New Hampshire

Presented by: Kinch, Sonya L

Expires: June 20, 2024









Better benefits ahead

At Unum, we help millions of employees protect their families, their finances and their futures. Comprehensive coverages, superior technology and unparalleled support — delivered where and when it's needed most.

BENEFITS PROPOSED

Group Vision

Ask your UNUM representative about the additional benefits we offer:

-  Dental
-  Short Term Disability
-  Long Term Disability
-  Term Life and AD&D
-  Critical Illness
-  Accident
-  Hospital
-  Group Whole Life

Employer and employee funding methods may be available for the benefits above.

UNUM REPRESENTATIVE

Nicole Spencer
License: 20969972



Unum has been a **leading provider** of group disability benefits in the U.S. for over 40 years.¹



Unum serves **1 in 2 Fortune 100 companies**.²



Unum pays out **\$6.6 billion in benefits** each year.³



Unum **protects over 35 million** people and their families.³

FINANCIALLY STRONG

AGENCY	RATING
A.M. Best	A Excellent
Fitch	A- Strong
Moody's	A2 Good
S&P	A Strong

Ratings are given to the U.S. insuring subsidiaries of Unum Group and are current as of December 31, 2022.



GROUP VISION INSURANCE Powered by EyeMed

Coverage Effective Date: July 1, 2024 Rate Guarantee: 48 Months

Frames: Once per 12 Months Monthly Premiums	
Participation Requirement	20% of the total eligible lives
Employee	\$8.02
Employee & Spouse	\$16.03
Employee & Child(ren)	\$18.16
Employee & Family	\$28.31
Employees Eligible for Coverage	Minimum Hours for Eligibility
65	30 hours per week

BENEFIT FREQUENCIES

Frames: Once per 12 months	
Exam	1 per 12 months
Std. Plastic Lenses	1 per 12 months
Frames	1 per 12 months
Contact Lenses	1 per 12 months

THE UNUM DIFFERENCE

VISION NETWORKS: Members have the freedom to choose any provider from EyeMed's Insight network. Our network offers the right mix of independent, national retail and regional retail providers like Lens Crafters, Pearle Vision, Target Optical, JC Penney, and Sears Optical. Members can also purchase glasses and contact lenses online at [Glasses.com](https://www.glasses.com) and [ContactsDirect.com](https://www.contactsdirect.com).

Find a provider 24/7 at [EyeMedVisionCare.com/Unum](https://www.eyemedvisioncare.com/unum).

DISCOUNTS: You get everyday member savings, like 40% off a complete second pair of prescription glasses from participating in-network providers. You also get extra savings on LASIK procedures or discounts on hearing health care and services.



PLAN DESCRIPTION

	In-Network	Out-of-Network
EXAM		
Retinal imaging benefit (subject to provider availability)..	\$10 copay	Up to \$40
	\$39	Not Covered.....
MATERIALS		
Standard plastic lenses:		
Single Vision	\$25 copay	Up to \$30
Bifocal	\$25 copay	Up to \$50
Trifocal	\$25 copay	Up to \$70
Lenticular	\$25 copay	Up to \$70
Standard Progressive Lens	\$90 copay	Up to \$50
Premium Progressive Lens		
Tier 1	\$110 copay.....	Up to \$50
Tier 2	\$120 copay.....	Up to \$50
Tier 3	\$135 copay.....	Up to \$50
Tier 4	\$90 copay, 80% of charge less than \$120 allowance	Up to \$50
Lens Options:		
Polycarbonate Lenses (Under age 19).....	Covered	Up to \$32
FRAMES		
(Members may select any frame available).....	\$130 retail allowance.....	Up to \$91
CONTACT LENSES		
In lieu of eyeglass lenses.....
Elective (Std Contacts)	\$130 allowance	Up to \$130
Medical Necessary.....	Covered	Up to \$210
Standard contact lens fitting exam fee	\$40	Not Covered.....

LASIK DISCOUNT

We offer nationwide access to discounts on LASIK surgery through a partnership with TLC Vision. Discounts are also available with participating local providers. This is not an insured benefit. Visit our web site to find the specialist closest to you.



DISCOUNTS ON OPTICAL MATERIALS

Unum Vision Powered by EyeMed members will receive the following discounts on materials at in-network providers only:

- 40% off for a complete second pair of glasses.
- 20% off non-prescription sunglasses.
- 20% off remaining balance beyond plan coverage.

Unum Vision members will also receive additional savings on lens options at in-network providers.

- UV Treatment - \$15
- Tint (solid and gradient) - \$15
- Standard Plastic Scratch Coating - \$15
- Standard Polycarbonate – Adults – \$40
- Standard Anti-Reflective Coating - \$45
- Premium Anti-Reflective Coating
 - Tier 1 - \$57
 - Tier 2 - \$68
- Photochromic/Transitions - \$75

*Non-insured options unless listed in the Plan Description as a covered benefit and subject to change.

HEARING SAVINGS PLAN

Unum offers a Hearing Savings Plan at no additional cost, to all of its Unum Vision Powered by EyeMed members. Partnering with Amplifon, the Hearing Savings Plan provides:

- 40% off hearing exams at thousands of convenient locations nationwide
- Discounted set pricing on thousands of hearing aids, including those with the newest, most advanced technology
- Low price guarantee - if you find the same product at a lower price elsewhere, Amplifon will beat it by 5%
- 60-day hearing aid trial period with no restocking fees
- Free batteries for 2 years with initial purchase
- 3-year warranty plus loss and damage coverage

PLAN INFORMATION

Dependent Children:

Dependent children guidelines vary by state. Please refer to your policy certificate or contact customer service at (855) 652-8686.

Laser Vision Correction Network:

Membership provides access to preferred pricing. Transactions are handled directly between members and providers. Refractive surgery is an elective procedure and may involve potential risks to patients. This is not an insured benefit. Unum cannot and does not guarantee the outcome of any refractive surgical procedure or a total elimination of the need for glasses or contacts. Providers may not be available in all metropolitan areas. Login to www.eyemedvisioncare.com/unum for a list of participating laser vision correction providers.



PLAN INFORMATION

Coverage Exclusions and Limitations:

Services not listed: If you expect to require a vision service not included on this brochure, it may still be covered. Refer to the member portal at www.eyemedvisioncare.com/unum, to confirm your exact benefits. This is a primary vision care benefit and is intended to cover only eye examinations and/or corrective eyewear. Medical or surgical treatment of eye disease or injury is not provided under this plan. Coverage may not exceed the lesser of actual cost of covered services and materials or the limits of the policy.

No benefits will be paid for services, materials connected with, or charges arising from:

- Orthoptic or vision training, subnormal vision aids and any associated supplemental testing;
- Aniseikonic lenses;
- Medical and/or surgical treatment of the eye, eyes or supporting structures; services provided as a result of any Workers' Compensation law, or similar legislation, or required by any governmental agency or program whether federal, state or subdivisions thereof; any Vision Examination, or any corrective eyewear required by a Policyholder as a condition of employment;
- Safety eyewear;
- Plano (non-prescription) lenses;
- Non-prescription sunglasses;
- Two pair of glasses in lieu of bifocals;
- Services or materials provided by any other group benefit plan providing vision care;
- Services rendered after the date an Insured Person ceases to be covered under the Policy, except when Vision Materials ordered before coverage ended are delivered, and the services rendered to the Insured Person are within 31 days from the date of such order;
- Lost or broken lenses, frames, glasses, or contact lenses will not be replaced except in the next Benefit Frequency when Vision Materials would next become available.

Member receives a 20% discount on items not covered by the plan at EyeMed In-Network locations. Discount does not apply to EyeMed Provider's professional services or contact lenses. Plan discounts cannot be combined with any other discounts or promotional offers. In certain states, members may be required to pay the full retail rate and not the negotiated discount rate with certain participating providers. Please see EyeMed's online provider locator to determine which participating providers have agreed to the discounted rate. Discounts on vision materials may not be applicable to certain manufacturers' products EyeMed Vision Care reserves the right to make changes to the products on each tier and the member out-of-pocket costs.

Fixed pricing is reflective of brands at the listed product level. All providers are not required to carry all brands at all levels. Service and amounts listed above are subject to change at any time. Fees charged by a Provider for services other than a covered benefit must be paid in full by the Insured Person to the Provider. Such fees or materials are not covered under the Policy. Benefit allowances provide no remaining balance for future use within the same Benefit Frequency.

A Network Access Plan is available.

EyeMed Plan Number: 10000047

Broker Commissions:

Rates reflect flat 12% commissions.

PROPOSAL CONDITIONS AND DISCLOSURES

Termination Provision for Vision:

By giving the Policyholder written notice at least 60 days in advance, we have the right to end coverage under this policy as follows:

1. We have the right to terminate all insurance under this Policy at the end of the Initial Term or on any Premium Due Date after participation drops below the following requirements:
 - a. When Members are not required to contribute to the cost of their own insurance, there must be 100% participation.
 - b. For groups of 2 to 9 Members, 100% participation is required in all circumstances for both Members and Eligible Dependents.
 - c. For groups of 10 or more Members where benefits are funded by the Members, 20% participation is required in all circumstances for both Members and Eligible Dependents. A minimum of 10 must enroll.
 - d. Participation must not drop 25% or more from the participation on the original effective date.
2. We can terminate all Dependent insurance under this Policy as of any Premium Due Date if there are less than 100% of the Members who have Dependent insurance when the Member is not required to contribute to its cost.

All insurance or any part may be ended on any date by mutual agreement between the Policyholder and Us. After the Initial Term, the Policy shall continue on a 12 month basis. It will automatically renew on the first day of each renewal period unless either We or the Policyholder has given to the other at least 60 days advance written notice of cancellation. Insurance will end as provided above without the consent of, or notice to, any Insured Dependent or Beneficiary.

Broker Compensation Disclosure Notice for Group Products:

- Your insurance or benefits advisor can offer you advice and guidance as you select the policy and provider most appropriate for your needs. At Unum we recognize the important role these professionals play in the sale of our products and services and offer them a variety of compensation programs. Your advisor can provide you with information about these programs as well as those available from other providers. We support disclosure of broker compensation so that customers can make an informed buying decision.
- Brokers may be eligible to receive Base Commissions as well as Supplemental Commissions from Unum.
- Unless you have agreed in writing to compensate the broker differently, Unum provides Base Commissions to all brokers in connection with the sale of an insurance policy. Base Commissions are a fixed percentage of the policy premium, and may include a one time, first year flat amount for each policy sold. Base Commissions are paid by Unum to the broker(s) on your policy. In some circumstances, broker(s) may be eligible to receive commissions on your policy even after a broker of record change has occurred.
- A broker may also qualify for Supplemental Commissions paid by Unum. For group insurance products, Supplemental Commissions may be paid as a fixed percentage of total eligible group insurance premiums. The Supplemental Commission rate depends on the total dollar amount of all eligible premiums or number of group policies that the broker had in force with Unum in the prior calendar year. The Supplemental Commission rate may range from 0% to 13.80% of total premium paid.
- Your broker may also be eligible to receive Supplemental Commissions on other insurance products, which may be calculated differently. The premium you pay is not impacted whether or not your broker receives Supplemental Commissions.
- If you would like additional information about the range of compensation programs our company offers for your group insurance policy or any other Unum insurance product, or if you want to speak to us directly about broker compensation, please call 1-800-ASK-UNUM (1-800-275-8686).

Proposal Conditions:

This proposal is under no circumstances a contract for the insurance coverage described within. If this proposal is accepted, a contract outlining the coverage will be issued. This proposal is based on census data received by Unum. Actual costs will be based on the final enrollment data of employees insured under the plan on its effective date. Quote assumes coverage of employees who are in active employment in the United States with the employer working the minimum hours for eligibility. Please contact your Unum representative to request a quote for coverage of any employees who do not fit this category. This quote will expire on the date listed on the first page and includes standard services only, unless otherwise expressly described herein. **Important Information Concerning the Sale of these Benefits:** State laws require that insurance brokers be licensed and appointed with the applicable Unum insurance subsidiary before engaging in the solicitation or sale of these benefits. Note that Unum cannot accept this business if the broker is not properly licensed and appointed before soliciting this proposal. Unum is prepared to help ensure compliance with these state regulations. Brokers who need to check their Unum appointment status should call 1-800-ASK-UNUM (1-800-275-8686). **Vision Plan Form Number: VI-2007-NH**

Recently, there has been heightened attention on companies that promote “tax advantaged” wellness programs to help sell voluntary benefits. These offerings promise employers that they can use their payroll tax savings to pay for the wellness program, and that employees can use income and payroll tax savings to purchase voluntary benefits.

Unum’s position is that this practice is not in compliance with applicable laws and regulations. This means Unum will not offer any products in conjunction with such a wellness plan offering.

For additional guidance please consult your tax attorney and see the IRS Chief Counsel Memorandum 201703013, addressing the taxability of fixed indemnity payments from wellness programs at <https://www.irs.gov/pub/irs-wd/201703013.pdf>

PROPOSAL CONDITIONS AND DISCLOSURES

1. Employee Benefit Plan Review, "Group Accident & Health Surveys 1976-1990" (1977-1991); Gen Re, "U.S. Group Disability Market Surveys 1991-2013" (1992-2014); LIMRA, "U.S. Group Disability Insurance 2014-2016 Annual Sales and In Force" (2015-2017); LIMRA, "4Q 2017-2019 U.S. Workplace Disability Insurance Inforce" (2018-2020); LIMRA, "U.S. Workplace Disability In Force Report 4Q 2020-2021" (2021-2022) total group disability.
2. Fortune 100, 2021 and Unum Internal Data, 2022.
3. Unum internal data, 2022.

VISION INSURANCE PROVIDES LIMITED BENEFITS

The policy or its provisions may vary or be unavailable in some states. The policy has exclusions and limitations which may affect any benefits payable. See the actual policy or your Unum representative for specific provisions and details of availability

Vision plans are marketed by Unum and EyeMed, administered by First American Administrators and underwritten by Starmount Life Insurance Company, Baton Rouge, LA.

