



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, SEPTEMBER 13, 2021 6:30 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Scheduled Appointments**
 - 4.1. Victoria Parisi, Update on ASD Facility Projects
 - 4.2. Sanborn Head - PFAS testing within town R.O.W.'s
 - 4.3. Hoyle Tanner - Bridge and Water Crossing work approval.
 - 4.4. Boston Post Road Culvert Engineering Work (BPAC & DPW)
 - 4.5. EDA-2021-ARPA TOURISM Federal Grant for Outdoor Recreational Infrastructure
- 5. Strategic Plan Presentations, Tax & Assessing, Police Department, Community Development**
 - 5.1. FY23 Strategic Plan Presentation - Tax and Assessing
 - 5.2. FY23 Strategic Plan Presentation - Police and Communications
 - 5.3. FY23 Strategic Plan Presentation - Community Development
- 6. Administration**
 - 6.1. Housing Appeals Board Decision re: Migrela Realty Trust II
 - 6.2. Acceptance of Resignations, Notice of Vacancies, Fourth of July Committee
 - 6.3. 2022 BOS Calendar, suggested changes
- 7. Staff Reports**
 - 7.1. Amherst Highway Safety Committee Report

- 7.2. DPW Garage Heat Installation
Contract award.
- 7.3. Heating Oil & Propane Bid for Town Buildings contract award.

8. Approvals

- 8.1. Amherest Junior Women's Club, Trot Your Turkey Off Road Race
- 8.2. Petition and Pole License PSNH # 12-0892
- 8.3. Assessing
- 8.4. AP, Payroll and Minutes

9. Action Items

10. Old/New Business

Adjournment

Next Meeting: September 27, 2021

You are invited to a Zoom webinar.

When: Sep 13, 2021 06:30 PM Eastern Time (US and Canada)

Topic: Board of Selectmen 09/13/2021

Please click the link below to join the webinar:

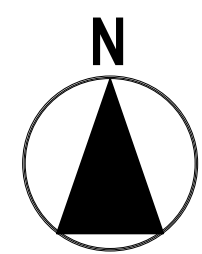
<https://us02web.zoom.us/j/84586246303>

Or One tap mobile : (646) 558-8656

Webinar ID: 845 8624 6303



1 SITE PLAN OPTION C - LEVEL 1
 Scale: 1" = 60'-0"



CLARK-WILKINS ELEMENTARY SCHOOL

80 BOSTON POST ROAD

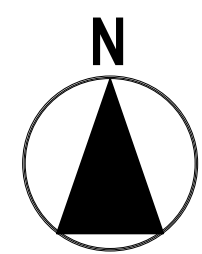
AMHERST, NH

8/20/2021





1 SITE PLAN OPTION C - LEVEL 2
Scale: 1" = 60'-0"



CLARK-WILKINS ELEMENTARY SCHOOL

80 BOSTON POST ROAD

AMHERST, NH

8/20/2021



Figure 2

Site Vicinity and Proposed Exploration Location Plan

Site Inspection Work Plan

North Hollis Rd / South Merrimack Rd Area

NHDES Site #202004027
Amherst / Hollis, New Hampshire

Drawn By: H. Pothier
Designed By: G. Panik
Reviewed By: J. Sanborn
Project No: 4915.00
Date: August 2021

Figure Narrative

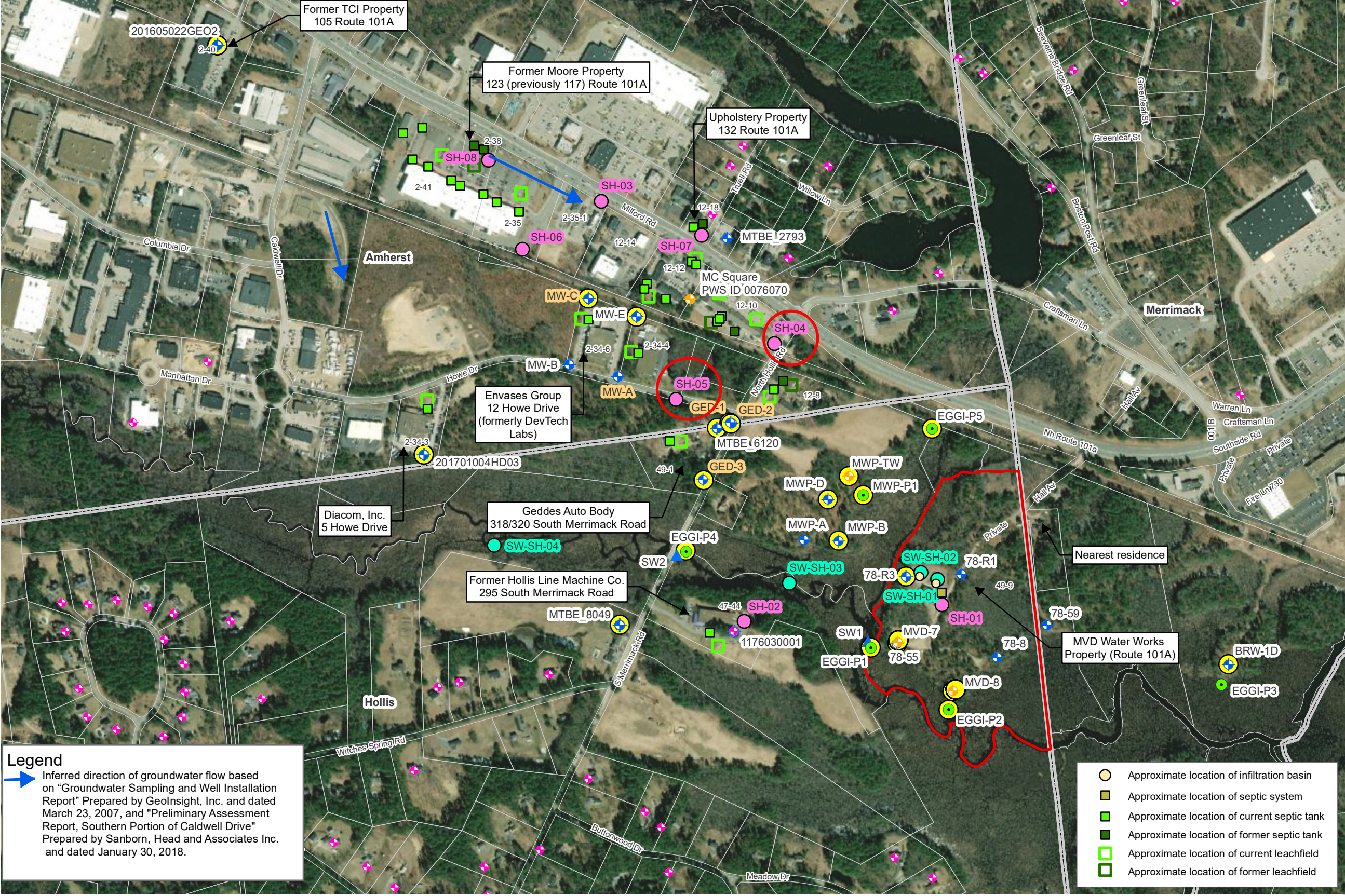
The purpose of this figure is to show the Site and its approximate boundaries, properties and/or operations located in the Site vicinity, and proposed explorations to be completed as part of the Site Inspection.

Notes

1. Aerial Image Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community
2. Exploration locations were plotted using coordinates provided in, "Table II Location and Construction Details for the Monitoring Locations, PFAS Assessment of the Witches Brook Area Near Merrimack Village District Production Wells MVD-7 and MVD-8, Merrimack/Hollis, New Hampshire" from report titled "2019 Local Source Water Production Grant SWP-304 PFAS Assessment of the Witches Brook Aquifer" dated January 16, 2020 and prepared by Emery & Garrett Groundwater Investigations.
3. Septic tank and leachfield locations provided by the Town of Amherst and the Town of Hollis on March 15, 2021 and March 8, 2021, respectively.
4. Septic tank and leachfield locations are based on available documentation provided by the respective towns. Additional septic and leachfield systems may be present.

Legend

- SH-01 Proposed Soil Boring and Temporary Monitoring Well Location
 - SW-SH-01 Proposed Surface Water Sample Location
 - Private Water Supply Well Location
 - Production Well Location
 - Monitoring Well Location
 - Piezometer Location
 - Surface Water Location
 - AGQS Exceedance of one or more PFAS
 - Site Boundary
 - Approximate Parcel Boundary
 - Approximate Municipal Boundary
 - MW-A Well to be Resampled
- 300 150 0 300 600 Feet



Legend

➔ Inferred direction of groundwater flow based on "Groundwater Sampling and Well Installation Report" Prepared by Geolnsight, Inc. and dated March 23, 2007, and "Preliminary Assessment Report, Southern Portion of Caldwell Drive" Prepared by Sanborn, Head and Associates Inc. and dated January 30, 2018.

- Approximate location of infiltration basin
- Approximate location of septic system
- Approximate location of current septic tank
- Approximate location of former septic tank
- Approximate location of current leachfield
- Approximate location of former leachfield

July 19, 2021

Mr. Eric Hahn
Director of Public Works
22 Dodge Road
Amherst, NH 03031

RE: Spring Road Over Unnamed Brook and Boston Post Road over Unnamed Brook
Repair Recommendations Letter
Hoyle, Tanner Project No. 919108

Dear Mr. Hahn:

In accordance with our scope of services for the above referenced project, this letter is intended to supplement our "Select Bridge and Culvert Recommendation Letter" (previous letter) dated May 14, 2021, by providing updated repair recommendations, along with environmental permitting considerations, and **conceptual** total project costs for the Spring Road and Boston Post Road culverts.

Additional Recommended Inspection of the Existing Boston Post Road and Spring Road Culverts

As discussed in our previous letter, we recommended that the Town retain Hoyle Tanner and Vortex (formerly known as the Ted Berry Company) to perform a visual inspection of the interior portions of the Boston Post Road and Spring Road culverts. An agreement between the Town and Hoyle Tanner was executed on June 15, 2021, and the inspection took place on June 24, 2021.

SPRING ROAD CULVERTS OVER UNNAMED BROOK:

Existing Conditions and Observations:

Reference the previous letter for discussion on pipe size and headwall condition.

Approximately 6" of water was observed in the culverts during the inspection which allowed the sidewall and crown line of the culverts to be observed. The depth of water in the culverts was insufficient for Vortex to use the submersible CCTV. As such, the inverts of the pipes could not be observed during the inspection.

The culverts are considered to be in fair condition with some holes observed at the inlets and outlets along with some minor deformation of the pipe. A headwall stone was found in the inlet of the north pipe and the south pipe was observed to be partially clogged with debris.

Recommendations:

Based on the observed condition of the culverts along with Hoyle, Tanner’s experience with similar structures, the culverts have approximately ten years of service life remaining. As such, our recommendation of replacing the headwalls with cast-in-place concrete (Alternative 1 in the previous letter) is still valid. This work should be completed before the end of 2022. The stone in the north culvert and debris in the south culvert should be removed in as soon as is practicable in 2021 as they restrict flow through the culverts. Since the condition of these types of culverts can rapidly change, we recommend that the Town continue to monitor this crossing and retain Vortex to perform a CCTV inspection every 2 to 3 years.

Note: this is not a long-term solution and is intended only to stabilize the existing roadway side slopes. The Town should continue to monitor the condition of the CMPs on an annual basis and retain Vortex to perform a CCTV inspection every 2 to 3 years until the crossing can be replaced. The average service life of a buried CMP is approximately 30 to 40 years. Although the age of these culverts is unknown, they are likely in or near that age range, and as such, the Town should be prepared to completely replace this crossing in the next ten years.

Environmental Permitting:

A NHDES Wetlands Standard Dredge and Fill Minor Project permit application is required for this alternative. Per coordination with NHDES, the proposed work exceeds the NHDES definition for in-kind headwall repair and the combined waterway opening exceeds 48” so a routine roadway permit will not be granted. A Minor Project permit will require wetland delineation and the development of engineering plans similar to the Thornton Ferry Road I headwall repairs.

Conceptual Project Costs:

Table 1. Spring Road Conceptual Total Project Costs

Task	Conceptual Cost (2021 Dollars)
Wetland Delineation	\$2,000
Development of Plans, Specifications, and Estimate of Cost ¹	\$20,000
Environmental Permitting	\$7,000
Construction Cost (Including 15% Contingency) ²	\$50,000
Construction Engineering (15% of Construction Cost)	\$7,500
CONCEPTUAL TOTAL PROJECT COST	\$86,500

Notes:

1. Does not include bid phase services. See Summary section of this letter for more information.
2. This cost assumes the headwalls are constructed by a contractor. The cost may be lower if constructed using Town personnel.
3. Does not include NHDES permit application fee, which is \$0.40/sq ft of resource impact or \$400, whichever is greater, or \$25 NHHB fee if needed for state-listed species review

BOSTON POST ROAD OVER UNNAMED BROOK (BETWEEN MAPLE DRIVE AND MEADOW LANE):

Existing Conditions and Observations:

Reference the previous letter for discussion on pipe size and headwall condition.

Approximately 6" of water was observed in the culverts during the inspection which allowed the sidewall and crown line of the culverts to be observed. The depth of water in the culverts was insufficient for Vortex to use the submersible CCTV. As such, the inverts of the pipes could not be observed during the inspection.

The culverts are in poor to serious condition with significant section loss noted. The outlet of the southern culvert exhibits a large hole on the south side of the culvert and approximately 10' of section loss along the water surface on the north side of the culvert. 10' is also the approximate distance from the culvert outlet to the downstream edge of roadway pavement. It is likely that the sink holes between the roadway pavement and the pipe inlets/outlets are partially caused by these areas of section loss.

Recommendations:

Hoyle Tanner does not believe that the roadway needs to be closed at this time, however, immediate and short-term action to repair or replace the culverts is needed. Additionally, we recommend that the Town monitor this crossing weekly or after large rain events (defined as over 1" of rain in a 24-hour period) to verify that the sink holes are not increasing in size.

Immediate Action: The Town should install traffic control barriers along the downstream edge of pavement to "shy" vehicles away from the edge of pavement and underlying section loss. As noted above, the edge of pavement correlates to the approximate end of the culvert section loss so reducing the load on the culvert at these locations is prudent. After observing the deterioration noted above, Hoyle Tanner immediately called Eric Slosek to discuss these findings and provide our recommended Immediate Action. Eric met with Hoyle Tanner personnel onsite and mobilized his crews to bring reflective traffic control barrels to the site to "shy" vehicles away from the edge of pavement.

Short Term Action: Based on the observed condition of the culverts along with Hoyle Tanner's experience with similar structures, the culverts are at the end of their useful service life. As such, the recommended alternatives in our previous letter (Alternative 1 – Headwall Reconstruction and Guardrail Replacement and Alternative 2 – Construction of a Buried Temporary Bridge) are no longer prudent. In the preparation of this letter, Hoyle Tanner investigated several other Alternatives as described in Table 2 below.

Table 2. Culvert Repair/Replacement Alternatives

Alternative	Advantages	Disadvantages
3. "Do Nothing"	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • If the deteriorated pipes are not remedied, it is likely that the road will need to be closed within 2-5 years
4. Culvert Repair with a Cured in Place Pipe Liner	<ul style="list-style-type: none"> • 50-year design life. • Similar cost as compared to Alternative 5. • NHDES has permitted this repair at other locations in NH. • Liner is designed to support 100% of the loading on the culvert. • Minor impact on hydraulic capacity 	<ul style="list-style-type: none"> • Requires an NHDES Major Project Wetland Permit. • Not considered self-mitigating by NHDES and will require compensatory mitigation.
5. In-Kind Culvert Replacement	<ul style="list-style-type: none"> • 50- to 75-year design life. • Similar cost as compared to Alternative 4. • Can be sized to meet or exceed current hydraulic capacity. 	<ul style="list-style-type: none"> • Requires an NHDES Major Project Wetland Permit. • Permanent impacts are not considered self-mitigating by NHDES and may require compensatory mitigation but DES may allow for improvements to water quality as partial mitigation. • Low probability that NHDES will approve this replacement structure.
6. Replacement with a Span Structure	<ul style="list-style-type: none"> • 75-year plus design life. 	<ul style="list-style-type: none"> • Requires an NHDES Major Wetland Permit. • ~\$1,000,000 total project cost.

Based on Table 2 above, Hoyle Tanner recommends that the Town proceed with Alternative 4 - Culvert Repair with a Cured in Place Pipe Liner. Due to the condition of the culverts, Hoyle Tanner recommends that the Town repair the culverts as soon as is practicable. As will be discussed in the "Environmental Permitting" below, the process to prepare and obtain an NHDES Wetlands Standard Dredge and Fill Major Project permit typically requires six months to be issued from notice to proceed. As such, this project is recommended to be constructed in early summer 2022.

Environmental Permitting:

An NHDES Wetlands Standard Dredge and Fill Major Project permit application is required for Alternative 4 - Culvert Repair with a Cured in Place Pipe Liner. Per Hoyle Tanner's previous experience permitting similar repair projects, NHDES does not consider these projects to be self-mitigating and compensatory mitigation will be required. A Major Project permit will require a survey prepared by a land surveyor licensed in the State of New Hampshire, wetland delineation, the development of engineering plans and completion of the wetland permit application package for submittal to NHDES and the US Army Corps of

Engineers (USACE). These permit applications will be submitted together during the design phase of the project to NHDES who will coordinate review and permit issuance with USACE.

The process involved with applying for and receiving a Wetland Permit can take up to six months and often dictates the overall project schedule. This process includes:

- A database check of the NH Natural Heritage Bureau (NHB) and the US Fish and Wildlife Service (USFWS) Information for Planning and Conservation (IPaC) online tool to check for state or federal protected plant and animal species.
- Pre-application coordination with NHDES to ensure the project will meet the state wetland rules and to identify any potential conflicts with the proposed design and the amount or type of jurisdictional impacts.
- Preparation of the Wetland Permit Application. This step requires that all NHDES and USACE jurisdictional impacts be finalized. Additionally, all abutters to the project within 10' of any jurisdictional impact must be notified of the project and permission from the abutter to submit the permit application must be received.
- Once the Wetland Permit Application is received by NHDES and is considered administratively complete, NHDES has 50 days to review and provide comments on the application, or request that additional information be provided.
- Once NHDES has approved the Wetland Permit Application, the USACE has 30 days to issue the NH General Permit for the project.

Conceptual Project Costs:

Table 3. Boston Post Road Conceptual Total Project Costs for Alternative 4 - Culvert Repair with a Cured in Place Pipe Liner

Task	Conceptual Cost (2021 Dollars)
Site Survey Prepared by a Licensed Land Surveyor	\$5,000
Wetland Delineation	\$2,000
Development of Plans, Specifications, and Estimate of Cost ¹	\$18,000
Environmental Permitting ²	\$8,000
Mitigation Payment to ARM Fund ³	\$40,00
Right-Of-Way	\$1,500
Construction Cost (Including 15% Contingency)	\$180,000
Construction Engineering (10% of Construction Cost)	\$27,000
CONCEPTUAL TOTAL PROJECT COST	\$281,500

Notes:

1. Does not include bid phase services. See Summary section of this letter for more information.
2. Does not include NHDES permit application fee, which is \$0.40/sq ft of resource impact or \$400, whichever is greater, or \$25 NHHB fee if needed for state-listed species review
3. Estimate, to be finalized upon final design and coordination with NHDES; estimate based on 2021 costs, subject to change

SUMMARY

Based on the recommendations in our previous letter dated May 14, 2021. Hoyle Tanner's subconsultant, Vortex, performed a CCTV inspection of the two culverts discussed above. The intent of these inspections was to provide the Town with updated recommendations for repairs to these culverts.

The Spring Road culverts are in fair condition and have a remaining service life of approximately 10 years. Hoyle Tanner recommends that the Town replace the existing failed stone headwalls with cast-in-place concrete headwalls to stabilize the roadway side slopes. **Note: this is not a long-term solution and is intended only to stabilize the existing roadway side slopes. The Town should continue to monitor the condition of the CMPs on an annual basis and retain Vortex to perform a CCTV inspection every 2 to 3 years until the crossing can be replaced in the next ten years.** Hoyle Tanner recommends that this project is completed in the summer of 2022.

The Boston Post Road culverts are in poor to serious condition with significant section loss noted. Hoyle, Tanner recommends that these culverts be repaired or replaced. As discussed in Table 2 above, the preferred alternative is Alternative 4 - Culvert Repair with a Cured in Place Pipe Liner. Hoyle Tanner recommends that this project be constructed in summer of 2022 due to the approximate six-month lead time in obtaining an NHDES Wetlands Standard Dredge and Fill Major Project permit.

Conceptual total project costs are provided in Tables 1 and 3 for Spring Road (\$86,500) and Boston Post Road (\$281,500) respectively for a **combined** total cost of \$368,000. These costs are based on the Town publicly advertising these projects for bid as standalone projects. The total project cost can likely be reduced by combining these two projects into one larger project which will save engineering, bidding, and construction costs. Additionally, the Town can reduce the construction cost by performing some of the work (such as headwall reconstruction) with DPW forces.

Project Schedule:

Hoyle Tanner is ready and able to assist the Town with the design and permitting of the repairs to the Spring Road and Boston Post Road culverts. Hoyle Tanner has developed the following approximate schedule to ensure that these projects can be constructed in summer of 2022.

- Town and Hoyle Tanner under agreement in August/September 2021.
- Topographic survey and wetland delineations in September/October 2021.
- Submit wetland permit applications along with design plans in January 2022.
- Receive NHDES wetland permits by the mid-March 2022.
 - Advertise for construction as soon as NHDES wetland permit applications are received.
- Open bids and award to contractor by mid-May 2022.
- Issue notice to proceed and begin construction in June 2022.

This letter has been completed utilizing information available as of July 2021. This information includes our understanding of current permitting requirements, which are subject to change, and limited field data obtained by Hoyle Tanner. The condition of the existing culverts and bridges can change rapidly or be damaged through manmade or natural events that could alter the conclusions reached herein. Therefore, the recommendations provided in this letter should not be relied upon for an extended period.

We look forward to continuing to work with you on the next steps for these culverts.

Sincerely,

Hoyle, Tanner & Associates, Inc.



Joseph C. Ripley, PE
Project Manager

Wetlands

- Palustrine
- Riverine

Scott Conservation Land, Trails, Canoe Port

Souhegan High School

Amherst Middle School

Homestead Grocery & Deli

Scott Conservation Land Trails

Simeon Wilson Rd

Davis Witty Rd

Cross Rd

Warren Way

Center Rd

Stearns Rd

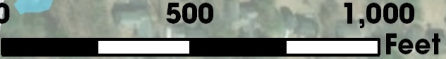
Rhodora Dr

Homestead Rd

Boston Post Rd

Pleasant Ln

Tamarack Ln



Matching Funds

For EDA Competitive Tourism Grants, given the extent of the economic impact and in accordance with the agency's statutory authority under section 703 of PWEDA (42 U.S.C. § 3233), EDA generally expects to fund at least 80%, and up to 100%, of eligible project costs.

In determining the grant rate, EDA's Grants Officers in the applicable Regional Office will consider on a case-by-case basis whether the circumstances of the proposed project warrant a Federal share in excess of 80%, including whether the applicant has exhausted its effective taxing or borrowing capacity; the extent of the economic impact of the coronavirus pandemic on the region's travel, tourism, and outdoor recreation sector; or whether the region meets other thresholds for elevated need based on the relative economic distress of the region.

Applicants that submit projects with increased levels of match may be considered more competitive.

Application

1. **One Form SF-424 (Application for Federal Assistance)**
2. **One Form SF-424C (Budget Information—Construction Programs)**
3. **One Budget Narrative** that identifies and justifies how funds in each line item of the budget (Form SF-424C) will be used to support the proposed project. The Budget Narrative should specifically address each budget line item (including both the Federal Share and matching non-Federal Share), and the narrative total should match the total project costs listed in both the SF-424 question 18 line g and SF-424C ("Total Project Costs"). This includes describing any other Federal funds that have been secured or requested to support the project (see section A.1). The Budget Narrative should include itemized valuations of any in-kind matching funds. The non-Federal Share, whether in cash or in-kind, is expected to be paid out at the same general rate as the Federal Share; however, if the applicant's Budget Narrative proposes otherwise, applicants must also include information that indicates what project elements the matching share funds will support and explain why deviation from paying out at the same general rate is required for the project to be implemented. *Please note: In lieu of a separate Budget Narrative, this information may be included in the Preliminary Engineering Report as required by section C of the ED-900C.
4. **One Form SF-424D (Assurances—Construction Programs)**
5. **One Form ED-900 (General Application for EDA Programs)**
 - a. In section B.2, explain whether and if so how the project will incorporate strong labor standards, including project labor agreements and community benefit agreements, that offer wages at or above the prevailing rate and include local hire provisions, and a description of the applicant's workforce plans and practices.
 - b. In section B.6, explain how the proposed project would meet EDA's Recovery and Resilience investment priority, which all American Rescue Plan projects are expected to meet. You may also explain in this space how the proposed projects will meet any of EDA's other investment priorities.
 - c. In section B.8, explain the steps that you will take to ensure that the economic benefits of the project will be shared by all communities in the project region, including any underserved communities. Your explanation should address the communities affected,

barriers those communities may face in accessing benefits of the project, contemplated outreach efforts, and other planned steps to address identified barriers, as appropriate.

6. **One Form ED-900A Additional EDA Assurances for Construction**
7. **One Form ED-900B (Beneficiary Information Form)** from each beneficiary of the proposed project, as applicable.
8. **One Form ED-900C (EDA Application Supplement for Construction Programs)** and accompanying supporting documentation, e.g., Preliminary Engineering Report.
9. **One Form ED-900E (Calculation of Estimated Relocation and Land Acquisition Expenses).** Documentation of Matching Share for each matching share source, such as a commitment letter, board resolution, proof of bonding authority, or similar document, as applicable. This should be attached to Form ED-900 (section B.10.d of the form).
10. **Documentation of Matching Share** for each matching share source, such as a commitment letter, board resolution, proof of bonding authority, or similar document, as applicable. This should be attached to Form ED-900 (section B.10.d of the form).
11. **An environmental narrative that will enable EDA to comply with its NEPA responsibilities.** A narrative outline that details required components may be accessed in EDA's website at: <https://eda.gov/files/programs/eda-programs/Environmental-Narrative-Template-and-Application-Certification-Clause.docx>
12. **One Applicant's Certification Clause** (see Appendix A to the environmental narrative noted above) completed separately and signed by each co-applicant, as applicable.
13. **One Form CD-511 (Certification Regarding Lobbying)** from each co-applicant, as applicable.
14. **One Form SF-LLL (Disclosure of Lobbying Activities)** from each co-applicant, if applicable. Form SF-LLL is only required if the applicant has retained a registered lobbyist in conjunction with the proposed project.
15. **Map of Project Site**

Evaluation Criteria

For all projects, the IRC will use the following criteria in its review, with each criterion receiving equal weight:

- i. The extent to which the region to be served by the project has suffered economic injury as a result of job and gross domestic product losses in the travel, tourism, and outdoor recreation sectors;
- ii. The extent to which the project is responsive to the needs of communities impacted by the coronavirus pandemic's impact on the travel, tourism, and outdoor recreation sectors;
- iii. The extent to which the project supports the economic recovery and long-term resilience to future pandemics or other sudden and severe economic dislocations for the travel, tourism, and outdoor recreation sectors;
- iv. The project's demonstrated ability to foster the creation or retention of union and well-paying jobs with good benefits, as well as the extent to which the applicant proposes to incorporate strong labor protections into the performance of the project;
- v. The degree of economic distress experienced in the project community/region, including the economic impact of the coronavirus pandemic;

- vi. The project's feasibility, including the likelihood that the project can be started quickly, the immediacy of its impacts, and the **likelihood that it will be completed before September 30, 2027**;
- vii. The project's sustainability/durability, including the extent to which the project demonstrates support from community stakeholders and beneficiary commitments, if any;
- viii. The applicant's organizational capacity, including its financial and management capacity;
- ix. The project's alignment with the applicable CEDS, Tribal strategy, or other EDA-accepted economic development strategy;
- x. The project's demonstrated alignment with EDA's Recovery and Resilience Investment Priority, as well as other current Investment Priorities as outlined at <https://www.eda.gov/about/investment-priorities/disaster-recovery/> and described
- xi. The extent to which the project is based upon community-oriented and collaborative economic development and redevelopment strategies; and
- xii. The extent to which the application articulates a plan for ensuring that the project's benefits are shared across all affected communities. Although not required, EDA encourages efforts to reach historically underserved areas, minority populations, and women.

