



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**TUESDAY, MAY 31, 2022 6:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Acceptance of resignation from SRLD**
  - 4.1. Eric Hanh Resignation Letter
- 5. Board Appointment**
  - 5.1. SRLD Appointment, Eric Sosek
  - 5.2. Library Trustee Appointments, Steve Mantius as Trustee Member, Anotnia Dinkel as Alternate Member
- 6. Scheduled Appointments**
  - 6.1. Steve Boczenowski, Amherst Congregational Church Town Common Use request
  - 6.2. John Harvey, Amherst Conservation Commission, proposed trail at Buck Meadow
  - 6.3. SRLD Update
- 7. Administration**
  - 7.1. Administrative Updates
  - 7.2. PFAS Program discussion
- 8. Staff Reports**
  - 8.1. DPW Semiannual Update
  - 8.2. DPW Pickup truck purchase

- 8.3. New Hire - Full Time Patrolman
- 8.4. APD Biannual Report
- 8.5. Hiring of A-EMT
- 8.6. Hiring of a Call Firefighter
- 8.7. COVID 19 Task Force Update

**9. Approvals**

- 9.1. Atlas Fireworks, Application for Sales Permit
- 9.2. Baboosic Lake Community Septic Warrants
- 9.3. Assessing
- 9.4. AP, Payroll and Minutes

**10. Action Items**

**11. Old/New Business**

**Adjournment**

**Next Meeting: June 13, 2022**

You are invited to a Zoom webinar.

When: May 31, 2022 06:30 PM Eastern Time (US and Canada)

Topic: BOS May 31, 2022

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88497059426>

Or Telephone: (312) 626-6799

Webinar ID: 884 9705 9426

**From:** [Eric Hahn](#)  
**To:** [Jennifer Stover](#)  
**Subject:** Eric C Hahn, resignation as Amherst representative to SRLD  
**Date:** Wednesday, May 04, 2022 10:09:53 AM

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[External Sender]:

Dear Amherst Board of Selectmen,

I am tendering my resignation as a Town of Amherst representative to the Souhegan Regional Landfill District effective May 9, 2022.

I was appointed by the Board of Selectmen as one of the three representatives shortly after being appointed as the Director of Public works. The two positions logically work hand in hand. Now that I am retired and a new Director appointed, I believe it will prove wise for the town to replace me with the current Director.

It has been an honorable pleasure to be an SRLD representative for Amherst and I wish the continued best for our community.

Sincerely,

Eric C. Hahn  
8 Shadow Ln.

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

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

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

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

Date of Event: July 1, 2022 Hours (from/ to): 1130 AM – 2:30 PM Number of est. participants: 30 (est.)

Will you need Electricity? No If so, for what? \_\_\_\_\_

Wish to bring anything onto the Commons ? IF so, what? Two folding tables for refreshments

Wish to drive anything onto the Commons? No

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

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

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

**Brief Description of event.:**

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

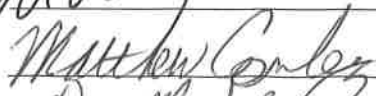
**Requirements:** By signing this document, I agree to abide by all applicable requirements.


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

Signature:  Date: May 17, 2022

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

**Chief of Police Approval:** Signature  Date: 5-18-22

**Fire/ Rescue Chief Approval:** Signature  Date: 5/18/22

**Public Works Director Approval:** Signature  Date: 5/18/22

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



# Parkhurst Trail

*Howard Parkhurst served nineteen years on the Amherst Conservation Commission. It is fitting that a trail from his former residence, now re-established as Parkhurst Place, leading to a prime town property be named after him.*

John Harvey, Commissioner, ACC

### Parkhurst Place Trail



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

Nashua Regional Planning Commission makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 11/16/2018  
Data updated 10/25/2018

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

# Objective

This is a short trail of 400 feet, intended for the convenience of Veteran's Road residents, especially Parkhurst Place, to connect with the Buck Meadow Conservation and Recreation property.

# Trail Features

- The proposed trail runs from the Parkhurst Place entrance on Veteran's Road, over lot 2-96 owned by the Town of Amherst, to the existing Buck Meadow Perimeter Trail.
- Follows ACC standards and Buck Meadow rules
  - Follows flattest terrain (colored white in the illustration)
  - Skirts a natural feature, a vernal pool
  - Tree cover and understory relatively sparse allowing for easy trail creation
  - 3' wide (tick prevention)
  - Discrete signage at appropriate places.
- BoS to determine lot 2-96 management

### Parkhurst Place Trail



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

Nashua Regional Planning Commission makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 11/16/2018  
Data updated 10/25/2018

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

# Comments

- Steep slope to wetlands? Trail stays on top, vernal pool visible.
- Foxes and other wildlife? Yes, Buck Meadow purchased to provide wildlife habitat.
- Generate more foot traffic? Possibly, but much better parking in BM.
- Dangerous crossing from PP? Request DPW crossing markings, warning signs.
- More?



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

**Title:** Administrative Updates  
**Meeting Date:** May 31, 2022

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

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** PFAS Program discussion  
**Meeting Date:** May 31, 2022

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

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## **BACKGROUND INFORMATION:**

At your last meeting I mentioned that the State was working on expanding their PFAS program to provide more benefits to residents than they had originally indicated. Since then, they have authorized that program. It now seems redundant to run the town program. Since we have applied, if you choose not to go forward the state would like an email stating that the town chooses not to accept the grant. I have been assured that Amherst residents will be covered under the State's program and they should have enough funding to cover everyone who applies.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

"I move that we direct the town administrator to inform the NH DES that based on the State's new PFAS program the town will not accept the PFAS program grant.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

Same

## **ATTACHMENTS:**

None





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** DPW Semiannual Update  
**Meeting Date:** May 31, 2022

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

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## **BACKGROUND INFORMATION:**

The DPW Director will update the Board on the following items:

Department Changes  
Winter Operations  
Bridges & Water Crossings  
Fleet  
Buildings

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. DPW semiannual update 5-31-22
2. 2016-17 Thru 2021-2022 salt-SAND-stone comparison



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# DPW SEMIANNUAL REPORT

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MAY 31, 2022  
TOWN OF AMHERST

## DPW Semiannual Update

### **Department Changes:**

In terms of personnel, the Public Works department has seen some significant changes over the last six months. Director Hahn retired in October, and Kenny Salisbury left Amherst in October as well. It is worth mentioning Scott Brown also retired last year. Between Scott and Kenny alone, they had more than 56 years of combined experience at Amherst DPW. They were very hard workers and were a wealth of knowledge, especially to less experienced employees.

This winter and spring I had two separate meetings with all staff at DPW attending, to share with everyone what my thoughts and expectations are for the department moving forward. I explained to everyone that we are amidst a great opportunity for all of us to step up and do what we can to make the DPW better. I shared with everyone that a top priority of mine will be to improve morale in the department, promote teamwork, and invest in everyone that comes to work with a positive attitude by means of providing the support, training & education, and tools and materials necessary for them to improve themselves. I made it clear that we must all work very hard to work together, and that I will do everything in my power to help employees improve themselves, which will in turn make our department more successful and a better place to work.

I am happy to report that since I have had these two meetings, I have noticed our staff has been coming to work with positive attitudes and treating others with respect. I have also noticed that employees have felt comfortable to bring new ideas and suggestions forward. We will continue making progress in this very important area. This is one way to help retain employees in this difficult employment market.

We are also planning to make some changes to our personnel matrix, including creation of a new position, to better align the department with our needs. We plan to present this information and request to the board at an upcoming board meeting.

### **Winter Operations:**

Despite experiencing challenging weather including numerous rain, freezing rain, and sleet events, we managed to stay within our budget for salt. The price for salt rose from \$49.50/ton to \$72.00/ton last fall. Our numbers are consistent with the savings we have experienced the last several years after moving to a straight salt operation. In fact, our per storm average in tons is the lowest it has been at 70.95 tons per storm. Despite having an average season with 23 storms, and the lowest per storm average to date, our per storm cost has risen due to the salt cost increase mentioned above.

Sand use has remained consistent as well. We have been using a sand/stone mix for a few years now and it has proven to work very well and be cost-effective. This is especially true during the rain and freezing rain events we have been experiencing. Applying the stone to gravel roads during rain events allows us to maintain traction on the road, as the stone tends to remain on the road surface. The sand will wash away while the stone remains. Without the stone, we would need to continuously sand gravel roads until the rain subsides or stops.

It will be difficult to forecast what salt prices will be later this year. The current economic volatility, fuel prices, and inflation may likely result in increased prices yet again. We were fortunate to stay within budget this year. Our FY23 salt budget was increased slightly which will help absorb further increases. We will be monitoring this closely and will assess adjusting the FY24 budget accordingly during the upcoming budget process.

One challenge we anticipate this year will be to hire outside contractors and drivers. We were unable to fill one position last winter, and recently learned our hired loader will not be returning next winter. One way we plan to combat this is to advertise much earlier this year. We intend to advertise mid-summer. Additionally, we will need to increase hired truck and equipment rates due to the increased fuel prices.

Last winter we were also dealing with employee absences from injury and disability that proved challenging for us. Employees were able to step up and cover these absences.

### **Bridges & Water Crossings:**

In December we completed the emergency replacement of the Boston Post Rd. twin culverts @ #485. This project was a success and was completed in under 2.5 weeks. The project protected the town against an unplanned failure which could have resulted in a long-term closure and/or injury.

We continue to plan for replacing the Mont Vernon Rd. bridge over Caesar's brook, and the TF1 bridge over Beaver Brook. Mont Vernon Rd. bridge is scheduled for replacement in 2023, TF1 bridge in 2024. Over the winter we were randomly selected by the state for "Mobile" funding from the federal government for the TF1 bridge project. This funding will pay for 100% of the construction and construction engineering costs. This is estimated to save the town approximately \$250,000.

We put the Spring Rd. culvert repair project out to bid this Spring. Unfortunately, we were unable to attract any bids. After receiving approval from the board, I contacted Continental and asked if they would be willing to give us a proposal for this work. They agreed, and I anticipate having something from them in the next few weeks. Once received, this information will be presented to the board for discussion.

### **Fleet:**

Our fleet is comprised of over twenty-four vehicles and pieces of equipment. Over the last six months we have had more than our fair share of breakdowns and repairs. Firstly, our grader needed extensive repairs totaling \$35K. Our grader is a 1986 Champion and is currently 36 years old. Our current replacement plan calls for its replacement in 2031. I will be working with Russell Thomas to update our plan and replace the grader sooner. If we postpone replacement of this machine for too much longer, we will likely see more extensive repairs. Parts for this machine are becoming scarce. This machine is well beyond its useful service life of 25 years.

Our backhoe also needed a costly repair over the winter. A fuel injector failed and caused fuel to dump into one of the cylinders. This resulted in burning out the engine. The engine was replaced at a cost of \$30K.

Lastly, Truck 4 experienced trouble with the turbos. They had to be replaced and resulted in another \$25K expense.

Combined, these expenses totaled nearly \$90K. I would like to explore the possibility of establishing a CRF for vehicle/equipment repairs. Even having \$25K in a CRF would help to minimize the impact to the budget of any significant future repairs.

**Buildings:**

We have worked on several projects over the last six months. One ongoing project, the Town Hall ERV system, is moving forward. Just last week we received construction plans from Team Engineering. We will be working on an RFP this week to put this project out to bid. We hope to complete this project as early as this summer.

Over the winter we had a sprinkler system leak at Town Hall. Fire Safety repaired the leak quickly. Just this week Northern Improvements finished repairing the damaged drywall and wainscotting. An insurance claim was filed for this project. The town will only be responsible for the \$1000 deductible.

Over the winter we made significant progress on the new mechanic's garage. The heating system, garage doors, and vehicle lift were installed. DPW crew installed plywood sheathing along the walls, painted the walls, installed metal paneling behind the work-bench area to prevent fires, installed air lines to power the lift and power tools, installed new oil tanks for servicing equipment/vehicles, and more. The new building is ready for use.

DPW forces assisted Recreation with installing new windows and new front door at Buck Meadow. We plan to continue assisting Recreation with more window replacements there.