© 2024 Unum Group. All rights reserved. Unum is a registered trademark and marketing brand of Unum Group and its insuring subsidiaries.

SD-1143



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Action Items List
Meeting Date: April 29, 2024

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. BOS Action Items 2024

AMHERST BOS ACTION ITEMS

	ITEM	CREATION DATE	DUE DATE	PERSONS RESPONSIBLE	NOTES
1	Writing of No Thru Truck Traffic Ordinance w/ weight classification & waivers	3/18/2024	4/29/2024	Chief Ciampoli & Dean	Needs counsel review & sceduling of public hearing
2	Schedule for Public Hearing Engine Brake Ordinance	3/18/2024	4/29/2024	Jennifer	Needs counsel review & sceduling of public hearing
3	Ensure AFR Solar Panels Functioning and Town is Receiving Net-Metering credit	2/12/2024	5/13/2024	Dean, Chief Conley	Chief continueing work with Eversource & Constellation
4	Written request for impact fee expenditure for Buck Meadow Engineering per policy	11/20/2023	4/29/2024	Craig	Non-meeting with town counsel re legalities
5	Discussions re revision to Mont Vernon Ambulance Contract	6/26/2023	5/27/2024	Danielle, Dean	Prepare for and commence negotiations
6	Sanborn-Head Report/Recommendations re Fire Station Remediation	10/10/2023	6/10/2024	Dean	SH submitting 3 alternatives to DES (277K-1.9M). Need DES response
7	BOS discuss use of ARPA Funds	5/22/2023	4/29/2024	BOS	Timing of commitment requirement (12/31/24) vs. PFAS usage
8	Provide recommendations on who should conduct assessment of Tower Truck	12/18/2023	4/29/2024	Chief Conley	Repair costs ~700K. Chief to develop comprehensive alternative proposals
9	Make inquiries re improving cell service in village	7/24/2023	4/29/2024	Peter, Danielle, Dean	BOS submit questions for town counsel and submission to town counsel
10	Status of TF I Property Quiet Title Effort	10/10/2023	5/28/2024	Dean	Check with T. Quinn re status
11	Chestnut Hill traffic study/Highway Safety status	11/6/2023	6/24/2024	Dean, Chief Ciampoli	Need additional information from NRPC
12	Review of Town Common Usage Policy	12/11/2023	4/29/2024	BOS	Peter to develop recommended changes
13	Draft Changes to retirement policy to reflect 457(b) and NHRS changes	1/22/2024	5/13/2024	Dean, Jennifer	
14	Advise BOS of Ambulance Usage and Cost information, separately for each of the three ambulances	5/8/2023	5/13/2024	Chief Conley	
15	Review Personnel Funded through -02 Account	12/11/2023	6/10/2024	Bill	BOS and Rec make decisions before next budget cycle
16	Civil Engineering on-Call Contract - Report on FY24 Usage	9/11/2023	7/15/2024	Eric	Compare usage of two awardees



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Rec Hiring - Senior Citizen Program Coordinator

Department: Parks & Recreation Department

Meeting Date: April 29, 2024

Staff Contact: Craig Fraley

BACKGROUND INFORMATION:

The Parks and Recreation Department would like to fill the newly created position Senior Program Coordinator. This position was advertised in the Recreation Department's newsletter as well as online. We had two people apply for the position. Both candidates were interviewed by the Program Supervisor and Recreation Director and we chose the best fit from the interview process. We recommend hiring Lisa Eastland for the part-time position.

Eastland has been on the Recreation Commission for several years and has always had an interest in programming for the Senior Citizen population. We feel Eastland's knowledge of the department and ability to create new programming ideas makes her a great fit for the position and our department.

This part-time position will not exceed 19 hours per week and we recommend hiring Eastland at Grade 5, Step 1 \$24.80 in the FY25 wage scale.

BUDGET IMPACT:

(Include general ledger account numbers)

This position will be paid out of the 02 Revolving Fund

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

I recommend Eastland for the Senior Program Coordinator.

SUGGESTED MOTION:

I move to approve the hire of Lisa Eastland for the Senior Program Coordinator Position at Grade 5 Step 5, with a wage of \$24.80 in the FY25 wage scale.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Eastland PAR copy



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Amherst Communications Hire-
Alexander Berry

Department: Police Department

Meeting Date: April 29, 2024

Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

The Amherst Communications Center seeks to hire Alexander Berry for the role of communications specialist. Mr. Berry was part of a selection process that identified several promising candidates and has recently undergone a comprehensive background investigation where all references highly recommended him. Alexander is a graduate of Concord High School and is close to obtaining his Associate's Degree in Criminal Justice. This appointment will fill the vacancy created by the departure of Christine Fowler and bring the Communications Center back to full staff.

BUDGET IMPACT:

(Include general ledger account numbers)

None

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

Accept the appointment of Alexander Berry to the position of Communications Specialist effective May 6, 2024 at Grade 6 Step 5 (\$25.13hr) subject to the benefits as outlined in his full-time offer letter.

SUGGESTED MOTION:

Move to accept the appointment of Alexander Berry to the position of Communications Specialist effective May 6, 2024 at pay Grade 6/Step 5 (\$25.13hr) subject to the benefits as outlined in his full-time offer letter.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Alexander Berry Town of AmherstPAR
2. 20240424073609
3. 20240424073624



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Hiring of a Call Firefighter
Meeting Date: April 29, 2024

Department: Fire Rescue
Staff Contact: Matt Conley

BACKGROUND INFORMATION:

In order to continue our call firefighter system of providing Fire Rescue services to the community, we periodically need to add to the roster.

BUDGET IMPACT:

(Include general ledger account numbers)

With the structure of call firefighters and the ability to come in for calls, I do not see that adding another call firefighter will have a budget impact at this time.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

My recommendation is for the BOS to approve the hiring of probationary call firefighter Akysa Davis.

SUGGESTED MOTION:

For the BOS to approve the hiring of Probationary Firefighter Alyssa Davis to the current roster of call firefighters for Amherst Fire Rescue at the recommendation of Chief Matthew Conley. The hourly rate for the probationary firefighter is \$12.24 per hour.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Davis, Alyssa, Hiring Documents for BOS 4.17.2024



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Hiring of a Call Firefighter
Meeting Date: April 29, 2024

Department: Fire Rescue
Staff Contact: Matt Conley

BACKGROUND INFORMATION:

In order to continue our call firefighter system of providing Fire Rescue services to the community, we periodically need to add to the roster.

BUDGET IMPACT:

(Include general ledger account numbers)

With the structure of call firefighters and the ability to come in for calls, I do not see that adding another call firefighter will have a budget impact at this time.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

My recommendation is for the BOS to approve the hiring of probationary call firefighter Thomas Hanlon.

SUGGESTED MOTION:

For the BOS to approve the hiring of Probationary Firefighter Thomas Hanlon to the current roster of call firefighters for Amherst Fire Rescue at the recommendation of Chief Matthew Conley. The hourly rate for the probationary firefighter is \$12.24 per hour.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Hanlon, Thomas Hiring Documents for BOS 4.17.2024



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Truck Purchase
Meeting Date: April 29, 2024

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

As per the DPW Vehicle & Equipment Replacement Plan, Truck 6 is scheduled for replacement next year (FY25). Truck 6 is an International CDL class truck. We received a quote from our regional International Dealer, Allegiance Trucks (formerly Liberty International), for a 2025 model replacement for the cab & chassis. This quote represents the same truck we have been ordering for quite a few years now. The price quoted is under the State of NH state pricing level. The quoted price of \$119,500.00 is for a truck manufactured in 2025. This is the same model cab and chassis, and same price as the BOS approved at the February 26, 2024, meeting.

In addition to the cab & chassis, we also desire to purchase a truck body from Viking Cives. The Board may recall that we recently priced truck bodies in February. The BOS authorized the purchase of a truck body from Viking, which was the low price. Prices received at the time were Sourcewell prices. The price for the body has increased slightly due to materials costs. The price had actually increased at the beginning of February, however Viking decided to hold their January price for our last purchase in February. They were transparent through this process that a second truck purchase would require the increase. The new price for the Viking body as quoted is \$109,950. This represents a \$2,495 increase over the previous agreement authorized in February.

We recommend that the BOS award the purchase of the cab & chassis from Alegiance Trucks, and the body with associated plow equipment from Viking Cives.

BUDGET IMPACT:

(Include general ledger account numbers)

\$49,450 from Capital Reserve; \$180,000 from FY25 Budget.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend approving both purchase agreements.

SUGGESTED MOTION:

I move to approve the sole-source purchase of a 2025 International HV507 SFA truck from Allegiance Trucks for an amount not to exceed \$119,500. This purchase will utilize State of NH level pricing. I further move to approve the purchase of a truck body for

said truck from Viking Cives for the amount of \$109,950. This purchase will utilize Sourcewell contract pricing. The total combined purchase price of truck and body shall not exceed \$229,450.00. The DPW Director shall be authorized to sign the related purchase agreements.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. International HV507 Truck Quote
2. Viking Truck Body Quote
3. 4-29 Truck award Form
4. 4-29 Truck Body award Form



HV507 SFA

Sales Proposal For:
TOWN OF AMHERST

Presented By:
ALLEGIANCE TRUCKS

Prepared For:
TOWN OF AMHERST
Eric Slosek
2 Main St.
Amherst, NH 03031-2909
(603)673 - 2317

Presented By:
ALLEGIANCE TRUCKS
James C Ramsay
1400 S WILLOW ST.
MANCHESTER NH 03103 - 4024
(800)562-3814



Model Profile
2025 HV507 SFA (HV507)

AXLE CONFIG:	4X2
MISSION:	Requested GVWR: 39000. Calc. GVWR: 41000. Calc. GCWR: 80000
DIMENSION:	Wheelbase: 179.00, CA: 104.00, Axle to Frame: 63.00
ENGINE, DIESEL:	{Cummins L9 330} EPA 2024, 330HP @ 2200 RPM, 1000 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 330 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3500 RDS} 6th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-18-133A} Wide Track, I-Beam Type, 18,000-lb Capacity
AXLE, REAR, SINGLE:	{Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends Gear Ratio: 5.38
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 315/80R22.5 Load Range L HAU 3 WT (CONTINENTAL), 480 rev/mile, 68 MPH, All-Position
TIRE, REAR:	(4) 11R22.5 Load Range H HDR2+ (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, SINGLE:	31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs
PAINT:	Cab schematic 100WK Location 1: 0311, Omaha Orange (Std) Chassis schematic N/A

<u>Code</u>	<u>Description</u>
HV50700	Base Chassis, Model HV507 SFA with 179.00 Wheelbase, 104.00 CA, and 63.00 Axle to Frame.
1570	TOW HOOK, FRONT (2) Frame Mounted
1ANA	AXLE CONFIGURATION {Navistar} 4x2
	<u>Notes</u> : Pricing may change if axle configuration is changed.
1CAJ	FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.866" x 3.622" x 0.437" (276.0mm x 92.0mm x 11.1mm); 456.0" (11582mm) Maximum OAL
1LNR	BUMPER, FRONT Swept Back, Steel, Painted 0001 Canyon Black, Heavy Duty
1MEJ	FRAME DIMPLE Dimple on Left and Right Top Flange of Frame Rail to Reference Rear Axle Centerline
1WDS	FRAME EXTENSION, FRONT Integral; 20" In Front of Grille
1WEV	WHEELBASE RANGE 146" (370cm) Through and Including 195" (495cm)
2ARZ	AXLE, FRONT NON-DRIVING {Meritor MFS-18-133A} Wide Track, I-Beam Type, 18,000-lb Capacity
3ACR	SUSPENSION, FRONT, SPRING Multileaf, Shackle Type, 18,000-lb Capacity, Less Shock Absorbers
3WAJ	SPRINGS, FRONT AUXILIARY Air Bag, Right Side Only, Driver Control
4091	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications
	<u>Includes</u> : BRAKE LINES Color and Size Coded Nylon : DRAIN VALVE Twist-Type : GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster : PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel : PARKING BRAKE VALVE For Truck : QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4 : SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6
4619	TRAILER CONNECTIONS Four-Wheel, with Hand Control Valve and Tractor Protection Valve, for Straight Truck
	<u>Notes</u> : When electronic stability control is ordered with trailer connections on a 4x2 truck, please check the operator manual for trailer weight restrictions.
4732	DRAIN VALVE {Berg} with Pull Chain, for Air Tank
4AZA	AIR BRAKE ABS {Bendix AntiLock Brake System} 4-Channel (4 Sensor/4 Modulator) Full Vehicle Wheel Control System
4EBD	AIR DRYER {Wabco System Saver 1200} with Heater
4EXU	BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 SqIn Spring Brake

<u>Code</u>	<u>Description</u>
4EXV	BRAKE CHAMBERS, FRONT AXLE {Bendix} 24 SqIn
4GBM	BRAKE, PARKING Manual Push-Pull Pneumatic Parking Brake
4LAG	SLACK ADJUSTERS, FRONT {Gunite} Automatic
4LGG	SLACK ADJUSTERS, REAR {Gunite} Automatic
4SPA	AIR COMPRESSOR {Cummins} 18.7 CFM
4VGN	AIR TANK Painted Aluminum, with Straight Thread O-Ring Ports
4VKC	AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab
4WBX	DUST SHIELDS, FRONT BRAKE for Air Cam Brakes
4WDM	DUST SHIELDS, REAR BRAKE for Air Cam Brakes
4WZJ	AIR TANK LOCATION (2) : One Mounted Under Each Rail, Front of Rear Suspension, Parallel to Rail
4XDR	BRAKES, REAR {Meritor 16.5X7 Q-PLUS CAST} Air S-Cam Type, Cast Spider, Fabricated Shoe, Double Anchor Pin, Size 16.5" X 7", 23,000-lb Capacity per Axle
4XDT	BRAKES, FRONT {Meritor 16.5X6 Q-PLUS CAST} Air S-Cam Type, Cast Spider, Fabricated Shoe, Double Anchor Pin, Size 16.5" X 6", 23,000-lb Capacity
5710	STEERING COLUMN Tilting and Telescoping
5CAW	STEERING WHEEL 4-Spoke; 18" Dia., Black
5PTB	STEERING GEAR (2) {Sheppard M100/M80} Dual Power
6DGC	DRIVELINE SYSTEM {Dana Spicer} SPL170, for 4x2/6x2
7BEU	AFTERTREATMENT COVER Aluminum
7BLW	EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Right Side Under Cab, for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab
7SDP	ENGINE COMPRESSION BRAKE {Jacobs} for Cummins ISL/L9 Engines; with Selector Switch and On/Off Switch
7WAZ	TAIL PIPE (1) Turnback Type
7WCM	EXHAUST HEIGHT 8' 10"
7WDN	MUFFLER/TAIL PIPE GUARD (1) Aluminum
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment

Includes

- : DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab
- : HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel
- : HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever
- : PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light
- : STARTER SWITCH Electric, Key Operated

<u>Code</u>	<u>Description</u>
	: STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector
	: TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature
	: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever
	: WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted
	: WIRING, CHASSIS Color Coded and Continuously Numbered
8541	HORN, ELECTRIC (2) Disc Style
8899	JUMP START STUD (2) Remote Mounted
8GXD	ALTERNATOR {Leece-Neville AVI160P2013} Brush Type, 12 Volt, 160 Amp Capacity, Pad Mount, with Remote Sense
8HAB	BODY BUILDER WIRING Back of Day Cab at Left Frame or Under Sleeper, Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/ Accessory Power/Ground and Sealed Connector for Stop/Turn
8HAH	ELECTRIC TRAILER BRAKE/LIGHTS Accommodation Package to Rear of Frame; for Combined Trailer Stop, Tail, Turn, Marker Light Circuits; Includes Electric Trailer Brake Accommodation Package with Cab Connections for Mounting Customer Installed Electric Brake Unit, Less Trailer Socket
8MMZ	BATTERY SYSTEM {Fleetrite AGM-GP31} Maintenance-Free, (3) AGM 12-Volt 2475CCA Total, Top Threaded Stud
8RGA	2-WAY RADIO Wiring Effects; Wiring with 20 Amp Fuse Protection, Includes Ignition Wire with 5 Amp Fuse, Wire Ends Heat Shrink and Routed to Center of Header Console in Cab
8RMZ	SPEAKERS (2) 6.5" Dual Cone Mounted in Both Doors, (2) 5.25" Dual Cone Mounted in Both B-Pillars
8RPR	ANTENNA for Increased Roof Clearance Applications
8RPS	RADIO AM/FM/WB/Clock/Bluetooth/USB Input/Auxiliary Input
8THB	BACK-UP ALARM Electric, 102 dBA
8THJ	AUXILIARY HARNESS 3.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications
8TKK	TRAILER AUXILIARY FEED CIRCUIT for Electric Trailer Brake Accommodation/Air Trailer ABS; with 30 Amp Fuse and Relay, Controlled by Ignition Switch
8VZK	TURN SIGNALS, FRONT Dual Face, LED, Amber/Red, Mounted on Top of Fender, Used with Standard Flush Mounted Front Turn Signal, Side Marker Lamps, Parking Lights and Reflectors
8WGL	WINDSHIELD WIPER SPD CONTROL Force Wipers to Slowest Intermittent Speed When Park Brake Set and Wipers Left on for a Predetermined Time
8WPH	CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade

<u>Code</u>	<u>Description</u>
8WPZ	TEST EXTERIOR LIGHTS Pre-Trip Inspection will Cycle all Exterior Lamps Except Back-up Lights
8WRB	HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn On if Windshield Wipers are Turned On
8WTK	STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt, Less Thermal Over-Crank Protection
8WWJ	INDICATOR, LOW COOLANT LEVEL with Audible Alarm
8WXD	ALARM, PARKING BRAKE Electric Horn Sounds in Repetitive Manner When Vehicle Park Brake is "NOT" Set, with Ignition "OFF" and any Door Opened
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses
8XDZ	BATTERY BOX Steel, 2-3 Battery Capacity, Mounted Inside the Cab, Under Passenger Seat
8XHN	HORN, AIR Single Trumpet, Black, with Lanyard Pull Cord
8XNY	HEADLIGHTS Halogen
9AAB	LOGOS EXTERIOR Model Badges
9AAE	LOGOS EXTERIOR, ENGINE Badges
9ANG	HOOD, HATCH (01) for Servicing
9HAN	INSULATION, UNDER HOOD for Sound Abatement
9HBM	GRILLE Stationary, Chrome
9HBN	INSULATION, SPLASH PANELS for Sound Abatement
9WBC	FRONT END Tilting, Fiberglass, with Three Piece Construction, for WorkStar/HV
10021	CHASSIS COATING Corrosion Resistant E-Coat Primer Coating for Single Frame Rails
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100
	<u>Includes</u>
	: PAINT SCHEMATIC ID LETTERS "WK"
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone
10AGB	COMMUNICATIONS MODULE Telematics Device with Over the Air Programming; Includes Five Year Data Plan and International 360
10SLV	PROMOTIONAL PACKAGE Government Silver Package
11001	CLUTCH Omit Item (Clutch & Control)
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection

<u>Code</u>	<u>Description</u>
12851	PTO EFFECTS, ENGINE FRONT Less PTO Unit, Includes Adapter Plate on Engine Front Mounted
12926	RADIATOR HOSES Silicone; Molded
12EYX	ENGINE, DIESEL {Cummins L9 330} EPA 2024, 330HP @ 2200 RPM, 1000 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 330 Peak HP (Max)
12THT	FAN DRIVE {Horton Drivemaster} Two-Speed Type, Direct Drive, with Residual Torque Device for Disengaged Fan Speed <u>Includes</u> : FAN Nylon
12UWY	RADIATOR Aluminum, Cross Flow, Front to Back System, 1228 SqIn, with 1167 SqIn Charge Air Cooler <u>Includes</u> : DEAERATION SYSTEM with Surge Tank : HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps : RADIATOR HOSES Premium, Rubber
12VAG	AIR CLEANER Single Element, with Integral Snow Valve and In-Cab Control
12VJS	EMISSION, CALENDAR YEAR {Cummins L9} EPA, OBD and GHG Certified for Calendar Year 2024
12VXT	THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel
12VYL	ACCESSORY WIRING, SPECIAL for Road Speed Wire Coiled Under Instrument Panel for Customer Use
12VYP	ENGINE CONTROL, REMOTE MOUNTED No Provision for Remote Mounted Engine Control
12WBR	FAN OVERRIDE Manual; with Electric Switch on Instrument Panel, (Fan On with Switch On)
12WUL	BLOCK HEATER, ENGINE {Phillips} 120V/1000W, with "Y" Cord for Dealer Installed 120V/300W Oil Pan Heater <u>Includes</u> : BLOCK HEATER SOCKET Receptacle Type; Mounted below Drivers Door
12WVG	EPA IDLE COMPLIANCE Low NOx Idle Engine, Complies with EPA Clean Air Regulations; Includes "Certified Clean Idle" Decal on Hood
12WZE	CARB IDLE COMPLIANCE Does Not Comply with California Clean Air Idle Regulations
12XCS	CARB EMISSION WARR COMPLIANCE Does Not Comply with CARB Emission Warranty
13BDM	TRANSMISSION, AUTOMATIC {Allison 3500 RDS} 6th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway

Code	Description
13WAW	OIL COOLER, TRANSMISSION {Modine} Water to Oil Type
13WDT	SHIFT CONTROL PARAMETERS {Allison} 3000 or 4000 Series Transmissions, 3 Speed S1 Secondary Shift Schedule for 5 or 6 Speed
13WET	TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, Not for Use with Allison 1000 & 2000 Series Transmission
13WLP	TRANSMISSION OIL Synthetic; 29 thru 42 Pints
13WUC	ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS) and Regional Haul Series (RHS), General Purpose Trucks, Construction, Package Number 223
13WVV	NEUTRAL AT STOP Allison Transmission Shifts to Neutral When Service Brake is Depressed and Vehicle is at Stop; Remains in Neutral Until Service Brake is Released
13WYH	TRANSMISSION TCM LOCATION Located Inside Cab
13XAL	PTO LOCATION Customer Intends to Install PTO at Left Side of Transmission
14ARB	AXLE, REAR, SINGLE {Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends . Gear Ratio: 5.38
14SAL	SUSPENSION, REAR, SINGLE 31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs
15924	FUEL TANK STRAPS Bright Finish Stainless Steel
15DYP	DEF TANK 9.5 US Gal (36L) Capacity, Frame Mounted Outside Left Rail, Under Cab
15LNS	FUEL/WATER SEPARATOR {Racor 400 Series} 12 VDC Electric Heater, Includes Pre-Heater, with Primer Pump, Includes Water-in-Fuel Sensor, Mounted on Engine
15SWE	FUEL TANK Top Draw, Non-Polished Aluminum, 26" Dia, 70 US Gal (265L), Mounted Left Side, Under Cab
16030	CAB Conventional, Day Cab
16BAM	AIR CONDITIONER with Integral Heater and Defroster
16GED	GAUGE CLUSTER Base Level; English with English Electronic Speedometer
	<u>Includes</u>
	: GAUGE CLUSTER DISPLAY: Base Level (3" Monochromatic Display), Premium Level (5" LCD Color Display); Odometer, Voltmeter, Diagnostic Messages, Gear Indicator, Trip Odometer, Total Engine Hours, Trip Hours, MPG, Distance to Empty/Refill for
	: GAUGE CLUSTER Speedometer, Tachometer, Engine Coolant Temp, Fuel Gauge, DEF Gauge, Oil Pressure Gauge, Primary and Secondary Air Pressure
	: WARNING SYSTEM Low Fuel, Low DEF, Low Oil Pressure, High Engine Coolant Temp, Low Battery Voltage (Visual and Audible), Low Air Pressure (Primary and Secondary)
16HCS	GAUGE, TEMPERATURE, AMBIENT Sensor Wiring with Display Unit Mounted in Cluster
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster

<u>Code</u>	<u>Description</u>
16JNV	SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Cloth, Isolator, 1 Chamber Lumbar, 2 Position Front Cushion Adjust, -3 to +14 Degree Back Angle Adjust
16SEE	GRAB HANDLE, EXTERIOR Chrome, Towel Bar Type, with Anti-Slip Rubber Inserts, for Cab Entry Mounted Left Side at B-Pillar
16SJW	MIRROR, CONVEX, HOOD MOUNTED {Lang Mekra} (2) Right and Left Sides, Black, Heated, 7.5" Sq.
16SMX	SEAT, PASSENGER {Seats, Inc.} Non Suspension, High Back, Fixed Back, Integral Headrest, Cloth, for use with Batteries in Cab
16SNM	MIRRORS (2) C-Loop, Heated, Black Heads and Arms, 7.5" x 14" Flat Glass, Includes 7.5" x 7" Convex Mirrors, for 102" Load Width
	<u>Notes</u> : Mirror Dimensions are Rounded to the Nearest 0.5"
16VKB	CAB INTERIOR TRIM Classic, for Day Cab
	<u>Includes</u> : CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger : DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Overhead Console, Center Mounted : SUN VISOR (2) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Toll Ticket Strap
16VLV	MONITOR, TIRE PRESSURE Omit
16VSL	WINDSHIELD Heated, Single Piece
16WBY	ARM REST, RIGHT, DRIVER SEAT
16WEE	CAB SOUND INSULATION Includes Dash Insulator and Engine Cover Insulator
16WJU	WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature
16WSK	CAB REAR SUSPENSION Air Bag Type
16XJP	INSTRUMENT PANEL Wing Panel
16ZBT	ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab
27DPN	WHEELS, FRONT {Accuride 29039} DISC; 22.5x9.00 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs, Non-Standard Offset, with .5" Thick Disc
28DUK	WHEELS, REAR {Accuride 29169} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs

Code	Description
29PBA	PAINT IDENTITY, FRONT WHEELS Disc Wheels; with Vendor Applied Black Powder Coat Paint
29PBB	PAINT IDENTITY, REAR WHEELS Disc Wheels; with Vendor Applied Black Powder Coat Paint
60AAG	BDY INTG, REMOTE POWER MODULE Mounted Inside Cab Behind Driver Seat, Up to 6 Outputs & 6 Inputs, Max 20 amp per Channel, Max 80 amp Total; Includes 1 Switch Pack with Latched Switches
7382135444	(4) TIRE, REAR 11R22.5 Load Range H HDR2+ (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
7792545437	(2) TIRE, FRONT 315/80R22.5 Load Range L HAU 3 WT (CONTINENTAL), 480 rev/mile, 68 MPH, All-Position

Services Section:

40128 WARRANTY Standard for HV507, HV50B, HV607 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2025A

* * * State of NH Pricing applied * * *

S/S Oil Pan

(US DOLLAR)

Description

Price

Net Sales Price:

\$119,500.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

Authorized Signature

Authorized Signature and Date

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.



