



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room, 2 Main Street, Amherst, NH 03031
THURSDAY, AUGUST 14, 2025 2:00 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Staff Report**
 - 3.1. Comm Dev - Hiring Building Inspector/Code Enforcement Officer
- 4. Board Discussion**
 - 4.1. Videographer Contract - Cummings Media, LLC.
 - 4.2. FY27 Budget Overview - Board of Selectment Work Session

Adjournment

Next Meeting: August 25, 2025

You are invited to a Zoom webinar
Aug 14, 2025 02:00 PM Eastern Time (US and Canada)
Topic: BOS- Work Session
<https://us02web.zoom.us/j/82869452380>
Phone one-tap: +13092053325
Webinar ID: 828 6945 2380

Please be advised that technical difficulties may occur during this Zoom meeting due to factors beyond our control. If you experience issues with video or audio, please try refreshing your connection or checking your Internet connection. We appreciate your understanding.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Comm Dev - Hiring Building
Inspector/Code Enforcement Officer

Department: Community Development
Office

Meeting Date: August 14, 2025

Staff Contact: Kristy Jobin

BACKGROUND INFORMATION:

The previous Building Inspector departed unexpectedly at the end of June 2025. The position was posted immediately, and interviews were conducted during the last week of July.

BUDGET IMPACT:

(Include general ledger account numbers)

The proposed rate of hire is consistent with the FY26 budget allocation and the Town Grade/Step scale.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

I recommend the hire of James Ramsay as a qualified and experienced applicant.

SUGGESTED MOTION:

I move to hire James Ramsay as the Building Inspector, Code Enforcement Officer, as a full-time, non-exempt employee, at Grade 15, Step 5, with a starting rate of \$40.81 per hour (\$84,884.00 annually). Upon successful completion of the probationary period, the rate shall increase to Step 6, \$41.62 per hour (\$86,569.60 annually). This appointment is contingent upon a satisfactory background check and driving record.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Videographer Contract - Cummings Media, LLC. **Department:** Administration

Meeting Date: August 14, 2025 **Staff Contact:** Lincoln Daley

BACKGROUND INFORMATION:

Joseph Cummings of Cummings Media LLC has submitted an updated contract for Board consideration to continue providing professional management of Amherst Community Television (ACTV). The proposed contract includes comprehensive oversight of government access programming and cable broadcasting operations. Cummings Media LLC has successfully carried out these responsibilities for the Town of Amherst since January 1, 2017, with the cost for services remaining unchanged since that time.

BUDGET IMPACT:

(Include general ledger account numbers)

The updated contract proposes an increase of \$8.50 per hour to \$28.50 per hour. However, this adjustment is consistent with the FY26 budget allocation for media services.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to recommend approval of the contract submitted by Cummings Media LLC to continue providing professional management of Amherst Community Television (ACTV) at a rate of \$28.50 per hour, and to authorize the Town Administrator, Lincoln Daley, to execute said contract on behalf of the Town of Amherst.

TOWN ADMINISTRATOR RECOMMENDATION:

Cummings Media LLC has consistently provided a high level of service to the Town of Amherst in its management of ACTV, including oversight of government access programming and cable broadcasting operations. The proposed increase to \$28.50 per hour is appropriate and justified, given that the cost for services has remained unchanged since the company began its work with the Town in 2017. The continued partnership with Cummings Media LLC is in the best interest of the Town and aligns with the FY26 budget allocation for media services.

ATTACHMENTS:

1. Proposal for Cable Access Television Station Management Services

Proposal for Cable Access Television Station
Management Services

Submitted by: Cummings Media LLC

199 State Route 101, Unit 1218

Amherst, New Hampshire 03031

Contact: Joseph Cummings

: Lincoln Daley

Town Administrator

Town of Amherst

2 Main Street

Amherst, New Hampshire 03031

July 28, 2025

Good morning, Lincoln. Below is a proposal letter regarding the ACTV Services that we discussed last week.

On behalf of Cummings Media LLC, I am pleased to formally propose the continued professional

management of Amherst Community Television (ACTV), including full oversight of government access programming and cable broadcasting operations. Our firm has proudly fulfilled these duties for the Town of Amherst since January 1, 2017, and we propose to continue doing so, beginning August 1, 2025, at the rate of \$28.50 per hour.

This proposal covers all the essential services previously performed by the Town's Station Manager position, including but not limited to:

Full management of the Town's cable access channel and related facilities

Production, broadcast, and recording of all public meetings, including those held in the Barbara Landry Meeting Room

Coordination and technical support for live and remote broadcasts, including simultaneous Zoom meeting facilitation

Scheduling, staff supervision, and volunteer training

Equipment maintenance, media library oversight, and content programming

Compliance with all applicable cable and broadcast regulations

Creative development of new programming opportunities to keep the public informed

Cummings Media LLC will continue to provide these services with the same high level of professionalism, technical expertise, and adaptability that the Town has come to rely on over the past several years.

Thank you for the opportunity to continue serving the Town of Amherst. I welcome any questions and look forward to your confirmation.

Sincerely,

Joseph Cummings

Cummings Media LLC

199 State Route 101, Unit 1218

Amherst, NH 03031

cpdfilms@icloud.com

603-689-3770



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: FY27 Budget Overview - Board of
Selectment Work Session

Department: Administration

Meeting Date: August 14, 2025

Staff Contact: Debbie Bender, Lincoln
Daley

BACKGROUND INFORMATION:

This agenda item initiates the Board of Selectmen's review and discussion of the Town's Fiscal Year 2027 budget. The purpose of this session is to begin identifying key priorities, anticipated challenges, and strategic goals that will help shape the development of the budget in the months ahead.

This work session represents the first step in a multi-phase budgeting process and is designed to foster early dialogue and alignment around fiscal priorities and policy direction. The conversation will provide an opportunity for the Board to share initial guidance and expectations with staff, Boards, and Commissions ahead of the preparation of the proposed budget.

While no formal decisions will be made during this session, the discussion will serve as a foundation for continued planning and coordination throughout the budget cycle. Topics may include preliminary revenue outlooks, emerging community needs, capital investment planning, and departmental considerations. Input received during this session will inform future budget discussions and assist in ensuring the proposed budget reflects the Town's goals, values, and operational needs.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None