**2016-17 thru 2021-22 SALT AND SAND USAGE COMPARISON**

	<u>2016-17</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
<b>SALT USED (TONS)*:</b>	2248	2476	1823.63	1372.59	1631.92
<b>TOTAL COST(\$):</b>	\$ 111,276.00	\$ 122,562.00	\$ 90,269.69	\$ 67,943.21	\$ 117,498.24
<b>NUMBER OF STORMS:</b>	26	31	25	17	23
<b>PER STORM AVG. (TONS):</b>	86.46	79.87	72.95	80.74	70.95
<b>SALT COST / STORM (\$):</b>	\$ 4,279.85	\$ 3,953.61	\$ 3,610.79	\$ 3,996.66	\$ 5,108.62
	<u>2016-17</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
<b>SAND USED (TONS)**:</b>	3063	3350	899	141.6	174.43
<b>**TOTAL COST(\$):</b>	\$ 26,035.50	\$ 28,475.00	\$ 7,641.50	\$ 1,203.60	\$ 1,482.66
<b>NUMBER OF STORMS:</b>	26	31	25	17	23
<b>PER STORM AVG. (TONS):</b>	117.81	108.06	35.96	8.33	7.58
<b>SAND COST / STORM (\$)*:</b>	\$ 1,001.37	\$ 918.55	\$ 305.66	\$ 70.80	\$ 64.46
	<u>2016-17</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
<b>50/50 SAND/STONE USED (TONS)**:</b>				347.25	397.98
<b>**TOTAL COST(\$):</b>				\$ 3,514.00	\$ 4,027.00
<b>NUMBER OF STORMS:</b>				17	23
<b>PER STORM AVG. (TONS):</b>				20.42	17.3
<b>SAND/STONE COST / STORM (\$)*:</b>				\$ 206.71	\$ 175.09
*Salt price (2016-2020) = \$49.50/ton, (2021-2022) = \$72.00/ton					
**Stone cost / ton = \$11.75, sand cost/ton = \$8.50, combined = \$10.12					



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** DPW Pickup truck purchase  
**Meeting Date:** May 31, 2022

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

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## **BACKGROUND INFORMATION:**

Following the DPW vehicle replacement plan, the DPW desires to purchase a new pickup truck to replace our existing truck 11. The new truck is a 2022 Chevy Colorado Crew cab 4x4, and would replace a 2012 Ford F250 extended cab 4x4. This truck is used by the Buildings & Grounds Foreman to support those operations. We do not plow with this truck and need no plow equipment for it. Additionally, we are able to downsize this vehicle without affecting our operation. The planned replacement cost for this truck is \$40K. The total cost to the town is \$23,580.20 after a \$7000 trade-in and \$150 delivery fee.

We are asking for Board approval to order the truck now, with the understanding that the truck will not be paid for until after July 1, 2022, when we will have FY23 budget funding available for its purchase. We have been told that 2023 model prices will be higher due to ongoing supply shortages, demand, and market conditions. Purchasing leftover and available 2022 models will save money.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

23,580.20 from 01-4312-70-2740 New Equipment Capital (FY23)

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Recommend to purchase.

## **SUGGESTED MOTION:**

I move to authorize the purchase of a 2022 Chevy Colorado Crew Cab 4x4 from Colonial Ford, for the amount of \$23,580.20. This purchase price includes a trade-in value of \$7,000 for our existing 2012 Ford F-250 extended cab pickup. This truck will be paid for using FY23 budget funds after July 1, 2022, from 01-4312-70-2740 New Equipment Capital. I further move to authorize the Town Administrator to sign all related documents for this purchase.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

ATTACHMENTS:

1. vehicle repl. plan
2. Amherst Crew Colorado 12M43 Hide GBPC 5.3.22
3. Quirk Canyon Quote
4. Banks Chevrolet GMC Canyon quote
5. truck purchase award sheet



Vehicle / Equipment	Model Year	Useful Life	Net Repl. Cost	Rep. Year (FY)	CRF Warrant	CRF Balance
Hot Box	2011	10	\$25,000	2022	\$250,000	\$225,000
Truck 17 - 6 Wheel Dump		10	\$155,000	2022		\$70,000
Truck 11 - Pick up	2012	10	\$40,000	2023	\$250,000	\$280,000
Truck 4 - 6 Wheel Dump	2013	10	\$155,000	2023		\$125,000
Truck 5 - One Ton Dump	2011	10	\$110,000	2023		\$15,000
Chipper - Chipper	2013	10	\$30,000	2024	\$250,000	\$235,000
Loader Trans Sta - Loader	2008	16	\$155,000	2024		\$80,000
Tractor - Trackless	2015	10	\$147,000	2025	\$250,000	\$183,000
Truck 16 - Pick Up	2015	10	\$35,000	2025		\$148,000
Rec 3 - One Ton Dump	2016	10	\$32,500	2026	\$250,000	\$365,500
Truck 1 - One Ton Dump	2016	10	\$110,000	2026		\$255,500
Truck 12 - Pick up	2016	10	\$35,000	2026		\$220,500
Truck 6 - 6 Wheel Dump	2016	10	\$155,000	2026		\$65,500
Truck 2 - 6 Wheel Dump	2017	10	\$155,000	2027	\$250,000	\$160,500
Back Hoe - Case - Back Hoe	2016	10	\$120,000	2028	\$275,000	\$315,500
Tractor - Kubota - M5-901	2016	10	\$55,000	2028		\$260,500
Truck 10 - 10 Wheel Dump	2017	10	\$177,000	2028		\$83,500
Truck 14 - 6 Wheel Dump	2018	10	\$155,000	2029	\$275,000	\$203,500
Truck 8 - 6 Wheel Dump	2019	10	\$155,000	2029		\$48,500
Truck 15 - 6 Wheel Dump	2020	10	\$155,000	2030	\$275,000	\$168,500
Truck 7 - Pick up	2020	10	\$32,125	2030		\$136,375
Truck 9 - One Ton Dump	2020	10	\$106,835	2030		\$29,540
Grader - Grader	1986	25	\$300,000	2031	\$275,000	\$4,540
Loader DPW - Loader	2016	16	\$155,000	2032	\$275,000	\$124,540
Equipment Trailer - Back hoe trans	2005	30	\$30,000	2035		



# Estimate

Date: 5/19/2022

Estimate#

Customer ID:

To: Town of Amherst  
 Dale Durant  
 603-657-0199  
[ddurant@amherstnh.gov](mailto:ddurant@amherstnh.gov)

Salesperson: Jay Matisko  
 774-556-2548

Budget Quote

Qty	Item #	Description	Unit Price	Line Total
1.00	12M43	Chevy Colorado 4WD Crew Cab		\$26,995.00
1.00		Color: Summit White		included
1.00		Interior: Jet Black / Dark Ash		included
1.00		Engine: 2.5L I4		included
1.00	CGN	Spray in Bedliner		460.75
1.00	G80	Locking rear differential		315.25
1.00	JL1	Trailer brake		223.10
1.00	NY7	Transfer case shield		72.75
1.00	PCN	Convenience Package		514.10
1.00	PCV	Skid Plate package		373.45
1.00	PCZ	Appearance package		164.90
1.00	VQK	Front and rear Splash guards		213.40
1.00	Z82	Trailer equipment package		242.50
1.00	CMG	LED IONS (2) front grille Amber		355.00
1.00	CMG	LED Hideaways (2) rear Amber		255.00
1.00	CMG	Switch for Lighting		50.00
1.00	CMG	Shop supplies		195.00
1.00	CMG	Delivery		150.00
				0.00
		<b>TRADE IN: F250</b>		-7000.00
				0.00

**Special Instructions:**

Custom or Special Orders are Non-Refundable  
 This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.  
 Estimate is Based on Current Information From Client About the Project Requirements

<b>Subtotal</b>	\$	23,580.20
<b>Sales Tax</b>		
<b>Grand Total</b>	\$	23,580.20

Actual Cost May Change Once Project Elements are Finalized

**Thank You For Choosing The Colonial Way!**



**QUIRKBUICK GMC**

**Date/Time:** May 9, 2022 01:40 PM

**Buyer:** Na Na

**Phone:**

**Salesperson:** Tara MacQuarrie

**2022 GMC Canyon, Body Type:Crew Cab Pickup** G18865

Color:Satin Steel Metallic, 10 Miles VIN:1GTG6CEN3N1195760

<b>Purchase</b>	60 Months	72 Months	84 Months
\$ Down	Est. \$/Monthly	Est. \$/Monthly	Est. \$/Monthly
\$0	<b>\$801</b>	<b>\$687</b>	<b>\$607</b>
\$2,000	<b>\$762</b>	<b>\$654</b>	<b>\$578</b>
\$4,000	<b>\$724</b>	<b>\$620</b>	<b>\$549</b>

<b>MSRP/Retail</b>	<b>\$41,240.00</b>
<b>Total Savings</b>	<b>\$250.00</b>
<b>Adjusted Price</b>	<b>\$40,990.00</b>
<b>Government Fee</b>	<b>\$57.00</b>
<b>Doc Fee</b>	<b>\$399.00</b>
<b>Amount Financed</b>	<b>\$41,446.00</b>

X  
\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

X  
\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

*Estimated APR and payments subject to final bank approval.*

## Eric Slosek

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**From:** Dale Durant  
**Sent:** Wednesday, May 11, 2022 2:46 PM  
**To:** Eric Slosek  
**Subject:** Fw: [Possible Spam] RE:Banks Chevrolet

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

new truck

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**From:** Jacqueline Comeau <assistance@banks.dsmmessage.com>  
**Sent:** Tuesday, May 10, 2022 10:07 AM  
**To:** Dale Durant <ddurant@amherstnh.gov>  
**Subject:** [Possible Spam] RE:Banks Chevrolet

[External Sender]:



Hi Dale,

Thanks for taking my call. I got the pricing for you on stock #20543 MSRP is 36,855. There is a rebates from GM of \$750 and then we have a doc and title fee of \$196. So we would be at an out the door price of \$36,301 which is good through the end of this month.

Thank you,

Jacqueline Comeau  
Online Sales Team  
Banks Chevrolet GMC  
603-229-4176  
137 Manchester St.  
Concord NH 03301  
www.banksautos.com

This email was **sent to:** ddurant@amherstnh.gov.

**From:** Banks Chevrolet-Cadillac Inc 137 Manchester Street Concord, NH 03301

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[Unsubscribe](#) - to stop all future email communications [REF\_V636177-1040888\_NO].

[Terms and Conditions](#)

TOWN OF AMHERST

Town Department: DPW

Date: May 27, 2022

Line Item: 01-4312-70-2740 (FY23)

Budget Amount: \$140,000

Bid #: N/A

Item: Truck 11 Replacement

Date Bid To Be Awarded: May 31, 2022

<u>Vendor</u>	<u>Price</u>	<u>Other Considerations</u>
---------------	--------------	-----------------------------

1. CMG Colonial Municipal Group	\$30,430.20	
---------------------------------	-------------	--

2. Quirk GMC	\$41,446.00	
--------------	-------------	--

3. Banks	\$36,301.00	
----------	-------------	--

4.

5.

6

Recommend bid be awarded to: Recommend purchasing the 2022 Chevy Colorado from  
Colonial Municipal group

\_\_\_\_\_  
Signature of Town Administrator / Date

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

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



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** New Hire - Full Time Patrolman  
**Meeting Date:** May 31, 2022

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

---

## **BACKGROUND INFORMATION:**

Request for Board approval to fill the existing full-time police officer vacancy within the Department's roster (position vacant since October 2021 due to an ordinary resignation). Candidate Ryan Gallagher is highly recommended and has met all criteria for appointment to the position of full-time police officer. Mr. Gallagher is also previously certified as a Full-Time Police Officer (182nd NH Police Academy graduate) through the New Hampshire Police Standards and Training Council.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Existing, budgeted position.

## **POLICY IMPLICATIONS:**

N/A

## **DEPARTMENT HEAD RECOMMENDATION:**

Approve hire.

## **SUGGESTED MOTION:**

Move to appoint Mr. Ryan Gallagher to the position of Full -Time Police Officer, effective June 1, 2022.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. 20220524104858



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

**Title:** APD Biannual Report  
**Meeting Date:** May 31, 2022

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

---

**BACKGROUND INFORMATION:**

Biannual department report.