Viking-Cives of Vermont
 74 Armand Lane
 Willison, VT 05495
 Phone: (802) 660-9991
 Fax: (802) 660-9992
 www.vikingcives.com

QUOTATION

Error! Reference
 Quote ID: **source not found.**

Page 1 of 2

Customer: Town of Amherst
 22 Dodge Road
 Amherst, NH 03031
 Sourcewell #135687
Contact: Eric Slosek
Phone: 603-673-2317

Sourcewell Number: 062222-VCM
Quote Date: 03/04/24
Quote valid until: 06/04/24
 Sourcewell Contract
Salesperson: Mike Murray

Part Number	Description	Quantity	Unit Price	Amount
	SW-TK0110 Single Axle Package	1		
	Quote Includes All Equipment Listed Below			
	Power Tilt Hitch w/Wing Mount and Twin Chain Tilt	1		
	Quick Lock Hitch Jaws	1		
	FAH33 Hydraulic Front Mast Assembly	1		
	Timbren Trip Hinge	1		
	Patrol Rear Support w/Detachable 3 Point Attach	1		
	1011WHD Wing	1		
	HD Timbren Trip Hydraulic Arms (Cushion Spring Lower)	1		
	Sabre Wing Blades	1		
	Moldboard Shoes (Pair)	1		
	R1142TE Trip Edge Reversing Moldboard	1		
	PRR Hydraulic Reversing Push Frame w/Jack Stand	1		
	Quick Lock Push Lug Swivel	1		
	Pre-Stretched Stainless Cable Over Dead Sheave Level Lift	1		
	Nordik Blades	1		
	Rubber Deflector and Fluorescent Whips	1		
	Front Mounted Tandem Gear Pump w/Dry Valve	1		
	Stainless Frame Mounted Oil Reservoir w/Valve Enclosure	1		
	6 Section Load Sharing Implement Valve in Stainless Enclosure	1		
	Pedestal Mount Air Actuated Implement Controls w/Remote	1		
	Closed Loop Rexroth CS630 Electronic Spreader Control-Valve	1		
	80 Gls Behind Cab Mount Liquid Tank w/Electric Power Unit	1		
	Stainless Steel Hydraulic Piping to the Front and Rear	1		
	PLSD10' Side Dump w/Remote Lube, Sensor Motor	1		
	¼" AR450 Floor/Tipper w/I-Beam Long and Cross Members	1		
	AR450 Driver's Wall and Corten Structural/Safety Wall	1		
	Air Actuated Tailgate w/Asphalt Apron and Driver's Coal Door	1		
	½ Cab Shield	1		
	DA Telescopic Hoist	1		
	Electric Actuated Feed Gate Adjustment	1		



Viking-Cives of Vermont
 74 Armand Lane
 Willison, VT 05495
 Phone: (802) 660-9991
 Fax: (802) 660-9992
 www.vikingcives.com

QUOTATION

Error! Reference
 Quote ID: **source not found.**

Page 2 of 2

Part Number	Description	Quantity	Unit Price	Amount
	Color Camera System w/Triple Feeds	1		
	Three Point Ladder, Gearbox Step, and Inner Body Step	1		
	Shovel Holder	1		
	Electric Cover w/30 Deg Alum Arms, Asphalt Tarp, Tensioner	1		
	Composite Sideboards	1		
	Electric Actuated Body Vibrator	1		
	Semi-Automatic Tire Chains	1		
	Pintle Plate w/Receiver, D-Rings, and Electrical Plug	1		
	Poly Fenders w/Rear Mud Flaps	1		
	Shot Blasted, Zinc/Epoxy Primed, High Temp Baked	1		
	Painted Dupont Imron Black and High Temp Baked	1		
	LED Cab Shield (4) and Corner Post (4) Strobes	1		
	LED Heated Stop/Tail/Turns and Back Ups and LED Markers	1		
	LED Heated Plow Lights and Fog Lights	1		
	LED Heated Spot Lights	5		
			Quote Total:	\$109,950.00
			Trade:	
			Total Due:	\$109,950.00

The following items may be added:

Part Number	Description	Quantity	Unit Price	Amount

Customer must fill out the information below before the order can be processed...

Accepted by:	
Date:	
P.O. number:	

1. The price and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of material, and all other causes beyond our control. Prices are based on cost and conditions existing on the date of quotation and are subject to change by the seller before final inspection.
2. Typographical and stenographic errors are subject to correction.
3. Conditions not specifically stated herein shall be governed by the established trade customs. Terms inconsistent with those stated herein which may appear on purchaser's final order will not be binding on the seller.
4. Terms are due upon receipt unless prior credit has been established or established accounts are set up with Net 30-day terms.
5. Quoted price does not include any applicable taxes and is subject to state and local tax, as well as Federal excise tax unless proper forms are submitted and established when applicable.
6. All orders are FOB Viking facility unless noted otherwise.

Notes:

TOWN OF AMHERST

Town Department: DPW

Date: April 16, 2024

Line Item DPW Vehicle & Equipment CRF and New Equip. Cap. 01-4312-70-2740 (FY25)

Budget amount: \$180,000 Budget (FY25)/\$120,000.00 CRF

Bid #: Item: Sole Source

Date bid to be awarded: April 29, 2024

<u>Vendor</u>	<u>Price</u>	<u>Total</u>	<u>Other considerations</u>
1. Allegiance Trucks, LLC	\$119,500.00	\$119,500.00	Sole Source / NH State Pricing
2.			
3.			
4.			
5.			
6.			

Recommend bid be awarded to Allegiance Trucks, LLC

Signature of Town Administrator / Date

TOWN OF AMHERST

Town Department: DPW

Date: April 17, 2024

Line Item: DPW Vehicle & Equipment CRF; 01-4312-70-2740
New Equipment Capital (FY25)

Budget amount: \$180,000 Budget (FY25)/\$120,000 CRF

Bid #: N/A Item: Truck Body

Date bid to be awarded: April 29, 2024

<u>Vendor</u>	<u>Price</u>	<u>Total</u>	<u>Other considerations</u>
1. H.P. Fairfield		\$116,965.00	(This is the February 2024 pricing)
2. Viking-Cives of Vermont		\$109,950.00	Sourcewell Pricing
3.			
4.			
5.			
6.			

Recommend bid be awarded to: Viking-Cives of Vermont

Signature of Town Administrator / Date



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Pickup Truck Purchase
Meeting Date: April 29, 2024

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

As per the FY24 DPW Vehicle & Equipment replacement plan we seek to purchase a new Ford F350 with plow and sander. We solicited three prices for this truck and received two. We received one price from Colonial Municipal Group (MA), and one price from McFarland Ford (Exeter, NH). A third company (Hillsboro Ford) did not give us a price. The two prices we received were very competitive, and were under their respective state contracts. We recommend to authorize the DPW to purchase the truck from McFarland Ford under the NH State contract pricing. The total purchase amount will be \$67,305.00. The purchase will be made using capital reserve funds.

BUDGET IMPACT:

(Include general ledger account numbers)

\$67,305.00 from DPW Vehicle & Equipment CRF

POLICY IMPLICATIONS:

Requires BOS to waive bidding requirement and authorize purchase under NH State Contract.

DEPARTMENT HEAD RECOMMENDATION:

Recommend to authorize DPW to purchase truck from McFarland Ford.

SUGGESTED MOTION:

I move to award the purchase of a 2024 Ford F350 with related equipment from McFarland Ford of Exeter, NH, for the amount of \$67,305.00. I further move to authorize the DPW Director to sign the related contract documents.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. F350 4.23.24 award Forms
2. 2024 F350 proposal - McFarland Ford
3. 2024 F350 quote - Colonial Municipal Group

TOWN OF AMHERST

Town Department: DPW

Date: April 23, 2024

Line Item: DPW Vehicle & Equipment CRF

Budget Amount: (FY24) CRF \$287,284.00

Bid #: N/A Item: 2024 Ford F350

Date Bid To Be Awarded: April 29, 2024

<u>Vendor</u>	<u>Price</u>	<u>Total</u>	<u>Other Considerations</u>
1. Hillsboro Ford		NO BID	
2. CMG Colonial Municipal Group		\$67,374.70	Mass. State Contract Pricing
3. McFarland Ford 151 Portsmouth Ave Exeter NH 03833		\$67,305.00	NH State Contract Pricing

Recommend bid be awarded to: McFarland Ford Sales, Inc.

Signature of Town Administrator / Date

Prepared for: , TOWN OF AMHERST

2024 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)

Price Level: 425



Client Proposal

Prepared by:

Eric Cummings

Office: 603-772-5953

Date: 04/19/2024



Prepared for:

TOWN OF AMHERST

Prepared by: Eric Cummings

04/19/2024

McFarland Ford Sales, Inc. | 151 Portsmouth Ave Exeter New Hampshire | 038332186

**2024 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)**

Price Level: 425

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
F3B	Base Vehicle Price (F3B)	\$48,815.00
Packages		
610A	Order Code 610A <i>Includes:</i> - Engine: 6.8L 2V DEVCT NA PFI V8 Gas Flex fuel. - Transmission: TorqShift-G 10-Speed Automatic Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road. - 3.73 Axle Ratio - Wheels: 18" Argent Painted Steel Includes painted hub covers/center ornaments. - HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder, storage and driver's side manual lumbar. - Radio: AM/FM Stereo w/MP3 Player Includes 4 speakers. - SYNC 4 Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.	N/C
Powertrain		
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas Flex fuel.	Included
44F	Transmission: TorqShift-G 10-Speed Automatic Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.	Included
X37	3.73 Axle Ratio	Included
NONGV3	GVWR: 11,400 lb Payload Package	Included
Wheels & Tires		
TDX	Tires: LT275/70Rx18E BSW A/T (4) Spare may not be the same as road tire. Includes: - GVWR: 11,400 lb Payload Package	\$265.00
64F	Wheels: 18" Argent Painted Steel Includes painted hub covers/center ornaments.	Included
Seats & Seat Trim		

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

TOWN OF AMHERST

Prepared by: Eric Cummings

04/19/2024

McFarland Ford Sales, Inc. | 151 Portsmouth Ave Exeter New Hampshire | 038332186

**2024 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)**

Price Level: 425

As Configured Vehicle (cont'd)

Code	Description	MSRP
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>	Included
Other Options		
142WB	142" Wheelbase	STD
PAINT	Monotone Paint Application	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i> <i>Includes:</i> - SYNC 4 <i>Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.</i>	Included
96V	XL Chrome Package <i>Includes 4 pickup box tie-down plates.</i> <i>Includes:</i> - Bright Chrome Hub Covers & Center Ornaments - Chrome Front Bumper - Chrome Rear Step Bumper - Halogen Fog Lamps	\$225.00
473	Snow Plow Prep Package Requires 250 Amp Alternator (67E) or 410 Amp Dual Alternator (67B) when ordered with Upfitter Switches (66S) and 120V/400W Outlet (43C). <i>Includes computer selected springs for snowplow application. Note: restrictions apply; see supplemental reference or body builders layout book for details. May result in deterioration of ride quality when vehicle is not equipped with snowplow. Dual battery (86M) recommended with 6.8L or 7.3L gasoline engines; see body builders layout book for details.</i>	\$250.00
86M	Dual 68 AH/65 AGM Batteries	\$210.00
67B	410 Amp Dual Alternators <i>Includes 250 Amp + 160 Amp.</i>	\$115.00
18B	Platform Running Boards	\$320.00
592	LED Roof Clearance Lights	\$95.00
85S	Tough Bed Spray-In Bedliner <i>Includes tailgate-guard, black box bed tie-down hooks and black bed attachment bolts.</i>	\$595.00
52S	Interior Work Surface	\$140.00
66S	Upfitter Switches (6) <i>Located in overhead console.</i>	\$165.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

TOWN OF AMHERST

Prepared by: Eric Cummings

04/19/2024

McFarland Ford Sales, Inc. | 151 Portsmouth Ave Exeter New Hampshire | 038332186

**2024 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)**

Price Level: 425

As Configured Vehicle (cont'd)

Code	Description	MSRP
Fleet Options		
WARANT	Fleet Customer Powertrain Limited Warranty Requires valid FIN code. <i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>	N/C
Emissions		
425	50-State Emissions System	STD
Exterior Color		
Z1_01	Oxford White	N/C
Interior Color		
AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	N/C
SUBTOTAL		\$51,195.00
Destination Charge		\$1,995.00
TOTAL		\$53,190.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

TOWN OF AMHERST

Prepared by: Eric Cummings

04/19/2024



McFarland Ford Sales, Inc. | 151 Portsmouth Ave Exeter New Hampshire | 038332186

2024 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)

Price Level: 425

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$48,815.00
Options	\$2,380.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,995.00
Subtotal	\$53,190.00

Pre-Tax Adjustments

Code	Description	MSRP
state	STATE BID DISCOUNT	-\$780.00
TS	FISHER TRUCK SIDE	\$2,850.00
1.8	1.8YD FISHER POLYCASTER	\$8,595.00
WHE	WHELAN LIGHT BARS	\$3,450.00
Total		\$67,305.00

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Estimate

Date: 3/8/2024
 Estimate#
 Customer ID:

To: Town of Amherst
 Joe Jordan
 603-673-2317
jjordan@amherstnh.gov

Salesperson: **Jay Matisko**
 774-556-2531
jmatisko@buycr

Budget

Qty	Item #	Description	Unit Price	Line Total
1.00	F3B	2024 Ford F350 SRW truck 4X4 Reg cab		\$47,205.00
1.00		Color: Oxford White		included
1.00		6.8L Gas Engine		included
1.00		Vinyl seats and floor		included
1.00		Receiver hitch		included
1.00		SYNC		included
1.00		Backup camera		included
1.00	TDX	All Terrain Tires		\$259.70
1.00	X3E	3.73 Limited slip		\$421.40
1.00	90L	Power Equipment Group		included
1.00	473	Snow Plow Prep Package		\$245.00
1.00	592	Roof Clearance Lights		\$93.10
1.00	86M	Dual Battery		\$205.80
1.00	64F	18" tires 11,300 GVW		included
1.00	67B	410 Amp Alternator		\$112.70
1.00	52B	Trailer Brake Controller		included
1.00	18B	Platform Running Boards		\$313.60
1.00	66S	Upfitter switches		\$161.70
1.00	61N	Front & Rear Wheel well liners		\$318.50
1.00	61S/62S	Front & Rear Splash Guards		\$127.40
1.00	85S	Spray in liner		\$583.10
1.00	96V	XL Chrome package		\$220.50
1.00	52S	Interior work surface		\$137.20
1.00		Fisher truck side only		\$3,967.00
1.00		Fisher Poly sander 8' 1.8cu.yd		\$9,764.00
1.00		Whelen LED IONS (2) front grille Amber		\$405.00
1.00		Whelen LED Mini Lightbar Amber		\$1,237.00
1.00		Whelen LED Hideaways (2) rear tail Amber		\$316.00
1.00		LED Worklights on rear hitch on a switch and on in reverse		\$616.00
1.00		Ventvisors		\$125.00
1.00		Weathertech mats		\$145.00
1.00		Shop Supplies		\$395.00
Special Instructions: Custom or Special Orders are Non-Refundable			Subtotal	\$ 67,374.70

This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.
Estimate is Based on Current Information From Client About the Project Requirements

Sales Tax
Grand Total

\$	67,374.70

Actual Cost May Change Once Project Elements are Finalized

Thank You For Choosing The Colonial Way!