Due Diligence

If the IRC recommends an application for funding, the applicant still may have to complete certain due diligence requirements before EDA can make an award. After an applicant has been notified that its application has been recommended by the IRC, EDA may request that the applicant submit additional documents and information to allow EDA to fully evaluate compliance with applicable rules and regulations.

For example, in the case of construction projects, such additional due diligence may include:

- i. Title verification (e.g., proof of project ownership);
- ii. Documentation of matching funds; and
- iii. Documentation required for environmental or legal compliance. This may include, but is not limited to: 404 Clean Water Act permits from the U.S. Army Corps of Engineers and accompanying environmental documentation (environmental assessment or environmental impact statement), Phase I and Phase II environmental assessments, state environmental assessment documentation (for compliance with state environmental statutes such as the Massachusetts Environmental Policy Act (MEPA) or the California Environmental Quality Act (CEQA)), archeological and biological surveys, and proof of coordination with resource agencies.

If the applicant provides the requested information and supporting documentation in a timely fashion and EDA determines the project is fully compliant with applicable rules and regulations, the application will be forwarded to the Grants Officer for a final decision and award approval. Applicants that do not provide the additional information and supporting documentation in a timely fashion or who are deemed not to be in compliance with applicable rules and regulations will receive notification their application was not successful.



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

Title: FY23 Strategic Plan Presentation - Tax and Assessing **Department:** Tax Collector

Meeting Date: September 13, 2021 **Staff Contact:** Gail Stout

BACKGROUND INFORMATION:

FY23 Strategic Plan - Tax and Assessing

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Information only

SUGGESTED MOTION:

N/A

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Tax and Assessing Strategic Planning FY2023 9072021

WELCOME TO



AMHERST, *NEW HAMPSHIRE*



September 2021

TAX & ASSESSING STRATEGIC PLAN UPDATE

MISSION STATEMENT

To deliver fair and equitable taxation to all property owners in Amherst with respect, integrity, and compassion.

VISION STATEMENT

To serve the taxpayers of Amherst, demonstrating the highest ethical and professional standards and quality assessment services, in response to the needs of our community.

TAX AND ASSESSING OVERVIEW

✘ Staffing

- + 2 Full Time Employees
- + KRT Appraisal – Contracted Assessing Firm

✘ Services

- + Public Service & Resource Provider
- + Inventory and Valuation of Real Estate
- + Property Tax Collection
- + Customer Consultation
- + Central Depository for all Town Departments

2021 REVALUATION OF PROPERTY

- ✘ Vision Government Solutions
- ✘ Notice of preliminary values mailed Aug 16th
- ✘ Valuation hearings in progress thru Sept 14th
- ✘ Final report scheduled for September 27th
- ✘ MS-1 Report finalized September 27th
- ✘ 2021 tax rate setting middle/end of October
- ✘ Tax Bills mailed early November/Due early Dec.

2021 PRELIMINARY VALUATION DATA

TAXABLE PROPERTY TYPE	VALUATION	% INCREASE
COMMERCIAL/INDUSTRIAL	\$ 240,518,275	10.4%
RESIDENTIAL	\$ 2,046,605,542	37.3%
UTILITIES	\$ 62,895,900	32.6%
VALUATION BEFORE EXEMPTIONS	\$ 2,350,019,717	33%
EXEMPTIONS	\$ (10,864,500)	
*NET VALUATION	\$ 2,339,155,217	

*Estimated Valuation used to calculate the 2021 tax rate set by DRA in late October.

2021 TAX RATE SETTING FORMULA

Total Appropriations = Voter Approved Budgets and
Warrant Articles

- Revenues (Including Fund Balance Use)

+ War Service Credits

+ Overlay (Abatement Refunds)

= Tax Effort (Amount to be raised by taxes)

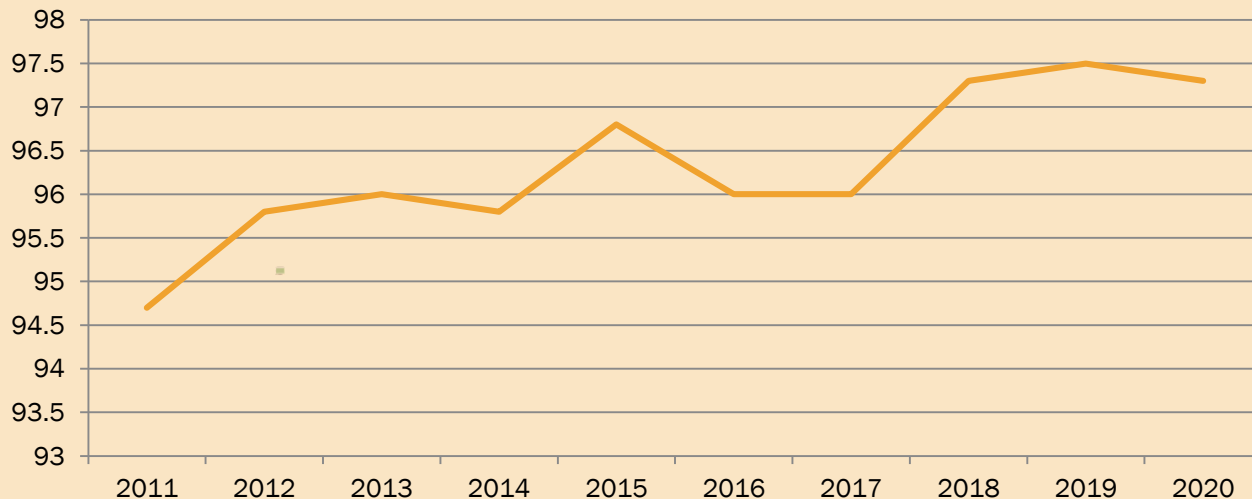
Tax Effort/Total Property Valuation (X 1,000.)= Tax Rate

TAX COLLECTION

ANNUAL TAX COLLECTION RATES

Goal #1: Maintain a collection rate of greater than 94%

- Annual tax warrant for town, school, and county budgets is approximately 49 million dollars
- Collection rates in Amherst historically range from 94 to 97% at calendar year end



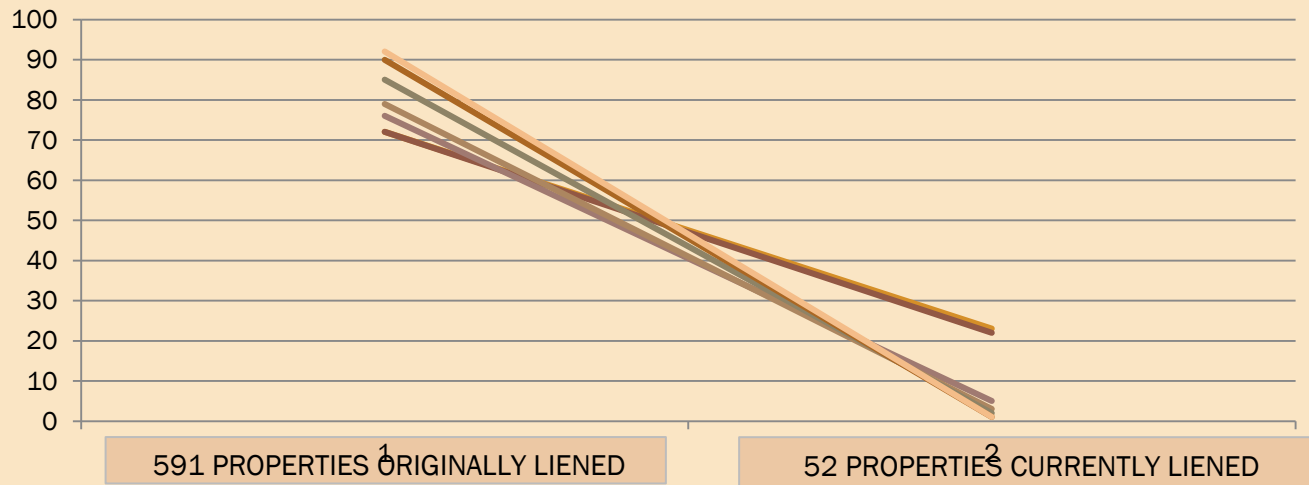
HISTORY OF PROPERTY LIENS

TAX YEAR	# OF PROPERTIES (Originally)	DUE AT LIEN	# OF PROPERTIES (Currently)	BALANCE AS OF 9/8/2021
2020	50	\$ 188,454	30	\$ 114,608
2019	47	\$ 268,257	13	\$ 51,016
2018	58	\$ 264,771	3	\$ 2,990
2017	52	\$ 235,672	1	\$ 1,093
2016	72	\$ 284,673	1	\$ 1,058
2015	72	\$ 269,762	1	\$ 1,188
2014	76	\$ 312,138	1	\$ 1,194
2013	79	\$ 318,922	1	\$ 1183
2012	85	\$ 344,661	1	\$ 5,490
Totals:	591	\$ 2,487,310	52	\$ 179,820.

ACHIEVING TARGETED OUTCOMES

Goal #2: Maintain the downward slope of property tax liens

- Uncollected taxes (typically less than 1% as of May 1st) are placed in a lien status in May of each year for the previous tax year
- The number of properties in a tax lien status continues to decline each year as collections increase

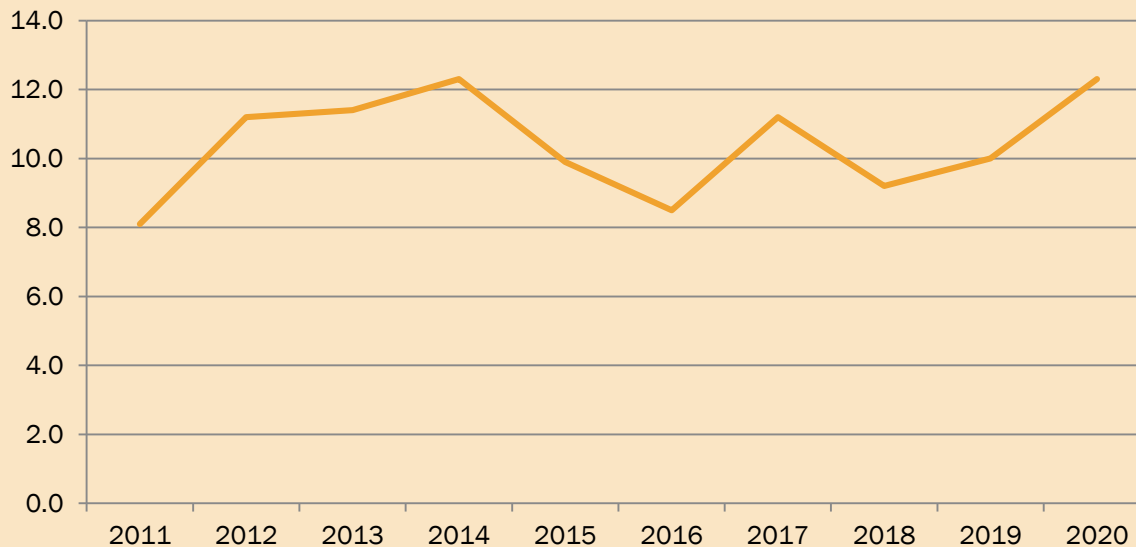


ASSESSMENT OF PROPERTY VALUES

ACHIEVING TARGETED OUTCOMES

Goal #3: Maintain DRA issued COD rating of 12 or below

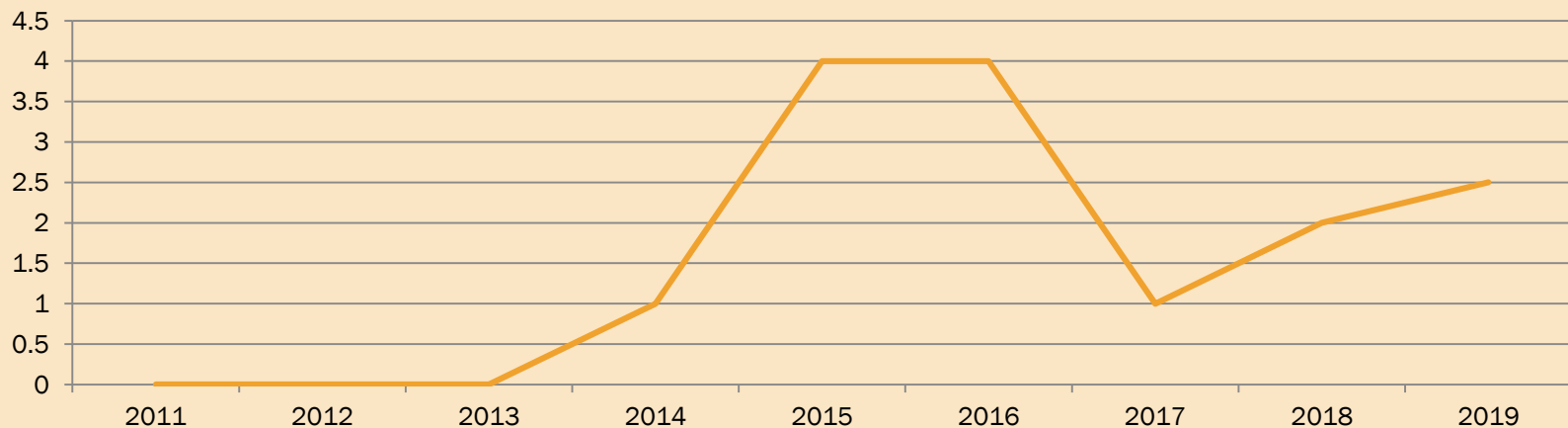
- The NH Department of Revenue Administration conducts an annual ratio study of Amherst property sales versus property assessments which results in a Coefficient of Dispersion (COD) rating
- A COD rating of 20 or less is considered to be in an acceptable range
- Historically, Amherst's COD ratings have ranged from 8 to 14



ACHIEVING TARGETED OUTCOMES

Goal #4: Maintain an acceptable rating of 4 or less on DRA's annual Cyclical Review of Assessment Data

- Each year the NH Department of Revenue performs a review of the assessment data collected in the previous year by our contracted Assessor
- A total rating of 6 or less is considered acceptable with 0 being a perfect score



INPUTS NEEDED TO REACH DESIRED GOALS

Goal #1: Maintain annual collection rate of greater than 94%

- **Inputs: Expand services through technology, maintain quality services, staffing**
 - **Expanded payment options**
 - **Access to tax information online**
 - **Electronic billing and payments**
 - **Maintain current staffing level**

INPUTS NEEDED TO REACH DESIRED GOALS

Goal #2: Maintain a downward slope of property tax liens

Inputs: Maintain quality collection services, staffing, and professional development

- Expanded payment option
- Secure payment plans
- Continue to encourage open communication with property owners
- Continued professional training

INPUTS NEEDED TO REACH DESIRED GOALS

Goal #3: Maintain DRA issued COD rating of 12 or below

Inputs: Software upgrades, staffing, continued professional development

- Continue to closely monitor sales and COD's of all property types
- Continue to perform statutorily required revaluation of property values every 5 years
- Adjusted revaluation schedule if necessary
- Assessing software version 8 upgrade (Completed FY20)

INPUTS NEEDED TO REACH DESIRED GOALS

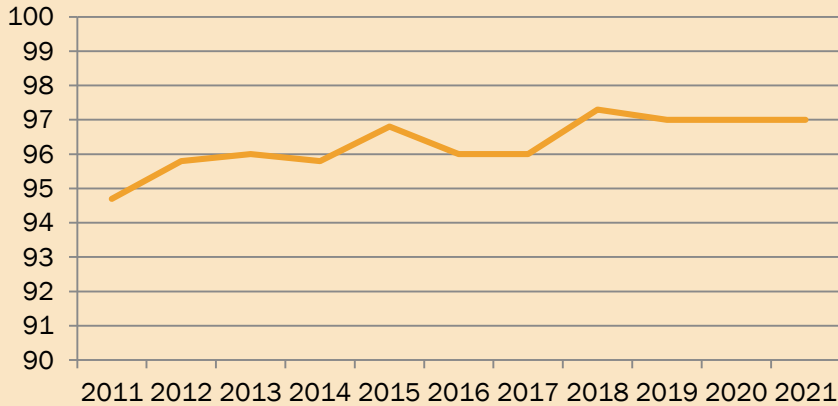
Goal #4: Maintain a rating of 4 or less on DRA's annual cyclical review of assessment data

Inputs: Staffing, routine software updates, professional development

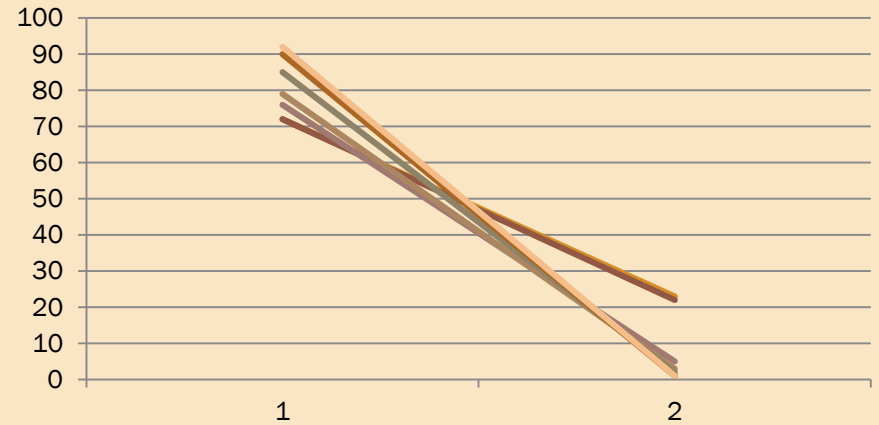
- **Accurate collection of assessment data through the field inspection process – contracted team**
- **Accurate entry of all data collected**
- **Ongoing reviews of assessment data**
- **Maintain staff of educated professionals**

VISION DASHBOARD

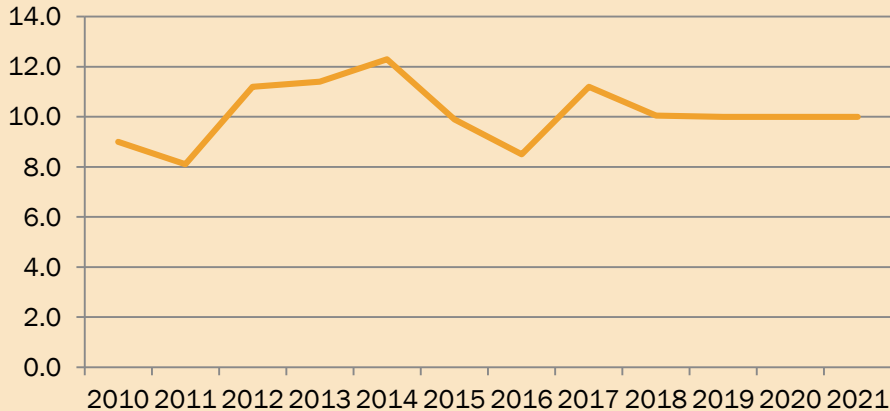
COLLECTION RATE PERCENTAGE



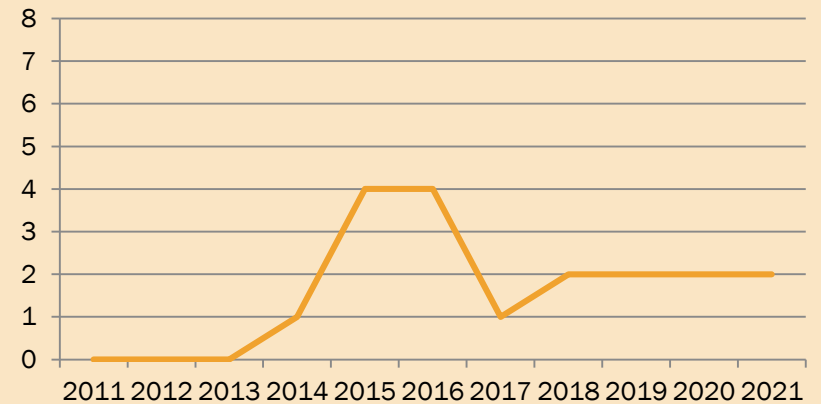
TAX LIENS – DOWNWARD TREND



DRA - COEFICIENT OF DISPERSION RATING



CYCLICAL REVIEW OF ASSESSMENT DATA



FISCAL IMPACT SUMMARY

<i>Goals & Initiatives</i>	<i>FY22</i>	<i>FY23</i>	<i>FY24</i>
Tax Collection			
Assessing			
Cost of Initiatives	\$0	\$0	\$0
Total Fiscal Impact	\$0	\$0	\$0
<hr/>			
Projected Warrant Articles			
Revaluation 2021	\$25,000	\$25,000	\$25,000

MISSION AND VISION STATEMENT

MISSION:

To deliver fair and equitable taxation to all property owners in Amherst with respect, integrity, and compassion.

VISION:

To serve the taxpayers of Amherst, demonstrating the highest ethical and professional standards and quality assessment services in response to the needs of our community.

TOWN OF AMHERST TAX AND ASSESSING STRATEGIC PLAN UPDATE

DISCUSSION



Amherst Police Department
Annual Strategic Plan Review
September 13, 2021

MISSION

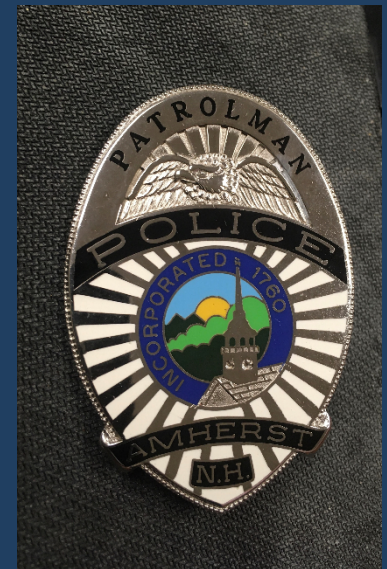
Protect the Constitutional rights and freedoms of all people

Perform all police duties with compassion, fairness, and respect

Preserve a reputation built upon commitment,
professionalism, and uncompromising ethics

VISION

Promote Safety - Foster Justice - Inspire Trust



Strategic Plan: 2013-Present

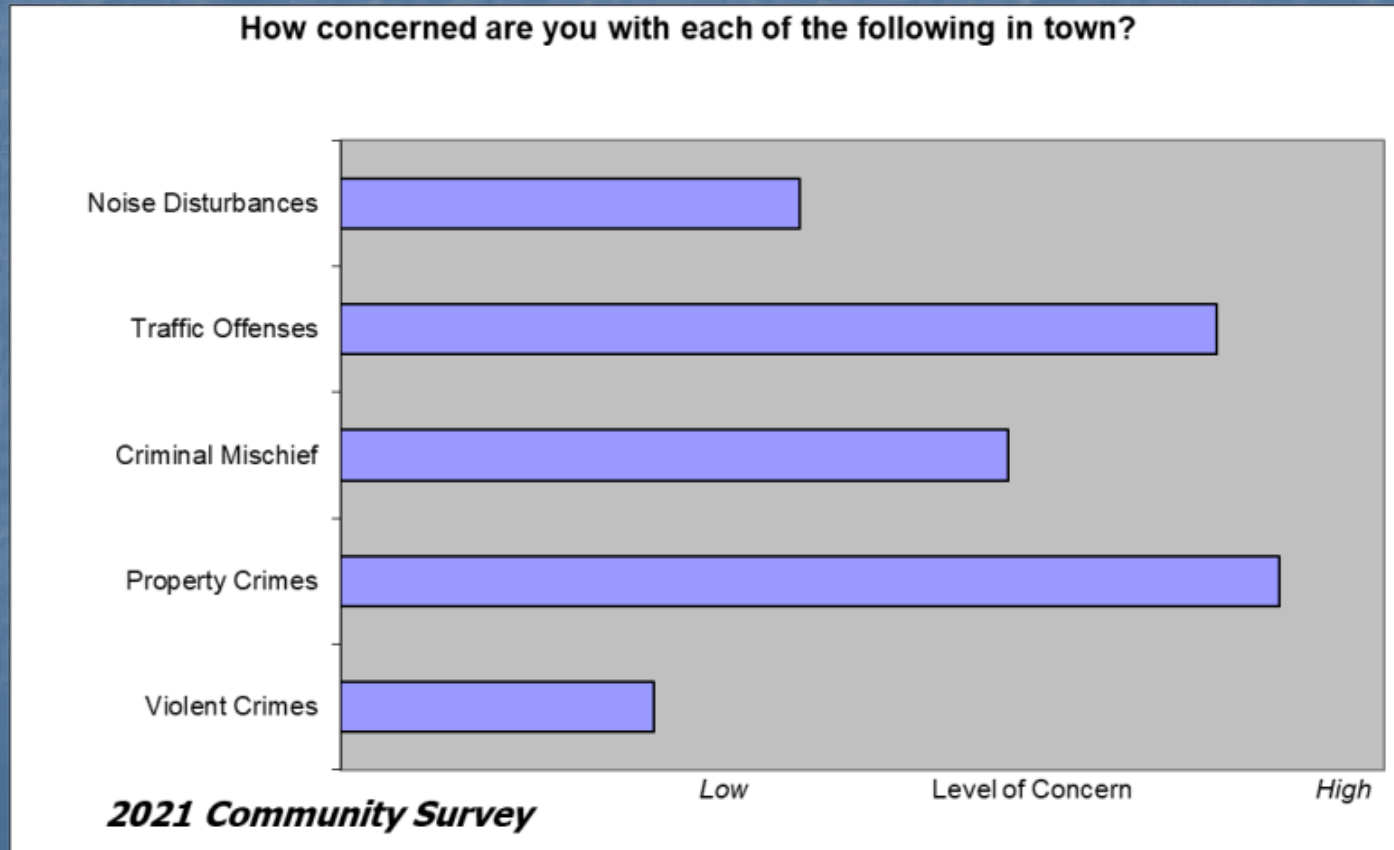
- Strategic planning process implemented eight years ago
- Identified individual goals, and developed strategies with supporting initiatives to achieve those outcomes
- Goals and initiatives tied in part to feedback gained through five biennial community surveys conducted to date
- Strategic planning process has facilitated advancement of initiatives in the following areas:
 - Community programming
 - Officer training and education
 - Undercover operations
 - Organizational structure
 - Vehicles and equipment
 - Capital reserve funding
 - Facility infrastructure