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

N/A

**POLICY IMPLICATIONS:**

N/A

**DEPARTMENT HEAD RECOMMENDATION:**

N/A

**SUGGESTED MOTION:**

N/A

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Biannual Update, 5.31.2022





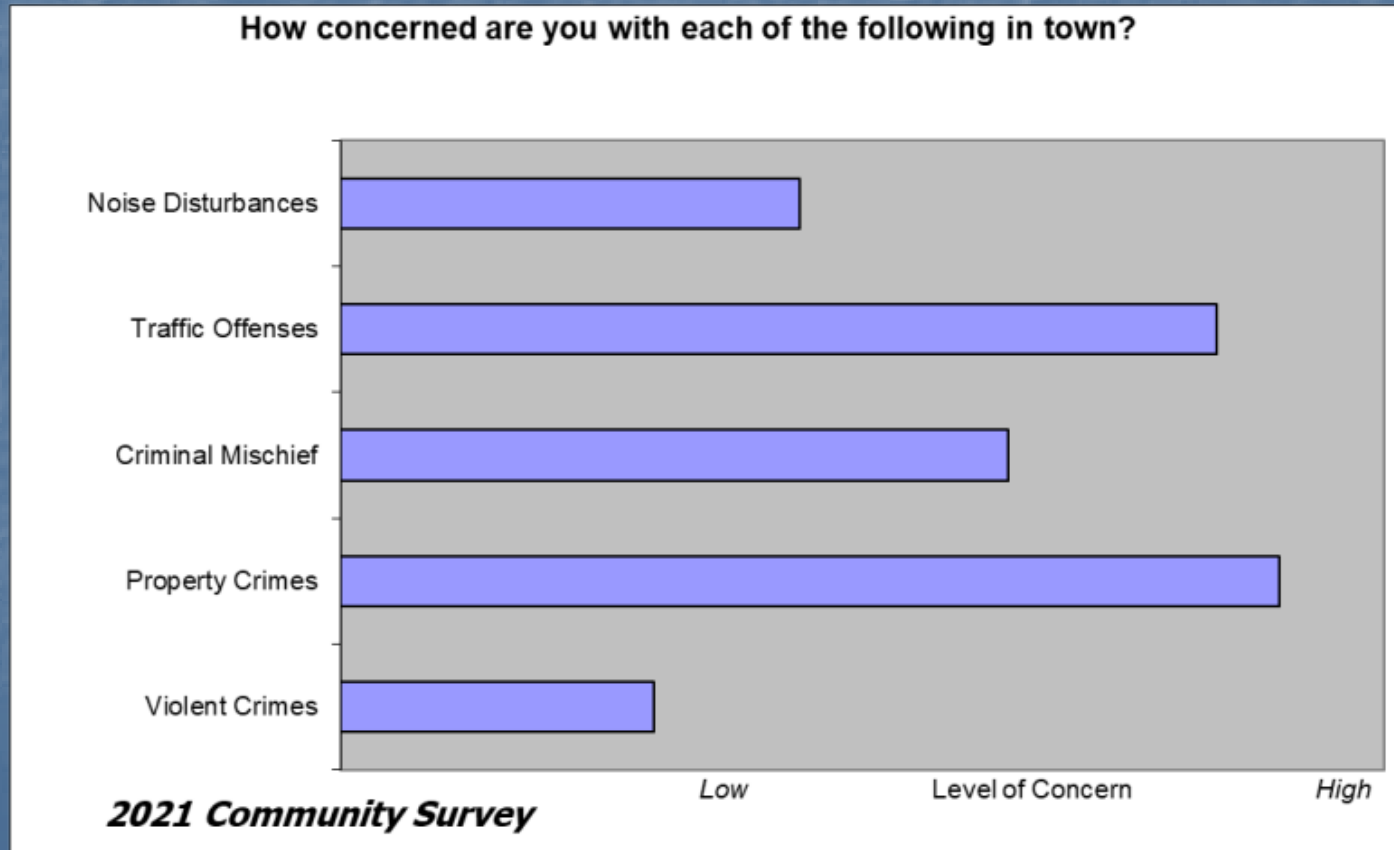
***Amherst Police Department***  
***Biannual Department Update***  
***May 31, 2022***

## Strategic Agency Goals

- 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...

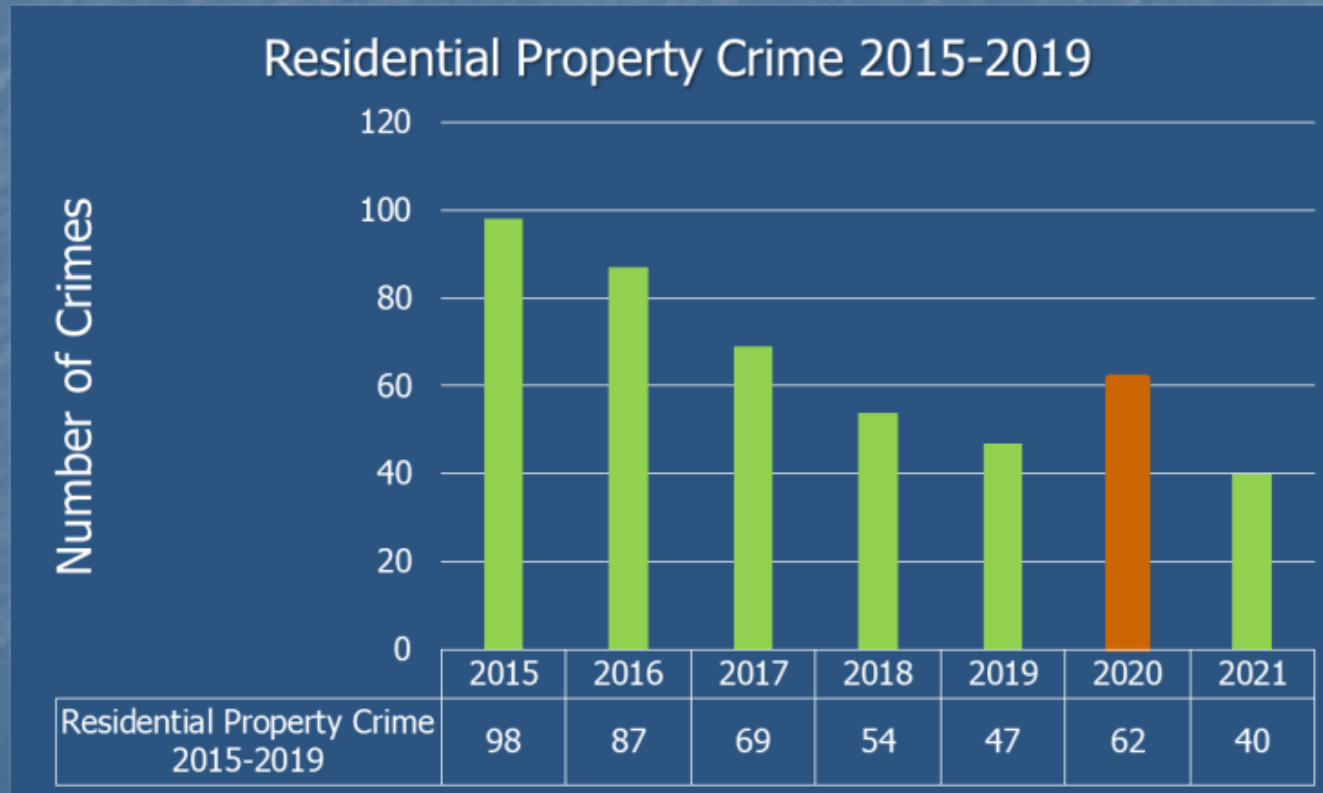
- Original goal aimed at reducing residential property crime by 15% over the course of 4-5 years
- Residential property crime has dropped every year since 2015 (with the exception of an uptick in 2020 attributed solely to theft or vandalism of political signs during contentious election year)



**\*\*2021 business property crime rise attributed to increased shoplifting reports at Walmart**

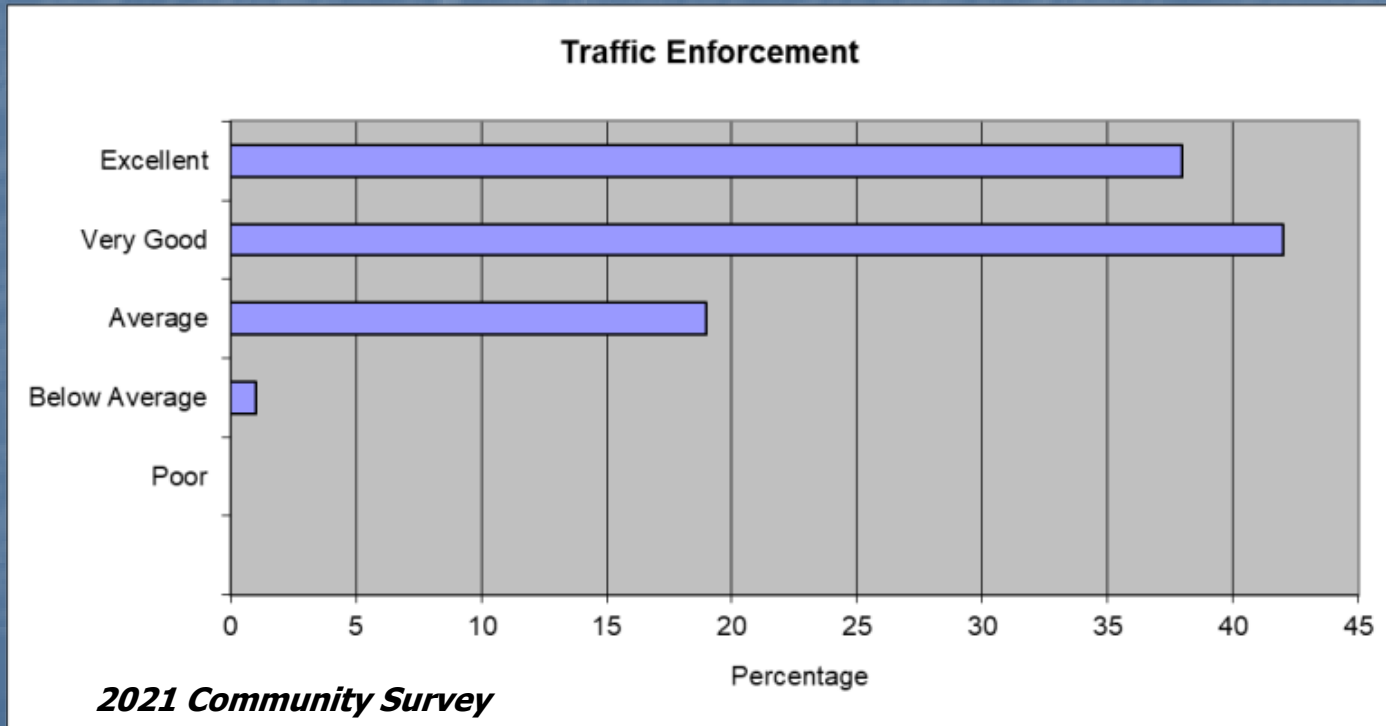
## Goal #1: continued...