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: BLSC Rate Increase
Meeting Date: April 29, 2024

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The Baboosic Lake Community Septic (BLCS) system, operational for nearly 20 years, aimed to enhance lake water quality and provide cost-effective septic system replacements. Initially, user fees covered construction and basic expenses. However, as operational costs increased, fees weren't adjusted accordingly, leading to a funding gap in the Enterprise Fund budget. Following a financial review, it's clear that rates need adjusting to align with current expenses.

For fiscal year 2025, we've formulated a budget reflecting all costs, including preventative maintenance, upgrades, and administration. The new fee schedule, detailed below, ensures adequate coverage of expenses:

	Phase 1	Phase 2	Phase 3	Phase 4
Base Cost	\$308.47	\$308.47	\$308.47	\$308.47
Electric cost	-	\$25.00	\$25.00	\$25.00
Loans	-	-	\$216.13	\$254.17
Total Qtrly Fee	\$308.47	\$333.47	\$549.60	\$587.64

The new fees represent notable increases over existing rates, as shown below:

	Current Bill	New Bill	Change in Quarterly Bill
Phase 1	\$173.42	\$308.47	\$135.05
Phase 2	\$243.52	\$333.47	\$ 89.95
Phase 3	\$478.07	\$549.60	\$ 71.53
Phase 4	\$527.97	\$587.64	\$ 59.67

Upon the loans' completion in FY 2026, all phases will incur essentially equal costs. Phase 1 customers will pay slightly less due to covering their own electrical expenses.

The above proposed rate schedule was presented to Community Septic users at a public meeting on April 10, 2024.

BUDGET IMPACT:

(Include general ledger account numbers)

BLCS Revenues will be increased to cover BLCS Expense budget. Net zero impact to Town budget.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend to approve proposed rate increase.

SUGGESTED MOTION:

I move to approve a new fee schedule for the users of the Baboosic Lake Community Septic system as described in the chart presented above. The new fees shall become effective with the 4th quarter billing period which ends on April 30, 2024.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. BOS Resolution 2-4-2008
2. Legal opinion BLCS 1-6-2003

THE STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH
TOWN OF AMHERST

BOARD OF SELECTMEN

RESOLUTION

Establishment of Betterment Assessments Relative to the Baboosic Lake Community Sub Surface Sewage Disposal System

KNOW ALL MEN BY THESE PRESENTS, that the duly elected Board of Selectmen for the Town of Amherst, having met this 4th day of February, 2008, at the Offices of the Selectmen, Town Hall, Amherst, County of Hillsborough and State of New Hampshire, has considered the following:

Recitals

Whereas, RSA 149-I:6, provides, in pertinent part, as follows:

'... I. In municipalities where the sewage is pumped or treated, the mayor and aldermen may adopt such ordinances and bylaws relating to the system, pumping station, treatment plant or other appurtenant structure as are required for proper maintenance and operation. ...'.

Whereas, RSA 149-I:24, provides, in pertinent part, as follows:

'... The provisions of this chapter shall be in force in such town ... as may adopt the same; and the selectmen shall perform all the duties and possess all the powers in the town or the district, as the case may be, conferred by this chapter upon the mayor and aldermen, and the rights of all parties interested shall be settled in the same way. ...'.

Whereas, The foregoing statutes clearly authorize the Selectmen to act to adopt rules, by-laws and ordinances necessary to the efficient creation, maintenance and operation of sewer departments and infrastructure.

Whereas, NHRSA 149-I:7 authorizes the Selectmen, acting to

'... assess upon the persons whose drains enter such main drains, common sewers or treatment facilities, or whose lands receive special benefit therefrom in any way, their just share of the expense of constructing and maintaining the same or paying off any capital debt or interest incurred in constructing and/or maintaining the same. ...'.

Whereas, The voters of the Town of Amherst authorized an appropriation for the construction of a community sub surface sewage disposal system designed to serve selected properties in the vicinity of Baboosic Lake, said system being referred to hereafter as Baboosic Lake Community Septic System, (BLCSS).

Whereas, The voters of the Town of Amherst did, indeed, vote to implement *RSA 149-I* within the Town and, as such, the selectmen are also empowered to act with the same authority as mayor and alderman sewer commissioners with regard to BLCSS.

Whereas, The Selectmen, having been duly authorized by the town meeting to so act, have undertaken to have the infrastructure constituting the BLCSS designed, constructed and placed in operation for the benefit of the several properties contemplated, and have further resolved that said infrastructure is of special benefit to the several properties listed below and, as such, have resolved further that it is appropriate and proper that the cost of the construction of said facilities should properly and justly be assessable to the owners of those properties in the proportion and to the extent identified below.

Whereas, *RSA 149-I:16* provides that:

'... The mayor and aldermen of any city may, in their discretion, in making any assessment under this chapter, assess the same to be paid in annual installments extending over a period not exceeding 20 years, and in such case their assessment so made shall create a lien upon the land on account of which it is made and the lien of each installment so assessed shall continue for one year from October 1 of the year such installment becomes due. ...'

Whereas, *RSA 149-I:11* provides that:

'... In the collection of sewer charges under RSA 149-I:7 and 149-I:8, municipalities shall have the same liens and use the same collection procedures as authorized by RSA 38:22. ...'

Whereas, *RSA 38:22* provides for the establishment of liens applicable to the benefitted properties and also provides that the same may be committed to the collector of taxes for collection in the same manner as conventional taxes which the town collects.

Whereas, It is the desire of the Board of Selectmen to cause the benefitted properties to bear their just share of the cost of the design and construction of the BLCSS infrastructure and, moreover, to have the same constitute a lien against said properties but also to provide, in instances where the owners of said properties agree, for an agreement whereby the payment of said assessment(s) may be paid in installments over a period of three years.

NOW THEREFORE, to that end, said board of selectmen, having provided due and proper notice of the within proceedings, does hereby **RESOLVE** as follows:

1. The cost of the construction of the BLCSS in the amount of **\$12,690.23**, are determined to be properly assessable to the several properties in the Town of Amherst, all of which properties it is determined, receive special benefit from the BLCSS, which properties are listed below:

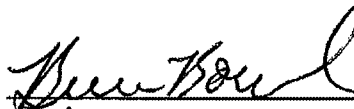
Street Addresses with Map and Lot Numbers

53 Broadway 25-53	60 Broadway 25-96
55 Broadway 25-52	66 Broadway 25-99
57 Broadway 25-51	68 Broadway 25-100
58 Broadway 25-86	1 Norton St 25-95
59 Broadway 25-50	

2. The Board hereby determines that a betterment assessment(s) in the amount(s) indicated above is hereby charged to the property identified above, and directs that the collector of taxes take such action as may be necessary to have the same constitute a lien against said premises in the manner authorized in **RSA 38:22**; provided, nevertheless,
3. That any such lien shall be discharged upon either, the payment in full of said betterment assessment, or, if approved by the Board of Selectmen, according to the terms of an agreement signed by the current owner of the properties referenced above to pay the same in installments, with interest at the rate of three percent per annum from the date of said agreement.

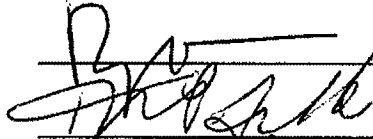
IN WITNESS WHEREOF, the undersigned Board of Selectmen have unanimously adopted this resolution and, have caused their hands to be hereto affixed on the date and year first written above.

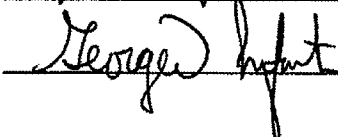
*Town of Amherst
Board of Selectmen*



Chairman







BRADLEY, BURNETT, KINYON, FERNALD & GREEN

PROFESSIONAL ASSOCIATION
ATTORNEYS AT LAW
50 WASHINGTON STREET
P. O. BOX 666
KEENE, NEW HAMPSHIRE 03431-0666
(603) 352-2030

HOMER S. BRADLEY, JR.
RAND S. BURNETT
GARY J. KINYON
BETH R. FERNALD
DOUGLAS F. GREEN

SUSAN B. CAY

FAX
(603) 357-9334
E-MAIL
bferald@bbklawyers.com
DIRECT DIAL
(603) 352-2295 EXT. 109

January 6, 2003

Carl Weber, Town Administrator
Town of Amherst
2 Main Street
P.O. Box 960
Amherst, New Hampshire 03031

L.C. _____ S.D. _____
MP. *[Signature]* R.H. *[Signature]*
J.D. *[Signature]* DATE 1/7/03

Re: Baboosic Lake - Waste Water Project

Dear Carl:

I am writing to confirm our conversation of January 2, 2003. You asked me to consider ways in which the Town could construct a sewage project serving an area of Baboosic Lake and have lot owners serviced by the project pay for it. I understand that the State has committed to pay for 60% of the construction costs for this project, and that a state grant may cover an additional 20% of those costs. You expect that 20% of construction costs will have to be allocated among the lots benefited by the project.

There are two ways that the project can be arranged so that lot owners benefited by it cover those costs. First, a sewer district could be created under RSA 52 which would be composed of all property owners to be served by the project. The drawbacks to this option are that the legal voters residing in the proposed district must vote to establish the district. This means that the Town does not have any guarantee that the district will in fact be created.

In addition, the sewer district will be a separate corporate and political entity, raising and spending money, and making its own decisions separate from the Town. Such a district can also give itself additional authority. For example, if it were created as a sewer district it could later on give itself authority to act for any of the purposes set out in RSA 52:1. I have attached a copy of that section for your information.

A simpler way to achieve your goal, in my opinion, would be to act under New Hampshire RSA 149-I:7. This statute allows cities and towns to assess the cost of constructing or maintaining sewers or treatment facilities to property owners who receive a benefit therefrom. The statute requires that the Selectmen assess a "just share" of the expense of constructing or maintaining a

Carl Weber
January 6, 2003
Page 2

system to each property owner. It would be up to the Selectmen to decide the fairest way to determine each property owner's "just share."

RSA 149-I:16 allows towns to accept assessments paid in annual installments extending over a period of up to 20 years. The Town will have a lien for any assessments not paid when due. The assessments are collected and the liens imposed under the procedure set forth in a different statute, RSA 38:22.

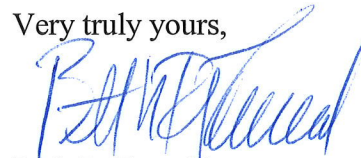
Under RSA 38:22, the assessments are a lien on the real estate, and are collected by the Tax Collector. The Tax Collector has the same rights and remedies, including a lien on the real estate, as are set forth in the property tax statute (RSA 80).

In order to proceed, the Town will need an appropriations article in the town meeting warrant. The warrant article should indicate that State funding will cover 60% of the appropriated amount, and that a grant may cover an additional 20%, so you can vote to have whatever portion is not covered by State funding or grants paid by those property owners benefited by the system.

In addition, you may need a warrant article to adopt the provisions of RSA 149-I. As we discussed, this statute was originally passed in 1870, so it is likely that the Town of Amherst previously adopted it. If Amherst has not adopted it, the provisions of RSA 149-I can be adopted at the next Town Meeting.

I have enclosed copies of the relevant parts of the statutes mentioned in this letter. Please feel free to give me a call if you have any further questions.

Very truly yours,



Beth R. Fernald

BRF/mjc
Enclosure

§ 52:1. Establishment.

I. Upon the petition of 10 or more legal voters, inhabitants of any village situated in one or more towns, the selectmen of the town or towns shall fix, by suitable boundaries, a district including such parts of the town or towns as may seem convenient, for any of the following purposes:

- (a) The extinguishment of fires;
- (b) The lighting or sprinkling of streets;
- (c) The planting and care for shade and ornamental trees;
- (d) The supply of water for domestic and fire purposes, which may include the protection of sources of supply;
- (e) The construction and maintenance of sidewalks and main drains or common sewers;
- (f) The construction, operation and maintenance of sewage and waste treatment plants;
- (g) The construction, maintenance and care of parks or commons;
- (h) The maintenance of activities for recreational promotion;
- (i) The construction or purchase and maintenance of a municipal lighting plant;
- (j) The control of pollen, insects and pests;
- (k) The impoundment of water;
- (l) The appointing and employment of watchmen and police officers;
- (m) The layout, acceptance, construction and maintenance of roads; and
- (n) The maintenance of ambulance services.

§ 149-I:1. Construction.

The mayor and aldermen of any city may construct and maintain all main drains or common sewers, sewage and/r waste treatment works which they adjudge necessary for the public convenience, health or welfare. Such drains and sewers shall be substantially constructed of brick, stone, cement or other material adapted to the purpose, and shall be the property of the city.

§ 149-I:7. Levying.

The mayor and aldermen may assess upon the persons whose drains enter such main drains, common sewers or treatment facilities, or whose lands receive special benefit therefrom in any way, their just share of the expense of constructing and maintaining the same or paying off any capital debt or interest incurred in constructing and/r maintaining the same.

§ 149-I:8. Sewer Rentals.