Achieving Targeted Outcomes

- Initiatives tied to four goals aimed at improving public safety and maintaining overall level of service to the community:
 - *Reduce neighborhood property crime*
 - *Increase traffic safety along town roads and through residential areas*
 - *Reduce the use and availability of illicit drugs*
 - *Maintain professional policing standards and level of service*

Goal #1: Maintain reduction in neighborhood property crime

- Five community surveys since 2013 consistently list property crime as one of the top two citizen public safety concerns alongside traffic offenses



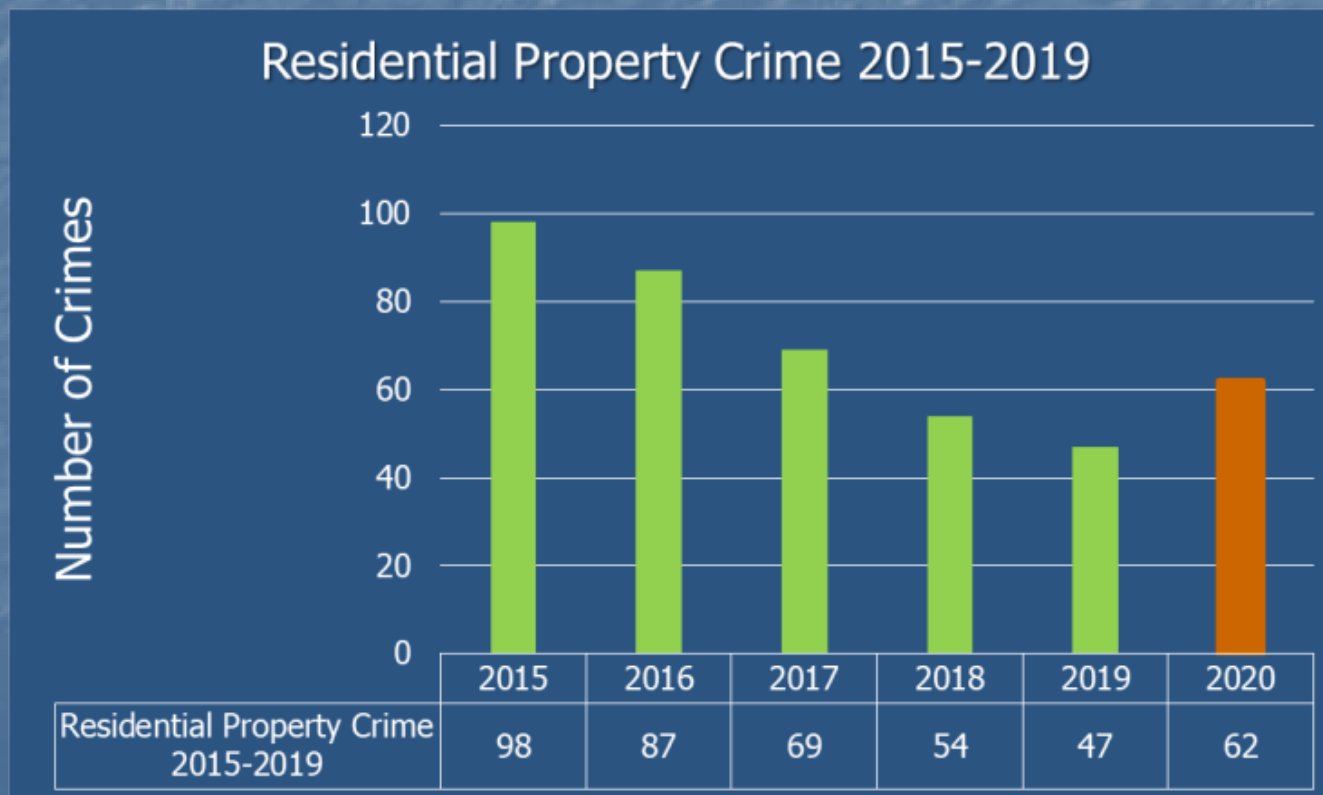
Goal #1: *continued...*

- Goal aimed at reducing residential property crime by 15% over the course of 4-5 years



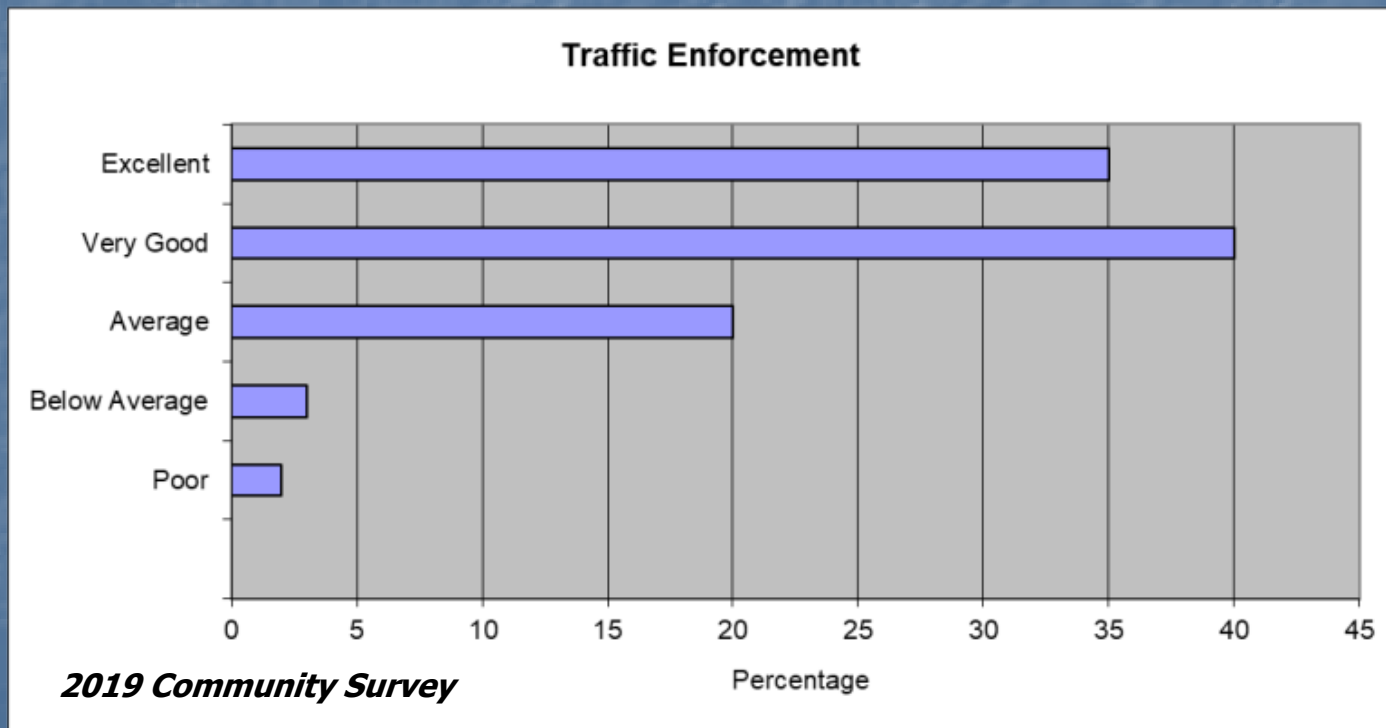
Goal #1: continued...

- Property crime has decreased by an average of 10% each year from 2015 through 2019
- Agency focused on maintaining that reduction
- Uptick in residential crime for 2020 attributed to theft or vandalism of political signs during contentious election year (*otherwise resulting in 5th straight year of residential property crime reduction*)



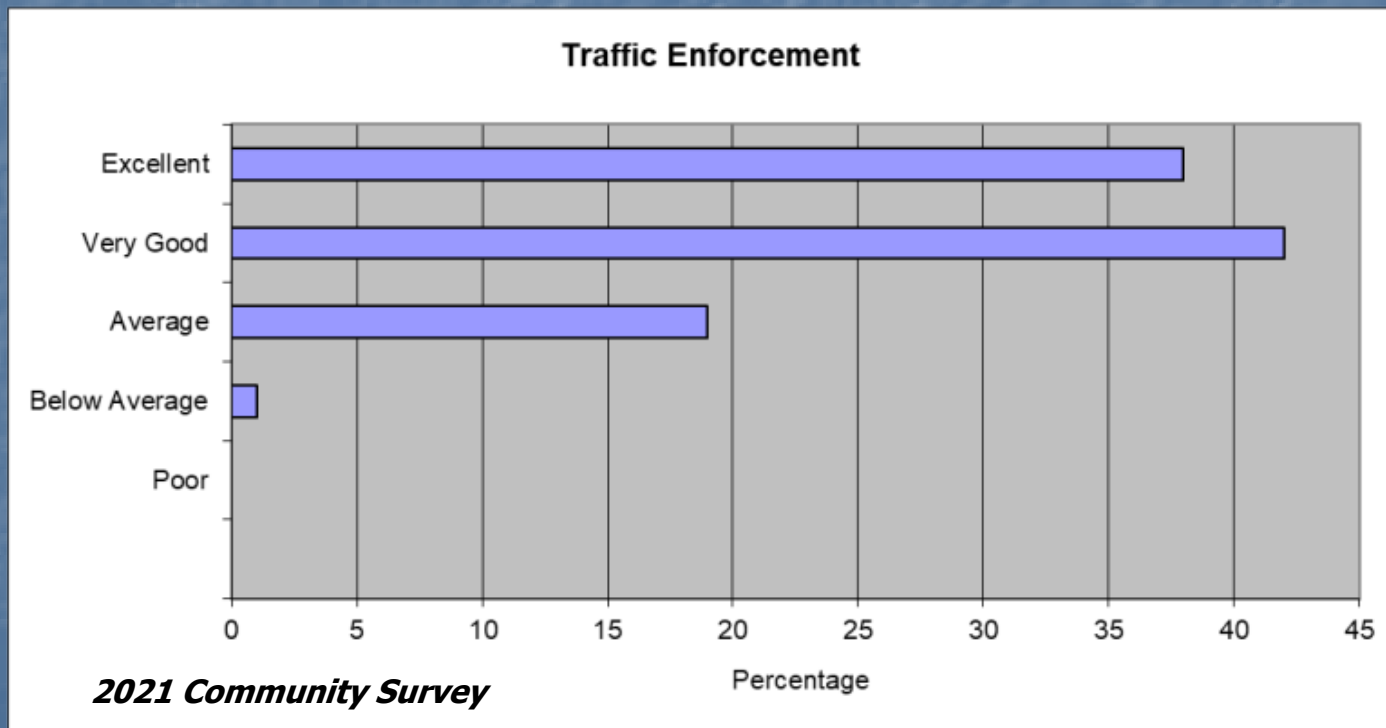
Goal #2: Increase traffic safety along town roads and through residential areas

- 2019 community survey showed a 75% *Very Good – Excellent* rating for traffic enforcement
- Agency has continued to increase focus on traffic enforcement visibility along town and neighborhood roads



Goal #2: continued...

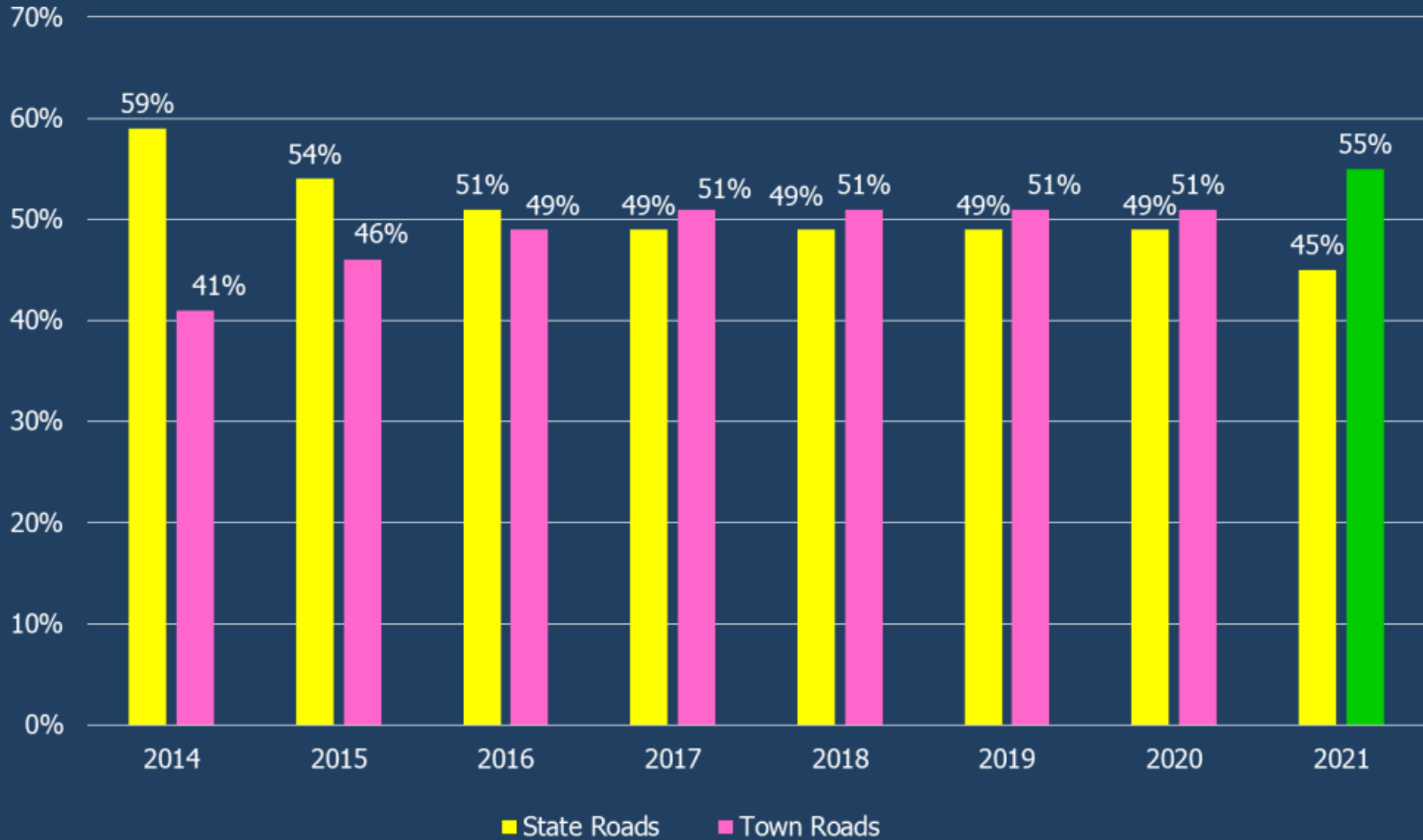
- 2021 survey showed an increase from 75% to 80% approval rating for traffic enforcement (with corresponding decrease/absence of lower rating categories)



Goal #2: *continued...*

- Steady officer presence is still required along our two major state roads due to enormous traffic volume
 - Routes 101 and 101A alone account for roughly 66% of total yearly motor vehicle accidents
 - Routes 101 and 101A also account for approximately 60% of total DWI and drug-related arrests
- Agency efforts aimed at improving traffic safety along town roads with an initial increase in enforcement presence of 10-15% by 2021
- Efforts have increased focus on town roads by 10% since 2014
 - 51% of all traffic enforcement efforts have occurred on town roads for the last four years
 - Changes in overall agency operations changed dramatically throughout onset and continuation of Covid-19 pandemic
 - Unsuccessful in reaching goal of at least 52% town road enforcement for 2020
 - *However, agency currently on track to reach goal of at least 52% town road enforcement for 2021*

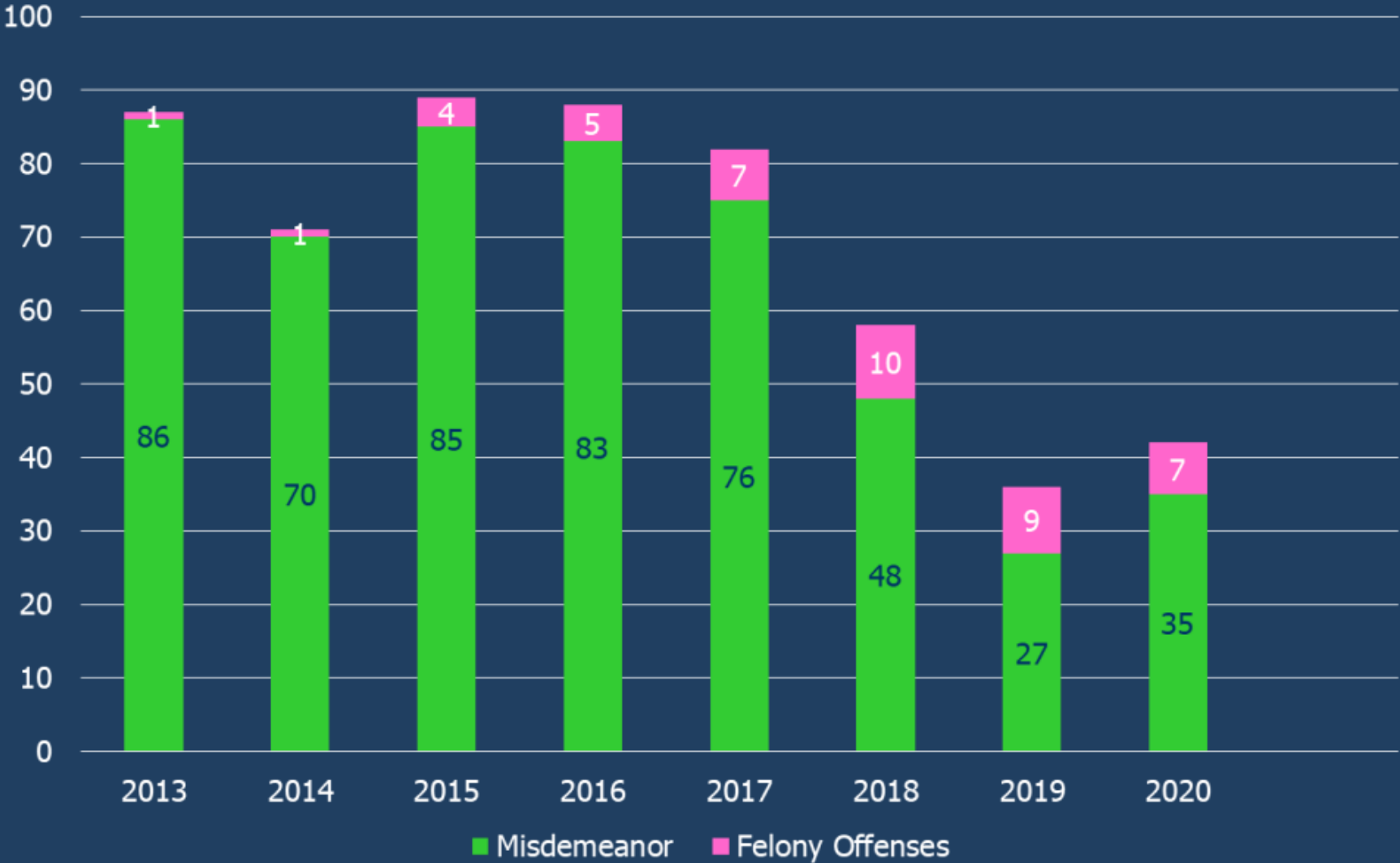
Percentage of Citations Issued on State vs. Town Roads



Goal #3: Reduce the availability of illicit drugs

- Department's drug enforcement efforts have always focused on drug resistance education and aggressive investigation/arrest of drug offenders
 - Drug awareness and education (D.A.R.E., School SRO education, etc.)
 - Investigation and arrest of drug offenders
 - Department's drug enforcement efforts have historically centered around traffic enforcement and motor vehicle-related drug interdiction (i.e., arrests and drug seizures during the course of traffic stops)
 - Enforcement efforts beginning in 2015 were augmented with creation of Hillsborough County Street Crimes Task Force and resulting undercover investigatory operations
- Continued impact on drug distribution at its source is necessary alongside drug resistance education and other drug enforcement and treatment efforts
- Department goal to increase major drug arrests by an average of roughly 15% each year through 2020 now shifted forward to at least 2022
 - County task force went unfunded for 2020 and operations were suspended
 - Department's individual drug interdiction efforts still resulted in continued arrests despite protocol changes due to Covid-19 and lack of County funding
 - Task force operations expected to resume in October 2021

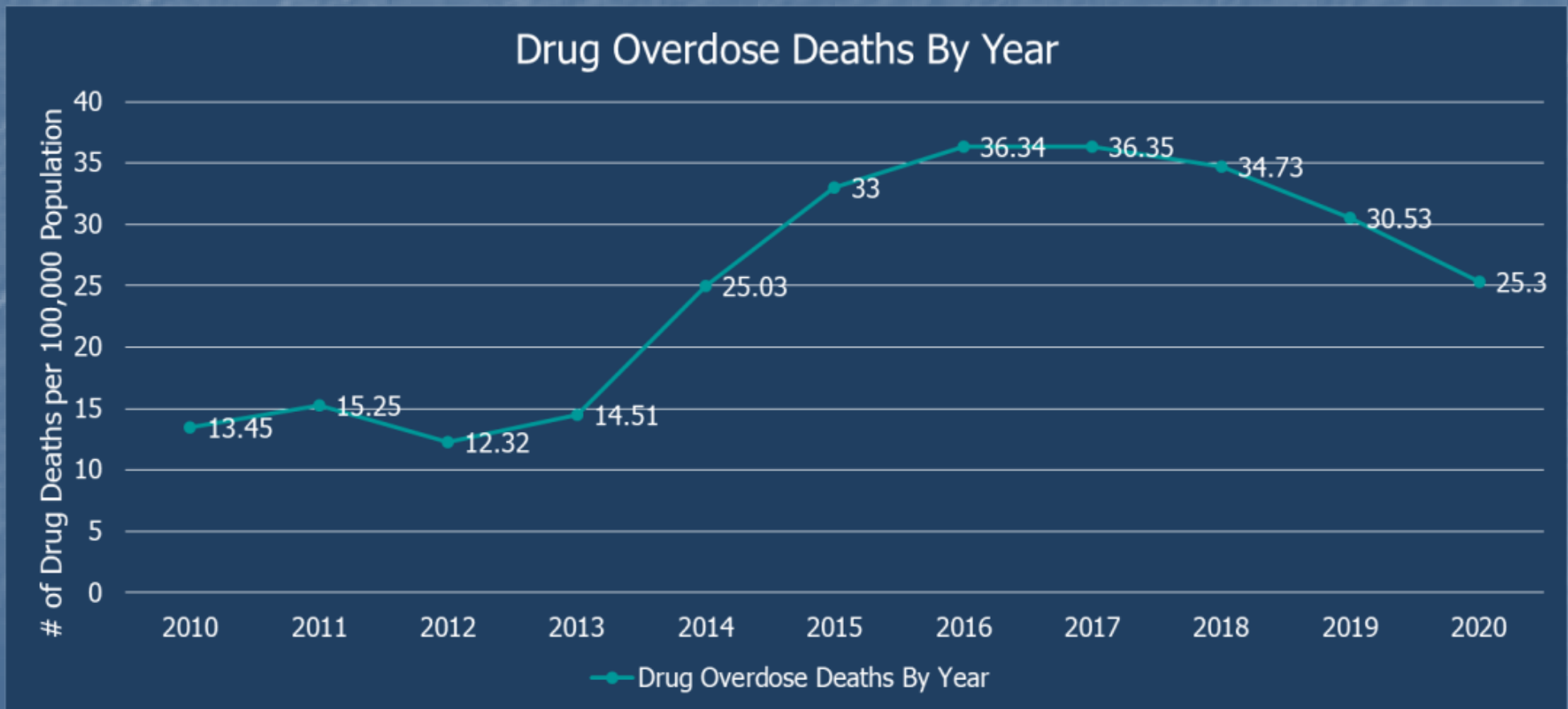
Drug Arrests



Drug Overdose Deaths By Year

Data Source: New Hampshire Drug Monitoring Initiative, 2/17/21

- Overdose deaths have declined to 2014 levels, however, opioid/fentanyl class drugs are still prominent in the state and remain a critical problem.



Goal #4: *Maintain professional policing standards and level of service*

- Biennial community survey implemented as part of strategic planning in the summer of 2013, and again conducted in 2015, 2017, 2019, and 2021



Goal #4: *continued...*

- Agency goals and initiatives linked to community input received through biennial surveys and periodic community feedback
- Agency standing and perception tied in large part to maintaining best practices of professional police agencies
- Current police station renovation plan is central to maintaining and building upon professional policing level of service
- Phase One of building renovation finished in January 2021
 - Resulted in building-wide HVAC replacement, additional office space, and booking room/cell block relocation among other necessary improvements
- Phase Two to be completed by spring of 2022
 - Architect currently finalizing design specifications and preparing to put project out to construction bid
 - Focused primarily upon finishing the third floor space which has remained unfinished since the last building renovation in 1996
 - Funding for Phase Two already in place

Amherst Police Department Training/Conference Room



Goal #4: *continued...*

- Alongside infrastructure improvements, Department remains committed to maintaining best practices for improvements in police operations
- Department's strategic plan in 2020 referenced ongoing Body-Worn Camera (BWC) discussion
- BWC technology has improved significantly over the last several years along with supporting research
- More importantly, justification for program implementation has grown from a mere cost benefit analysis to one of public expectation and transparency
- In response to nationwide events surrounding issues of law enforcement training, bias, and accountability, the Governor established the *New Hampshire Commission on Law Enforcement Accountability, Community, and Transparency* which released their findings one year ago on August 31, 2020. <https://www.governor.nh.gov/sites/g/files/ehbemt336/files/documents/accountability-final-report.pdf>

Goal #4: *continued...*

- Governor has since formally adopted the Commission's report
- Among other discussion points, the report outlines 48 recommendations for state and local law enforcement to develop and implement in coming years
- One key recommendation encourages the use of body-worn cameras by all New Hampshire law enforcement agencies
- The New Hampshire State Police recently received funding on a separate legislative initiative to implement BWC's throughout their agency
- Three weeks ago, the Governor signed into law Senate Bill 96 which established a BWC fund to provide municipalities with 50% reimbursement
- Parameters of SB96 funding application and expenditure still yet to be established in the coming year through the appropriate legislative committee
- Likely at this point that formal agency request to initiate BWC program will come in FY24

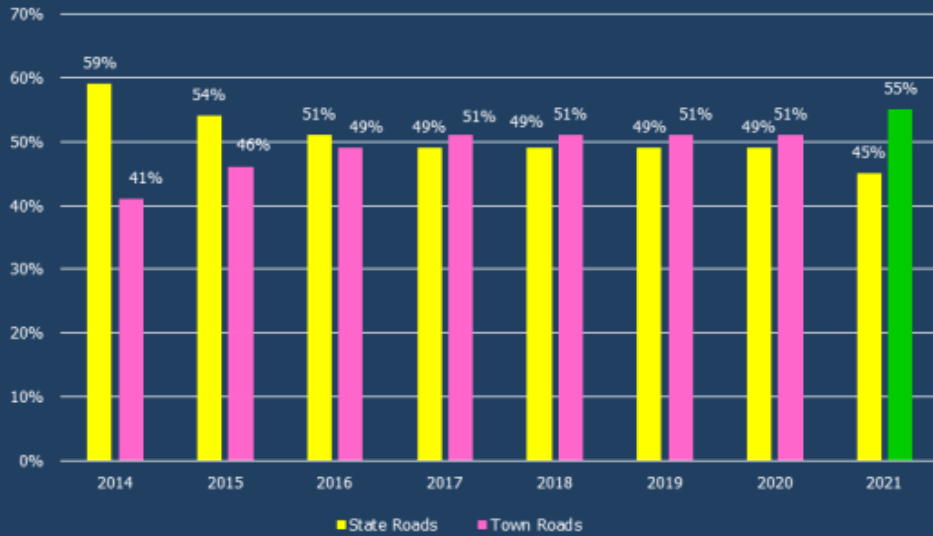
Goal #4: continued...