- Continued reduction noted for 2021
- Residential property crime (i.e., burglary, arson, theft, vandalism, trespassing) has decreased a total of 59% from 2015 through 2021



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

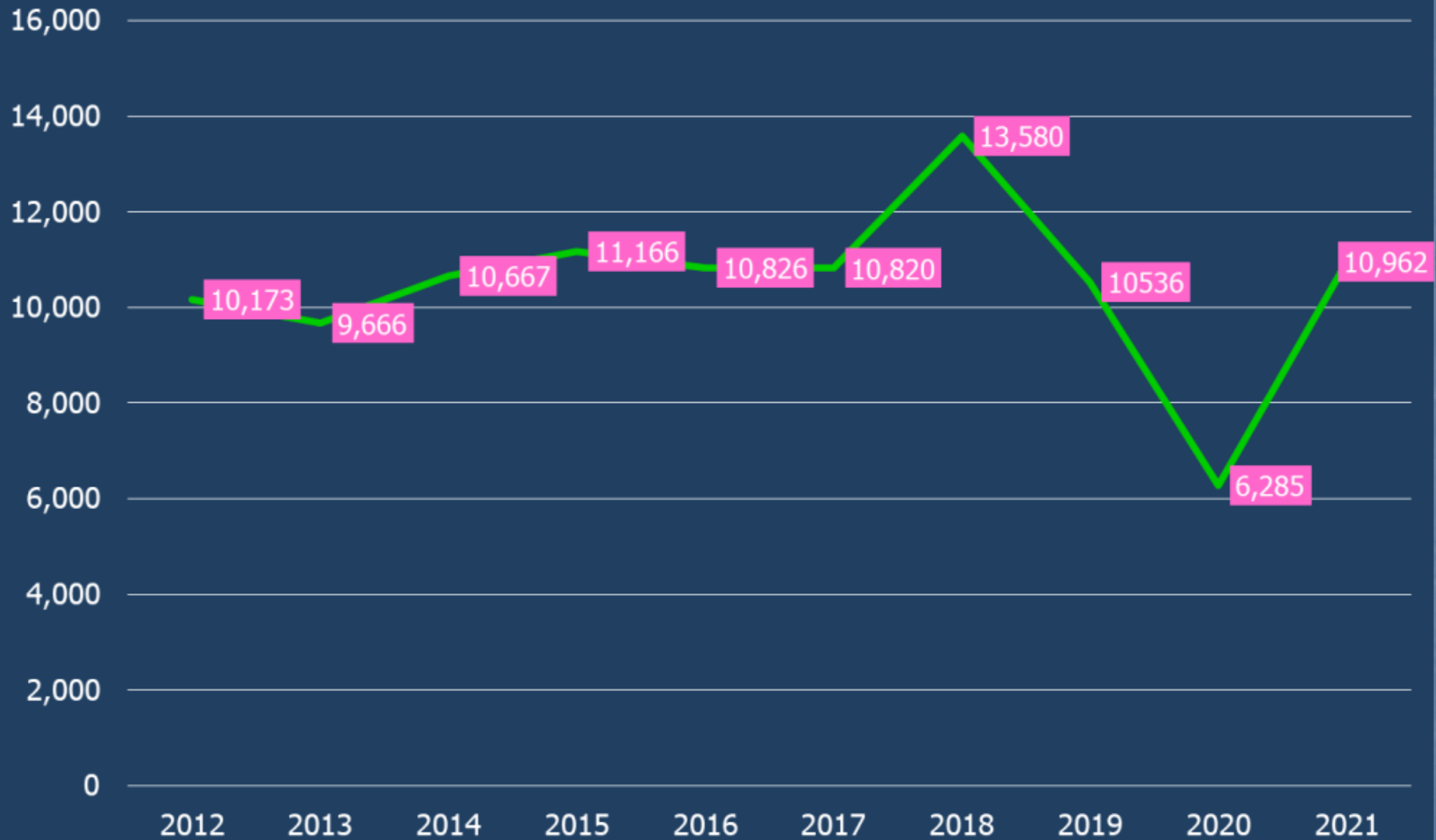
- 2021 survey showed an increase from 75% to 80% approval rating for traffic enforcement since previous 2019 survey



## Goal #2: *continued...*

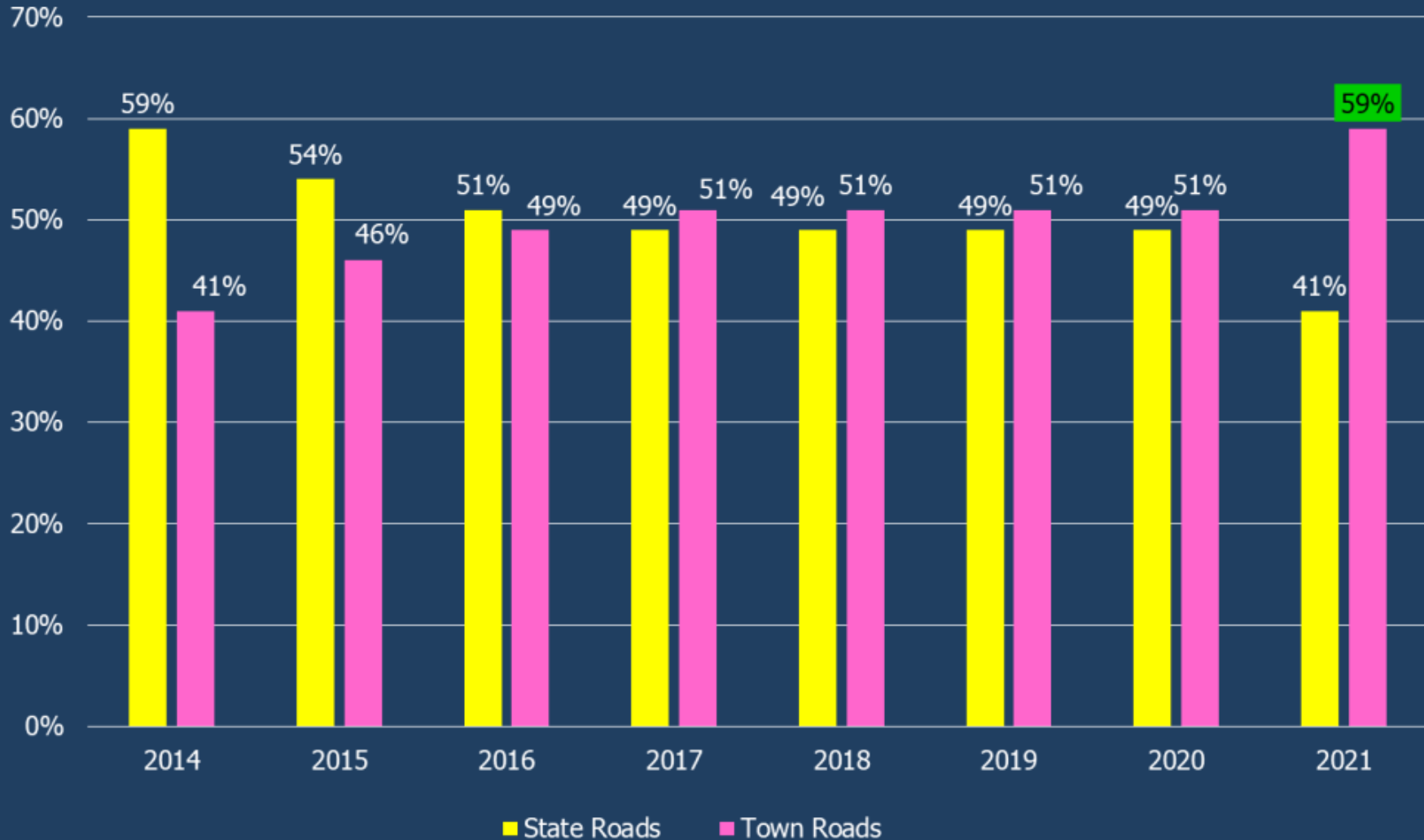
- Steady officer presence is still required along our two major state roads due to enormous traffic volume
  - Routes 101 and 101A alone account for roughly 66% of total yearly motor vehicle accidents
  - Routes 101 and 101A also account for approximately 60% of total DWI and drug-related arrests
- Agency 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 since 2014
- Changes in overall agency operations changed dramatically throughout onset of Covid-19 pandemic
  - Agency was unsuccessful in reaching goal of at least 52% town road enforcement for 2020
- Return to more routine operations in 2021 allowed for increased engagement in roadside enforcement presence along town roads and neighborhoods, achieving desired goal