For the defraying of the cost of construction, payment of the interest on any debt incurred, management, maintenance, operation, and repair of newly constructed sewer systems, including newly constructed sewage or waste treatment and disposal works, the mayor and aldermen may establish a scale of rents to be called sewer rents, and to prescribe the manner in which and the time at which such rents are to be paid and to change such scale from time to time as may be deemed advisable. Except in the case of institutional, industrial or manufacturing use, the amount of such rents shall be based upon either the consumption of water on the premises connected with the sewer system, or the number of persons served on the premises connected with the sewer system, or whether the user is on a pressure or gravity system, or upon some other equitable basis.

§ 149-I:9. Combined Billing Permitted.

In cities which assess sewer rents, such assessments may be combined in a bill with assessments for other municipal services.

§ 149-I:11. Liens and Collection of Sewer Charges.

In the collection of sewer charges under RSA 149-I:7 and 149-I:8, municipalities shall have the same liens and use the same collection procedures as authorized by RSA 38:22. Interest on overdue charges shall be assessed in accordance with RSA 76:13.

§ 149-I:16. Assessment Installments.

The mayor and aldermen of any city may, in their discretion, in making any assessment under this chapter, assess the same to be paid in annual installments extending over a period not exceeding 20 years, and in such case their assessment so made shall create a lien upon the land on account of which it is made and the lien of each installment so assessed shall continue for one year from October 1 of the year such installment becomes due.

§ 149-I:24. Application of Chapter.

The provisions of this chapter shall be in force in such town and village districts as may adopt the same; and the selectmen shall perform all the duties and possess all the powers in the town or the district, as the case may be, conferred by this chapter upon the mayor and aldermen, and the rights of all parties interested shall be settled in the same way.

§ 38:22. Liens and Collection of Charges.

I. All charges for services furnished to patrons by a municipally owned electric, gas, or water works shall create a lien upon the real estate where such services are furnished.

II. A municipality may use any of the following collection procedures for charges and the use of one collection procedure for one service shall not preclude the use of a different collection procedure for another service:

(a) A municipality may commit bills for charges to the tax collector with a warrant signed by the appropriate municipal officials requiring the tax collector to collect them. The tax collector shall have the same rights and remedies, including a lien on the real estate, and be subject to the same liabilities in relation thereto as in the collection of taxes as provided in RSA 80; provided, however, that the real estate lien shall continue for 18 months from the date of the last unpaid bill.

(b) The official or board responsible for administering the municipal utility may collect charges for services by direct billing on any periodic basis it may choose. All charges which are delinquent may be committed to the tax collector with a warrant signed by the appropriate municipal officials requiring the tax collector to collect them. The tax collector shall have the same rights and remedies, including a lien on the real estate, and be subject to the same liabilities in relation thereto as in the collection of taxes as provided in RSA 80; provided, however, that the real estate lien shall continue for 18 months from the date of the last unpaid bill.

(c) If the official or board responsible for administering the municipal utility has not committed the charges to the collector of taxes, the municipality shall have a lien upon the real estate where the services were furnished and the lien shall continue for 18 months from the date of the last unpaid bill, unless the municipality records in the registry of deeds for the county in which the land is situated a notice of lien, in which case the lien shall continue for 6 years from the date of the last unpaid bill. The lien may be enforced in a suit by the municipality against the owner of the real estate. In such a suit, the municipality shall have the right to a judgment for per year charges, interest at the rate of 12 percent from the date of the last unpaid bill to the date of judgment, and costs. The records in the municipal department which furnished the services shall be sufficient notice to maintain suit upon the lien against subsequent purchasers or attaching creditors of the real estate.

(d) When the services were furnished to some person or legal entity other than the owner of the real estate, the liens provided for in this paragraph shall be effective against the owner of the real estate only for charges of which the owner of the real estate was notified by the municipality within 120 days of the date the charges became delinquent; provided, however, that a municipality may meet these notice requirements by mailing to the owner of the real estate copies of the bills for services at the same time bills are furnished to the person or legal entity which

received the services.

History

Source. 1997, 206:1, eff. July 1, 1997.

Annotations

Analysis

1. Attachment.
2. Mortgages.
3. Fire protection services.
4. Waiver.

1. Attachment.

This section does not provide one lien for all charges of gas, water or electricity furnished to all patrons on the parcel of real estate; rather, the lien attaches for each separate account. *Whitefield Village Fire District v. Bobst*, 93 N.H. 229, 39 A.2d 566 (1944). (Decided under prior similar law.)

2. Mortgages.

A lien created pursuant to this section is subordinate to an existing mortgage. *Whitefield Village Fire District v. Bobst*, 93 N.H. 229, 39 A.2d 566 (1944). (Decided under prior similar law.)

Injustice to a municipally owned utility that can refuse service in the case of overdue accounts and that can require deposits, in refusing it priority of its lien over existing mortgages which are not benefited by the service and the owners of which have no control over the service, is not so clear that such priority can be said to be implied.(Decided under prior similar law.) *Whitefield Village Fire District v. Bobst*, 93 N.H. 229, 39 A.2d 566 (1944).

3. Fire protection services.

Where evidence supported finding that charges for fire protection services were related to water services to the sprinkler system, defendants could be held accountable for such charges under this section.(Decided under prior similar law.) *City of Portsmouth v. Nash*, 126 N.H. 464, 493 A.2d 1163 (1985).

4. Waiver.

Where defendants' tenant owed city for water, sewer and fire protection services at the time tenant filed for bankruptcy, which services continued after the bankruptcy filing, the city by its conduct waived its right to collect more on its lien on the property than the amount owed at the time of bankruptcy, since the city in two separate letters to defendant indicated that it would be seeking payment from defendant only for charges accrued until the time of filing of bankruptcy by the tenant, and since the city filed a claim with bankruptcy court as priority creditor of tenant.(Decided under prior similar law.) *City of Portsmouth v. Nash*, 126 N.H. 464, 493 A.2d 1163 (1985).

Cited. *Newmarket Water Works v. Strafford Savings Bank*, 90 N.H. 143, 5 A.2d 673 (1939); *Gile v. City of Lebanon*, 106 N.H. 39, 203 A.2d 643 (1964).



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Winter Snowplowing Bid
Meeting Date: April 29, 2024

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

Last Fall, the Board of Selectmen (BOS) approved a no-bid, fixed-fee contract with Knott's Landcare for winter plowing services, intending to seek competitive bids in the spring. Despite efforts to solicit bids, only Knott's Landcare submitted one. Our experience with them last winter was highly satisfactory. Their operators demonstrated attention to detail and provided reliable service, crucial for maintaining staffing levels during winter storms. This enabled us to manage multiple challenges, including employee absences and equipment breakdowns, while ensuring adequate service for residents.

Knott's Landcare's bid for the upcoming season reflects their learning from the previous winter and their commitment to providing quality service. Although their bid represents an increase over last year's contract price, it aligns with the responsibilities and services required. Notably, the bid reflects adjustments to plow routes based on evaluations conducted by our department over the winter. Routes were reassessed to optimize efficiency, resulting in the removal of some routes and the addition of others deemed more suitable to the current needs of the department.

We recommend the BOS approve a three-year agreement with Knott's Landcare. The proposed contract includes incremental increases each year (2.5%), totaling \$256,815.81 over three years. The first year contract amount is \$83,500.00. This expenditure compares favorably to the projected expense of providing similar services using town equipment and labor. Based on our analysis of winter storm data from the previous season, outsourcing to Knott's Landcare offers operational advantages and is comparable in expense to using Town forces. Therefore, we urge the BOS to approve the contract, ensuring continued high-quality service for the community while maintaining the operational resiliency we achieved last winter.

The full bid document can be viewed at the following web address on the Town website: https://www.amherstnh.gov/sites/g/files/vyhlf4116/f/uploads/dpw04-24_winter_maintenance_services.pdf

BUDGET IMPACT:

(Include general ledger account numbers)

\$83,500.00 to 01-4312-40-2451 (outside hire - FY25). \$256,815.81 over three years, with 2.5 increases for year 2 and 3.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend to award three-year contract to Knott's Landcare.

SUGGESTED MOTION:

I move to award a three-year contract to Knott's Landcare as specified in their DPW 04-24 bid proposal, for winter maintenance services. The first year bid award will be \$83,500. The total three-year contract value will be 256,815.81. I further move to authorize the DPW director to sign the related contract documents.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Knotts Land Care Bid
2. DPW04-24 award Forms
3. award info for 04-24

Attachment B

Bid Sheet

All bids must conform to the intent of the Bid Specifications and General Conditions listed on the snowplowing, sanding and snow removal bid request documents. If the route total does not equal the sum of the individual years, the actual total sum shall be used to determine cost.

The proposed contract price for winter maintenance services from July 1st, 2024, to June 30th, 2027, as per specifications and bid documents is:

ROUTE 1

Route 1 – Year 1 - July 1, 2024 – June 30, 2025:

\$ 40,000.00
(figure)
Fourty Thousand Dollars

(written words)

Route 1 – Year 2 - July 1, 2025 – June 30, 2026:

\$ 41,000.00
(figure)
Fourty-one Thousand Dollars

(written words)

Route 1 – Year 3 - July 1, 2026 – June 30, 2027:

\$ 42,025.00
(figure)
Fourty-two Thousand, twenty-five dollars

(written words)

Total Route 1: \$ 123,025.00
(figure)
One-hundred and twenty-three thousand and twenty five dollars

(written words)

ROUTE 2

Route 2 – Year 1 - July 1, 2024 – June 30, 2025:

\$ 36,500.00
(figure)
Thirty-six thousand, five hundred dollars

(written words)

Route 2 – Year 2 - July 1, 2025 – June 30, 2026:

\$ 37,412.50
(figure)
Thirty-seven thousand, four hundred and twelve dollars, and fifty cents

(written words)

Route 2 – Year 3 - July 1, 2026 – June 30, 2027:

\$ 38,347.81
(figure)
Thirty-eight thousand, three hundred and forty-seven dollars and eighty-one cents

(written words)

Total Route 2: \$ 112,260.31
(figure)
One hundred and twelve thousand, two hundred and sixty dollars and thirty one cents

(written words)

ROUTE 3

Route 3 – Year 1 - July 1, 2024 – June 30, 2025:

\$ 7,000.00
(figure)
Seven Thousand Dollars

(written words)

Route 3 – Year 2 - July 1, 2025 – June 30, 2026:

\$ 7,175.00
(figure)
Seven thousand, one hundred and seventy-five dollars

(written words)

Route 3 – Year 3 - July 1, 2026 – June 30, 2027:

\$ 7,355.00
(figure)
Seven thousand, three hundred and fifty-five dollars

(written words)

Total Route 3: \$ 21,530.00
(figure)

Twenty-one thousand, five hundred and thirty dollars
(written words)

Total Sum \$ 256,815.81
(figure)

Two hundred and fifty-six thousand, eight hundred and fifteen dollars and eighty-one cents
(written words)

Company Name: Knott's Land Care

Address 6 Manhattan Dr.

Amherst, NH 03031

Printed Name: Stephen Knott Signature: *Stephen Knott*

Title: Account Manager Date: 4/12/2024

Bid to remain Firm:

The price in this proposal is guaranteed for 60 days from the date of submission and if authorized to proceed within that period, we will agree to complete the duties as listed in Exhibit A for the specified contract period of July 1st, 2024, to June 30th, 2027.

With Wing Plow

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

Attachment B
March 13, 2024

Attachment B

Bid Sheet

All bids must conform to the intent of the Bid Specifications and General Conditions listed on the snowplowing, sanding and snow removal bid request documents. If the route total does not equal the sum of the individual years, the actual total sum shall be used to determine cost.

The proposed contract price for winter maintenance services from July 1st, 2024, to June 30th, 2027, as per specifications and bid documents is:

ROUTE 1

Route 1 – Year 1 - July 1, 2024 – June 30, 2025:

\$ 49,000.00

(figure)

Forty-nine thousand dollars

(written words)

Route 1 – Year 2 - July 1, 2025 – June 30, 2026:

\$ 50,225.00

(figure)

Fifty Thousand, two hundred and twenty-five dollars

(written words)

Route 1 – Year 3 - July 1, 2026 – June 30, 2027:

\$ 51,480.00

(figure)

Fifty-one Thousand, Four hundred and Eighty dollars

(written words)

Total Route 1: \$ 152,705.00

(figure)

One hundred and fifty-two thousand, seven hundred and five dollars

(written words)

With Wing Plow

ROUTE 2

Route 2 – Year 1 - July 1, 2024 – June 30, 2025:

\$ 45,500.00

(figure)

Forty-five thousand, five hundred dollars

(written words)

Route 2 – Year 2 - July 1, 2025 – June 30, 2026:

\$ 46,640.00

(figure)

Forty-six thousand, six hundred and forty dollars

(written words)

Route 2 – Year 3 - July 1, 2026 – June 30, 2027:

\$ 47,800.00

(figure)

Forty-seven thousand, eight hundred dollars

(written words)

Total Route 2: \$ 139,940.00

(figure)

One hundred and thirty-nine thousand, nine hundred and forty dollars

(written words)

ROUTE 3

Route 3 – Year 1 - July 1, 2024 – June 30, 2025:

\$ 7,000.00

(figure)

Seven thousand dollars

(written words)

Route 3 – Year 2 - July 1, 2025 – June 30, 2026:

\$ 7,175.00

(figure)

One hundred and fifty-two thousand, seven hundred and five dollars

(written words)

Route 3 – Year 3 - July 1, 2026 – June 30, 2027:

\$ 7,355.00

(figure)

Seven thousand, three hundred and fifty-five dollars

(written words)

With Wing Plow

Total Route 3: \$ 21,530.00
(figure)

Twenty-one thousand, five hundred and thirty dollars
(written words)

Total Sum \$ 314,175.00
(figure)

Three hundred and fourteen thousand, one hundred and seventy-five dollars
(written words)

Company Name: Knott's Land Care

Address 6 Manhattan Dr.