Current cost of implementing BWC program: *Introductory Discussion*

- Initial all inclusive, five year BWC contract currently \$172,750 (\$34,550 per year)
- Figure reduced to \$158,910 with 40% (or \$63,564) down in year one (savings of \$13,840)
 - Remaining payments of \$23,836 years two through five
- Option to renew five year contract for estimated 5-10% savings or continue on year-to-year basis (both all inclusive product services, maintenance, and data storage)
- As mentioned in previous slide, State grant reimbursement process still yet to be determined in coming year (e.g., manner of grant application and funding distribution)

Vision Dashboard

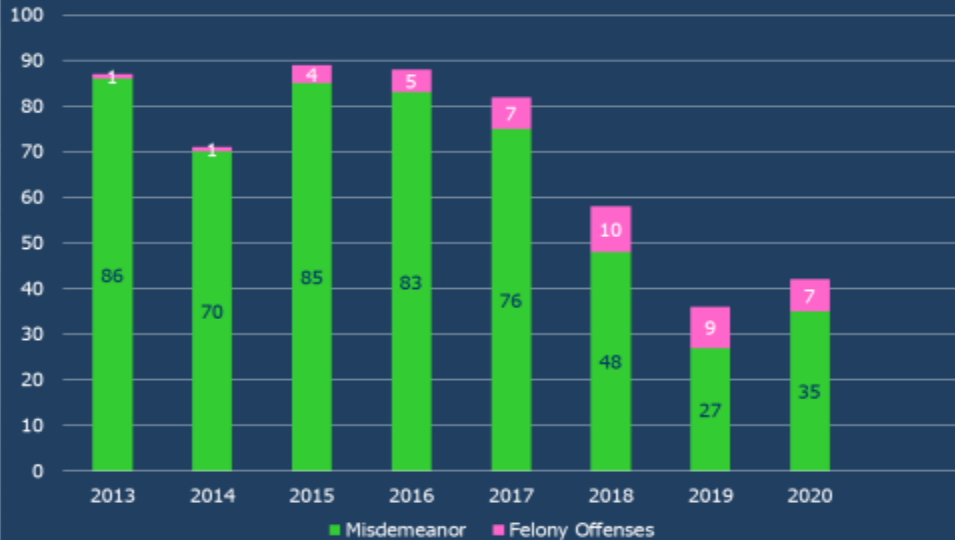
Percentage of Citations Issued on State vs. Town Roads



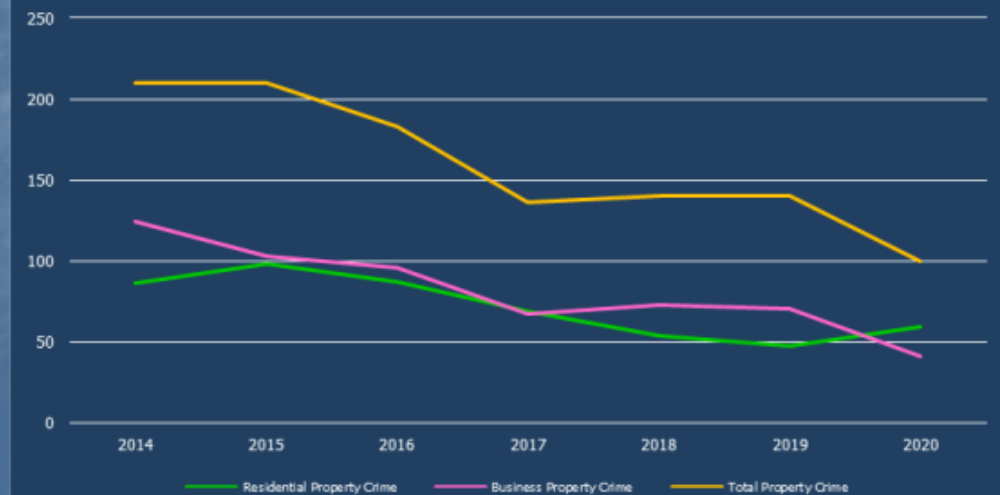
Community Survey Results for Overall Service



Drug Arrests



Property Crime





Amherst Public Safety Communications Center

Achieving Targeted Outcomes

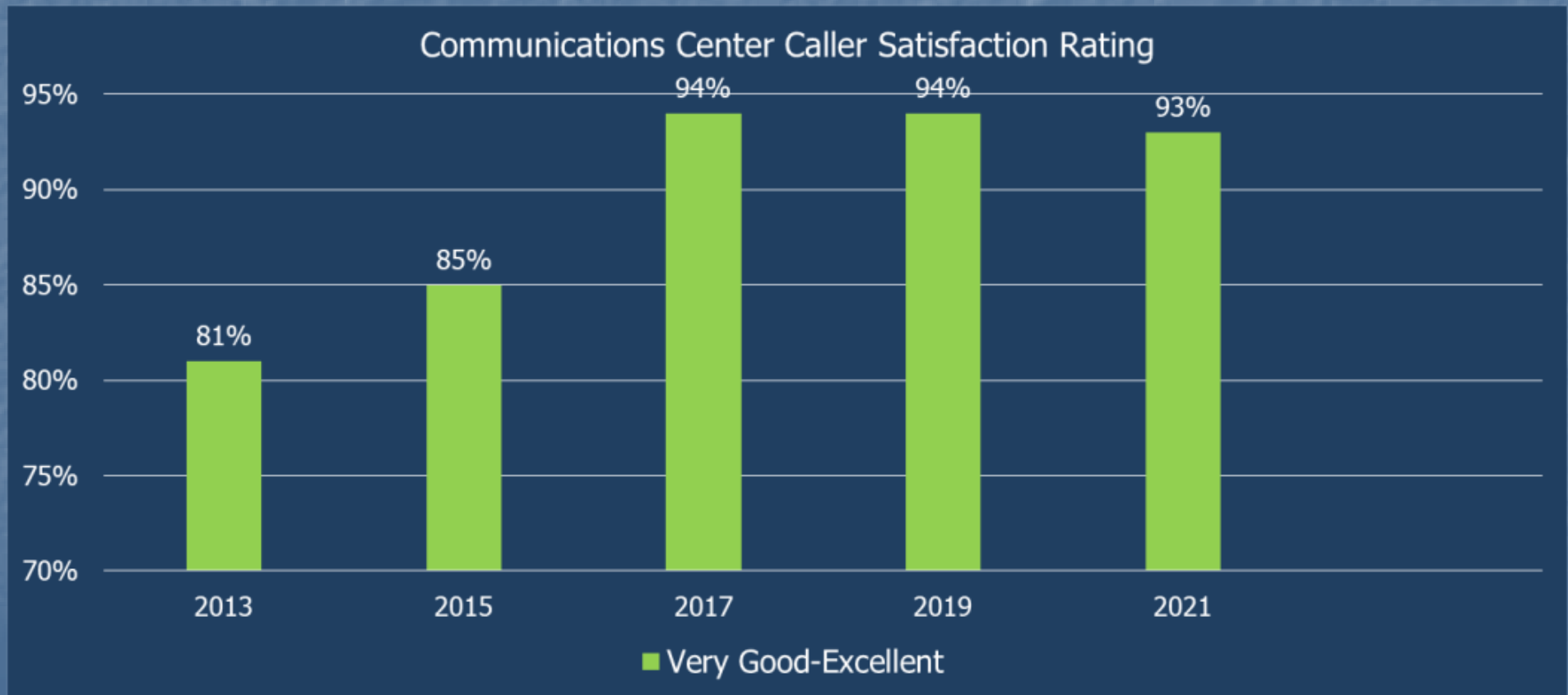
- Goal #1: Maintain caller satisfaction rating of 90% or better
 - *In-service training and professional development, management and supervision, employee recruitment and retention*
- Goal #2: Maintain communications infrastructure to provide continued quality public safety services to the community
 - *Continued voter support for yearly Communications Center Capital Reserve Fund warrant articles, prioritized schedule for equipment replacement/upgrade, and regular systems maintenance*

Goal #1: Maintain Caller Satisfaction Rating \geq 90%

- Dispatchers are first point of contact for emergency and other public safety services
- Strong focus on continual quality improvement
- Steady increase and maintenance of caller satisfaction rating reflected in four biennial surveys beginning in 2013 (81%) through most recent 2021 survey (93%)
- Same attention to services exemplified throughout ongoing Covid-19 crisis
 - Safety protocols put into place as needed to minimize exposure and transmission while still maintaining professional service
 - Communications Center personnel have continued to provide emergency walk-in services to any in need throughout the entire duration of the ongoing pandemic

Goal #1: *continued...*

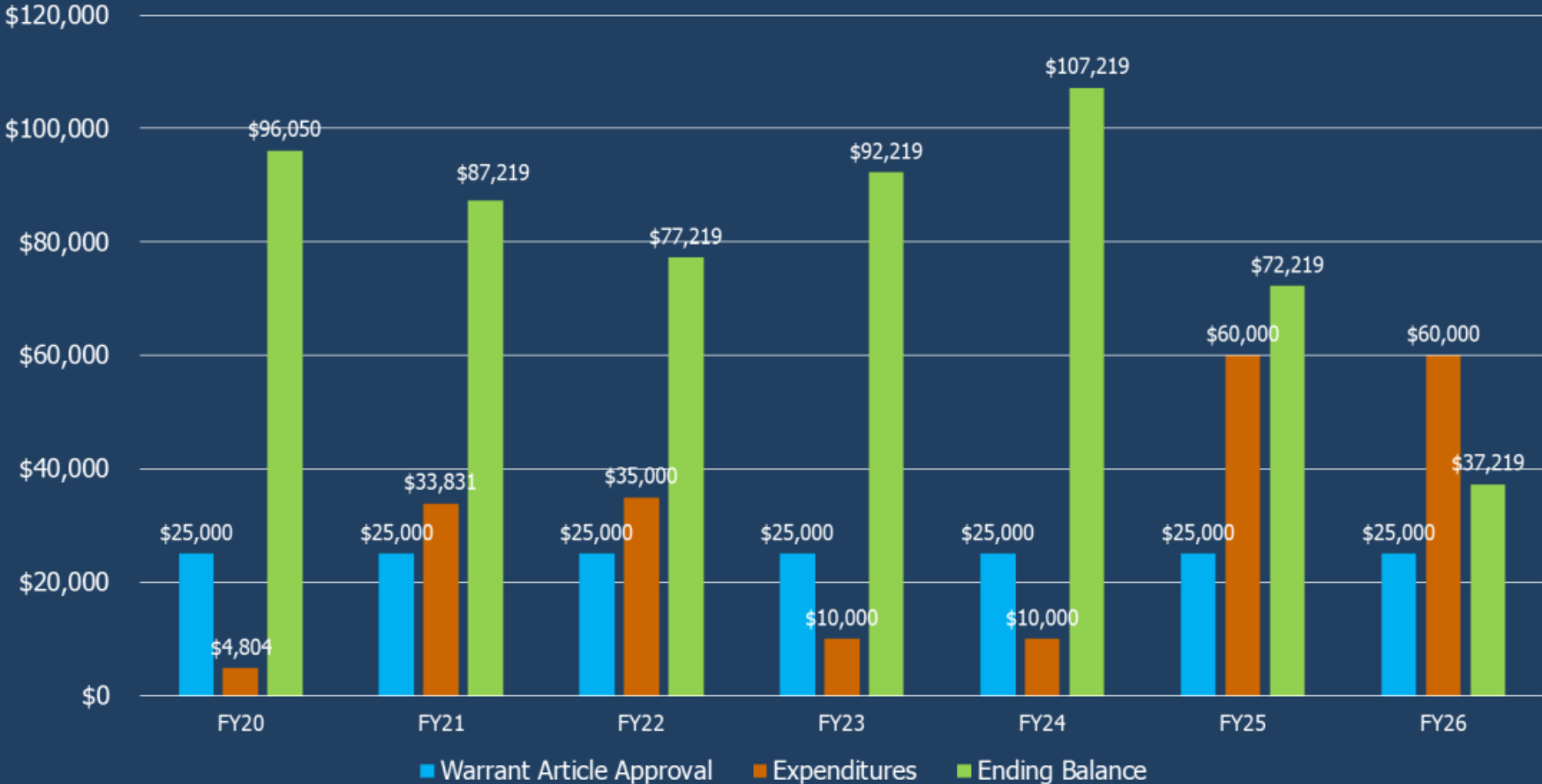
- The Amherst Public Safety Communications Center remains focused on providing the highest possible level of service to our residents
- Continued performance evaluation via community survey feedback and public input aimed at maintaining a satisfaction rating of no less than 90%



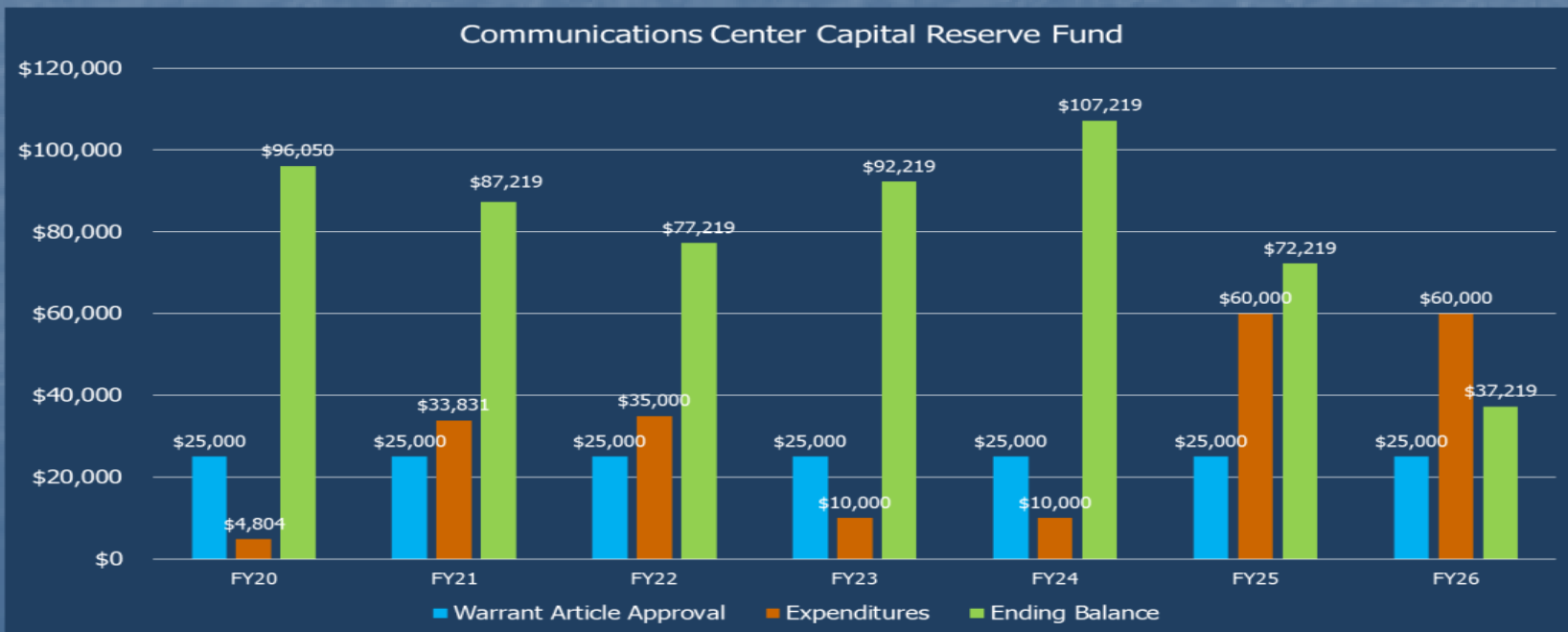
Goal #2: Maintain Communications Infrastructure to Provide Continued Quality Public Safety Services to the Community

- Amherst Public Safety Communications Center represents starting point for effective response, coordination, and deployment of emergency services
- Maintaining current communications technology is also essential to ensuring safety of first responders and fortifying cross-agency interoperability
- Communications Capital Reserve Fund (CRF) established to address major repairs and long term equipment replacement
- Approximately \$95,000 expended on major repairs over the last four years
 - Most recently, \$30,000 allocated for premature microwave radio equipment failure on agency's north radio tower in August of 2020
- Annual Communications CRF contributions maintained for emergency repairs and anticipated major equipment upgrades and replacement
 - Radio tower replacement in 2025 (approximate grant match of \$60,000)
 - Radio console replacement in 2026 (approximate grant match of \$60,000)
- *Voters again supported continued annual capital reserve fund contribution of \$25,000 for FY22*

Communications Center Capital Reserve Fund



Vision Dashboard



MISSION

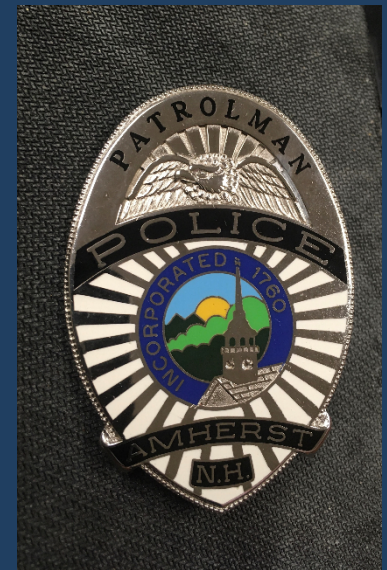
Protect the Constitutional rights and freedoms of all people

Perform all police duties with compassion, fairness, and respect

Preserve a reputation built upon commitment,
professionalism, and uncompromising ethics

VISION

Promote Safety - Foster Justice - Inspire Trust



WELCOME TO



AMHERST, *NEW HAMPSHIRE*

September 13, 2020

COMMUNITY DEVELOPMENT FY 2023-2027 STRATEGIC PLAN

MISSION

The Amherst Office of Community Development provides excellent customer service, professional assistance and technical expertise in a consistent and fair manner to all its users on:

- the implementation of land use ordinances, regulations and policies;
- the issuance of building permits and the provision of inspections during the construction process;
- the enforcement of codes and ordinances.

Through community outreach and engagement, and support to appointed and elected Boards and Commissions, the Amherst Office of Community Development works to plan for the future sustainable development of the community while respecting individual rights and protecting historical and cultural resources and the natural environment.

VISION FOR 2027

The Amherst Office of Community Development:

- is a streamlined and efficient point of service for all who seek to use and develop land in town;
- has worked with stakeholders to translate the vision of the updated Master Plan into a physical reality for the community;
- is a trusted source of information and guidance in the community.

VALUES

The following core values represent the beliefs and behaviors that guide us in all the Office of Community Development's activities:

- × **Customer service**
- × **Integrity**
- × **Equitable service**
- × **Support**
- × **Transparency**
- × **Efficiency**
- × **Knowledge**

OVERVIEW

The Amherst Office of Community Development includes building, code enforcement, planning, zoning, and economic development functions.

The Office provides support to the Town's Zoning Board of Adjustment, Planning Board, Historic District Commission, Conservation Commission, and the Heritage Commission. The Office also supports the Capital Improvement Program Committee, Bicycle and Pedestrian Advisory Committee, and the Master Plan Steering Committee and assists other Town Departments and Boards as needed.

HISTORICAL TRENDS

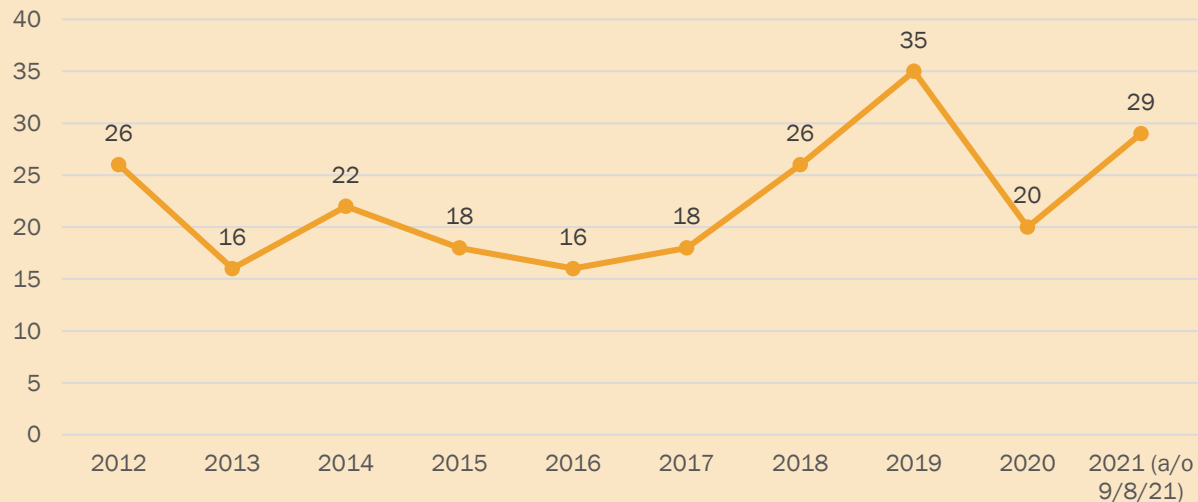
BUILDING PERMIT APPLICATION HISTORY

Building Permit Application History												
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021 thru 9/8/21
New SF Residential (including Condos)	14	8	34	10	13	24	12	35	37	36	37	26
Residential Additions/Alterations	142	119	109	175	127	166	302	207	259	278	259	270
Commercial/Industrial new	0	1	1	2	1	2	2	1	1	3	2	3
Commercial/Industrial additions/alterations	15	13	25	19	15	18	18	14	12	13	28	23
Signs	22	26	32	34	39	50	52	22	17	14	17	10
Pools	15	8	7	5	10	6	1	3	9	4	22	17
Demolition	24	16	12	13	21	12	4	12	6	6	12	5
Septic Systems	47	60	50	48	92	58	40	53	56	71	69	65
Electrical	112	103	146	247	191	212	235	226	226	219	226	220
Electrical (for generator)						72	30	33	54	31	19	15
Plumbing	20	7	5	77	80	90	87	112	161	101	83	73
Mechanical	57	43	33	276	307	372	313	340	408	439	426	397
Home Occupations	7	1	7	4	3	6	8	2	4	3	7	1
Total	475	405	461	910	899	1088	1104	1060	1250	1218	1207	1125

PLANNING BOARD APPLICATIONS

Planning Board	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021 (a/o 9/8/21)
Scenic Road Hearings	2	2	1	1	3	2	2	2	1	2
Non-Residential Site Plans (NRSP)	7	6	3	4	3	2	3	9	6	8
Subdivision	3	1	8	7	6	3	6	4	4	4
Lot Line Adjustment	6	1	4	2	0	0	0	4	1	3
Conceptual Discussions	3	4	2	2	2	8	9	3	1	4
Sign Master Plan	3	1	0	0	0	0	0	2	0	0
Compliance Hearing	2	1	0	0	0	0	0	0	1	1
Conditional Use Permit	0	0	4	2	2	3	6	11	6	7
Total	26	16	22	18	16	18	26	35	20	29

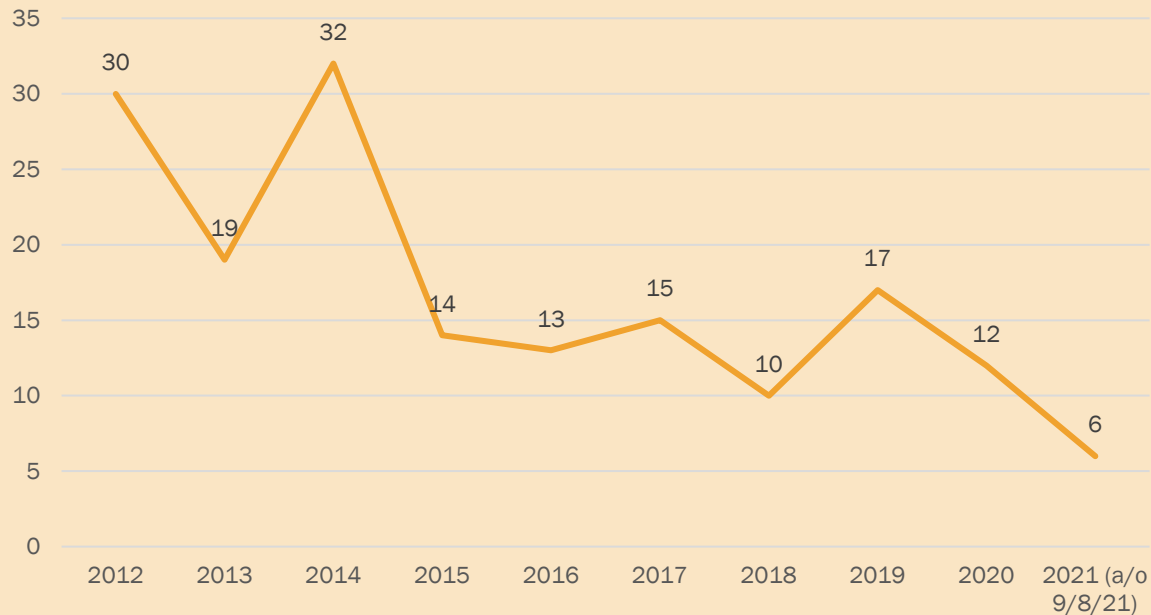
Total Planning Board Applications 2012 - 2021