## Total Annual Motor Vehicle Stops

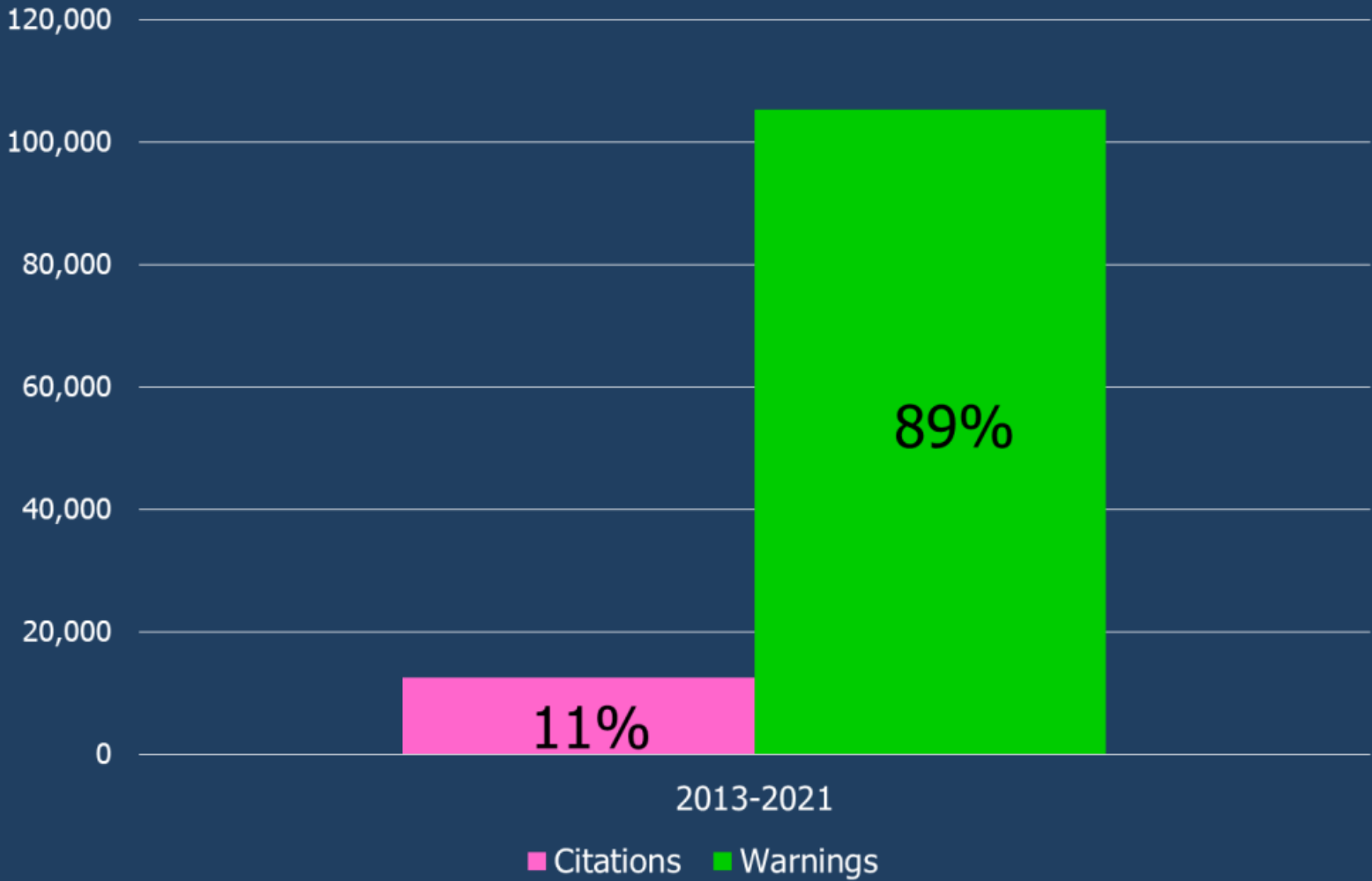




## Percentage of Warnings/Citations Issued on State vs. Town Roads



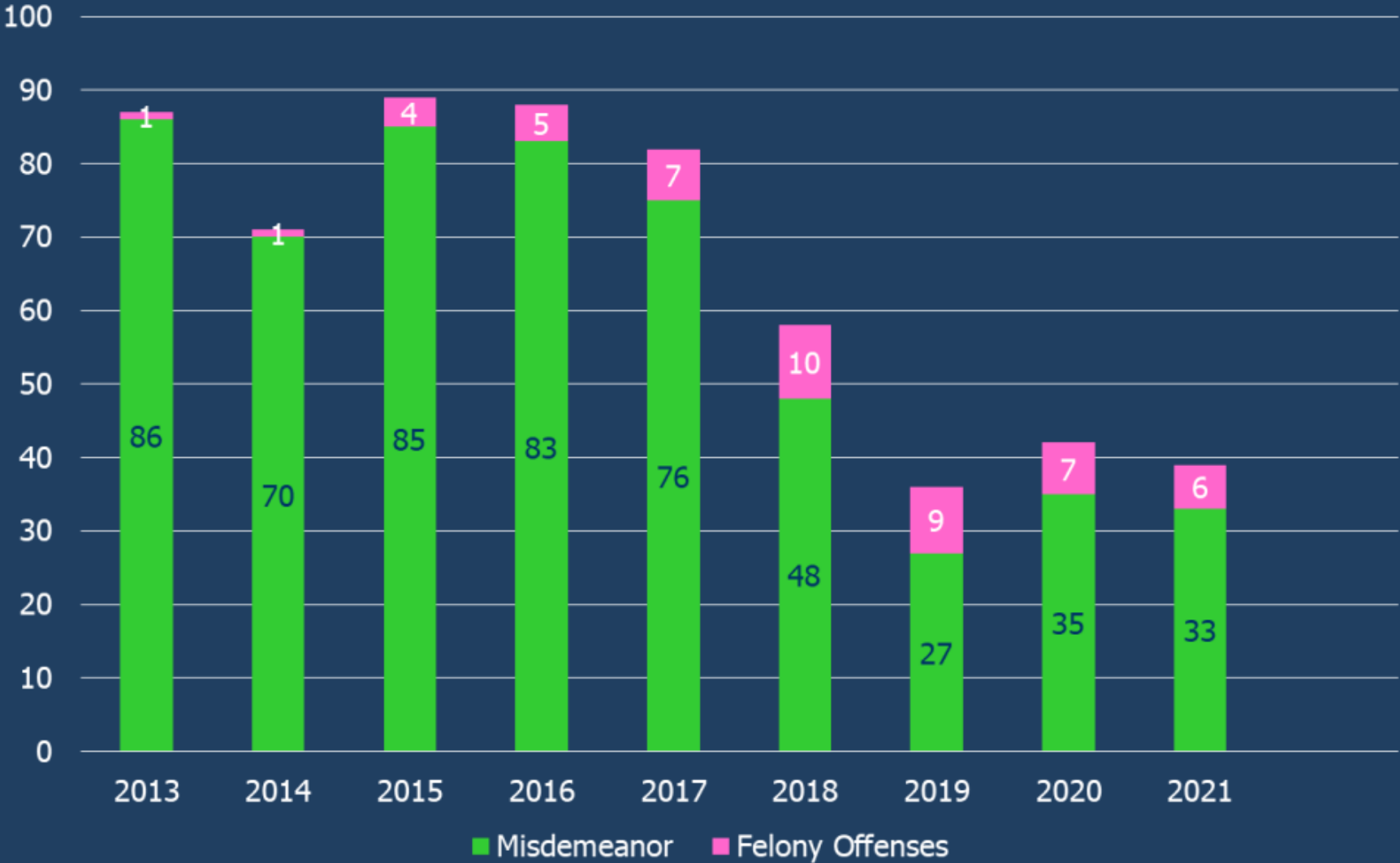
# Citations vs. Warnings



## 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 resumed in October 2021 and are currently ongoing

# Drug Arrests



## 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...*

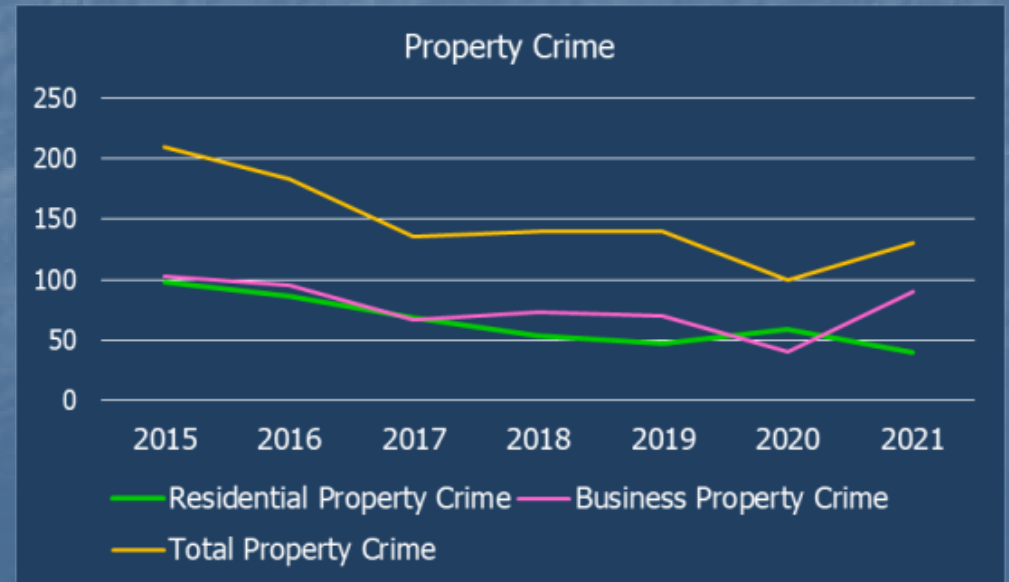
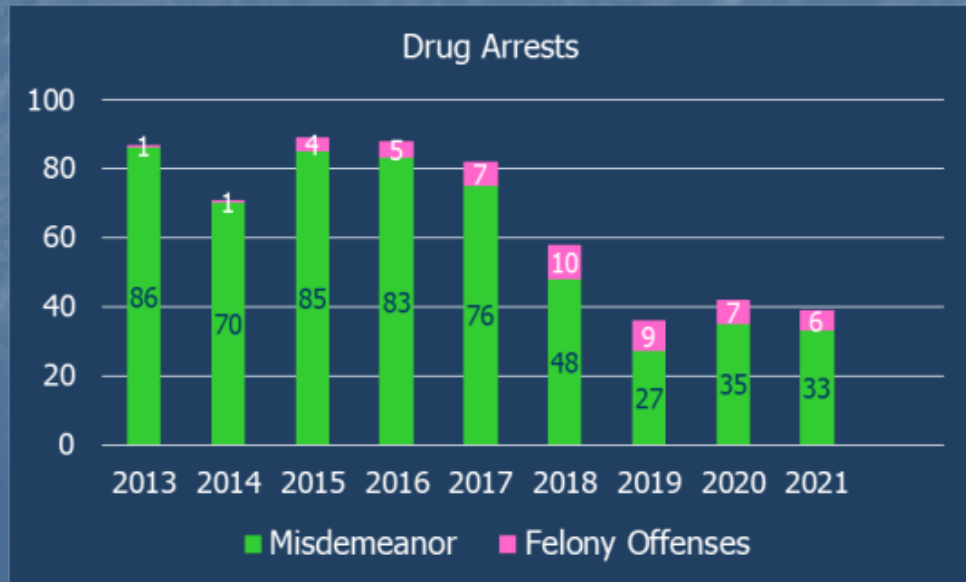
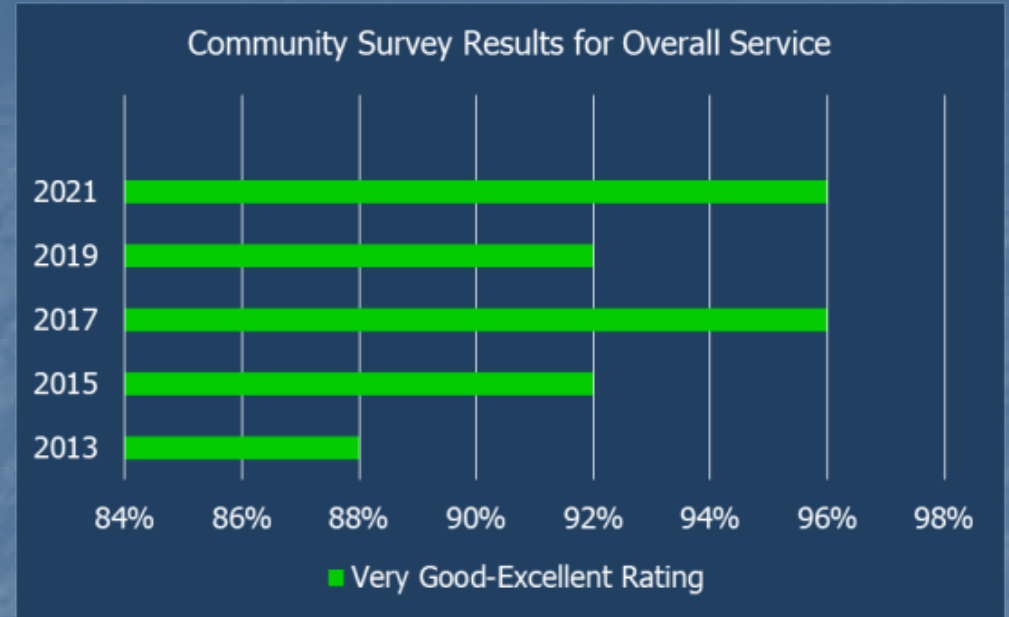
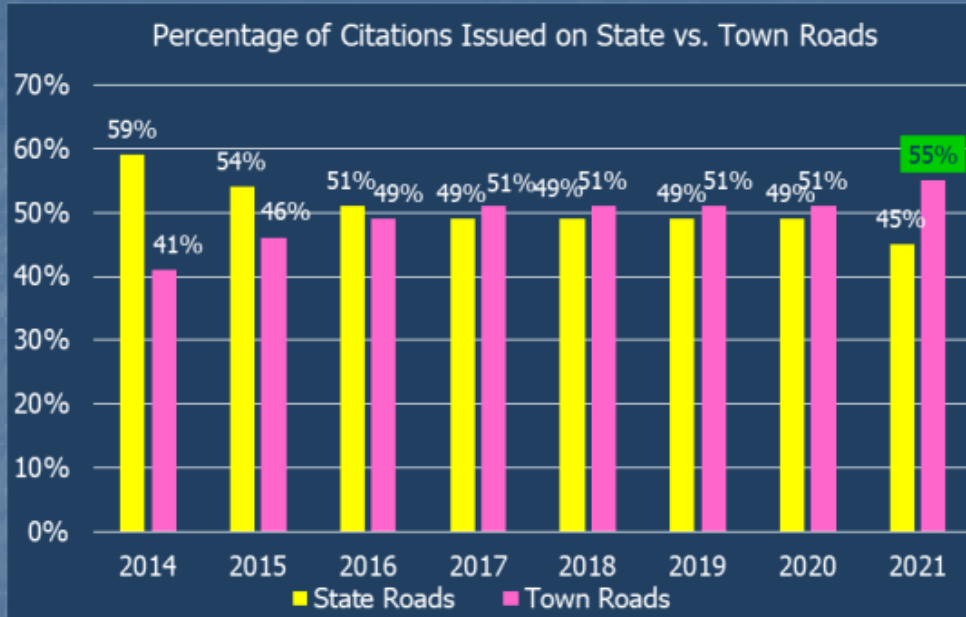
- Agency standing and perception tied in large part to maintaining recognized professional policing practices
- Current police station renovation plan is central to maintaining and building upon professional policing level of service
- Phase One of building renovation finished in January 2021
- Contract for Phase Two approved April 2022 to Turnstone Corporation of Milford, NH
- Construction meetings and preparations have been underway for the last month, and construction began today, May 31<sup>st</sup>, with demolition work on the third floor
- Build time is expected to last 11-12 weeks, though lead times on some materials (e.g., lockers for the lockers rooms) will likely extend the final completion date by several weeks



## Goal #4: *continued...*

- Alongside infrastructure improvements, Department's strategic plan over the last two years has addressed ongoing Body-Worn Camera (BWC) discussions
- Justification for program implementation has grown from a mere cost-benefit analysis to one of public expectation and transparency in recent years, and is a standing recommendation of the Governor's 2020 Commission on Law Enforcement Accountability, Community, and Transparency (LEACT)
- State grant funding for BWC programs was implemented in August of 2021, with application guidelines established just three months ago (February 2022)
- The Town's grant application for up to \$50,000 reimbursement has been filed in anticipation of a July 1, 2023 BWC program implementation
  - Current five-year, all-inclusive contract cost of \$158,910
  - 40% (or \$63,564) down-payment in 2023
  - Remaining payments of \$23,836 in 2024-27
  - Followed by multi-year contract renewal, or continuation on yearly basis