Amherst, NH 03031

Printed Name: Stephen Knott Signature: Stephen Knott

Title: Account Manager Date: 4/12/2024

Bid to remain Firm:

The price in this proposal is guaranteed for 60 days from the date of submission and if authorized to proceed within that period, we will agree to complete the duties as listed in Exhibit A for the specified contract period of July 1st, 2024, to June 30th, 2027.

Attachment C

- I. **Mutual Obligations:** Both parties shall adhere to the Town of Amherst's inclement weather road maintenance and treatment policy as currently in effect and as may be amended during the term of this Agreement.

A. CONTRACTOR Obligations:

1. For routes 1 & 2 - Provide a minimum of one (1) truck per route with a ten- (10') foot plow, a wing (preferred), a sander, and a liquid dispensing system (pre-wet at spinner only), sufficient to plow snow from Town roadways, and dispense salt, sand, and liquid winter chemicals as assigned by the Town.
2. For route 3 - Provide one (1) truck, or other appropriate machinery, with plow/snowblower, and a sander, sufficient to plow/blow snow from the Amherst Street side path and dispense salt and/or sand as assigned by the Town.
3. All fuel, oil, and other materials and services necessary or desirable for the efficient operation of the vehicles and/or equipment, including maintenance.
3. Ensure that all equipment and materials used in the performance of this Agreement are in safe and proper operating condition throughout the contract term. Further, ensure that all equipment is properly calibrated throughout the contract term, and provide calibration charts to the Amherst Department of Public Works upon request.
4. Follow best management practices in the performance of tasks under this Agreement.
5. The Contractor must maintain a NH DES Green SnowPro certification throughout the duration of the contract term. Certifications for all personnel performing work under the contract must be produced upon request by the Town.
6. Ensure that no equipment or materials provided by the Town of Amherst shall be used for any purpose other than the performance of tasks under this Agreement.
7. Utilize only vehicle operators properly trained and certified for the performance of tasks under this Agreement and identified on a list approved by the Town of Amherst.
8. Submit detailed invoices showing services provided as required by this 8. Keep insurance in place as required under the Agreement.
9. The CONTRACTOR shall report to the Amherst DPW facility on Dodge Rd. within 1 hour after call-in.

B. Town of Amherst's Obligations:

1. Promptly advise CONTRACTOR of any change in its inclement weather road maintenance and treatment policy.
2. Promptly notify CONTRACTOR of any complaint or concern raised as to performance under this Agreement.
3. Provide sufficient sand and deicing materials for the performance of tasks under this Agreement in accordance with applicable policies and within the limits of available funds.
4. Compensation. Payment shall be made to the Contractor as specified in Article IV of the Agreement.

Attachment D
Contractor Routes

Contractor Route 1

Street Name	Length (miles)
Aglipay Drive	1.2
Arrow Lane	0.8
Brander Court	0.3
Cross Road	1.5
Danbury Circle	1.4
Deerwood Drive	1.2
Douglas Drive	1.1
Edgewood Drive	0.9
Flint Drive	0.3
Foxglove Lane	0.5
Hickory Drive	1.3
Homestead Circle	0.6
Junkins Lane	0.4
Maple Avenue	0.2
Mayhew Drive	0.4
Meadow Lane	0.6
Melody Lane	0.8
Mosswood Circle	0.9
Newbury Drive	0.6
Seaverns Bridge Road	2.0
Stillwater Drive	0.7
Taconic Drive	0.5
Terrace Lane	0.3
Timber Chase Drive	0.4
Warren Way	0.5
Waterview Drive	1.2
Wildwood Lane	0.4
Windsor Drive	1.2
Woodbine Lane	0.4

Route 1 -Total Lane miles 22.6

Contractor Route 2

Street Name	Length (miles)
Beaver Brook Circle	0.9
Belden's Mill Lane	0.1
Boston Post Rd – Amherst St. to New Boston Rd.	1.2
Brookwood Drive	0.4
Carriage Lane	0.3
Church Street	0.4
Cobbler Lane	0.4
Courthouse Road	1.2
Cross Street	0.3
Davis Lane	0.5
Foundry Street	0.5
Knight Street	0.2
Limbo Lane	0.6
Main Street	0.8
Manchester Road	1.3
Middle Street	1.1
Narragansett Lane	0.4
Old Jailhouse Road	0.2
Pettingale Road	0.9
Pierce Lane	0.1
Sargent Quarry Lane	0.6
School Street	0.4
Sunset Avenue	0.2
Thatcher Drive	0.5
Thornton's Ferry Road #1	1.8
Village Common Court	0.2
Village Woods Drive	0.8

Route 2 -Total Lane miles 16.3

Contractor Route 3

Snow plowing, blowing, and treating the Amherst Street side path; Approximate length of route is 1.9 miles and 8 feet wide. There are two constricted areas which are approximately 5 feet and include guardrails on the inside edge of the path. The side path extends along the north and west side of Amherst Street from Boston Post Rd. to the Milford Town line.

Attachment E
Equipment

List all vehicles and equipment proposed to be utilized on each route.

Proposed Equipment for Route 1:

- 5500 Truck
- Ten foot (10') plow
- Spreader with liquid dispensing system
- _____
- _____
- _____
- _____

Proposed Equipment for Route 2:

- 5500 Truck
- Ten foot (10') plow
- Spreader with liquid dispensing system
- _____
- _____
- _____
- _____

Proposed Equipment for Route 3:

- 3500 Truck
- Eight foot (8') plow
- Kubota RTV with four foot (4') plow w/ spreader
- _____

With Wing Plow

Department of Public Works
22 Dodge Road
Amherst, NH 03031

Attachment E
March 13, 2024

Attachment E **Equipment**

List all vehicles and equipment proposed to be utilized on each route.

Proposed Equipment for Route 1:

- 5500 Truck
- Ten foot (10') plow
- Spreader with liquid dispensing system
- Wing Plow
- _____
- _____
- _____

Proposed Equipment for Route 2:

- 5500 Truck
- Ten foot (10') plow
- Spreader with liquid dispensing system
- Wing Plow
- _____
- _____
- _____

Proposed Equipment for Route 3:

- 3500 Truck
- Eight foot (8') plow
- Kubota RTV with four foot (4') plow + spreader
- _____

TOWN OF AMHERST

Town Department: DPW

Date: April 18, 2024

Line Item 01-4312-40-2451

Budget Amount: 115,000

Bid #: DPW04-24 Item: Outside hire

Date Bid To Be Awarded: April 29, 2024

<u>Vendor</u>	<u>Price</u>	<u>Total</u>	<u>Other Considerations</u>
1. Knotts Land Care	Route 1/Year 1 Route 2/Year 1 Route 3/Year 1	\$40,000 \$36,500 \$7,000	See attached worksheet for Year 2 and Year 3 for details
2. Eckstrom Lawn Care LLC		No Bid	No Response to inquiry
3. Morin's Landscaping, Inc.		No Bid	No Response to inquiry
4. Siciliano Landscape Co. Inc.		No Bid	Do not do work for Municipalities.
5. Theriault & Sons, Inc		No Bid	Did not received bid
6.			

Recommend bid be awarded to: Knotts Land Care

Signature of Town Administrator / Date

This bid was posted on [New Hampshire Municipal Association \(nhmunicipal.org\)](http://nhmunicipal.org) and Bid Opportunities | Town of Amherst NH

Winter Maintenance Services DPW04-24

Vendor	Route #	Year 1	Year 2	Year 3
WITHOUT WING PLOW				
Knotts Lawn Care	Route 1	40,000	41,000	42,025
	Route 2	36,500	37,412.50	38,347.81
	Route 3	7,000	7,175	7,355
WITH WING PLOW				
Knotts Lawn Care	Route 1	49,000	50,225	51,480
	Route 2	45,500	46,640	47,800
	Route 3	7,000	7,175	7,355

EQUIPMENT

Route 1 and Route 2
 5500 Truck 10' plow
 Spreader with liquid
 dispensing system
 wing plow

Route 3
 3500 Truck
 8' plow
 Kubota RTV with Four foot plow and spreader



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Reg. Part-Time Hire- Transfer **Department:** Public Works
Station Attendant

Meeting Date: April 29, 2024

Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The DPW recently conducted an interview for the vacant regular part-time transfer station attendant position. After a successful interview, we are pleased to recommend hiring Michael Flynn of Amherst for the position. This position is a 29.5 hour position and has prorated benefits. This hire would effectively fill our vacant regular part-time positions.

BUDGET IMPACT:

(Include general ledger account numbers)

\$32,750.90 from 01-4324-10-1115 (Part-time wages landfill).

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend to hire Michael Flynn.

SUGGESTED MOTION:

I move to hire Michael Flynn of Amherst, NH for the vacant position of regular part-time transfer station attendant, at Grade 3, Step 5. The hourly wage will be \$21.35 per hour, or \$32,750.90 annually. This will be effective May 6, 2024.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 3001_001



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AP & Payroll Approvals
Meeting Date: April 29, 2024

Department: Finance Department
Staff Contact: Debbie Bender

BACKGROUND INFORMATION:

PR 1~ one (1) Payroll Manifest in the amount of \$254,296.96 dated April 18 2024, subject to review and audit.

AP1 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$262,357.72 dated April 11, 2024, subject to review and audit. (Vendors)

AP2 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$30,696.27 dated April 3, 2024, subject to review and audit. (NH DMV)

AP2 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$226,941.46 dated April 25, 2024, subject to review and audit. (Vendors)

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: Assessing

Department: Assessing

Meeting Date: April 29, 2024

Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

Veteran Tax Credit

The attached Veteran Tax Credit Applications have been reviewed, and the applicants qualify under RSA 72:28 and 72:28-b commencing in the 2024 tax year. Our Assessor recommends approval.

Map/Lot	Credit Amount	Credit Description
002-072-018	\$500.00	All Veterans Tax Credit
006-028-092	\$500.00	Veteran Tax Credit
008-016-023	\$500.00	Veteran Tax Credit
002-087-066	\$500.00	Veteran Tax Credit

Elderly Exemption

The applicant has applied for an Elderly Exemption under RSA 72:39-a. The applicant qualifies for the exemption in the amount of \$104,120 for Map 002, Lot 072-018. The Assessor recommends this approval.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Item B Confidential
2. Item C Confidential



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Abatements, Elderly Exemptions
Meeting Date: April 29, 2024

Department: Assessing
Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Abatement

Item A-2. This property is under appeal because the taxpayer was charged a Land Use Change Tax (LUCT) because she did not have 10 acres of land to qualify for the current use assessment pursuant to RSA 79-a. It appears she is using more than 1 acre for her driveway, utilities, home-site and yard; therefore, the entire parcel was removed from Current Use. The taxpayer did not appeal the LUCT timely. However, I did advise her that she could appeal the 2023 property tax assessment if she did on or before March 1, 2024.

There is a fair amount of wetland on this property. I am recommending changing the assessed value of the 1.5-acre impoundment to 10% good and the remaining 8.5 acres to 25% good due to the steep topography and abundance of wetlands. The 2023 value was \$692,500, which acknowledged the building was 30% unfinished as of April 1, 2023, revised value for 2023 is \$599,900 a reduction of assessed value of \$92,600 which results in a refund amount of \$2,026.09 plus statutory interest. The value of this property will be increased for 2024 due to further completion of the building as of April 1, 2024.

Suggested Motion:

The Assessor has reviewed the above referenced property and, based on the information, recommends granting an abatement. Therefore, I move to grant an abatement for Map 008, Lot 051-002, from \$692,500 to \$599,900 in the amount of \$2,026.00.

Item A-3. The attached abatement is a recommended denial.

The property owner purchased the property in August 2023 for \$13,000 from an estate. He subsequently removed the mobile Home from the lot without permits.

He is claiming the MH was uninhabitable when he purchased it. The sale price was set to pay what the sellers owed for back lot rent and legal fees, per the applicant. He claims the MH was full of mold and the roof leaked. He also claims he sold the home for \$1.00, with proof of the deed submitted. I requested pictures of the interior, and he has not responded. Of course, I could not inspect the home as it is long gone from Amherst. The MH is a 1983 Skyline. Without pictures, it is difficult to determine the value of this mobile home on a mobile home park site as is what existed on 4/1/2023. If this home were inhabitable, it could be worth upwards of \$90-\$100,000, if remodeled even \$150,000. We do have it in Fair condition already. I have a sale for a similar MH in fair condition in the same park for \$82,000 in Dec. of 2021. Without any inspection or more proof I feel it is fair to recommend denial of this abatement. Buying from an estate or selling to move the MH out of the park are not market-value transactions.

Suggested Motion:

The Assessor has reviewed the Abatement and recommends denying the application. Therefore, I move to deny the abatement for Map 002, Lot 166-026.

Elderly/Disabled Exemption Denial

Item D. The applicant has applied for an Elderly Exemption under RSA 72:39-a. The applicant does not qualify for the exemption due to being over the asset limit. The Assessor recommends this denial.

Suggested Motion:

The Assessor has reviewed the application and required documents for an Elderly Exemption and recommends denial due to being over the asset limit. For Map 017, Lot 056-000.

Item D-1. The applicant has not responded to multiple requests for financial information to re-qualify for a Elderly Exemption under RSA 72:39-a. This process has been adopted by the town to ensure all recipients of the personal exemptions and credits still qualify on an annual basis.

The only reasonable conclusion to be made is that this recipient no longer qualifies for the exemption.

Suggested Motion:

The taxpayer has not responded to numerous attempts to requalify this person for the Elderly Exemption. Therefore, I move to remove the Elderly Exemption from this property in the amount of \$104,120 Map 002, Lot 166-047 commencing in 2024.

Item D-2. The applicant has not responded to multiple requests for financial information to re-qualify for a Disabled Exemption under RSA 72:37-b. This process has been adopted by the town to ensure all recipients of the personal exemptions and credits still

qualify on an annual basis.

The only reasonable conclusion to be made is that this recipient no longer qualifies for the exemption.