ZONING BOARD OF ADJUSTMENT APPLICATIONS

Zoning Board of Adjustment	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021 (a/o 9/8/21)
Variance	23	16	27	12	12	14	9	15	10	6
Special Exception	2	3	3	0	0	0	0	1	1	0
Appeal of Administrative Decision	3	0	1	2	1	0	0	1	1	0
Equitable Waiver	1	0	1	0	0	1	1	0	0	0
Variance for the Handicapped	1	0	0	0	0	0	0	0	0	0
Rehearing Request	~	~	~	~	~	~	~	~	0	0
Total	30	19	32	14	13	15	10	17	12	6

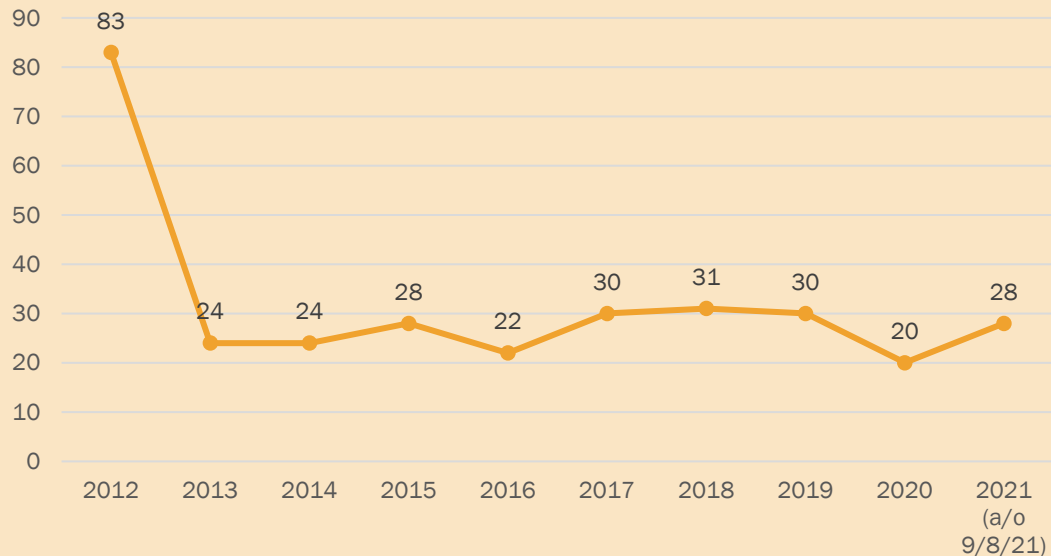
Total ZBA Applications 2012 - 2021



HISTORIC DISTRICT COMMISSION APPLICATIONS

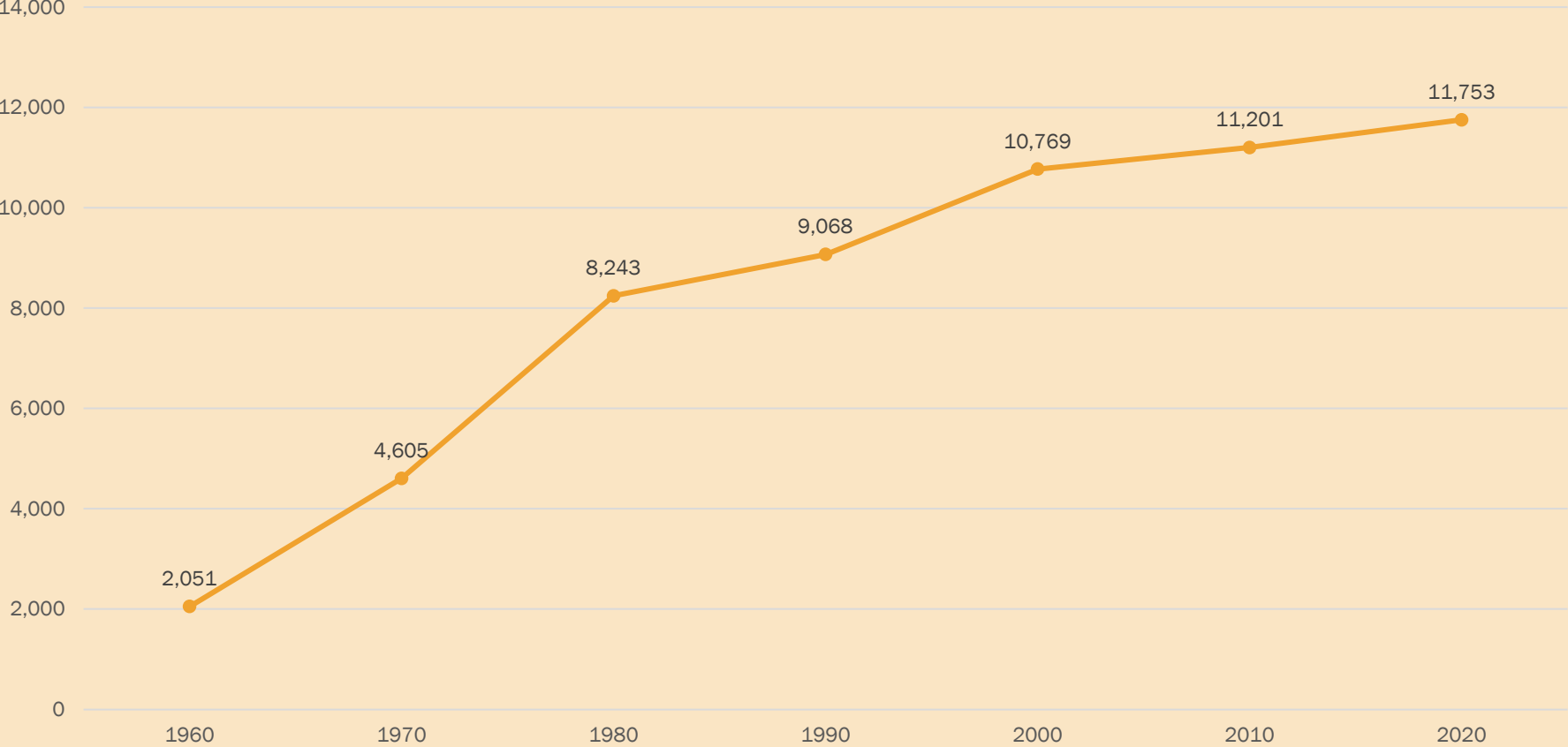
Historic District Commission	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021 (a/o 9/8/21)
New Building	0	1	1	1	2	0	1	0	0	1
Ext. Building Mods/Alterations	36	7	10	14	10	9	14	10	9	15
Building Additions	0	0	0	4	5	4	1	1	2	1
Tree Removal	31	11	4	0	0	0	0	0	0	0
Fence/Landscaping	13	2	0	0	0	0	0	10	0	4
Mechanical Equipment	3	2	3	3	1	2	2	2	3	3
Demolition	0	1	0	0	0	0	0	0	0	1
Sheds/Accessory Structures	0	0	3	2	0	2	9	5	5	2
Other	0	0	3	4	4	13	4	2	1	1
Total	83	24	24	28	22	30	31	30	20	28

Total HDC Applications 2012 - 2021



POPULATION

Amherst Population

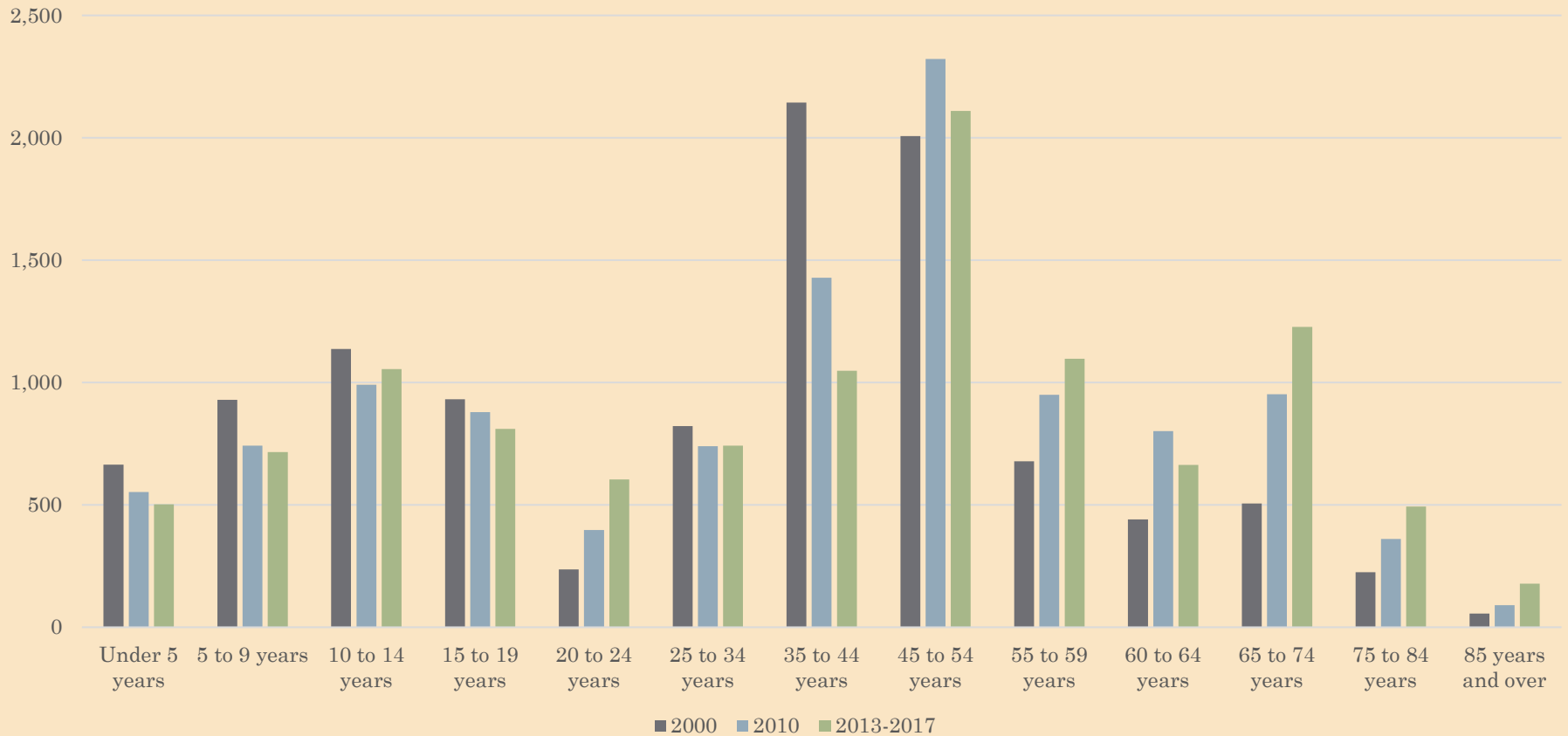


2020 CENSUS

Community	2010 Population	2020 Population	Difference	% Change
Amherst	11201	11753	552	4.93
Brookline	4991	5639	648	12.98
Hollis	7684	8342	658	8.56
Hudson	24467	25394	927	3.79
Litchfield	8271	8478	207	2.5
Lyndeborough	1683	1702	19	1.13
Mason	1382	1448	66	4.78
Merrimack	25494	26632	1138	4.46
Milford	15115	16131	1016	6.72
Mont Vernon	2409	2584	175	7.26
Nashua	86494	91322	4828	5.58
Pelham	12897	14222	1325	10.27
Wilton	3677	3896	219	5.96
	205765	217543	11778	5.72

AGE OF POPULATION

Amherst Population Age



ENVIRONMENTAL SCAN

ENVIRONMENTAL SCAN

The environmental scan is the opportunity to look at things that can impact the department from a variety of perspectives: economic, social, political, technological, demographic.

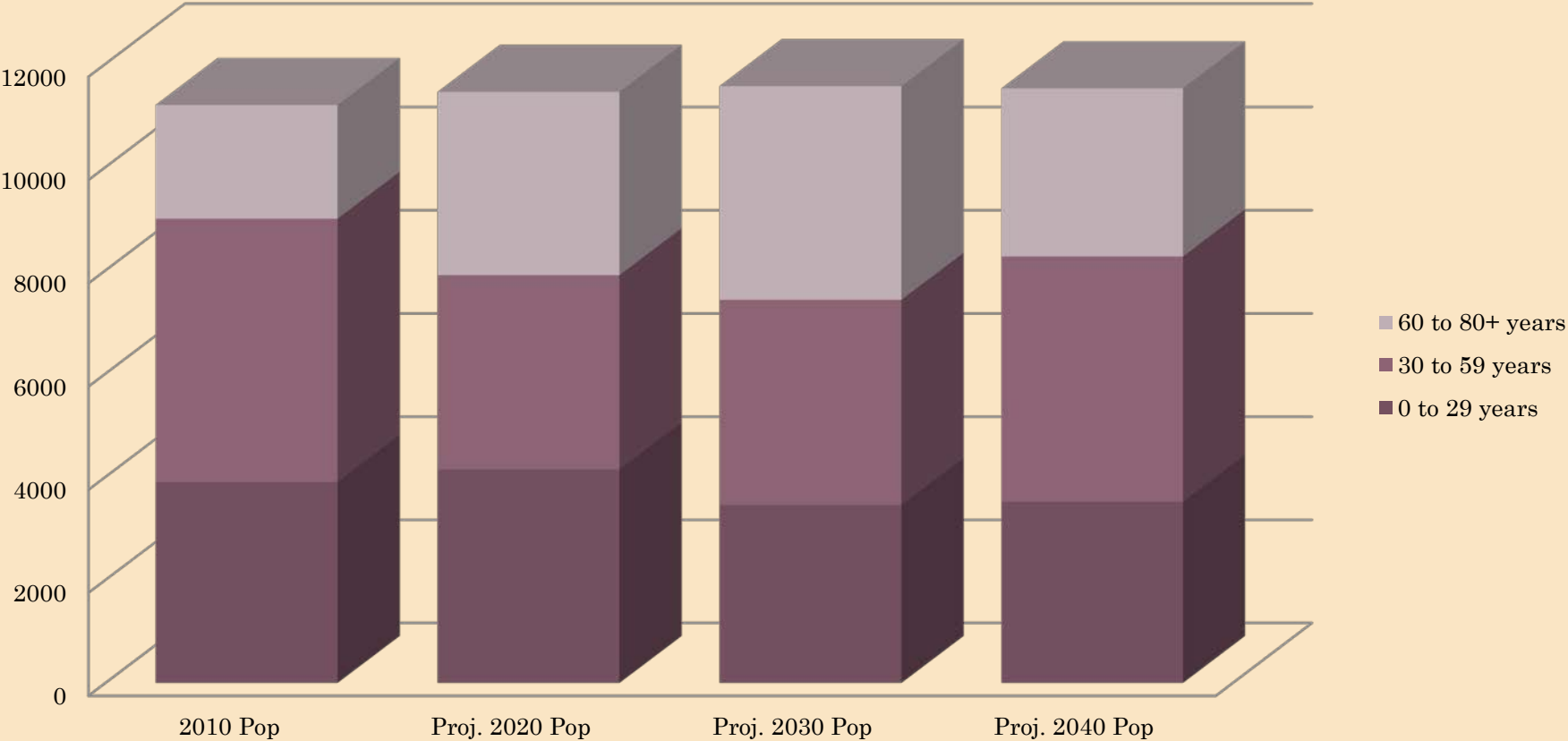
PROJECTED POPULATION

Projected Population
(NRPC Region - Nashua + New Boston + Bedford)



POPULATION PROJECTION BY AGE GROUP

Amherst Population Projections by Age Group



EMPLOYMENT/BUSINESS/DEVELOPMENT

- Changing working environment in Covid crisis.
- Market volatility.
- Environment for new/expanding businesses.

TECHNOLOGICAL

- Online permitting/applications.
- Hybrid meetings.
- Social media/website.

POLITICAL

- Legislative changes.
- Board member changes.
- Residents' votes and participation.

SWOT

Strengths

- Current full staffing
- Research skills and planning/zoning knowledge
- Customer service
- Responsive inspection scheduling
- Years of forward-thinking planning
- Dedicated and passionate Board and Commission members
- Staff support to Boards and Commissions
- Professional networks and continuing education
- Online permitting
- Inhouse plan review
- One stop shop for building, fire, planning, zoning, historic district, heritage, conservation

SWOT

Weaknesses

- Staff turnover
- Regulations and ordinances in need of update
- Filing and accessibility of data; previous digitizing choices
- Space needs and office layout
- Lack of communication with the public about Planning Board processes/decisions

SWOT

Opportunities

- Master Plan update
- Use of internet/social media to increase public awareness and understanding of OCD function
- Outreach and engagement
- Proactive communication between Boards, Commissions and Departments
- SOP's/FAQ's to assist in staff transitions and answer questions
- Map of pending applications with links to details
- Review fee schedule to make sure reasonable but can help cover departmental costs

SWOT

Threats

- Regional/nationwide trends forcing Amherst to have to react
- Outdated Master Plan, ordinances and regulations not achieving desired development
- Boards and Commissions working individually; Departments not knowing what others are doing
- Market driven development vs. tax base
- Changes in Board of Selectmen or Planning Board members
- Aging population
- Transportation/sprawl
- Lack of infrastructure for commercial/ industrial development

INTERNAL GOALS

INTERNAL GOALS

- ✘ **Goal 1: The filing system will continue to be improved.**
 - Strategy 1: Create a list of the important contents of a municipal land use file and the maintenance thereof.
 - Strategy 2: The existing physical files will be reorganized/refiled.
 - Strategy 3: Existing digitized files will be reviewed for filing/indexing protocols.
 - Strategy 4: A new plan for digitizing files will be created and reviewed for budgetary impacts and organizational utility.

INTERNAL GOALS

✘ **Goal 2: Office space will be re-evaluated.**

Strategy 1: Find alternative locations for a couple of staff members to provide enough space for working, storing files and spreading out plans for review.

INTERNAL GOALS

- ✘ **Goal 3: Create SOPs and FAQs for the Office of Community Development.**
 - Strategy 1: Brainstorm the most frequently asked questions that come to the Office on a regular basis.
 - Strategy 2: Assign questions to most appropriate staff person who will draft an answer to be reviewed by all staff.
 - Strategy 3: Post the FAQs and responses to the Office website page.
 - Strategy 4: Over the course of the next six months, each staff person to create detailed SOPs on job duties.
 - Strategy 5: Draft SOPs to be reviewed and tested by staff person unfamiliar with the process to make sure they are easy to follow.
 - Strategy 6: Create a binder for final SOPs to be stored; create a schedule for review and update as necessary.

EXTERNAL GOALS

EXTERNAL GOALS

- ✦ **Goal 1: Provide transparent information to the public.**
 - Strategy 1: Continue to upload documents and information to the website for public access re: land use board meetings.
 - Strategy 2: Evaluate ease of use and streamline upload procedures.
 - Strategy 3: Continue to remove outdated materials.

EXTERNAL GOALS

✘ **Goal 2: Review the Office of Community Development's fee schedule, application forms and checklists.**

Strategy 1: Assemble a list of all the Office's fees for applications and permits.

Strategy 2: Calculate fixed costs for any of the aspects of filing and processing applications and permits.

Strategy 3: Determine if there are additional aspects of the process that should be assessed a fee.

Strategy 4: Consider if the fees proposed are "reasonable".

Strategy 5: Have Planning Board and Board of Selectmen review and adopt as necessary.

Strategy 6: Review all application forms and checklists against the regulations to ensure they are accurate. Update as needed and have relevant Board/Commission approve the changes.

EXTERNAL GOALS

- ✘ **Goal 3: Create a map that shows pending applications before the Town's land use boards with links to supporting documentation.**

Strategy 1: Complete consultation with NRPC regarding feasibility of such a map and any costs involved in its creation and maintenance/upkeep.

Strategy 2: Receive appropriate training for staff to be able to upload data and maintain the map as well as remove details once an application is approved/denied/withdrawn.

Strategy 3: Evaluate results and make changes as needed.

EXTERNAL GOALS

✘ **Goal 4: Stormwater Management and MS4**

Strategy 1: Prepare a timeline for the life of the permit with all the annual reporting requirements.

Strategy 2: Create a tracking system for construction projects within the MS4 to meet the requirements of the MS4 permit.

Strategy 3: Ensure that the Town's ordinances and regulations require stormwater management techniques that meet the requirements of the MS4 permit.

EXTERNAL GOALS

✘ **Goal 5: Land Use Board Procedures and Regulations**

Strategy 1: Review each Board/Commission's Rules of Procedure and Regulations with the appropriate Board/Commission for compliance with statute and to ensure they are being followed.

Strategy 2: Propose amendments as needed per review above.

EXTERNAL GOALS

× **Goal 6: Master Plan Initiatives**

Strategy 1: Following the Master Plan Update, work on the recommendations and implementation strategies suggested for short- and long-term goals and objectives.

BUDGET IMPACT

BUDGET IMPACT

- Internal goals designed to maintain the Office of Community Development on solid footing to move confidently into future planning efforts with no concerns about underlying practices and procedures.
- External goals designed to assist the Office in its pursuit of the mission and vision of the department.
- Goals are achievable inhouse with minimal to no budgetary impacts.

DISCUSSION



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

Title: Housing Appeals Board Decision re: **Department:** Administration
Migrela Realty Trust II

Meeting Date: September 13, 2021

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



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

Title: Acceptance of Resignations, Notice of Vacancies, Fourth of July Committee

Department: Administration

Meeting Date: September 13, 2021

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Eccleston July 4th notification
2. G Pyles Resignation 9.03.2021
3. Amherst Fourth of July Committee By-Laws- 2021-04-06, signed

To: The Amherst New Hampshire Board of Selectmen

From: Jennifer Eccleston

Date: August 2021

Re: Amherst NH 3rd/4th of July Steering Committee

Dear Board Members,

I am writing to inform you of my resignation from the Amherst New Hampshire 3rd/4th of July Steering Committee. For numerous personal reasons I am unable to volunteer my time moving forward in this capacity.

It has been an honor to serve on the committee for many years and to have been the Parade Chair for the past four years. I am proud of my work leading the parade in both 2018 and 2019 and of the decisions made regarding cancellation and revision for the 2020 and 2021 festivities respectively, due to the COVID-19 pandemic. I greatly appreciate the partnership and support of the board as well other town leaders as we worked together with the well-being and safety of our community at the forefront.

My continued thanks to everyone in support of and involved in this beloved community event.

All the best,

Jennifer Eccleston

Gretchen E. Pyles
1 Nathaniel Drive
Amherst, NH 03031

September 2, 2021

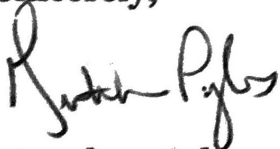
Board of Selectmen
Town of Amherst
2 Main Street
Amherst, NH 03031

Dear Board Members,

I am writing to submit my resignation from my position on the Amherst 3rd and 4th of July Steering Committee. It has been my pleasure to work with the wonderful volunteers on the committee for over ten years and I have appreciated the support we have received from you, the Board of Selectmen, as well as the Amherst Police, Fire, Public Works and Recreation Departments during that time. I am happy to meet with my successor to ensure a smooth transition.

Amherst has such a wonderful Independence Day tradition and it has been an honor to be a part of it.

Sincerely,

A handwritten signature in black ink that reads "Gretchen Pyles". The signature is written in a cursive style with a large initial "G".

Gretchen Pyles

Mission:

To provide the residents of the Town of Amherst, NH with a community-focused, family-oriented celebration with limited commercial activity.

Organizational Structure:

The Board of Selectmen will appoint a July 3rd/4th Steering Committee (hereafter referred to as the "Steering Committee") consisting of five volunteer members. The Steering Committee members will be appointed for three-year staggered terms, with terms beginning on September 1 of each year. The Steering Committee has the authority to appoint working groups of volunteers, as they feel necessary, to carry out the events according to their documented Processes.

Meetings:

At its annual meeting in September, the Steering Committee shall elect a Chair, Vice Chair, and Secretary. In addition, the Steering Committee will appoint working group leaders who will recruit other members as necessary to carry out the events according to the July 3rd/4th committee documented Processes. Working group leaders or members are not required to be members of the Steering Committee.

The Steering Committee may hold other meetings throughout the year as they deem necessary to fulfill their mission.

Any July 3rd / 4th committee meetings consisting of a quorum of the Steering Committee (at least three of the five Steering Committee members present) shall be held in accordance with the NH Right to Know Law. This means that the date, time, and place of the meeting will be publicly posted at least one day prior to the meeting, that the meetings will be open to the public, and that draft minutes shall be made available for public inspection within five business days.

Steering Committee Procedures:

The Steering Committee shall develop an agenda for each Steering Committee meeting, in consultation with other group members.

The Steering Committee shall open each meeting, recognize presenters to speak, put appropriate motions to a vote and decide all questions of order and decorum, in consultation with other group members. The Steering Committee also can schedule emergency and special meetings.

A motion is considered to be passed if a quorum is present and a majority of those present vote in the affirmative.

General Provisions:

Any person or group wishing to participate, perform, have a booth or other presence, or sell or give away goods or services or advertise at the Amherst July 3rd / 4th events must have prior approval from the Steering Committee.

The Steering Committee will work closely with town departments (Police, Fire/Rescue, Public Works), Town Administration, and the School Administrative Unit regarding issues related to public safety and convenience, including but not limited to, time and place of the fireworks, parade logistics, celebration on the Town Green, and parking.

In the event of a natural or man-made occurrence, including but not limited to a pandemic, the Steering Committee, with support of the Town Administration and Board of Selectmen, reserve the right to cancel or revise/adapt plans and festivities.

Fundraising:

The costs of the July 3rd / 4th celebrations are partially funded by the town of Amherst, NH. The July 3rd/4th committee shall undertake fundraising activities to raise the funds required to underwrite the costs of the celebration that are not covered by town funding. Examples of allowable fundraising activities include, but are not limited to, sale of food, beverages, glowsticks, pins, and stickers. Local business sponsorship and donations are also allowable. All donations must be formally accepted by the Amherst Board of Selectmen to comply with New Hampshire law.

July 3rd / 4th Processes:

The Steering Committee will adopt, and may from time to time amend, July 3rd / 4th Processes. These Processes require approval by a majority of the Steering Committee. Approved updates to these Processes will be provided to the Amherst Board of Selectmen and will be posted on the Town of Amherst website, but do not require approval from the Selectmen.

Amendment of Bylaws:

These bylaws and any subsequent amendments shall be voted on at a regular meeting of the Steering Committee. If they are approved by a majority of the Steering Committee present, they will be submitted to the Amherst Board of Selectmen for their concurrence and approval.