# Vision Dashboard







# Amherst Public Safety Communications Center

## Strategic Agency Goals

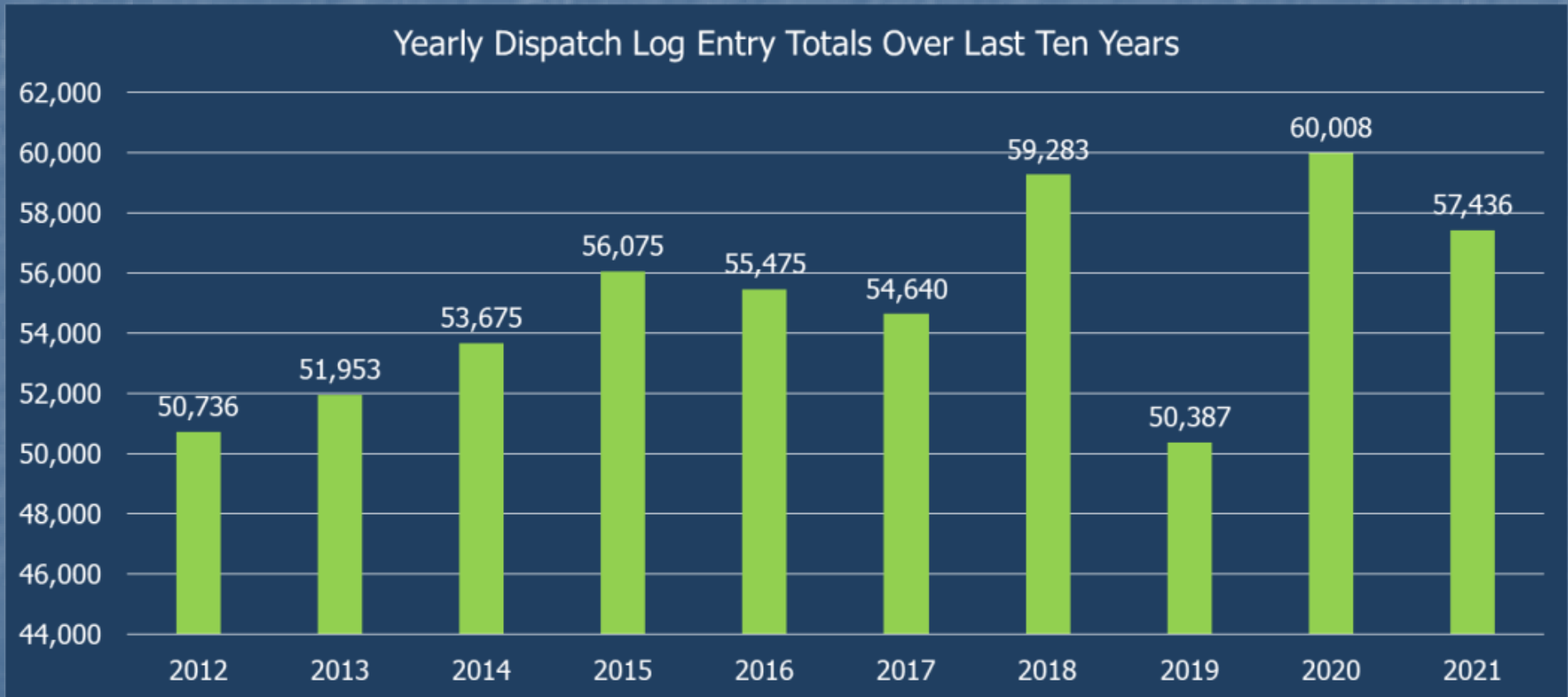
- Goal #1: Maintain caller satisfaction rating of 90% or better
  - *In-service training and professional development, management and supervision, employee recruitment and retention*
- Goal #2: Maintain communications infrastructure to provide continued quality public safety services to the community
  - *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%

- Continued performance evaluation via community survey feedback and public input aimed at maintaining a satisfaction rating of no less than 90%
- Steady increase and maintenance of caller satisfaction rating reflected in four biennial surveys beginning in 2013 (81%) through most recent 2021 survey (93%)



## Goal #1: *continued*

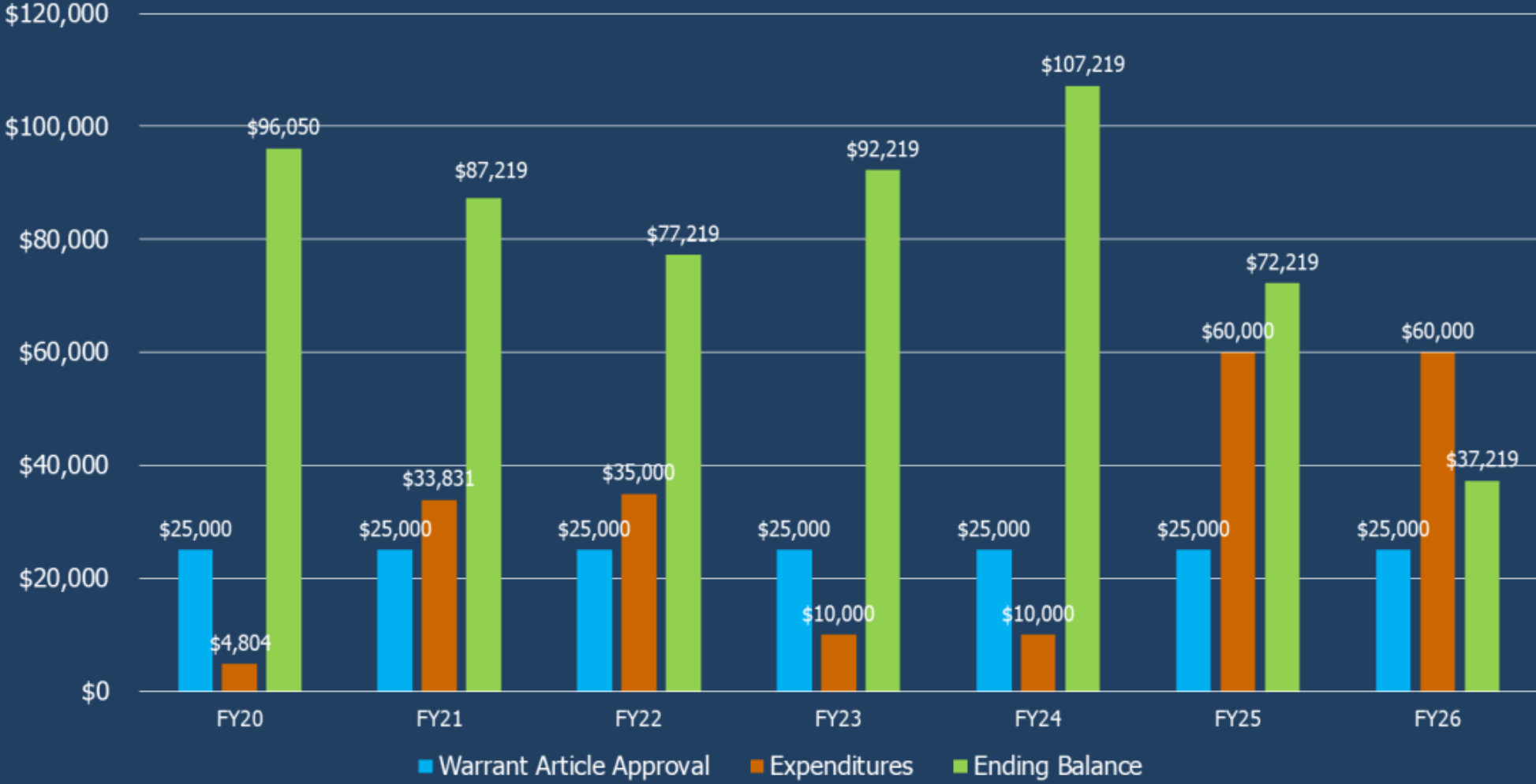




## Goal #2: Maintain Communications Infrastructure to Provide Continued Quality Public Safety Services to the Community

- 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 Repeater system grant process resumed for 2023 (cost yet TBD)
  - 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 FY23*

### Communications Center Capital Reserve Fund





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

**Title:** Hiring of A-EMT  
**Meeting Date:** May 31, 2022

**Department:** Fire Rescue  
**Staff Contact:** Matt Conley

---

**BACKGROUND INFORMATION:**

To be consistent with our scheduling of part-time EMS personnel.

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

None

**POLICY IMPLICATIONS:**

None

**DEPARTMENT HEAD RECOMMENDATION:**

Hire A-EMT Michelle Othot

**SUGGESTED MOTION:**

I move to hire A-EMT Michelle Othot at the recommendation of Chief Matthew Conely

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. 4161\_001



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Hiring of a Call Firefighter  
**Meeting Date:** May 31, 2022

**Department:** Fire Rescue  
**Staff Contact:** Matt Conley

---

## **BACKGROUND INFORMATION:**

To continue with the plan of a call firefighting force AFR needs to add members to its roster.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Impact is not expected as the hiring fits within the planned budget.

## **POLICY IMPLICATIONS:**

None

## **DEPARTMENT HEAD RECOMMENDATION:**

The recommendation is to hire Spencer Wright as a call firefighter.

## **SUGGESTED MOTION:**

I move to hire Spencer Wright as a call firefighter at the recommendation of Chief Matthew Conely

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Wright, Spencer Hiring PAR 5.25.2022





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** COVID 19 Task Force Update  
**Meeting Date:** May 31, 2022

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

---

## **BACKGROUND INFORMATION:**

The COVID 19 Task Force has been following CDC guidance, which transitioned to the "COVID -19 by County" page. Hillsborough County, like most counties in NH, moved to a High status on Thursday May 19th. The Task Force, in following the previous process established at the March 14, 2022 BOS meeting, updated the mask requirement to "Masks are required indoors when unable to maintain 6 feet of social distance and when moving about the building."

In accordance with the direction of the Board of Selectmen, the change was made in a timely manner, and is being presented to the Board at the next board meeting, tonight.

We will continue to monitor the CDC site and adjust masking requirements as recommended by the CDC.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. What Prevention Steps Should You Take Based on Your COVID
2. Community Levels Map, May 27, 2022

## What Prevention Steps Should You Take Based on Your COVID-19 Community Level?

Community Burden Levels <b>Low</b>	<b>Medium</b>	<b>High</b>
<ul style="list-style-type: none"> <li>Stay <a href="#">up to date</a> with COVID-19 vaccines</li> <li><a href="#">Get tested</a> if you have symptoms</li> </ul>	<ul style="list-style-type: none"> <li>If you are <a href="#">at high risk for severe illness</a>, talk to your healthcare provider about whether you need to wear a mask and take other precautions</li> <li>Stay <a href="#">up to date</a> with COVID-19 vaccines</li> <li><a href="#">Get tested</a> if you have symptoms</li> </ul>	<ul style="list-style-type: none"> <li>Wear a <a href="#">mask</a> indoors in public</li> <li>Stay <a href="#">up to date</a> with COVID-19 vaccines</li> <li><a href="#">Get tested</a> if you have symptoms</li> <li>Additional precautions may be needed for people <a href="#">at high risk for severe illness</a></li> </ul>

People may choose to mask at any time. People with [symptoms, a positive test, or exposure](#) to someone with COVID-19 should wear a mask. Masks are recommended in indoor public transportation settings and may be required in other places by local or state authorities.

Antibody Seroprevalence

Other COVID-19 Data

Communications Resources

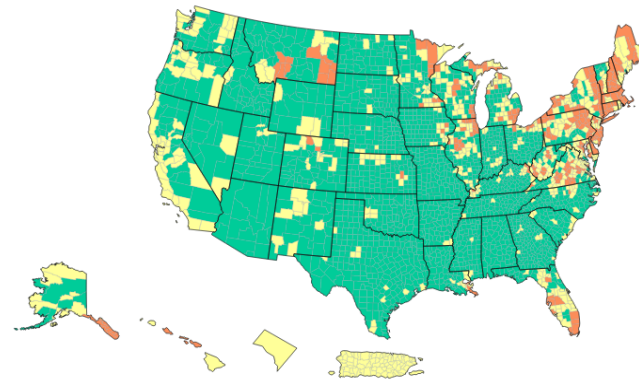
COVID-19 Home

Get Email Updates

Sign up to receive the COVID Data Tracker Weekly Review.

Email Address:

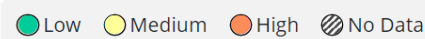
[What's this?](#)



COVID-19 Community Levels in US by County

	Total	Percent	% Change
High	250	7.76%	- 1.46%
Medium	668	20.73%	5.74%
Low	2305	71.52%	- 4.29%

[How are COVID-19 Community Levels calculated?](#)



Time Period: COVID-19 Community Levels were calculated on Thu May 26 2022. New COVID-19 cases per 100,000 population (7-day total) are calculated using data from Thu May 19 2022 - Wed May 25 2022. New COVID-19 admissions per 100,000 population (7-day total) and Percent of inpatient beds occupied by COVID-19 patients (7-day average) are calculated using data from Wed May 18 2022 - Thu May 24 2022.