Suggested Motion:

The taxpayer has not responded to numerous attempts to requalify this person for the elderly exemption. Therefore, I move to remove the Disabled Exemption from this property in the amount of \$89,050 Map 003, Lot 166-007 commencing in 2024.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

- 1. Item A-2 Confidential Approvals
- 2. Item A-3 Confidential Approvals
- 3. Item D Confidential Approvals
- 4. Item D-1 Confidential Approvals
- 5. Item D-2 Confidential Approvals



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: BOS Minutes

Meeting Date: April 29, 2024

Department: Administration

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the BOS Minutes of the April 15, 2024 meeting.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2024.04.15 BOS_DRAFT - PL Tracked Changes



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Monday, April 15, 2024, 6:30PM

1 Attendees: Chairman Danielle Pray, Selectman Bill Stoughton, Selectman Cynthia Dokmo,
2 Selectman Peter Lyon, and Selectman Tom Grella

3

4 **1. Call to Order**

5 Chairman Danielle Pray called the meeting to order at 6:30 p.m.

6

7 **2. Pledge of Allegiance** – led by Lovell Ted Landon.

8

9 **3. Citizens Forum**

10

11 None at this time.

12

13 **4. Scheduled Appointments**

14

14 **4.1 Seasonal Specialty Store, Hawkers & Vendors Permit**

15

16 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
17 *approve the Hawkers, Peddlers, and Vendors permit for Seasonal Specialty Stores.*

18 *Vote: 5-0-0; motion carried unanimously.*

19

20 **5. Board of Selectmen, Committees, Commissions, and Boards**

21

21 **5.1 Appointments**

22

23 **BICYCLE & PEDESTRIAN COMMITTEE**

24 Tom Christensen, Member Reappointment 3-year term, 2027

25 Jeff Thompson, Member New Appointment 3-year term, 2027

26 John Harvey, Alternate Reappointment 3-year term, 2027

27

28 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
29 *appoint Tom Christensen, Jeff Thompson, and John Harvey to the Bicycle & Pedestrian*
30 *Advisory Committee for terms ending in 2027.*

31 *Vote: 5-0-0; motion carried unanimously.*

32

33 **CEMETERY TRUSTEE**

34 Lovell Landon, Interim Appointment 1 year term, 2025

35

36 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Stoughton to*
37 *appoint Lovell Landon to an interim Cemetery Trustees appointment for a term ending in*
38 *2025.*

39 *Vote: 4-0-1; motion carried [Selectman Grella abstaining.]*

40

41 **CONSERVATION COMMISSION**

42 Lee Gilman, Member Reappointment 3-year term, 2027

43 Mark Bender, Member Reappointment 3-year term, 2027

44

45 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
46 *reappoint Lee Gilman and Mark Bender to the Conservation Commission for terms ending in*
47 *2027.*

48 *Vote: 5-0-0; motion carried unanimously.*

49

50 **FOURTH OF JULY COMMITTEE**

51 Tom Darnall, Member Reappointment 3-year term, 2027

52

53 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to reappoint*
54 *Tom Darnall to the Fourth of July Committee for a term ending in 2027.*

55 *Vote: 5-0-0; motion carried unanimously.*

56

57 **HERITAGE COMMISSION**

58 John Bement, Member Reappointment 3-year term, 2027

59

60 *A MOTION was made by Selectman Grella and SECONDED by Selectman Lyon to reappoint*
61 *John Bement to the Heritage Commission for a term ending in 2027.*

62 *Vote: 5-0-0; motion carried unanimously.*

63

64 **HISTORIC DISTRICT COMMISSION**

65 Doug Chabinsky, Member Reappointment 3-year term, 2027

66

67 *A MOTION was made by Selectman Grella and SECONDED by Selectman Stoughton to*
68 *reappoint Doug Chabinsky to the Historic District Commission for a term ending in 2027.*

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

70

71 **LIBRARY TRUSTEES**

72 Bill Cassidy, Alternate Reappointment 1 year term, 2025

73 Jim Kuhnert, Alternate Reappointment 1 year term, 2025

74

75 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Stoughton to*
76 *reappoint Bill Cassidy and Jim Kuhnert as alternates to the Library Trustees for terms ending*
77 *in 2025.*

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

79

80 **NASHUA REGIONAL PLANNING COMMISSION**

81 Danielle Pray Reappointment 4 Year term, 2028

82

83 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Dokmo to appoint*
84 *Danielle Pray to the Nashua Regional Planning Commission for a term ending in 2028.*

85 *Vote: 4-0-1; motion carried [Chairman Pray abstaining.]*

86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131

SOUHEGAN REGIONAL LANDFILL DISTRICT REPS.

Eric Slosek, Member Reappointment 3-year term, 2027

A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to reappoint Eric Slosek to the Souhegan Regional Landfill District Reps for a term ending in 2027.

Vote: 5-0-0; motion carried unanimously.

SWAP SHOP

Jackie Daly, Member Reappointment 1 year term, 2025

Janet Gleason, Member Reappointment 2-year term, 2026

Judith Seavey, Member Reappointment 3-year term, 2027

A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to appoint Jackie Daly, Janet Gleason, and Judith Seavey to the Swap Shop for terms ending in 2025, 2026, and 2027 respectfully.

Vote: 5-0-0; motion carried unanimously.

TRUSTEES OF THE TRUST FUND

Bill Dunn, Alternate Reappointment 1 year term, 2025

A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to reappoint Bill Dunn to the Trustees of the Trust Fund for a term ending in 2025.

Vote: 5-0-0; motion carried unanimously.

5.2 Resignation of Recreation Committee member

A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to accept with regret the resignation of Tom Murphy from the Recreation Commission.

Vote: 5-0-0; motion carried unanimously.

6. Administration
6.1. Action Items list

The Board reviewed its action items.

The Board discussed the assessment of the tower truck. Fire Chief Conley suggested not replacing the existing tower truck with a new tower truck, but this instead could be replaced with a used mid-mount tower truck. This truck also has a pump and water tank. This truck is currently in CT at a volunteer Department.

Selectman Stoughton stated that he would like to see written reports from the proposed outfits for the existing tower truck. He would like to continue conversations regarding this suggestion.

132 Selectman Grella asked if service on the vehicle could be completed by a local company.
133 Chief Conley stated that this would be possible.

134
135 Selectman Dokmo stated that she would like to see a pro/con list regarding this suggestion
136 versus the original proposal.

137
138 In response to a question from Selectman Lyon, Chief Conley stated that the repair of the
139 current tower truck would cost approximately \$700,000-\$750,000.

140
141 Chief Conley agreed to return to the Board in two weeks with more details regarding this
142 possible plan.

143
144 The Board discussed potential PFAS remediation at the Fire Station. Town Administrator
145 Shankle explained that he received three cost alternatives ranging from \$277,000-\$1.9M,
146 depending on the exact scope of the project and determinations made by DES.

147
148 Town Administrator Shankle explained that Staff has been discussing impact fees for
149 Buckmeadow. Debbie Bender, Finance Director, stated that it has been mentioned that the
150 field work can be completed using impact fees. Chairman Pray recommended reviewing
151 Bruce Mayberry's impact fee report, specifically the recreation section.

152
153 **7. Staff Reports**

154 **7.1. REC Part-time Senior Citizen Program Coordinator Position – New Position**

155
156 Craig Fraley, Recreation Department Director, stated that the Parks and Recreation
157 Department would like to create the position of Senior Citizen Program Coordinator. This
158 position will assist in the planning and running of programs for adults and senior citizens.
159 This important area of programming has been difficult for the Department to offer. This newly
160 created position will be no more than 19 hours per week and will average 15 hours per week.
161 With the allotted hours, this position will not require any paid benefits. This position will be
162 completely financed through the -02 Recreation Revolving Fund, so there is no additional cost
163 to the taxpayer. Revenue generated from Senior Programming will offset the cost of the
164 Senior Program Coordinator Position. The proposal is for a one-year trial position.

165
166 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Dokmo to allow the*
167 *Recreation Department to create the Part Time position of Senior Program Coordinator at*
168 *Grade 5. This part Time position will be paid for out of the -02 Revolving Fund.*
169 *Vote: 5-0-0; motion carried unanimously.*

170
171 **7.2. DPW Surplus Equipment**

172
173 DPW Director, Eric Slosek, stated that the DPW has been working to clean up its facility and
174 grounds. The Department has identified several pieces of equipment that are either no longer
175 being used or have reached their maximum service life. The Department is seeking a
176 declaration of these items as surplus from the Board, allowing DPW to sell them at auction.
177 These surplus items include two (2) electronic sign boards, two (2) stainless steel sanders, and
178 one (1) asphalt milling machine (zipper) and trailer. The request is that the proceeds from

179 these auctioned items be earmarked to the DPW New Equipment Capital Line and be used
180 toward the purchase of new equipment at DPW including, but not limited to, a grapple for the
181 excavator, and/or a replacement electronic sign board. Upon a declaration as surplus from the
182 Board and subsequent sale at public auction, the appropriate fixed asset disposition
183 information forms will be completed and submitted to Finance for proper disposal of these
184 assets.

185
186 Selectman Lyon stated that he believes this would need to be kept as revenue and could not be
187 transferred to the expenditure side. DPW Director Slosek stated that the Department would
188 still like to sell these items and clean up the yard.

189
190 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
191 *declare two electronic signboards, model year 2007; two Swenson stainless steel sanders,*
192 *model years unknown; and one asphalt zipper and trailer, as surplus, and authorize said*
193 *equipment to be auctioned by the DPW.*
194 *Vote: 5-0-0; motion carried unanimously.*

195 **8. Approvals**

196 **8.1. Minutes**

197
198
199 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
200 *approve the meeting minutes of the Board of Selectmen of April 1, 2024, as amended.*
201 *Vote: 5-0-0; motion carried unanimously.*

202 **9. Consent Agenda Items**

203 **9.1 Assessing**

204 **Service-Connected Disabled Veteran Tax Credit**

205 **Item A.**

206 The Assessor recommends approval the attached Service-Connected Total Disabled Veteran
207 Tax Credit Application for the Tax Credit for Map 005, Lot 002-007 under RSA 72:35 for the
208 2024 tax year.

209 **Item A-1.**

210 The Assessor recommends approval the attached Service-Connected Total Disabled Veteran
211 Tax Credit Application for the Tax Credit for Map 004, Lot 109-020 under RSA 72:35 for the
212 2024 tax year.

213 **Veteran Tax Credit**

214 **Item B.**

215 The attached Veteran Tax Credit Application has been reviewed and the applicant qualifies
216 for the Tax Credit or Map 008, Lot 002-007 under RSA 72:28 for the 2024 tax year. The
217 Assessor recommends approval.

218 **Solar Exemption**

219 **Item C.**

225 The attached solar exemption application provided has been reviewed and the applicant
226 qualifies for the Tax Credit for Map 007, Lot 033-015 under RSA 72:62 for the 2024 tax year.
227 The Assessor recommends approval.
228

229 **Item C-1.**

230 The attached Solar Exemption Application has been reviewed and the applicant qualifies for
231 the Tax Credit in the amount of \$17,500 Solar Exemption for Map 010, Lot 059-001 under
232 RSA 72:62 for the 2024 tax year. The Assessor recommends approval.
233

234 **Item C-2.**

235 The Assessor has reviewed the attached Solar Exemption Application provided and the
236 applicant qualifies for the Tax Exemption in the amount of \$15,000 for Map 002, Lot 119-000
237 under RSA 72:62 for the 2024 tax year. The Assessor recommends approval.
238

239 **Item C-3.**

240 The Assessor has reviewed the attached Solar Exemption Application provided and the
241 applicant qualifies for the Tax Exemption in the amount of \$20,000 for Map 002, Lot 106-000
242 under RSA 72:62 for the 2024 tax year. The Assessor recommends approval.
243

244 **Item C-4.**

245 The Assessor has reviewed the attached Solar Exemption Application provided and the
246 applicant qualifies for the Tax Exemption in the amount of \$20,000 for Map 011, Lot 012-02
247 under RSA 72:62 for the 2024 tax year. The Assessor recommends approval.
248

249 **Item C-5.**

250 The Assessor has reviewed the attached Solar Exemption Application provided and the
251 applicant qualifies for the Tax Exemption in the amount of \$15,000 for Map 002, Lot 087-079
252 under RSA 72:62 for the 2024 tax year. The Assessor recommends approval.
253

254 **Elderly Exemption**

255 **Item D.**

256 The applicant has applied for an Elderly Exemption under RSA 72:39-a or Map 008, Lot 077-
257 020, which meets the income and asset limits and qualifies for the exemption. The Assessor
258 recommends approval.
259

260 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Dokmo to*
261 *approve the Consent Agenda, as presented.*

262 *Vote: 5-0-0; motion carried unanimously.*
263

264 **9.2 Finance Manifests**

265
266 *This item was addressed within the previous motion.*
267

268 Payroll Manifest in the amount of \$274,134.64 dated April 4, 2024, subject to review
269 and audit.
270

271 AP Manifest in the amount of \$3,149,219.00 dated April 1, 2024, subject to review and

272 Audit.

273

274 **10. Action Items**

275

276 This item was previously addressed.

277

278 **11. Old/New Business**

279

280 Selectman Stoughton stated that he has reviewed the draft cell tower agreement. He suggested
281 that the Board circulate the draft agreement for members to submit any comments to Town
282 Administrator Shankle.

283

284 Selectman Stoughton stated that he will be meeting with representatives from the School
285 District tomorrow to discuss impact fees. He also noted that he would like the Board to
286 discuss disbanding the Stormwater Committee, as the work of the Committee is currently
287 being completed by the DPW and consultants. Selectman Stoughton noted that the EPA has
288 finalized its rule, setting new thresholds for PFAS substances.

289

290 **12. Adjournment**

291

292 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Dokmo to*
293 *adjourn the meeting at 7:40pm.*

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

295

296 **NEXT MEETING: April 29, 2024**

297

298

299

Selectman Peter Lyon

Date