Approved on behalf of the July 3rd/4th Steering Committee:

Leslie Kingling Bennett [Signature] 5-18-2021
Name Signature Date

Approved on behalf of the Amherst Board of Selectmen:

Peter Lyon [Signature] 5-19-21
Name Signature Date

July 3rd Events:

1. July 3rd celebration leader(s) will invite entertainers, determine set-up, coordinate food sales, provide for an information booth with first aid kit, arrange for port-o-potty, and undertake other preparations as needed with July 3rd working group volunteers.
2. Organizations wishing to sell items, including raffle tickets, shall pay a fee. Selling is limited to Amherst organizations or state organizations approved by the July 3rd/4th Steering Committee. Approved items that may be sold include, but are not limited to, items relating to the following themes: New Hampshire, Amherst, patriotism, and 4th of July. Approved items may also be organizational (such as a club's tee shirts), food, or drink with the exception of slush, ice cream, pizza, water, and soft drinks, which are sold by the July 3rd/4th committee to raise funds to support the celebration. There will be no duplication of items for sale without prior approval from the Steering Committee. The previous year's seller gets preference if there is a problem with duplication, regarding selling for full profit.
3. Parking is limited. Specific parking spaces may be reserved for use by the Police, Firefighters, or the members of the July 3rd/4th committee.
4. No one may sell items or set up a booth, table, or other presence on school property without the prior approval of the Steering Committee.
5. Entertainment and performances are limited to those individuals or groups approved by the Steering Committee.
6. The fireworks may be cancelled due to inclement weather (e.g., if there is thunder and lightning) or if cancellation is otherwise determined prudent by the Steering Committee. Cancellations will be posted on WMUR. The Steering Committee will schedule a rain date for the fireworks, if possible.

July 4th Parade:

1. July 4th parade leader(s) will invite marchers/bands, determine parade line-up, coordinate with politicians, and undertake other preparations as needed with July 4th Parade working group volunteers.
2. Everyone is welcome to enter a float or mini float suitable for family entertainment - individuals, families, neighborhoods, organizations, and businesses - as long as the theme of the float is in keeping with the theme of the parade. Small walking groups reflecting the theme may compete in the float category. Marching groups are welcome but are asked to wear clothing that unifies the group and carry a banner of some sort to identify the group.
3. Commercial advertising is limited to one sign no larger than 3' by 5' unless otherwise agreed to by the Steering Committee.
4. The parade will step off promptly at 10:00 a.m. on July 4th from the Wilkins School on Boston Post Road (unless July 4th falls on a Sunday, in which case the parade start will be delayed by an hour).
5. Check-in time is 9:15 a.m. for all entries (unless July 4th falls on a Sunday, in which case the check-in will be delayed by an hour).
6. Parking for parade participants is behind Wilkins School.
7. Judging of floats will take place at Wilkins School at 9:30 a.m. on the morning of the parade (unless July 4th falls on a Sunday, in which case the judging efforts will be delayed by an hour).
8. Political groups marching in the parade should gather at Upper Wilkins Field. There is no fee for marching. As a small-town festivity and in keeping with our Mission, there will be no opportunity for political candidates to speak publicly, with the possible exception of currently elected officials, who have been invited by the Steering Committee to speak during the ceremony.
9. No items of any sort, including candy, may be thrown or handed out by parade participants (Insurance Regulations).
10. Rules of RSA 265:108a, Parade Vehicles, effective September 16, 2007, must be followed by those with vehicles in the parade.
11. All motorized vehicles must be registered/insured, and a copy of liability insurance must be provided to the Parade leader(s) at least one week before the parade.
12. Animals must be under the control of their owners. Dogs must be on a leash.
13. The parade may be cancelled due to inclement weather (e.g., if there is thunder and lightning) or if cancellation is otherwise determined prudent by the Steering Committee. There will be no rain date for the parade.
14. No individual, group, or business may sell items on public property in the village without prior approval from the Steering Committee.

July 4th Green Events:

1. July 4th Green Events leader(s) will invite organizations and artists to participate, determine Green set-up, provide for an information booth with first aid kit, and undertake other preparations as needed with July 4th Green working group volunteers.
2. Booth space on the village Green is available to non-profit organizations, Art Show participants, and vendors invited by the Steering Committee. Preference is given to Amherst non-profit organizations.
3. Booth space is limited to an area approximately 10' by 10'. Space assignments are granted at the discretion of the 4th of July 4th Green Events leader(s) and will be available by 7:00 a.m. on July 4th (or 8 a.m. if July 4th falls on a Sunday). Electricity is available on a first-come-first-served basis if requested in advance. Organizations are responsible for their own table and decorations (red/white/blue).
4. There is NO PARKING on the edge of the Green or other designated areas around the Green. Unloading times are from 7:00 to 9:00 a.m. in designated areas only (unless July 4th falls on a Sunday, in which case the unloading will be delayed by an hour).
5. Insurance regulations require that all tent stakes and anchors be marked and protected to avoid accidental injury.
6. The Steering Committee may, at its discretion, limit those carrying signs on the Green to a designated area.
7. Organizations wishing to sell items, including raffle tickets, shall pay a fee. Selling is limited to Amherst organizations or state organizations approved by the Steering Committee. Approved items that may be sold are items relating to the themes of New Hampshire, Amherst, patriotism, and 4th of July. Approved items may also be related to organizational (such as a club's tee shirt), food, or drink with the exception of hamburgers, hot dogs, pizza, chips, ice cream, slush, water, and soft drinks which are sold by the July 3rd/4th committee to raise funds to support the celebration. There will be no duplication of items for sale without prior approval from the Steering Committee. The previous year's seller gets preference if there is a problem with duplication regarding selling for full profit.
8. There is no fee for organizations giving away items or dispensing information.
9. Organizations needing insurance shall check with their insurance agents to see if they have sufficient protection.
10. At the end of the day, each group must remove its bagged trash from the Green or place it in the appropriate receptacles. Bags are available at the Information Booth.
11. If the Green activities are cancelled due to inclement weather, the decision will be made by 7:00 a.m. on July 4 (unless July 4th falls on a Sunday, in which case cancellation decisions will be delayed by an hour). Cancellations will be posted on WMUR. There will be no rain date for the Green activities.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: 2022 BOS Calendar, suggested changes

Department: Administration

Meeting Date: September 13, 2021

Staff Contact:

BACKGROUND INFORMATION:

NHMA has released the 2022 SB2 March Town Meeting Calendar. Due to its guidelines for scheduling the public hearing for the proposed FY23 budget and the deliberative meeting, we suggest the following changes:

Change: Monday January 10, 6:30pm Include the Public Budget Hearing as part of the regular BOS Meeting

Remove: Wednesday Feb 2 Deliberative

Add: Wednesday February 9, 7pm Deliberative at SHS

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move that we accept the proposed changes to the 2022 BOS Calendar to follow the released 2022 SB2 March Town Meeting Calendar now available from the New Hampshire Municipal Association.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2022 BOS Meeting Calendar, Approved
2. 2022 BOS Meeting Calendar, Proposed 9.13.2021 changes



TOWN OF AMHERST, NH

2022 BOARD OF SELECTMEN MEETING CALENDAR

January							July						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30	31						31						
February							August						
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13	14	15	16	17	18	19	14	15	16	17	18	19	20
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March							September						
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13	14	15	16	17	18	19	11	12	13	14	15	16	17
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17	18	19	20	21	22	23	16	17	18	19	20	21	22
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26	27	28	29	30			25	26	27	28	29	30	31

Board of Selectmen Meetings

Holidays

SAU 39 Vacation Week

January 11, 2021 FY21 Budget Hearing

Feb 9, Deliberative Session

March 8, 2022 STATE & LOCAL ELECTIONS



TOWN OF AMHERST, NH

Proposed changes, 2022 BOARD OF SELECTMEN MEETING CALENDAR

January							July						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
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2	3	4	5	6	7	8	3	4	5	6	7	8	9
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February							August						
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27	28						28	29	30	31			
March							September						
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17	18	19	20	21	22	23	16	17	18	19	20	21	22
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May							November						
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June							December						
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26	27	28	29	30			25	26	27	28	29	30	31

Board of Selectmen Meetings

Holidays

January 10, 2022 FY23 Budget Hearing

SAU 39 Vacation Week

Feb 9, Deliberative Session

March 8, 2022 STATE & LOCAL ELECTIONS



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

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

Meeting Date: September 13, 2021

Staff Contact: Mark Reams

BACKGROUND INFORMATION:

The Amherst Highway Safety Committee met on 9/02/2021 to discuss a speed limit designation on Pettingale Road, and to discuss enhanced road safety improvements along Walnut Hill Road in the vicinity of the Walnut Hollow Farm. The Committee is recommending that the Board of Selectmen hold the required public hearings for reduced speed limit designations for Pettingale Road and for the portion of Walnut Hill Road in the vicinity of the Walnut Hollow Farm (i.e., between the intersections with Old Quarry Lane and Embankment Road). Draft Committee meeting minutes are attached, along with a depiction of improved traffic control devices to be implemented by the Department of Public Works in conjunction with the proposed speed limit reduction for Walnut Hill Road.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Approve

SUGGESTED MOTION:

Schedule the required public hearings for speed limit designations for Pettingale Road and Walnut Hill Road.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. AHSC Minutes, 9-02-2021
2. 20210907103532

TOWN of AMHERST

Highway Safety Committee DRAFT MINUTES

September 2, 2021
Amherst Police Department

Call to Order

Meeting called to order at 2:00 pm with all members present:

Mark O. Reams, Committee Chair, Chief of Police; John D'Angelo, Selectman; Matthew Conley, Fire Rescue Chief; Adam Steel, Superintendent of Schools; Eric Hahn, Director of Public Works; Eric Slosek, Assistant Director of Public Works (invited guest)

New Business

a. Speed limit designation for Pettingale Road

Resident complaints of speeding on Pettingale Road were brought to the attention of Chief Reams who collected traffic data using the Town's computerized radar/traffic counter over the course of two weeks. Pettingale Road has never had a posted speed limit, and Chief Reams reported that data collected through the traffic study, pursuant to NH RSA 265:63, supported a speed limit designation of 25 mph – e.g., the 85th percentile speed was 29 mph, with a pace speed of 20-29 mph. The Committee recognized that Manual on Uniform Traffic Control Devices (MUTCD) recognizes these factors –along with substantial known pedestrian activity and limited sight distance on two road crests/curves- to support a designation of 25 mph for Pettingale Road. A motion to recommend to the Board of Selectmen that Pettingale Road be designated a 25 mph zone was made by Chief Conley, seconded by Selectman D'Angelo, and all voted in favor (5-0).

b. Traffic control for Walnut Hill Road near Walnut Hollow (equestrian) Farm

Pursuant to complaints of traffic safety issues from the residents of Walnut Hollow Farm and their patrons, the Committee discussed several options for improved traffic safety. Chief Reams reported that he had collected baseline traffic data over the course of two weeks which he reported to the Committee. The data showed an average traffic flow of 310 cars per day; an 85th percentile speed of 23 mph; an average speed of 20 mph; and that 95% of vehicles were traveling at a speed of 26 mph or less. Director Hahn pointed out that from a traffic volume standpoint, Walnut Hill Road is a very low volume road at 310 cars per day. The Committee reviewed a chart of comparable east/west roads in town -e.g., Camp Road, Spring Road, Merrimack Road, and Stearns Road- with 2,031, 1,653, 1,943, and 1,554 cars per day, respectively. Chief Reams reported that he had spoken with a resident of the Walnut Hollow Farm who said that traffic safety concerns were not due to speeding vehicles but due to the width of the road – i.e., that the road was too narrow to safely accommodate two vehicles passing by when walkers/horses were in the road.

Complainants had requested speed humps and/or rumble strips to help cars slow down. The Committee considered the following guidance from the recognized authority on these measures, the Institute of Transportation Engineers (ITE). Among other

considerations, speed humps are recommended on streets where the posted limit is 30 mph or less; that proper installation results in vehicles slowing to about 20 mph; and that they may be considered when the 85th percentile speed is between 25-30 mph. The Committee recognized that based on this guidance, speed humps were not recommended for Walnut Hill Road as the current average speed was already 20 mph, and the 85th percentile speed is below the recommended range, and that the pace speed for most cars is 14-23 mph. Chief Reams also pointed out that even in the event that the Board chose to place speed humps in this section against Committee recommendations, that there are tort liability and legal issues surrounding a municipality's installation of speed humps which need to be taken into consideration and are beyond the scope/knowledge of the Committee. With regard to discussion on possible rumble strip installation, Director Hahn pointed out that available guidance shows that the road is too narrow and that in all design applications, rumble strips are relegated strictly to roadways for which the posted speed limit is 40 mph or greater.

Chief Reams reported that collected data (just as in the aforementioned case for Pettingale Road) supported an official speed limit reduction for the portion of the roadway which encompasses the farm – i.e., the portion from Walnut Hill Road at the intersection with Old Quarry Lane which extends easterly to the intersection of Walnut Hill Road and Embankment Road. The committee recognized that official speed limit signs are a permanent structure which attract driver attention and provide enforceability. A motion was made by Chief Conley to designate this section of Walnut Hill Road a reduced speed zone of 25 mph which was seconded by Selectman D'Angelo. All voted in favor (5-0) to recommend this action to the Board for ordinance consideration.

The committee also expressed uniform consensus for improvement of advisory “winding road” signs on both east and west approaches to the farm, along with advisory “horse” livestock signs to further attract driver attention. The committee was also in consensus regarding the painting of “SLOW” on the pavement at points of direct approach to the farm from both east and west. Director Hahn stated that the letters would be of sufficient size to span across one entire lane of the road in each direction. Selectman D'Angelo mentioned that it appeared the Committee was doing everything they could to improve road safety without rebuilding the road itself. Director Hahn mentioned that the previous owner of the farm had declined an offer from the Town's previous DPW Director to widen the road in that area and setback/rebuild stone walls associated with the property during road resurfacing/rebuilding which was performed in 2013. Director Hahn mentioned that future roadwork would include a resurvey of the entire area with consideration for possible road widening, along with closer inspection of commercial driveway and parking lot access modifications which would be incumbent upon the business owner under state/local regulations.

Old Business

Motion to approve minutes from previous meeting made by Selectman D'Angelo, seconded by Superintendent Steel. All in favor (5-0)

Meeting adjourned at 2:50 pm.





Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Garage Heat Installation
Contract award.

Department: Public Works

Meeting Date: September 13, 2021

Staff Contact: Eric Hahn

BACKGROUND INFORMATION:

This is the last contract needed to finish the new Mechanics Garage. The installation of heating equipment.

BUDGET IMPACT:

(Include general ledger account numbers)

\$12,500 and fully within the Building/Grounds budget.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Award 04-22 Mech Bld Heat Equip
2. 04-22 Steel Building Heat RFP
3. Wetherbee Plumbing & Heating, Inc.
4. KPMB
5. Bellemore Plumbing

Town Department: DPW

Date: September 3, 2021

Line Item: 01-4194-40-2430

Budget Amount: \$125,000

Bid #: 04-22 Item: Mech.'s Garage Heating Equip

Date Bid To Be Awarded: Sept. 13, 2021

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT Interest Rate</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
1. Wetherbee Plumbing & Heating		\$12,400.00	Low bid and same equip as Central Fire since 1987
2. KPMB Enterprises, LLC		\$99,000.00	
3. Bellemore Plumbing		\$24,840.00	
4. Absolute Mechanical Systems		NO BID	
5. Milford Plumbing & Heating		NO BID	
6. Sanford Temperature Control		NO BID	
7. Precision Mechanical Contractors Inc.		NO BID	

Recommend bid be awarded to: Wetherbee Plumbing & Heating

Signature of Town Administrator / Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.
Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to a vote.
This bid was post on the Town of Amherst website, Construction Summary of NH, ME, and VT, and Dodge Data & Analytics.

Town of Amherst



Department of Public Works

Request for Proposal

Steel Building Heat

#04-22



DEPARTMENT OF PUBLIC WORKS

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

ehahn@amherstnh.gov

The Town of Amherst, NH is seeking proposals from qualified contractors for the furnishment and installation of a propane-fired, overhead radiant heating-system, in our **NEW** Steel Building. This building is to be purposed as our new mechanic's garage.

Situation:

In May 2021, we constructed a NEW steel building on the DPW grounds located at 22 Dodge Rd., Amherst, NH. The building is a 60'x40' insulated steel structure. We are seeking a qualified HVAC contractor to install and have operable, a new overhead radiant heating-system in the building before November 19, 2021. The approximate cubic footage of the building's interior is 37,500 cubic feet.

Our intention is to install a propane-fired, overhead radiant heating system. This is based on our time-tested use of an overhead radiant heating-system that was installed in the garage bays of the Amherst Central Fire Station. This simple system has worked well without major issue since it's installation in 1987. In addition to simplicity, we are interested in the space-savings that an overhead radiant heating-system affords. Conserving floor space will be a major consideration in our final decision as our 2400 sq. ft. building will fill up fast with tools, supplies, and equipment.

Proposals for other solutions to our heating needs for this building are welcome. Consideration will be given to all proposals with a priority given to solutions meeting our stated criteria of space conservation and overall cost.

Tasks to be Accomplished:

- Design a heating system for our needs.
 - Plan should include calculations for heating requirements.
 - Plan should detail fuel type and supply.
- Obtain necessary permitting from Amherst Building Department
- Install heating-system according to plan, and to conform with all applicable building codes.
- Provide an allowance for one hour of training for operation, troubleshooting, and maintenance of the new heating-system.

Contract Information:

Upon selection of a proposal, the Town will deliver a contract agreement to the contractor for execution. The contract generally will consist of the Contractor's Proposal, signed Agreement, Securities (if applicable), Notice to Proceed, Contractor's Affidavit, Contractor's Release, and General Provisions. General Provisions shall stipulate required insurance, including general liability and worker's comp. A payment bond equal to 100% of the value of the contract shall be necessary if the contract value is greater than \$25,000.00.

Proposal Submission Instructions:

Interested contractors should submit the following, in a sealed envelope marked "Steel Building Heat Proposal", no later than 12pm, Friday, September 3, 2021, C/O Eric Hahn, Amherst Town Hall, 2 Main Street., Amherst, NH 03031. Questions may be directed to Eric Hahn by calling 673-2317 between the hours of 7am-3pm, Monday thru Friday, or by emailing ehahn@amherstnh.gov.

- 1) A proposal describing your qualifications and how the tasks described above would be carried out.
- 2) A firm estimate of all costs to include labor, materials, and all associated fees.
- 3) A detailed description of all associated warranties.
- 4) A list of three commercial or municipal references for whom you have done similar work for within the last two years, including all relevant contact information (names, phone numbers, address).

Proposal

WETHERBEE PLUMBING & HEATING INC.

730 Elm Street Milford, NH 03055
Phone: (603) 673-1191 Fax: (603) 673-1884

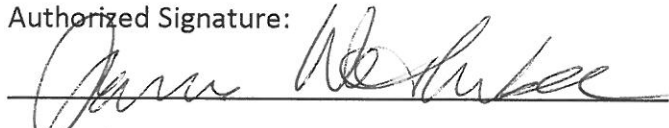
Town of Amherst
Department of Public Works
Re: 22 Dodge Road
Amherst, NH 03031

Aug. 26, 2021
673-2317
ehahn@amherstnh.gov

We propose hereby to furnish material and labor – complete in accordance with specifications below. A 50% deposit is required and the balance is due on the day of completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders and will become an extra charge over and above estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our employees are fully covered by Worker's Compensation Insurance.

Authorized Signature:



Date:

8/26/21

Note: This proposal may be withdrawn by us if not accepted within 30 days.

OPTION #1 -

Installation of Garage Heaters (New Construction) - \$ 12,400.00 Including:

- 2 – Modine IPT100S0122 Infrared Heaters (30' Tubes)
- All necessary hardware, venting, hangers and materials to complete installation
- All necessary indoor gas piping to new heaters
- Gas piping to stub out on the outside of building for gas company to hook up
- 2 Thermostats (1 @ each end of the building)
- Includes training / overview
- Permit / Inspection

OPTION #2 -

Installation of Gas Line From Tank to Building - \$ 3,300.00 Including:

- Excavation
 - Backfill
 - All necessary pipe and fittings
 - Permit / Inspection
- Deduct \$400.00 if trench is dug by other**

Acceptance of Proposal:

Please provide a signed copy of this Proposal with deposit.

Checks, cash and all major credit cards accepted.

Wetherbee Plumbing & Heating retains ownership of all equipment until payment in full is received. Invoiced charges are due and payable upon receipt. All outstanding balances shall be subject to interest and services charges at 1.5% per month. Customer shall be liable for all incidental costs of collections if necessary, including, but not limited to, reasonable attorney's fees.

The above prices, specifications, and conditions are satisfactory and are hereby accepted.
Wetherbee Plumbing & Heating, Inc. is authorized to complete work as proposed.

Customer's Signature:

Date:

Many municipalities now require Permits and fees for work that previously had no such requirements. In the event additional such fees are found to be required by Permitting Authorities for the work contemplated by this proposal, said fee shall be invoiced to the Customer when billing for this proposal is completed.

We appreciate the opportunity of providing you with this Proposal.

KPMB Enterprises, LLC
Mechanical Contractors

9-1-21

Town Of Amherst
Dept. Of Public works
22 Dodge Road
Amherst NH 03031

Re: RFP Steel Building Heat

MECHANICAL DESIGN BUILD PROPOSAL

We are pleased to offer the following proposal to provide you with Mechanical services for the above named project per project RFP and RFI responses.
Pricing as follows:

HVAC: **\$ 99,000.00**

Provide stamped HVAC Engineered drawings owner to provide auto cad building background.

Provide and Install Radiant LP ceiling tube Heaters for space as per design.

Provide and install all required gas piping owner to provide tanks, fuel and regulators for KPMB to connect too.

Provide and Install all exhaust and intake venting for heaters.

Provide and install a CO / NO detection system as a result of the usage of space this is required by code, includes exhaust duct work, intake ductwork, exhaust louver with motorized damper, intake louver with motorized damper. The system has alarms locally and automatically exhausts the space when the parts per million (PPM) exceed code limits.

All controls wiring included Carbon monoxide and nitrogen dioxide control panel, gas transmitters and associated line voltage interlock wiring to EF-1 is included. All wiring will be installed in EMT.

Provide air balancing for CO / NO system.

Provide and Install all Insulation for ductwork for CO / NO system.

CO / NO factory start up.

Provide and install all required Gas piping sch 40 steel pipe Maga press gas. Gas piping will be painted yellow for safety.

Permit

Provide All required Electrical power from owner panel in building to equipment all in EMT.

Warranty one year from substantial completion.

All wall penetrations to be patched and painted similar color to match.

Owner Training of all equipment.

Includes Performance and Payment bond.

PLUMBING

879 Maple Street, Contoocook, NH 03229

HVAC

(603) 746-9953 Fax (603) 746-3448

KPMB Enterprises, LLC
Mechanical Contractors

Cost break down.

Design \$6,000.00 6 weeks for drawings
General conditions Painting , Patching \$3,800.00
HVAC materials \$39,000.00
HVAC Labor \$ 28,000.00
Electrical sub-contractor - \$8,000.00
Controls Subcontractor - \$6,000.00
Testing and Balancing Subcontractor -\$2,900.00
Lift rental \$2,000.00
Bond Cost - \$3,300.00

Exclusions: Concrete Equipment Pads, Propane tanks and Fuel, Temporary Utilities (Water, Power, Sprinkler, Heating, Cooling and Ventilation), Floor Protection, Backfilling, Saw Cutting, Excavation, Roofing, Maintenance Agreement. Fire Suppression, Fire Sprinkler by others, Gas meter fees, Davis Bacon Wages.

Warranty : One year from substantial completion all parts and labor. Owner must do all required maintenance during this period and have service records, service technician must have proper gas technician's license. Addition manufacturers warranties may be provided by manufacturer.

See attached references and project completed by KPMB Enterprises LLC.

Authorized Signature: *Peter Waterman*
Peter Waterman – Member

Proposal Valid for 30 days

PLUMBING
879 Maple Street, Contoocook, NH 03229

HVAC
(603) 746-9953 Fax (603) 746-3448

KPMB Enterprises, LLC Plumbing, Heating HVAC

879 Maple street Contoocook NH 03229

Phone: 603-746-9953 Fax: 603-746-3448

Project References

Current Project: Rockingham County Court House

Completion 6-16-22 Bonded: yes

Scope: HVAC Renovation

Contractor State OF NH

Value: \$627,500.00

Contact David Goulet 603-271-1639

Current Project: Pease Airport terminal expansion

Completion 10-16-21 Bonded: NO

Scope: Plumbing and HVAC

Contractor Hutter Construction

Value: \$850,000

Contact David Ross Jr.

Completed Project: Nashua USPS LCD

Completion 8-30-21 Bonded: NO

Scope: HVAC Replace 33 RTU and 10 Indoor split systems

Contractor Wesfield construction

Value: \$1,400,000.00

Contact Andrew Loney 603-256-3003

Completed Project: St Patrics gymnasium Portsmouth Nh

Completion 8-30-21 Bonded: NO

Scope: HVAC and Plumbing

Contractor Meridian construction

Value: \$790,000

Contact Luke Salome 603-527-0101-ext 118

Completed Project: Town Of Derry RTU replacement

Completion 5-30-20 Bonded: Yes

Scope: HVAC Replace ROOF TOP UNITS

Contractor KPMB ENTERPRISES (Prime)

Value: \$174,000

Contact Alan Cote Supt. Of Operations 603-432-6144

Completed Project: Town Of Salem Nh Court house HVAC

Completion 5-30-20 Bonded: Yes

Scope: HVAC Replace 6 ROOF TOP UNITS

Contractor KPMB ENTERPRISES (Prime)

Value: \$790,000

Contact Rot Sorenson Town administrator

Completed Project: Bowman Apartments

Completion 3-30-21 Bonded: NO

Scope: HVAC

Contractor Pilot Construction

Value: \$1,300,000.00

Completed Project: Newmarket High School
Completion 5-30-20 Bonded: No
Scope: Plumbing and HVAC
Contractor Eckman Construction
Value: \$3,406,000
Contact Brian Baroody (603) 623-1713 ext. 235

Completed Project: Plymouth State Chiller Replacement
Completion 4-30-19 Bonded: Yes
Scope: Plumbing and HVAC
Contractor KPMB ENTERPRISES (Prime)
Value: \$346,000
Contact Walter Durack PSU 603-535-2460



September 3, 2021

Town of Amherst
c/o Eric Hahn
2 Main Street
Amherst, NH 03031

RE: Sealed Bid for Steel Building Heat

Bellemore Plumbing is pleased to offer the following proposal for the furnishment and installed a of propane fired overhead radiant heating system for the new steel building:

\$24,840

This quote includes:

- Purchase and install of two Modine LP gas fired Infrared heaters, model IPT100S0122, with 30' straight tube off of burner tube
- All electrical provided by Bellemore Plumbing
- Black iron gas piping from LP tanks to Modine infrared heaters
 - LP Tanks provided by others
- The is a turn key install for the Town of Amherst DPW
- One hour of owner training
- Bellemore Plumbing one year warranty on parts and labor
- Manufacturer warranty on Modine heaters; warranty enclosed
- Heat Loss Summary

Job Process:

Days 1-4 Bring lift on site to hang the 2 Modine heaters
Day 5 Electrician to install breaker and power feed for both units
Day 6 Inpections
Day 7 Start up units and check operation, walkthrough with Town, owner training

Thank you very much for the opportunity to quote on this project. Please let us know if you have any questions. We look forward to hearing from you.