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

**Title:** Atlas Fireworks, Application for Sales Permit **Department:** Administration

**Meeting Date:** May 31, 2022

**Staff Contact:**

---

**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Atlas Fireworks Application for Sales Permit



**APPLICATION & PERMIT FOR  
WHOLESALE/RETAIL SALES OF PERMISSIBLE  
FIREWORKS**

The Board of Selectmen hereby grants/denies a permit for the wholesale/retail sales, possession and display of Permissible Fireworks to:

Applicant: Atlas PyroVision Entertainment Group, Inc.  
D/B/A Atlas Fireworks Date of Application: May 2, 2022

Signature: *[Handwritten Signature]* Telephone: 603-532-8324 Ext. 0

Mailing Address P.O. Box 498 Location of Sales 105 Route 101A  
Jaffrey, NH 03452 Amherst, NH 03031

Said activities to be conducted in accordance with pertinent laws of the State of New Hampshire RSA 160-B (RSA 160-A as amended) and as listed in the town policy below adopted March 26, 2001.

**POLICY STATEMENT**

**AUTHORITY**

In accordance with RSA Chapter 160-A (as amended), the Board of Selectmen as the governing body of the Town of Amherst for the Town of Amherst hereby adopts this policy intended to regulate the sale of Class C "Permissible" Fireworks as described in RSA 160-A:1,5 within the limits of the Town of Amherst.

Persons wishing to conduct the aforementioned retail/wholesale sales of Class C "Permissible Fireworks" shall obtain a permit from the Board of Selectmen prior to any such activities.

**APPLICATION**

Persons wishing to apply for a sales permit under this policy shall do so in writing to the Board of Selectmen on forms that may be prescribed by the Board. Completed applications shall be submitted to the Board of Selectmen no less than thirty (30) days prior to the desired date of proposed activity.

**ELIGIBILITY REQUIREMENTS**

All persons wishing to obtain a permit for the sale of Class C Permissible Fireworks shall in addition to applicable State and Federal regulations, conform to the following guidelines:

Under no circumstances shall the Board issue a permit for the retail/wholesale sales of these products by any individual under the age of twenty-one (21).

Persons wishing to obtain a permit for the retail/wholesale sale of Class C Permissible Fireworks must hold a Federal sales permit issued under USC Title 18. The permit shall not become valid until the applicant successfully obtains a sales license from the State of New Hampshire's Department of Safety.

#### **SITE LOCATION**

Retail sales shall only be conducted at such locations as listed upon the applicant's Federal license.

At no time shall the product be sold from temporary structures which are not those permanently affixed to the property (i.e. motor vehicles, trailers, campers, roadside stands, etc.)

Wholesale/retail sales locations must have successfully completed Site Plan Review with the Amherst Planning Board prior to approval of the requested permit. Sales will only be permitted from those sites which meet all applicable land use regulations.

All sales locations within the Town of Amherst must undergo physical inspection of the property by the Fire Chief or his/her designee prior to issuance of the actual permit and be in compliance with all applicable building, life and fire safety codes. The Fire Chief of the town of Amherst retains the right to disapprove any site at any time due to the existence of safety/fire hazards.

The holder of this permit shall assume all responsibility for liabilities arising from the storage, sale and display of Class C Permissible Fireworks.

#### **CONDITIONS OF SALES**

Persons permitted to sell Class C Permissible Fireworks (or their agents) must, prior to the sale, require the purchaser of these products to furnish photographic identification (State issued I.E. or Driver's license) indicating that they are at least twenty-one (21) years of age. Persons engaged in the retail sales of Class C Permissible Fireworks shall not allow sales by persons (or their agents) who are under the age of eighteen (18).

No permits shall be issued under this policy for the retail/wholesale sales of Class C Permissible Fireworks when sales are to take place before 7:00 a.m. or after 9:00 p.m.

All permits referenced herein shall be kept at the site permitted for sales and readily available for inspection by local authorities.

Applicants are expected to comply with all provisions of applicable Federal and State Regulations (Chapter 160-B).

#### **DURATION**

Permits issued by the Board of Selectmen for this purpose will be issued on an annual basis and expire at the end of the calendar year.

**FEES**

An annual fee shall be assessed by the Board of Selectmen for said permit. The permit fee shall be \$500.00 until such time as amended by the Board.

**REVOCAION**

The Board of Selectmen or their designee shall have the authority to revoke any permits pertaining to Class C Permissible Fireworks. Any violation of the above terms shall be deemed sufficient reason for revocation without a refund of the required fees paid.

Any appeal of a permit revocation must be made to the Board of Selectmen in writing, indicating the reason to reconsider the action of the Board. The submission must be made to their office within five (5) calendar days of revocation. The Board will convene to consider the appeal within ten (10) calendar days of the receipt of an appeal.

The sale of Class C Permissible Fireworks without or after the revocation of a permit from the Town of Amherst is subject to criminal prosecution and penalty under State Statute.

**OFFICE USE ONLY**

**DOCUMENTATION PROVIDED**

- Federal Sales Permit issued under USC Title 18
- Sales License issued by State of New Hampshire (To Be Submitted to Town Within One Year of Obtaining Town Permit.)

I hereby certify that to the best of my knowledge, the sales location IS / IS NOT in compliance with all applicable building, life and safety codes.

5/17/22  
Date

[Signature]  
Signature: Building Inspector

I hereby certify that to the best of my knowledge, the sales location IS / IS NOT in compliance with all applicable building, life and safety codes.

5/17/2022  
Date

Matthew Conley  
Signature: Fire Chief or Designee

I hereby certify that to the best of my knowledge, the sales location IS / IS NOT in compliance with all applicable building, life and safety codes.

5/17/22  
Date

[Signature]  
Signature: Planning/Zoning Administrator

Only permissible fireworks will be sold or stored at the location the permit covers.

5-17-2022  
Date

[Signature]  
Signature: Police Chief

APPROVED / DISAPPROVED

Date \_\_\_\_\_

Chairman \_\_\_\_\_

Vice Chairman \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AMHERST BOARD OF SELECTMEN**

Issue Date \_\_\_\_\_

Expiration Date \_\_\_\_\_





DEPARTMENT OF JUSTICE

Bureau of Alcohol, Tobacco,  
Firearms and Explosives

Memorandum, B.F. 7104

April 13, 2022

ATLAS PYROVISION ENTERTAINMENT GROUP INC  
ATLAS PYROVISION ATLAS FIREWORKS  
PO BOX 498  
JAFFREY, NH 03452

901090: MH/KC  
5400  
File Number: 6-NH-00307

Printer's Address: 136 OLD SHARON ROAD JAFFREY NH 03452

Dear Sir/Madam:

This letter acknowledges receipt of your timely application to renew your Federal explosives license/permit.

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is not able to process your application prior to the expiration date of your license/permit. However, Federal law allows you to continue operations under your current license/permit until such time as ATF completes processing your application. See 5 U.S.C. § 558. This letter, or as explained below, a follow-up letter, will serve as your license/permit until we complete action on your renewal. It is referred to as a Letter of Authorization (LOA).

Since we have not completed processing your application, you may supply a copy of this letter to other licensees/permittees, e.g., your distributors, for the next three months (or until we complete action on your renewal, if that occurs in less than three months) as evidence of your licensed/permitted status. If we have not completed processing your application for renewal within three months of the date of this letter, we will send you another letter, which will also be valid for three months (or until we complete action on your renewal, if that occurs in less than three months). This is of course contingent upon your remaining entitled to continue operations under your current license/permit.

Please direct questions or concerns regarding this letter to Kathy Curtis at 304-616-4426.

Sincerely,

Maria Howard

Chief, Federal Explosives Licensing Center

ATF web address: [www.atf.gov](http://www.atf.gov)



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF SAFETY

LICENSE TO SELL PERMISSIBLE FIREWORKS

License Number: 529

This certifies that ATLAS FIREWORKS FACTORY, INC located in the City, or Town of AMHERST in the State of NH is hereby licensed to sell or market permissible fireworks doing business at 105 ROUTE 101-A in accordance with the New Hampshire RSA 160-C:3.

**THIS LICENSE WILL EXPIRE ONE YEAR FROM DATE OF ISSUE.**

Dated at Concord, this 9th day of June, year of 2021.

*Sam P. B.*

State Fire Marshal

*Sarah C Bergeson*  
Signature of Licensee

**Original**

*This license is property of the State of New Hampshire, and shall be returned upon request.*





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Baboosic Lake Community Septic Warrants

**Department:** Tax Collector

**Meeting Date:** May 31, 2022

**Staff Contact:** Gail Stout

---

## **BACKGROUND INFORMATION:**

The Baboosic Lake Community Septic Warrants due for July 1, 2022 are being submitted for signature and approval as follows:

Phase I	\$ 2,042.52
Phase II	\$ 5,381.48
Phase III	\$ 6,643.22
Phase IV	\$ 4,729.77

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

To approve and sign.

## **SUGGESTED MOTION:**

I move to approve and sign the Baboosic Lake Community Septic Warrants due July 1, 2022 as follows:

Phase I	\$ 2,042.52
Phase II	\$ 5,381.48
Phase III	\$ 6,643.22
Phase IV	\$ 4,729.77

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Baboosic Lake Septic Warrants Public
2. Baboosic Lake Septic Warrants Confidential



TOWN OF AMHERST

2 Main Street  
Amherst, NH 03031  
www.amherstnh.gov  
Tel. (603) 673-6041 ext. 201 Fax (603) 673-4138

TAX COLLECTOR'S WARRANT

STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes  
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase I quarterly invoice for the properties included in the attached list, amounting in all to the sum of Two Thousand, Forty-two Dollars and Fifty-two Cents (\$2,042.52).

With interest at eight (8) percent per annum from the 1<sup>st</sup> day of July, 2022 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 31<sup>st</sup> day of May, 2022.

\_\_\_\_\_  
Peter Lyon

\_\_\_\_\_  
Thomas Grella

\_\_\_\_\_  
Danielle Pray

\_\_\_\_\_  
John D'Angelo

\_\_\_\_\_  
Bill Stoughton

Board of Selectmen, Amherst, New Hampshire



## TOWN OF AMHERST

2 Main Street  
Amherst, NH 03031  
www.amherstnh.gov

Tel. (603) 673-6041 ex. 201 Fax (603) 673-4138

### TAX COLLECTOR'S WARRANT

### STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes  
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase II Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Five Thousand, Three Hundred, Eighty-one Dollars and Forty-eight Cents (\$ 5,381.48).

With interest at eight (8) percent per annum from the 1<sup>st</sup> day of July, 2022 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 31<sup>st</sup> day of May, 2022.

---

Peter Lyon

---

Thomas Grella

---

Danielle Pray

---

John D'Angelo

---

Bill Stoughton

Board of Selectmen, Amherst, New Hampshire



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### TAX COLLECTOR'S WARRANT

### STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes  
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase III Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Six Thousand, Six Hundred Forty-three Dollars and Twenty-two Cents (\$ 6,643.22).

With interest at eight (8) percent per annum from the 1<sup>st</sup> day of July, 2022 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 31<sup>st</sup> day of May, 2022.

\_\_\_\_\_  
Peter Lyon

\_\_\_\_\_  
Thomas Grella

\_\_\_\_\_  
Danielle Pray

\_\_\_\_\_  
John D'Angelo

\_\_\_\_\_  
Bill Stoughton

Board of Selectmen, Amherst, New Hampshire





**TOWN OF AMHERST**

2 Main Street  
Amherst, NH 03031  
www.amherstnh.gov  
Tel. (603) 673-6041 ex. 201 Fax (603) 673-4138

**TAX COLLECTOR'S WARRANT**

**STATE OF NEW HAMPSHIRE**

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes  
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase IV Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Four Thousand, Seven Hundred, and Twenty-nine Dollars and Seventy-seven Cents (\$ 4,729.77).

With interest at eight (8) percent per annum from the 1<sup>st</sup> day of July, 2022 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 31<sup>st</sup> day of May, 2022.

\_\_\_\_\_  
Peter Lyon

\_\_\_\_\_  
Thomas Grella

\_\_\_\_\_  
Danielle Pray

\_\_\_\_\_  
John D'Angelo

\_\_\_\_\_  
Bill Stoughton

Board of Selectmen, Amherst, New Hampshire



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Assessing

**Department:** Assessing

**Meeting Date:** May 31, 2022

**Staff Contact:** Michele Boudreau

---

## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **ELEDERLY EXEMPTION**

**Item A.** I have reviewed the attached Elderly Exemption Application, and the applicant has not provided all documents needed to verify eligibility. It is recommended that the application be denied.