Best Regards,

Nicholas Bellemore

Nicholas Bellemore
Office: 603-623-2134
Cell: 603-582-1553
nick@bellemore.com



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Heating Oil & Propane Bid for Town Buildings contract award. **Department:** Public Works

Meeting Date: September 13, 2021

Staff Contact: Eric Hahn

BACKGROUND INFORMATION:

The DPW wrote and published a separate RFP, Town Buildings only for Propane and Heating Oil.

BUDGET IMPACT:

(Include general ledger account numbers)

Each Department has a separate Heat line.

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

Award the Heating Oil to Ciardelli and the Propane to Bot-L-Gas as the low bid for each product.

SUGGESTED MOTION:

I move to award Ciardelli Fuel Company the contract for heating oil at \$2.42 per gallon and Bot-L-Gas the contract for propane at \$1.179 per gallon, both portions effective today and through June 30, 2022.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 05-22 propane and heating oil
2. Award 05-22 (2)
3. Bot-L-Gas 05-22
4. Ciardelli 05-22
5. Suburban Propane 05-22
6. Wenzel Oil LLC 05-22

Town of Amherst



Department of Public Works

Bid Number 05-22

Propane and Fuel Oil

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

BID NUMBER #05-22
PROPANE AND FUEL OIL
CONTRACTOR'S PROPOSAL

Invitation to Bid

The Town of Amherst is inviting bid contract proposals for # 2 fuel oil, and propane. Bid specifications are available from Public Works at the address shown above Monday through Friday 7am-3pm.

The Town of Amherst will consider **both fixed and variable** pricing.

Base variable pricing on:

- Heating oil - The Journal of Commerce daily pricing, (Boston/Portsmouth) plus markup.
- Propane - OPIS Mont Belvieu TET C3 Any Average on Date of Ship.

If bidder fills both lines in for a product in the "Contractors Proposal" sheet, we assume, the vendor is proposing to bid both fixed and variable.

Bids will be received at the Dept. of Public Works, 22 Dodge Rd., Amherst NH until 11:00 A.M. Tuesday, September 7, 2021. Shortly thereafter, bids will be publicly opened in any available office or conference room and read aloud. Award will be by the Board of Selectmen at a regular board meeting.

If a vendor chooses not to bid, we kindly ask that you respond with a note to 22 Dodge Rd that you are not bidding and why.

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

BID NUMBER #05-22
PROPANE AND FUEL OIL
CONTRACTOR'S PROPOSAL

To: Town of Amherst, NH.

The undersigned, as a lawful authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 05-22 Propane and Fuel Oil, with the General Provision, Specifications and other bid documents and binds himself / herself and his / her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as prescribed by the Town and to provide all necessary equipment, labor, materials, and other items or services needed to perform all the requirements to supply Propane and/or Home Heating Oil to the Town of Amherst, NH for the following unit price:

Fixed Home Heating Oil price per gallon (written) _____

Dealer's differential (over J.O.C. for heating oil) for variable option
(written) _____

Fixed Propane price per gallon (written) _____

Dealer's differential (over OPIS Mont Belvieu for propane) for variable option
(written) _____

Variable pricing for Propane based on day of delivery posting from Mont Belvieu, Texas, dealers differential (pipeline tariff, transportation, fuel surcharge, dealers markup, etc). Heating oil daily pricing based on day of delivery from the Journal of Commerce plus dealer's differential (listed above).

Respectively submitted,

Print Bidder/Contractor's Name

¹

Print Representative's Name and Title

Representative's Signature

Street

City, State, Zip Code

Telephone and Fax Number

Date

¹ **Person signing proposal must be a person in your company authorized to sign a contract with the Town of Amherst, NH.**

PROPANE AND FUEL OIL
Town of Amherst, NH

Quantity

The quantity listed is an estimate only. It is based on prior usage and may increase or decrease to meet heating demands. The Town of Amherst requests the bid price be held for any additional gallons beyond the estimated usage for the duration of the contract.

Estimated total usage of heating oil is 40,050 gallons.
Estimated total usage of propane is 11,500 gallons.

There are eight town owned buildings, each has different storage capacities. Tank size will be listed on the last page of this specification.

Contract Period

The contract covers the Town of Amherst from the date of award through June 30, 2022. Each section of this contract may be extended individually one additional year by mutual agreement of all parties.

Time of Delivery

Deliveries shall be made during normal business hours unless special arrangements are made with the Public Works Department at 22 Dodge Road, Amherst, NH (673-2317). All facilities shall be on an automatic delivery schedule from September 1 thru April 30. Once scheduling has been established, the cost of burner restarts during the automatic delivery period shall be born by the Oil Company. During the period from May 1 to August 31, deliveries shall be made by request only. Burner restarts during the period from May 1 thru August 31 shall be the responsibility of the Town of Amherst to pay for.

Delivery Slips

Delivery slips for load drops shall be scanned and e-mailed to pdelisle@amherstnh.gov with hardcopy included with the monthly statement. The slip shall include which building received the fuel, how much fuel, time and date of delivery, and the driver. Statements and any correspondence shall be mailed to Amherst Public Works Department, 22 Dodge Road, Amherst, NH.

Failure to Deliver

The expectation of the Town is for an automatic delivery system between September 1 and April 30. During this automatic delivery period, if the fuel contractor is unable to deliver propane or heating oil to a town facility within four hours of being notified of an empty tank, the town reserves the right to purchase oil or fuel from the vendor of its choice. Any difference in cost shall be charged to the vendor in default.

**PROPANE AND FUEL OIL
Town of Amherst, NH**

Equipment Inspection/Testing

Within 90 days of award of contract the successful bidder shall:

- Perform cathodic testing on all underground tanks
- Perform visual safety inspection on all propane and oil tanks

Equipment Removal

Upon award of contract, the successful bidder shall coordinate with the prior contract-year heating company (if applicable) to remove their leased tanks and equipment. Leased tanks and equipment shall be removed within 90 days of notification.

New Equipment

In the event the Town of Amherst expands or adds new heated facilities, the Town will coordinate these needs with the fuel company. The fuel company shall provide the necessary equipment (tank, regulator, etc.) and fuel to meet the new demand.

PROPANE AND FUEL OIL
Town of Amherst

GENERAL GUIDELINES FOR ALL BIDS

Cancellation

The Town of Amherst reserves the right to cancel any unfilled portion for the contract, providing that in the opinion of the Town Administrator, the quality of oil provided by the contractor is unsatisfactory or not consistent with the terms of the contract.

General Provisions

1. Each bid shall be submitted in a sealed envelope clearly identified with the Bidder's name and marked "Town of Amherst Bid # 05-22" and will be received at the Administrator's Office, Town Offices, Amherst, NH until 11:00 AM, Tuesday, September 7, 2021.
2. Shortly thereafter, bids will be publicly opened and read aloud at any available office or conference room at the Town Offices, Main Street, Amherst, NH. Bids when opened shall be irrevocable for a period of thirty (30) calendar days following bid opening date. Following a review of the bids by staff, the Board of Selectmen will award the bid at a regular public meeting.
3. The Town expressly reserves the right to reject any or all bids as the Board of Selectmen may determine and to waive defects in form of or minor irregularities where the best interest of the Town would be served.
4. The bid price shall not include Federal or State taxes. If such are applicable, the successful Bidder shall furnish the Town with the necessary tax-exempt forms in triplicate upon submission of the invoice.
5. The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.
6. The successful Bidder shall not use the name of the Town in any advertising without first obtaining written permission from the Board of Selectmen.
7. Any change to the provisions or specifications of this Bid shall be made by written addendum issued no later than four (4) working days prior to the bid opening date. Prospective Bidders shall have complete responsibility for being aware of any and all addenda.
8. The bidder's attention is drawn to the fact that they shall observe and comply with all applicable Federal and State Laws and Regulations. These shall apply to the contract the same as though written out herein in full, and the Contractor shall indemnify the

PROPANE AND FUEL OIL
Town of Amherst

Town and its representatives against any claim, loss, damage, or liability arising from or based on any such law and regulations by themselves or by their employees any such law or regulation related to any activity of Contractor or its agents or employees.

9. The successful Bidder shall notify the Town immediately if these bid documents are at variance with any laws or regulations.
10. The Town may make such investigations as it may deem necessary to determine the ability of the bidder to perform the services, and the bidder shall furnish the Town all such information for this purpose that the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract.
11. The Contractor shall secure and pay for all permits and licenses for this work in accordance with the bid documents, contract and specifications required.
12. The Contractor shall be responsible for all damage to property, or injury to persons, arising out of their actions any act or failure to act on the part of its agents or employees. They shall indemnify and hold harmless the Town from any and all demands, suits or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.
13. The bidder shall, in the employment of labor, comply with the laws of the State of New Hampshire, including but not limited to Chapter RSA 275, RSA, as amended, "Hours of Labor", Chapter RSA 279, RSA, as amended, "Minimum Wage Law".
14. The bidder shall take out and maintain at their own expense insurance against damages arising from injury to their employees in accordance with Chapter RSA 281, RSA, as amended, "Worker's Compensation Acts" and from claims for damages because of bodily injury including death and for all property damages, including without limitations, damage to buildings, which might arise from and during operations under this contract, whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. The Contractor shall insure the activities of their subcontractors in their own policy, for subcontractors Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the types and amounts as herein specified. Approval of insurance by the Town shall not relieve the Liability of the Contractor there under. Certificates from the insurance companies as to the amount and type of coverage, terms of the policy, etc. shall be filed with the Selectmen's Office in single copy.

- A. COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE. The Contractor shall take out and maintain during the life of this Contract the statutory Worker's Compensation and Employer's Liability Insurance for all of their employees to be engaged in work on the project under this Contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation and Employer's

PROPANE AND FUEL OIL
Town of Amherst

Liability Insurance for all work of the latter's employees to be engaged in such work.

B. BODILY INJURY LIABILITY AND PROPERTY DAMAGE LIABILITY.

The Contractor shall take out and maintain during the life of this Contract such Bodily Injury Liability and Property Damage Liability Insurance and Automobile Bodily Injury Liability and Property Damage Liability Insurance as shall protect them and any subcontractors performing work covered by the contract from claims for damages for personal injury, including accidental death, as well as claims for Property Damage which may arise from operations under this Contract, whether such operations be by themselves or by the subcontractor or by anyone directly and/or indirectly employed by either of them, and the amount of insurance shall not be less than:

- (1) Bodily Injury Liability Insurance, in an amount not less than Five Hundred Thousand Dollars (\$500,000) for injuries, including wrongful death to any one person and subject to the same limits for each person in an amount not less than Five Hundred Thousand Dollars (\$500,000) on account of one accident.
- (2) Property Damage Insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000) for damages on account of one accident or all accidents.

PROPANE AND FUEL OIL
Town of Amherst

TECHNICAL SPECIFICATIONS

The Town of Amherst is soliciting bids for **Propane, and Home Heating Oil** to be paid by the gallon. Specifications are as follows:

HOME HEATING OIL

#2 Fuel oil shall meet ASTM standards. Care must be taken during winter months to include sufficient additives to expose above ground storage tanks to prevent jelling of lines and filters.

PROPANE

Liquid Petroleum Gas shall meet CGSB 3.14-M88 (Grade 1) Standards. Care must be taken during winter months to include sufficient additives to prevent freezing of regulators and other exposed small orifice equipment.

HEATING OIL TANK CAPACITIES
Town of Amherst

Buildings:

Tank Size:

Library, 14 Main St	1,000-gallon tank, heating oil
Police Station, 175 Amherst St	Twin 275-gallon tanks, heating oil
Town Hall, 2 Main St	Twin 275-gallon tanks, heating oil
DPW office, 22 Dodge Road	275 gallon tank, heating oil
Recreation Buck Meadow Club House	275-gallon tank, heating oil

PROPANE TANK CAPACITIES
Town of Amherst

Buildings:

Tank Size:

South Fire Station, Stearns Road	1,000-gallon tank (in ground)
Central Fire Station, 177 Amherst Street	1,000-gallon tank (in ground)
Recreation Office, 4 Cross Rd.	325-gallon tank (in ground) 120-gallon tank (above ground)
Police/Rescue generator, Amherst Street	325-gallon tank (above ground)
DPW office, 22 Dodge Road	325-gallon tank (above ground)
Transfer Station (Red Barn & Clock Room)	100-gallon tanks (2) (above ground)
13 Baboosic Lake Rd. (Birch Pond	100-gallon

Public Works has six (6) one hundred-pound cylinders used at various time during the summer for our propane fired hotbox. A periodic schedule should be created to fill flagged cylinders stored at DPW.

Town Department: DPW

Date: September 7, 2021

Line Item: - - -2411

Budget Amount: Funded within each department.

Bid #: 05-22 Item: Heating

Date Bid To Be Awarded: 9/13/21

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT</u> <u>Interest Rate</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
1. Ciardelli Fuel Company Inc.	Fixed Heating Oil Fixed Propane	\$2.42 per gallon \$1.999 per gallon	Low Heating Oil Bid.
2. Wenzel Oil, LLC	Variable Heating Oil Fixed Propane	Differential +.50 \$1.80 per Gallon	Today's spot market plus 50 cents = \$2.46/gal
3. Bot-L-Gas	Heating oil Fixed Propane	NO BID 1.179 per gallon	Low Propane Bid
4. Suburban Propane	Heating Oil Fixed Propane	NO BID 1.899 per gallon	
5. Lorden Oil Company		NO BID	
6. Rymes Propane & Oil		NO BID	
7. Irving Oil		NO BID	
8. Volta Oil		NO BID	

Recommend bid be awarded to: Ciardelli Fuel Company for #2 Heating Oil @ \$2.42/gallon
Bot-L-Gas for Propane @ \$1.179/gallon.

Signature of Town Administrator / Date

(Posted on Town Website and mailed to 8 local companies)

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

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

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

BID NUMBER #05-22
PROPANE AND FUEL OIL
CONTRACTOR'S PROPOSAL

To: Town of Amherst, NH.

The undersigned, as a lawful authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 05-22 Propane and Fuel Oil, with the General Provision, Specifications and other bid documents and binds himself / herself and his / her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as prescribed by the Town and to provide all necessary equipment, labor, materials, and other items or services needed to perform all the requirements to supply Propane and/or Home Heating Oil to the Town of Amherst, NH for the following unit price:

Fixed Home Heating Oil price per gallon (written) Not Bid

Dealer's differential (over J.O.C. for heating oil) for variable option
(written) Not Bid

Fixed Propane price per gallon (written) \$ 1.179

Dealer's differential (over OPIS Mont Belvieu for propane) for variable option
(written) \$.79

Variable pricing for Propane based on day of delivery posting from Mont Belvieu, Texas, dealers differential (pipeline tariff, transportation, fuel surcharge, dealers markup, etc). Heating oil daily pricing based on day of delivery from the Journal of Commerce plus dealer's differential (listed above).

Respectively submitted,

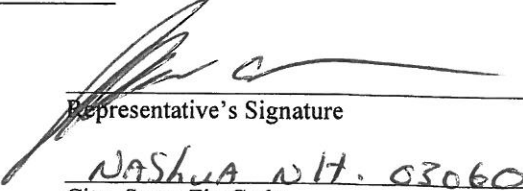
Bot-L-Gas LLC
Print Bidder/Contractor's Name

NORMAN WREN President
Print Representative's Name and Title

8 Otterson St
Street

603 882-7811
Telephone and Fax Number

603 598 7060


Representative's Signature

NASHUA NH. 03060
City, State, Zip Code

9/2/2021
Date

¹ Person signing proposal must be a person in your company authorized to sign a contract with the Town of Amherst, NH.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/31/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Infinger Insurance - Conway 1205 Eastman Rd PO Box 300 North Conway NH 03860	CONTACT NAME: Tonya Fox, CIC, ACSR PHONE (A/C, No, Ext): (603) 447-5123 E-MAIL ADDRESS: tonya@infingerinsurance.com	FAX (A/C, No): (603) 447-5126
	INSURER(S) AFFORDING COVERAGE	
INSURED Bot-L-Gas, Inc, DBA: Liquid Propane Distributors Inc; Climatec Inc; 8 E Otterson Street Nashua NH 03060-3945	INSURER A: Union Insurance Company	
	INSURER B: Continental Western Ins Co	
	INSURER C: Acadia Ins Co.	
	INSURER D: Continental Indemnity Company	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL2142179198

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPA5430970-11	04/07/2021	04/07/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> 19 <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			CAA5430971-11	04/07/2021	04/07/2022	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUA5431091-11	04/07/2021	04/07/2022	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ \$
D	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			46-814410-01-12	05/04/2020	05/04/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Propane Distributor

CERTIFICATE HOLDER**CANCELLATION**
 Town of Amherst
 11 Baboosic Lake Road

Amherst

NH 03031

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

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

BID NUMBER #05-22
PROPANE AND FUEL OIL
CONTRACTOR'S PROPOSAL

To: Town of Amherst, NH.

The undersigned, as a lawful authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 05-22 Propane and Fuel Oil, with the General Provision, Specifications and other bid documents and binds himself / herself and his / her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as prescribed by the Town and to provide all necessary equipment, labor, materials, and other items or services needed to perform all the requirements to supply Propane and/or Home Heating Oil to the Town of Amherst, NH for the following unit price:

Fixed Home Heating Oil price per gallon (written) Two dollars and forty two cents per gal
Dealer's differential (over J.O.C. for heating oil) for variable option 2.42/gallon
(written) _____
Fixed Propane price per gallon (written) one dollar, ninety nine cents per gal
Dealer's differential (over OPIS Mont Belvieu for propane) for variable option \$1.999/gallon
(written) _____

Variable pricing for Propane based on day of delivery posting from Mont Belvieu, Texas, dealers differential (pipeline tariff, transportation, fuel surcharge, dealers markup, etc). Heating oil daily pricing based on day of delivery from the Journal of Commerce plus dealer's differential (listed above).

Respectively submitted,

Ciardelli Fuel Co. Inc.
Print Bidder/Contractor's Name

Matt Ciardelli / President
Print Representative's Name and Title

467 Nashua St.
Street

(603) 673-1336
Telephone and Fax Number

[Signature]
Representative's Signature

Milford, NH 03055
City, State, Zip Code

9/7/21
Date

¹ Person signing proposal must be a person in your company authorized to sign a contract with the Town of Amherst, NH.

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

BID NUMBER #05-22
PROPANE AND FUEL OIL
CONTRACTOR'S PROPOSAL

To: Town of Amherst, NH.

The undersigned, as a lawful authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 05-22 Propane and Fuel Oil, with the General Provision, Specifications and other bid documents and binds himself / herself and his / her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as prescribed by the Town and to provide all necessary equipment, labor, materials, and other items or services needed to perform all the requirements to supply Propane and/or Home Heating Oil to the Town of Amherst, NH for the following unit price:

Fixed Home Heating Oil price per gallon (written) _____

Dealer's differential (over J.O.C. for heating oil) for variable option
(written) _____

Fixed Propane price per gallon (written) 1.899

Dealer's differential (over OPIS Mont Belvieu for propane) for variable option
(written) _____

Variable pricing for Propane based on day of delivery posting from Mont Belvieu, Texas, dealers differential (pipeline tariff, transportation, fuel surcharge, dealers markup, etc). Heating oil daily pricing based on day of delivery from the Journal of Commerce plus dealer's differential (listed above).

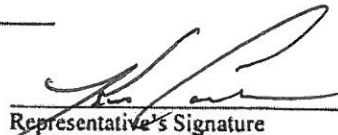
Respectively submitted,

Suburban Propane
Print Bidder/Contractor's Name

Kevin Carrier CSC Manager
Print Representative's Name and Title

8 Hitchiner Way
Street

603 801-0378
Telephone and Fax Number


Representative's Signature

Milford, NH 03055
City, State, Zip Code

9-7-2021
Date

¹ Person signing proposal must be a person in your company authorized to sign a contract with the Town of Amherst, NH.

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

BID NUMBER #05-22
PROPANE AND FUEL OIL
CONTRACTOR'S PROPOSAL

To: Town of Amherst, NH.

The undersigned, as a lawful authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 05-22 Propane and Fuel Oil, with the General Provision, Specifications and other bid documents and binds himself / herself and his / her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as prescribed by the Town and to provide all necessary equipment, labor, materials, and other items or services needed to perform all the requirements to supply Propane and/or Home Heating Oil to the Town of Amherst, NH for the following unit price:

CALL w/ Questions
This is a sample only, not an actual quote
Sample
2.0934
+.50
↑
\$ 2.5934/gal

Fixed Home Heating Oil price per gallon (written) Available upon Bid winning @ cost +.50/gal

Example - 9/7/21 @ 9:00am = \$ 2.5934/gal

Dealer's differential (over J.O.C. for heating oil) for variable option
(written) diff + \$0.50/gal

Fixed Propane price per gallon (written) \$1.80/gal fixed

Note: We can sell you the tanks that you currently DO NOT own

Dealer's differential (over OPIS Mont Belvieu for propane) for variable option
(written) N/A

Variable pricing for Propane based on day of delivery posting from Mont Belvieu, Texas, dealers differential (pipeline tariff, transportation, fuel surcharge, dealers markup, etc). Heating oil daily pricing based on day of delivery from the Journal of Commerce plus dealer's differential (listed above).

Respectively submitted,

Rick Wenzel Oil Company LLC
Print Bidder/Contractor's Name

Jeffrey Wenzel - office manager
Print Representative's Name and Title

[Signature]
Representative's Signature

231 N. Amherst Rd
Street

Bedford NH 03110
City, State, Zip Code

603 4882017 / 603 4885500
Telephone and Fax Number

9/7/2021
Date

¹ Person signing proposal must be a person in your company authorized to sign a contract with the Town of Amherst, NH.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Amherst Junior Women's Club, Trot **Department:** Administration
Your Turkey Off Road Race

Meeting Date: September 13, 2021

Staff Contact:

BACKGROUND INFORMATION:

Hello -

The Amherst Women's Junior Club would like to hold our 21st Annual Trot off Your Turkey 5K and 1 Mile Fun Run event on Friday, November 26th on the Amherst Village Green. The race would start and end in front of the Congregational Church. Our Fun Run start time is 9 am. The 5K starts at 9:30. There would be directional signs along routes, a tent on the green and porta-potty facilities as placed in the prior years.

We will adhere to all New Hampshire and local Covid 19 guidelines as they evolve.

As completed in recent years we would like to place our directional signs out Wednesday night before the race. This is a change from our normal practice of putting the race signs out Thanksgiving night.

We are part of a race series, the Gate City Series. As part of that series, we will have an ambulance present at the race.

Please let me know next steps.

Thank you so much.

Lori Longley
Trot Off Your Turkey Co-Chair

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

The Town Common request has been signed by Chief Reams, Chief Conley and DPW Director Eric Hahn.

SUGGESTED MOTION:

I move to approve the Amherst Junior Women's Club's request to use the Town Green on Friday November 26 from 7am-11am for the Annual Trot Your Turkey Off Road Race.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Use of Town Common Request, AJWC Trot Your Turkey Off 11.26.2021

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

Organization Name: Amherst Junior Women's Club Trot Off Your Turkey 5K

Contact Name: Lori Longley Contact Phone Number: 603-661-6573

Contact e-mail:
llongley@comcast.net

Date of Event: Friday, November 26, 2021

Hours (from/ to): 7am to 11am Number of participants (estimate): 250

Brief Description of event: 5K and Fun Run starting and finishing in front of the Congregational Church.

The Amherst Women's Junior Club would like to hold our 21st Annual Trot off Your Turkey 5K and 1 Mile Fun Run event on Friday, November 26th on the Amherst Village Green. The race would start and end in front of the Congregational Church. Our Fun Run start time is 9 am. The 5K starts at 9:30. There would be directional signs along routes, a tent on the green and porta-potty facilities as placed in the prior years.

We will adhere to all New Hampshire and local Covid 19 guidelines as they evolve.

As completed in recent years we would like to place our directional signs out Wednesday night before the race.

We are part of a race series, the Gate City Series. As part of that series, we will have an ambulance present at the race.

There will be one water stop along the route and packaged food give aways at the end for the runners.

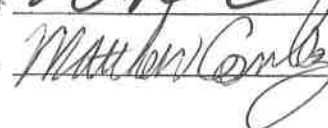
Requirements:

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

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

Signature: 

Chief of Police Approval: Signature  Date: 8-23-21

Fire/ Rescue Chief Approval: Signature  Date: 9/2/2021

Public Works Director Approval: Signature EC Hall Date: 9/2/2021

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

BOS Approval: Chair's Signature _____ Date: _____

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



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

Title: Petition and Pole License PSNH # 12-0892 **Department:** Town Clerk

Meeting Date: September 13, 2021 **Staff Contact:**

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the Petition and Pole License PSNH #: 12-0892 for placement of a utility pole on POND PAARISH ROAD and to authorize the Board of Selectmen to sign the document on behalf of the Town of Amherst.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Petition and Pole License, PSNH # 12-0892

**TOWN OF AMHERST, NEW HAMPSHIRE
Petition and Pole License**

PETITION

To the Board of Selectmen of the Town of Amherst, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and Consolidated Communications of Northern New England Company, LLC requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one (1) pole(s), 35/5S located on POND PARISH RD in the Town of Amherst.

Consolidated Communications of Northern New England
Company, LLC

Public Service Company of New Hampshire,
dba Eversource Energy

BY: _____ *Kimberley Burgess* _____

BY: _____ *Pam Gaudreault* _____

Specialist

Pam Gaudreault, Licensing

POLE LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is herby

ORDERED

1. This 20th day of August, 2021, that PUBLIC SERVICE OF NEW HAMPSHIRE and Consolidated Communications of Northern New England Company, LLC be and herby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "POLE LOCATION PLAN" No. 12-0892, dated 2/3/2021, attached hereto and made a part hereof.

2. In accordance with the requirements of RSA 72:23, I (b), the licensee(s) hereunder and any other entity using or occupying the property of the municipality pursuant to this license shall provide for the payment of properly assessed real and

personal property taxes by the party using or occupying said property no later than the due date. Failure of the lessee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said lease or agreement by the lessor. Furthermore, in accordance with the requirements of RSA 72:23, I (b), the licensee(s) and any other entity using and/or occupying property of the municipality pursuant to this license shall be obligated to pay real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying the property of the licensor pursuant to this license.

3. In accordance with the requirements of RSA 72:23, I, (b), this License is granted to the Licensee subject to that condition that the Licensee shall be responsible for notifying the Town of Amherst Assessing Office, within 90 days of construction and/or attachments, the name and address of each entity that attaches to the Licensed pole(s) as referenced herein. Further, this License is granted subject to the condition that the Licensee shall annually update the information provided to the Town of Amherst Assessing Office on or before April 1st of each year, to include the name and address of all entities that are attached to the licensed pole(s) and any entities that have removed their attachments. Notwithstanding any other penalties allowed by law, failure to provide the notifications as set forth in this License when due shall be cause for the Town of Amherst to provide a written notice to the Licensed entity to show cause by a date certain specified in the notice as to why this License should not be terminated for breach of conditions.

For the Town of Amherst, by its duly authorized Board of Selectmen, acting at a duly posted, public meeting held on the _____ day of _____, 20____;
ATTEST:

Town of Amherst, New Hampshire

BY: _____

BY: _____

BY: _____

BY: _____

BY: _____

BY: _____

UNDER SEAL OF THE TOWN, RECEIVED AND RECORDED ON THIS _____ DAY
OF _____, 20____, BY:

NANCY DEMERS, TOWN CLERK

In accordance with the requirements of RSA 72:23, (I)(b), it is hereby provided that the licensee(s) shall be assessed for and shall pay all properly assessed real and personal property taxes no later than the due date. Failure of the licensee(s) to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said license. It shall be the licensee's obligation to pay both current and potential real and personal property taxes, as well as any real and personal property taxes on structures or improvements added by the lessee.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: September 13, 2021

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Veteran Tax Credit

Item A. I have reviewed the attached Veteran Tax Credit Application provided and the applicant does not appear to qualify for the Veteran Tax Credit under RSA 72:28 as less than 90 days active duty service were noted on the DD-214.

Suggested Motion:

The attached application has been reviewed by our assessor and our assessor recommends to deny the request. Therefore, I move to deny the Veteran Tax Credit for tax year 2022 for Map 005, Lot 160-000-005.

Item B. I have reviewed the attached Veteran Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2022 tax year.

Suggested Motion:

The attached application has been reviewed by our assessor and our assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for tax year 2022 in the amount of \$500 for Map 008, Lot 081-004.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Item A Confidential File
2. Item B Confidential File



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AP, Payroll and Minutes

Department: Finance Department

Meeting Date: September 13, 2021

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Approvals:

Payroll

AP1~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$249,839.46 dated August 26, 2021, subject to review and audit.

Accounts Payable

AP2 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,176,201.00 dated August 31, 2021, subject to review and audit (School disbursement).

AP3 ~ I move to approve one (1) FY21Accounts Payable Manifest in the amount of \$1,350,370.46 dated August 31, 2021, subject to review and audit (School disbursement).

Minutes

~ I move to approve the Board of Selectmen meeting minutes of August 23, 2021.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2021.08.23 BOS Minutes, DRAFT



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, August 23, 2021, 6:30PM

1 **1. Call to Order**

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

3
4 Attendees: Chairman Peter Lyon, Selectman Dwight Brew, Selectman John D'Angelo, and
5 Selectman Tom Grella. [Selectman Pray – absent].

6 Also present: Town Administrator Dean Shankle, and Recording Secretary Kristan Patenaude
7 (remote)

8
9 **2. Pledge of Allegiance** – led by new Finance Accountant, Pamela-Rae Lindof.

10
11 **3. Citizen's Forum** – none.

12
13 **4. Scheduled Appointments**

14 **4.1. Bill Swift, Goldens on the Green, Sunday October 17, 2021**

15 Chairman Lyon stated that this permit is proposed for October 17, 2021, from 1pm-3pm, for
16 the Goldens on the Green event. This will allow approximately 30-40 dogs, and 60-80 people
17 to use the Green for the event.

18
19 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*
20 *approve the use of the Green on October 17, 2021, from 1pm-3pm for the Goldens on the*
21 *Green event.*

22 *Voting: 4-0-0; motion carried unanimously.*

23
24 **4.2 Chuck McAuley, Speed limit change request for State Highway 122**

25 Chuck McAuley, 232 Boston Post Road, stated that he is proposing for the speed limit on the
26 road to be lowered from 40mph. He first spoke with the State DOT, which suggested he speak
27 to the Town about having a traffic study completed. He explained that there are approximately
28 10 bus stops along this route, with children aged 8-15 occasionally trying to cross the road. He
29 stated that he believes most vehicles travel the route at approximately 50-55mph. He
30 previously attended a road safety meeting in Milford, with NH DOT, where it was stated that
31 the speed limit is usually set within 15mph of what vehicles believe to be a safe speed. This
32 does not take into account walkers, bikers, etc. He noted that people along this route feel
33 isolated from the Village, even though it is so close nearby, simply due to it being unsafe to
34 walk/bike along the road. He requested that the Board put pressure on the State to lower the
35 speed limit on this road. He stated that the speed limit has not been examined on this road
36 since 1975 and it should be reviewed at this time.

37

38 In response to a question from Chairman Lyon, Chuck McAuley stated that he would like the
39 speed along the route to be lowered to 25mph.

40
41 Chairman Lyon noted that the Board would normally recommend that Mr. McAuley speak
42 with the State DOT, but the State already recommended Mr. McAuley come before the Board
43 instead.

44
45 Selectman Brew stated that he would support the Highway Safety Committee looking into this
46 item.

47
48 Selectman Grella stated that he believes a multimodal path is proposed to be placed along
49 Route 122 by the State at some point. Mr. McAuley stated that he asked about that and was
50 told there was no such plan. Selectman Grella agreed with recommending this be reviewed by
51 the Highway Safety Committee.

52
53 Selectman D'Angelo agreed with this being reviewed by the Highway Safety Committee.

54
55 Police Chief Reams stated that the Highway Safety Committee has no jurisdiction over this
56 route, as it is a State road. He stated that, in speaking to the State on this item, he believes the
57 Board should refer it directly to the DOT for a traffic study.

58
59 Chuck McAuley noted that he would be able to get 20-30 resident signatures supporting this
60 item.

61
62 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo that the*
63 *Town request the State DOT conduct a traffic study and evaluate the speed limit on Route 122*
64 *from Route 101A to Route 101 just past the Safety Complex.*
65 *Voting: 4-0-0; motion carried unanimously.*

66 67 **4.3 Senator Gary Daniels, Legislative Updates**

68 Chairman Lyon explained that Senator Daniels could not attend this evening and will present
69 at a later date.

70 71 **5. Interviews: Open Space Advisory Committee Applicants**

72 **5.1 Applications & Letters of Interest**

73 Chairman Lyon explained that the Open Space Advisory Committee (OSAC) has six possible
74 positions: one for a Board of Selectmen representative, one for a Planning Board
75 representative, one for a Conservation Commission (ACC) representative, and three spaces for
76 members of the public. There are four applicants for these three positions that the Board will
77 hear from tonight. Currently, Arnie Rosenblatt, Chair of the Planning Board, and Rob
78 Clemens, Chair of the ACC, have agreed to serve on the OSAC.

79
80 *Chairman Lyons asked each applicant to identify his/herself, explain his/her interest in the*
81 *position, and qualifications/skills that s/he would bring to the Committee.*

82
83 It was noted that one applicant, Daryl D'Angelo, is a relative (wife) of Selectman D'Angelo.
84 Selectman D'Angelo explained that he plans to ask a question of all applicants, even though

85 he may know more closely what the answer of one of them might be. He will abstain from
86 voting for Daryl D'Angelo if it is an individual vote but will vote for her if a package of
87 people is being voted on.

88

89 Daryl D'Angelo stated that she is interested in serving on the OSAC because she believes the
90 group needs to examine how best to spend the money allotted. She has experience with
91 evaluating conservation parcels and possible land available for purchase. She is a former ACC
92 and Land Use Committee member. In the past, she completed an inventory of all the parcels
93 in Town that could be conserved. She believes it is important to make sure land is protected
94 for wildlife, habitat, and water resources. She does not believe all land in Town is suitable for
95 this, and so examining choices carefully is important to protect taxpayer funds.

96

97 Rob Cissel stated that he has been a resident of Amherst for approximately 20 years. He
98 works in software dealing with renewable energy and helping businesses embrace renewable
99 energy. He has been active in similar volunteer efforts in the past. He believes he would bring
100 a business, engineering-based mind to the Committee.

101

102 Jamin Warren stated that his family has lived in Town for generations. He owns the Amherst
103 Country Club and land on Walnut Hill. His interest in the Committee is to make sure the
104 money is being spent efficiently. He has been involved in many subdivision projects in the
105 past and has spent time evaluating the developability of land. He would like to make sure the
106 funds are used to protect lands that are in danger of being developed, versus those that are not
107 viable for development projects.

108

109 Michael Campbell stated that he has lived in Town for 27 years. He has a background in
110 business insurance and is also a certified Safety Professional. He has previously worked as a
111 chemist, civil engineer, and land surveyor. He helped develop the Town's Hazardous
112 Mitigation Plan and helped design the automatic sprinkler at Wilkins School. He is an
113 advocate for open space acquisition, especially south of Route 101. He believes he would be a
114 good fit for this role, due to his professional background in property evaluation and
115 management.

116

117 *Selectman Brew asked the applicants what two criteria they might use for evaluating potential*
118 *properties as part of this Committee.*

119

120 Rob Cissel stated that he would look at the usability of the land for the Town and what might
121 happen to the land if it is not protected.

122

123 Jamin Warren stated that he would look at the developability of the property and which pieces
124 of property might be developed sooner versus later.

125

126 Michael Campbell stated that he would look at how exposed the land might be to
127 development. He would also look at the connectivity of properties to current resources in
128 Town.

129

130 Daryl D'Angelo stated that she does not believe that preserving properties which are
131 developable or not should be the main target of public funds. She stated that she does not

132 believe the Town should try to direct where development happens through conservation of
133 certain properties. The rural nature of the Town should be protected due to conservation goals.
134 She noted that her first criteria would be the groundwater recharge potential of the site, and
135 her second would be the connectibility of the property to other parcels.

136

137 *Selectman Grella asked if all the applicants agreed with the charge of the Committee, as*
138 *stated by the ACC.*

139

140 All applicants agreed.

141

142 *Selectman Grella asked if there was anything additional to this charge that the applicants*
143 *might find helpful to the process.*

144

145 Jamin Warren stated that he believes the Committee will be effective if it preserves land that
146 might not otherwise be. He noted that he has seen pieces of land purchased by towns before
147 that already have buffers in place that protect them by law from development. This has thus
148 reduced those town's ability to otherwise protect other pieces of property.

149

150 In response to a question from Rob Cissel, Chairman Lyon stated that there are no current
151 deadlines or timeframes for the Committee, other than the overall five-year limit of the
152 bonding authority.

153

154 Daryl D'Angelo stated that she believes it can be important to protect land around wet areas,
155 in order to create a larger protective footprint. She believes it will be important for Committee
156 members to be able to individually voice opinions to the ACC or Board of Selectmen in case
157 there is dissention.

158

159 Michael Campbell stated that he understands this Committee is advisory in nature.

160

161 *Selectman D'Angelo asked the candidates if they have any relations, other than that*
162 *previously mentioned, with ACC or Board of Selectmen members, that might affect their*
163 *decisions.*

164

165 Michael Campbell stated that he knows several people in Town that he has worked with over
166 the years, but he does not believe these would lead to any conflicts.

167

168 Daryl D'Angelo stated that she has none, other than the one previously mentioned.

169

170 Rob Cissel stated that he knows a couple of ACC members and has mountain biked with a
171 few of them.

172

173 Jamin Warren stated that he has worked with many of the Town's board/commission
174 members and has had family on boards in the past. He also noted that Jared Hardner (ACC) is
175 married to his cousin.

176

177 *Chairman Lyon stated that the Warrant Article that led to the creation of this Committee was*
178 *supported by a wide margin. He asked the applicants what they believe voters want the*

179 *Committee to do, other than preserve open space. He also asked the applicants why they*
180 *believe so many voters supported this Warrant Article.*

181
182 Daryl D'Angelo stated that she believes voters supported this in order to preserve the rural
183 character of the Town. She believes people like the feeling of open space and believe it's
184 being lost. She believes much of this may stem from worrying about development in Town.
185 She stated that she thinks that development in Town has actually been handled very well over
186 decades by the Town. She stated that her expectation is that this Committee will use the
187 money for conservation and to enhance and protect the resources the Town has.

188
189 Rob Cissel stated that he believes people have had more time in the past 18 months, due to
190 COVID-19, to get outside and enjoy the open space in Town. He believes it is significantly
191 important to make an investment to continue this ability to directly engage with nature into the
192 future.

193
194 Jamin Warren stated that he's spoken with a fair number of people who voted for this Warrant
195 Article and was involved 25 years ago with a similar committee. He believes people enjoy
196 using the open space in Town.

197
198 Michael Campbell stated that there were two pieces of property, the Jacobson, and Carlson
199 Manor properties, that were involved in very high-profile potential developments in Town. He
200 believes these cases highlighted the issue of preserving open space in Town. He noted that a
201 number of people he spoke to have an issue with the large development that went in on Route
202 122. This altered the area from having not much traffic, to four entries onto Route 122 within
203 300-400' of the road. He has previously had a discussion with Selectman Pray regarding
204 slowing down development in Town, in all areas of Town.

205
206 Chairman Lyon thanked all of the applicants. He asked each Board member his thoughts.

207
208 Selectman Brew stated that this is a tough decision. He believes Michael Campbell brings a
209 familiarity with the south side of Town, which has been sometimes neglected. He believes
210 that Jamin Warren has development experience and an interesting thought process in
211 evaluating land. He believes that Rob Cissel would take an analytical approach to the process.
212 He believes that Daryl D'Angelo knows the Town lands very well. His recommendation is
213 based on the ability to identify at-risk land in Town and add new voices to a Town
214 Committee. He recommended nominating Michael Campbell, Jamin Warren, and Rob Cissel
215 to the Committee.

216
217 Selectman Grella agreed with Selectman Brew's recommendations.

218
219 Selectman D'Angelo stated that he believes Jamin Warren, and Daryl D'Angelo are qualified
220 for the position. He does not have enough information to vote on the other two applicants and
221 there does not seem to be a need to fill all three positions at this time. He recommended
222 nominating Jamin Warren and Daryl D'Angelo.

223
224 Chairman Lyon stated that he would recommend Jamin Warren and Rob Cissel due to their
225 backgrounds. He noted that Daryl D'Angelo has a background in previously serving the ACC

226 and a Land Use Committee. He stated that he believes Michael Campbell has skills that have
227 not necessarily been applied in the past, including familiarity with the south side of Town. He
228 recommended nominating Michael Campbell, Jamin Warren, and Rob Cissel to the
229 Committee.

230

231 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to nominate*
232 *Michael Campbell to the OSAC.*

233 *Voting: 3-0-1; motion carried [J. D'Angelo abstaining].*

234

235 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to nominate*
236 *Jamin Warren to the OSAC.*

237 *Voting: 4-0-0; motion carried unanimously.*

238

239 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to nominate*
240 *Rob Cissel to the OSAC.*

241 *Voting: 3-0-1; motion carried [J. D'Angelo abstaining].*

242

243 Selectman Brew noted that the Committee meetings will be posted and open to the public. He
244 hopes that anyone interested will consider attending and providing input into the process.

245

246 The Board discussed which member would be the representative. Selectman D'Angelo
247 pointed out that the other Board/Commission representatives are the Chairs of those
248 Boards/Commissions.

249

250 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to nominate*
251 *Chairman Lyon as the Board of Selectman representative to the OSAC.*

252 *Voting: 4-0-0; motion carried unanimously.*

253

254 **6. Administration**

255 **6.1 Administrative Updates**

256 Town Administrator Shankle stated that he is working on updating the Personnel Handbook
257 with Department Heads. He also noted that he and Gail Stout made a new assessing video. He
258 explained that the Town has received \$596,364 from the ARPA funds. He has been focusing
259 his research for these funds into getting all of the Town able to be on broadband. He explained
260 that he has not yet heard back from NRPC regarding the Village intersection data project. He
261 noted that Department Heads are working on their Strategic Plan presentations. He asked Nic
262 Strong, Community Development Director, to brief the Board on the Master Plan update
263 process.

264

265 Nic Strong stated that the Master Plan Steering Committee began its work in the Spring 2020.
266 It originally started with nine members, but Tom Quinn had to step down due to a possible
267 quorum issue with Planning Board members. The Committee meets once a month and
268 contains representatives from the town, schools, and public. The members are Tracie Adams,
269 Chris Yates, Dwight Brew, Jared Hardner, Tom Gauthier, Will Ludt, Joe Ilsley, and Tim
270 Kachmar. The Committee put out a community survey in December 2020 to get input from
271 both Amherst residents and businesses. The survey closed on January 18, 2021. The

272 Committee received 1,815 responses to the survey, and 2,327 inputs to the open response
273 question sections. The Committee then decided to hire a consultant to help continue the
274 Master Plan process and chose Resilience Planning & Design in February 2021. An RFP was
275 also put out to complete a build out analysis for the Town, and NRPC was selected in June
276 2021.

277 Nic Strong stated that the Master Plan Steering Committee and Resilience are currently
278 collecting data for the Existing Conditions Profiles. There is also a website being hosted by
279 Resilience where the public can go for more information. These profiles will be put on the site
280 once completed. There are public forums planned for the fall. The intention is for the Master
281 Plan, once completed, to be a document that can be used by all in Town, which will include an
282 interactive story map and an online presence. The process should be completed by Summer
283 2022, with a couple of public hearings end toward the end.

284 Nic Strong explained that the build out analysis will tell the Town what could happen if
285 zoning is left as is. There can then be scenarios created to show what other options for the
286 Town might be. The Town will prepare information for the base scenario. NRPC will provide
287 an additional two scenarios.

288 **7. Staff Reports**

289 **7.1 New Accountant Welcome**

290 The Board welcomed Pamela-Rae Lindof on her first day of work for the Town.
291

292 **7.2 FY21 Revenue & Expenditure Status Update**

293 Chairman Lyon explained that the Town is approximately \$30,000 under the revenue it
294 predicted, and approximately \$1.3M under budget for expenditures.
295

296 Selectman Brew stated that the Town has always been significantly under budget in terms of
297 its revenue. It has been working to get this number closer to the actual. The Town has come in
298 much closer to its estimated revenues, as part of this budget.
299

300 In response to a question from Selectman Brew, Laurie May, Finance Director, stated that the
301 GOFERR funds to the Town is already incorporated into the revenue numbers. All of the
302 additional COVID-19 expenses are also included.
303

304 In response to a question from Selectman Grella, Laurie May stated that these numbers are
305 looking at the FY22 actuals and FY21 actuals.
306

307 Town Administrator Shankle stated that he always goes over the actual budget numbers and
308 compares them to those budgeted.
309

310 Chairman Lyon stated that budgeting for the past year for unusual due to the pandemic.
311 Revenues and expenditures were unpredictable. It is not as easy as looking at the bottom line,
312 like in previous years. He noted that the Library budget was approximately \$67,000 under
313 budget, probably due to having to close for some amount of time due to the pandemic.
314
315

316 In response to a question from Chairman Lyon, DPW Director Eric Hahn stated that the
317 Souhegan Regional Landfill District budget was underspent because in previous fiscal years
318 the Town paid five installations instead of four, and this past year it paid three instead of four.
319

320 **7.3 Part-time Dispatcher Hire**

321 Chief Reams explained that this request is to augment the Department's part-time staff. This
322 hire is a previous intern for the Department.

323
324 In response to a question from Selectman D'Angelo, Chief Reams stated that this position is
325 already budgeted.

326
327 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*
328 *appoint Ms. Jordynne Walker to the position of Part-Time Dispatcher with the*
329 *Amherst Public Safety Communications Center.*

330 *Voting: 4-0-0; motion carried unanimously.*

331 **7.4 CLG Grant Paperwork**

332 Nic Strong explained that the Heritage Commission applied for a grant through the CLG to
333 fund a map of historic resources in Town, not located in the Historic District. This project will
334 also include signs to be placed at the locations with QR codes. It was confirmed in August
335 that the Commission received this grant. The Board needs to sign a document to enter into this
336 grant agreement for the Town.
337

338
339 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo that*
340 *Town Administrator Dean Shankle is duly authorized to enter into contracts or agreements on*
341 *behalf of the Town of Amherst with the State of New Hampshire, acting by and through the*
342 *Department of Natural and Cultural Resources, and is further authorized to execute any*
343 *documents on behalf of this municipality which may be in his judgment desirable or*
344 *necessary to effect the purpose of this resolution.*

345 *Voting: 4-0-0; motion carried unanimously.*

346 **7.5 Garage Doors**

347 DPW Director Eric Hahn explained that he sent out an RFP for this project and only received
348 two bids back. One of the bids needed to be rejected because it was sent through email and not
349 sealed as required. He called back each other company to find out why the project was not bid
350 on and received a variety of responses. He requested that the Board award the bid to Overhead
351 Doors of Manchester. This company fabricates its doors, so there will be no delay. These
352 doors should be installed before the heating season.
353

354
355 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
356 *award the fabrication and installation of the new mechanics' garage doors, to Overhead*
357 *Doors of Manchester for the amount of \$25,600 and to authorize the Town Administrator to*
358 *sign all relevant documentation.*

359 *Voting: 4-0-0; motion carried unanimously.*

360 **7.6 COVID-19 Task Force Update**

362 Fire Chief Conley updated the Board on the COVID-19 Task Force recommendations. He
363 explained that, with transmission rates going up in Hillsborough County, the Task Force is
364 recommending that masks be requested but not required in Town buildings.
365

366 Chairman Lyon clarified that this is a request for those unvaccinated or those who cannot
367 socially distance to wear masks within Town buildings. This applies to staff and members of
368 the public.
369

370 Selectman Brew stated that he is concerned that there will be confusion with this
371 recommendation for those entering Town Hall, as there seem to be differences between being
372 downstairs and upstairs in the meeting room. He would like for the recommendation to be
373 made simpler, in order to ensure compliance.
374

375 In response to a question from Selectman D'Angelo regarding if this recommendation is being
376 made as a benefit for today versus to move towards requiring masks down the road, Chief
377 Conley stated that the Task Force was trying to be proactive with this recommendation while
378 looking at the local statistics.
379

380 Town Administrator Shankle explained that the County is now in a substantial transmission
381 status. There have been no complaints from employees about having to wear masks while at
382 work.
383

384 Nic Strong requested that the Board discuss special dispensation for each board/commission
385 chair to decide its individual mask requirements for meetings.
386

387 Selectman Brew stated that he is concerned with this request, as none of the
388 board/commission's chairs are doctors/medical professionals, and he would like for the Town
389 to rely on the experts for advice.
390

391 The Board discussed the fact that Planning Board meetings often have higher in-person
392 attendance than other meetings and that social distancing is not always possible.
393

394 Selectman Brew noted that the schools are using a color-coded matrix system in order to
395 determine protocols. He suggested that the Town could do something similar.
396

397 Selectman D'Angelo stated that he is willing to support the recommendation as written, but no
398 protocol beyond that at this time.
399

400 In response to a question from Selectman Grella, Chief Conley stated that the Task Force
401 meets as needed.
402

403 In response to a question from Chairman Lyon, Selectman D'Angelo stated that his position is
404 that this recommendation seems mostly precautionary. He wants the Town to have a good
405 reason for requiring more than the current recommendation. He suggested that the Planning
406 Board could note on its agendas that masks will be required if social distancing cannot occur
407 during meetings. This will give them the authority to do what's best for each meeting. There

408 could be a box of masks available for those who need one. He asked what the strategy will be
409 is people are requested to wear masks for meetings and choose not to.

410
411 The Board agreed that the Planning Board will adhere to the school standards, if a meeting is
412 held at the Souhegan High School due to potential large attendance.

413
414 Town Administrator Shankle noted that the CDC is recommending masks be worn indoors at
415 all times, whether the ability to social distance is present or not.

416
417 Chairman Lyon asked that the Task Force review the comments made and come back to the
418 Board at its next meeting with an update.

419
420 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to accept the*
421 *August 23, 2021, recommendation from the COVID-19 Task Force, as it pertains to*
422 *protecting the Town's employees and members of the public that enter Town buildings from*
423 *COVID-19.*

424 *Voting: 4-0-0; motion carried unanimously.*

425

426 **8. Approvals**

427 **8.1 Baboosic Lake Community Septic Warrants**

428 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
429 *and sign the Baboosic Lake Community Septic Warrant due for October 1, 2021 as follows:*

430 *Phase I \$ 2,030.52*

431 *Phase II \$ 5,455.24*

432 *Phase III \$ 6,686.35*

433 *Phase IV \$ 4,766.38*

434 *Voting: 4-0-0; motion carried unanimously.*

435

436 **8.2 Assessing**

437 **A. PA-16 Reimbursement to Towns and Cities**

438 The subject property is a vacant 18-acre parcel off of Merrimack Road. The property is
439 under State ownership and is exempt. In order for the town to be reimbursed for a
440 portion of the lost tax revenue, the attached PA-16 form will need to be signed.

441

442 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella, that our*
443 *Assessor has completed the PA-16 Reimbursement form and therefore, move to*
444 *approve and sign the PA-16 for Map 004 and Lot 068-000.*

445 *Voting: 4-0-0; motion carried unanimously.*

446

447 **B. Veteran Tax Credit**

448 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to that the*
449 *application has been reviewed by our assessor and our assessor recommends granting this*
450 *credit. Therefore, move to approve the Veteran Tax Credit for tax year 2022 in the amount of*
451 *\$500 for Map 004, Lot 146-001.*

452 *Voting: 4-0-0; motion carried unanimously.*

453

454 **8.3 AP, Payroll and Minutes**

455 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to
456 approve one (1) FY21 Payroll Manifest in the amount of \$4,870.77 dated June 3, 2021, subject
457 to review and audit.

458 Voting: 4-0-0; motion carried unanimously.

459

460 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to
461 approve one (1) FY21 Payroll Manifest in the amount of \$52,889.39 dated August 10, 2021,
462 subject to review and audit.

463 Voting: 4-0-0; motion carried unanimously.

464

465 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to
466 approve one (1) FY21 Payroll Manifest in the amount of \$262,862.81 dated August 12, 2021,
467 subject to review and audit.

468 Voting: 4-0-0; motion carried unanimously.

469

470 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to
471 approve one (1) FY21 Accounts Payable Manifest in the amount of \$275,998.15 dated August
472 17, 2021, subject to review and audit.

473 Voting: 4-0-0; motion carried unanimously.

474

475 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to
476 approve the Board of Selectmen meeting minutes of August 9, 2021, as presented.

477 Voting: 4-0-0; motion carried unanimously.

478

479 **9. Action Items**

480 The Board reviewed its action items.

481

482 **10. Old/New Business**

483 Selectman D'Angelo noted that the town of Peterborough was recently defrauded out of
484 \$2.3M. He wants to make sure something similar cannot happen in Amherst.

485

486 Town Administrator Shankle stated that a significant portion of the Town's contract with
487 Microtime deals with security measures. He also noted that Department Heads get regular
488 trainings on how to be aware of phishing scams.

489

490 Selectman Brew stated that the Master Plan Steering Committee will meet at 6:30pm
491 tomorrow.

492

493 Selectman Grella stated that the Historic District Commission met last week and approved
494 three applications.

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496 Chairman Lyon stated that he and Town Administrator Shankle will meet with members of
497 the Bicycle & Pedestrian Advisory Committee tomorrow regarding potential easements along
498 the B&M Railroad path.

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500 Selectman D'Angelo stated that the SAU Joint Facilities Advisory Committee will meet
501 tomorrow at 5pm. The CIP Committee will meet Thursday at 4pm.

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*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to adjourn the meeting at 8:54pm.
Voting: 4-0-0; motion carried unanimously.*

NEXT MEETING: Monday, September 13, 2021

Selectman Danielle Pray

Date

DRAFT