#### **Suggested Motion:**

The attached application has been reviewed by our Assessor and our Assessor recommends denying the exemption. Therefore, I move to deny the Elderly Exemption for Map 002, Lot 073-041-43 for the 2022 tax year.

#### **ABATEMENT LAND USE CHANGE TAX**

**Item B.** The subject property is the site on which a new home was recently constructed. The land was classified as Current Use, and due to the land being disturbed, a Land Use Change Tax bill was issued. Incidentally, the bill was issued two times, although the second was never sent to the owner. The bill was in the amount of \$13,300, and therefore an abatement in the amount of \$13,300 is recommended to correct the tax billing system.

#### **Suggested Motion:**

I move to approve the 2021 abatement for Map 006 Lot 0079-021 in the amount of \$13,300.00.

#### **LAND USE CHANGE TAX**

**Item C.** Attached is a land use change tax release for Tax Map 005 Lot 059-036. Due

to the sale of surrounding lots, the subject is no longer over 10 acres. The Land Use Change Tax in the amount of \$27,000 represents 10% of the full and true market value of \$270,000.

**Suggested Motion:**

The attached Land Use Change Tax has been reviewed by our Assessor and our Assessor recommends approving. Therefore, I move to approve the LUCT in the amount of \$27,000 for Tax Map 005 Lot 059-036.

**Item D.** Attached is a land use change tax release for Tax Map 005 Lot 059-025. The lot was purchased on 4/15/2022 and is less than 10 acres. The Land Use Change Tax in the amount of \$27,000 represents 10% of the full and true market value of \$270,000.

**Suggested Motion:**

The attached Land Use Change Tax has been reviewed by our Assessor and our Assessor recommends approving. Therefore, I move to approve the LUCT in the amount of \$27,000 for Tax Map 005 Lot 059-025.

**Item E.** Attached is a land use change tax release for Tax Map 005 Lot 059-026. The lot was purchased on 4/19/2022 and is less than 10 acres. The Land Use Change Tax in the amount of \$27,000 represents 10% of the full and true market value of \$270,000.

**Suggested Motion:**

The attached Land Use Change Tax has been reviewed by our Assessor and our Assessor recommends approving. Therefore, I move to approve the LUCT in the amount of \$27,000 for Tax Map 005 Lot 059-026.

**Item F.** Attached is a land use change tax release for Tax Map 002 Lot 170-037. The lot was transferred into a trust and is now less than 10 acres. The Land Use Change Tax in the amount of \$20,000 represents 10% of the full and true market value of \$200,000.

**Suggested Motion:**

The attached Land Use Change Tax has been reviewed by our Assessor and our Assessor recommends approving. Therefore, I move to approve the LUCT in the amount of \$20,000 for Tax Map 002 Lot 170-037.

**LEVY OF JULY 2022 TAX WARRANT**

**Item G.** The attached is a Levy of 2022 Tax Warrant directing the Tax Collector to collect the taxes in the list herewith committed in the sum of \$24,887,421.00. The Department of Revenue requires the Warrant be signed by the governing Board of Selectmen.

**Suggested Motion:**

Therefore, I move to approve and sign the July 2022 Tax Warrant in the amount of \$24,887,421.00.

**ABATEMENT**

**Item H.** The attached abatements have been reviewed by Stephen Whalen, Project Manager for Vision Government Solutions Inc. contracted for the Town of Amherst's 2021 Revaluation/Statistical Update.

Mr. Whalen's recommendations are attached along with the abatement applications. The attached properties were revisited by myself with an interior inspection of Map 004, Lot 014-016, and a phone meeting with Map 002, Lot 166-016.

**Suggested Motion:**

The following abatements have been reviewed. It is recommended by the Assessor that the following map and lot numbers be denied. Therefore, I move to deny the 2021 abatement applications for the following map and lot numbers:

1. 002-166-016
2. 004-014-016

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Item A Confidential
2. Item B Confidential
3. Item C Confidential
4. Item D Confidential
5. Item E Confidential
6. Item F Confidential
7. Item G Confidential
8. Item H Confidential



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** AP, Payroll and Minutes  
**Meeting Date:** May 31, 2022

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

---

## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Payroll**

**AP1**~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$219,299.75 dated May 19, 2022, subject to review and audit.

#### **Accounts Payable**

**AP2** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$161,793.08 dated May 10, 2022, subject to review and audit.

**AP4** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$231,160.45.00 dated May 24, 2022, subject to review and audit. (Vendors)

**AP5** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,037,681.00 dated June 1, 2022, subject to review and audit. (Schools )

#### **Minutes**

~ I move to approve the Board of Selectmen meeting minutes of May 9, 2022.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

#### **ATTACHMENTS:**

1. 2022.05.09 BOS\_DRAFT dp



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, May 9, 2022, 6:30PM**

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

3  
4 Also present: Town Administrator Dean Shankle, and Recording Secretary Kristan Patenaude  
5 (remote)

6  
7 **1. Call to Order**

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

9  
10 **2. Pledge of Allegiance** – led by liaison to the Board of Selectmen from the Amherst  
11 School Board, Jason White

12  
13 **3. Citizen's Forum** – none at this time

14  
15 **4. Amherst Lions Proclamation**

16 **4.1. Celebrating 50 Years of Service**

17 Selectman Pray read the proclamation into the record:

18 *“Now comes the Town of Amherst through its Selectmen: We hereby issue this proclamation*  
19 *whereas the motto of the Lions Club International is “We Serve” and the Amherst Lions Club*  
20 *is a valuable service club in the community; And whereas the Amherst Lions Club has been*  
21 *serving the local community for 50 years beginning May 30, 1972, and whereas the Amherst*  
22 *Lions Club serves to improve the local community with specific emphasis placed on service to*  
23 *the blind and visually impaired. In addition, the Amherst Lions Club supports numerous*  
24 *service agencies and charities including SHARE, Bridges and Ann Marie House through*  
25 *fundraising and volunteer efforts; And whereas the Amherst Lions Club participates in a*  
26 *number of annual community events including the holiday baskets, the 4th of July parade,*  
27 *beautification of the Bridge of Flowers and events to support local charities; And whereas the*  
28 *Amherst Lions has cooked and served meals at our annual Pancake Breakfast and has flipped*  
29 *50,000 pancakes, cooked over 32,000 sausages, and served over 20,000 cups of coffee in*  
30 *doing so; And whereas the Amherst Lions Club has conducted thousands of eye and hearing*  
31 *screenings for Amherst students and residents and fundraises to provide eye exams and*  
32 *eyeglasses to people in need; And now therefore the Town of Amherst offers this*  
33 *Proclamation of Congratulations to the Amherst Lions Club in recognition of their 50th*  
34 *anniversary of service to the community.”*

35  
36 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton, on*  
37 *behalf of the Town, for the Board to sign and provide the proclamation to the Lions Club.*

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

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**5. Committee Appointment**  
**5.1 Joseph Broderick, Recreation Commission**

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to appoint Joseph Broderick to the Recreation Commission for a term expiring at the end of this year.*

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

**6. Scheduled Appointments**  
**6.1 Hoyle Tanner Bridge projects presentation**

Shawn James and Joseph Ripley, Hoyle Tanner, addressed the Board. Mr. Ripley explained that the NH DOT Municipal Bridge Program has certain requirements for projects completed under it, such as a 24' roadway width minimum, and 1' between the freeboard and 50-year flood elevation. Under this program, bridge projects are covered 80% by the State, with a 20% town match. The bridge on Mont Vernon Road is proposed to be completed in 2023, and the bridge on Thornton Ferry Road I is proposed to be completed in 2024.

Mr. Ripley explained that the Mont Vernon Road bridge currently consists of two corrugated metal pipes. The road, in that area, consists of two lanes of traffic, 22' wide. The stream that this bridge crosses is a Tier 3 stream, per NH DES. The bridge is currently on the NH DOT's red list, and listed in "serious condition." The bridge is currently hydraulically undersized. The proposal is to replace the bridge with a concrete rigid frame. The bridge will have a span of 24' and the design has a 75-year life. The traffic in this area will be managed during construction with a road closure and 4.75-mile detour. A precast concrete bridge will be used to shorten construction time as much as possible. The erosion control will be wildlife friendly. Rip rap placed in the stream during construction will be buried with native, excavated material from the site. The intention is to put this project out to bid in January 2023, with construction to occur in spring/summer 2023. This project has a total projected cost of \$1,030,000. The State's portion of this amount is \$824,000, and the Town's match is \$206,000.

Mr. Ripley stated that the Thornton Ferry Road I bridge currently consists of two 8.6" corrugated metal culverts. The road, in that area, consists of two lanes of traffic, 22' wide. The stream that this bridge crosses is a Tier 3 stream, per NH DES. The bridge is currently on the NH DOT's red list, and listed in "serious condition." The bridge is currently hydraulically undersized. The proposal is to replace the bridge with a 55' span bridge, made of precast concrete decks and beams. The bridge is designed to have a 75-year life and is considered low maintenance. The traffic in this area will be managed with a road closure at a 5-mile detour. Being that there is a bird sanctuary located just up the road from this project, the Amherst Conservation Commission will be consulted prior to commencement of the project. He explained that NH DOT recently received additional funding to accelerate bridge projects under the federal Bipartisan Infrastructure Law (BIL). The Thornton Ferry Road I bridge was selected for this additional funding and was thus able to be advanced by a year. The funding match by the Town is the same, however, the construction of the bridge is 100% federally funded at a \$250,000 savings to the Town. The Town's total cost for this project is \$49,000. The intention is to put this project out to bid in the winter of 2023-2024, with construction to occur in the spring/summer of 2024.



86

87 In response to a question from Selectman Stoughton, Mr. Ripley explained that the bridges are  
88 proposed to have at least a 24' width, tapering down to the 22' roads. Construction for these  
89 projects is likely to last from June – September/October in those years. The construction  
90 window can be tightened, but at a higher cost to the Town.

91

92 In response to a question from Selectman Grella, Mr. James stated that, as long as these  
93 projects are put out to bid early enough, he is not concerned with being able to amass the  
94 necessary materials. The guard rails are proposed to be made of galvanized steel.

95

96 In response to a question from Selectman Grella, Eric Slosek, DPW Director, stated that  
97 residents in the areas of these projects will be notified through letters and meetings.

98

99 In response to a question from Selectman D'Angelo, Mr. Ripley stated that there are no  
100 concerns regarding bedrock in the area of the Thornton Ferry Road I bridge, as testing has  
101 found the bedrock to be shallow in this area.

102

103 In response to a question from Selectman Pray, Mr. Ripley explained that the NH DOT chose  
104 23 projects throughout the State to be considered for the extra BIL funding.

105

106 Chairman Lyon noted that it will be important to stick to the anticipated completion dates for  
107 these projects, once known. He asked if there are any downsides to the precast bridge  
108 proposed for the Mont Vernon Road project. Mr. Ripley stated that there are no downsides.  
109 This is actually a better product overall, as it is fabricated in a controlled, offsite environment.

110

## 111 **6.2 Jason White, Amherst School Board liaison**

112

112 Jason White addressed the Board as the new liaison from the Amherst School Board.

113

114 Selectman Stoughton noted that the Board will be working this summer on a policy for impact  
115 fees. It will then be in contact with the schools to let them know the portion of these impact  
116 fees that relate to the schools.

117

118 Chairman Lyon explained that the Town and schools calculate the tax impacts of warrant  
119 articles that are then listed on the ballot differently. The Town currently reports the gross  
120 amount of impact, while the schools report the net/increase of the impact. He would like for  
121 the two groups to work together to be on the same page in reporting these amounts for the  
122 future.

123

## 124 **6.3 Chris Buchanan, Bicycle & Pedestrian Committee Updates**

125

125 Chris Buchanan requested that the Board approve moving the date for the proposed ribbon  
126 cutting event of the Amherst Street sidepath to June 12, 2022. This new date is being  
127 proposed in order to accommodate members of Carolyn Mitchell's family being in Town.

128

129 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
130 *reschedule the ribbon cutting event for the Amherst Street sidepath to June 12, 2022, at 12pm.*  
131 *Voting: 5-0-0; motion carried unanimously.*

132

133 Chris Buchanan noted that the Board heard about and accepted grant funds in the amount of  
134 \$10,480 from the Bean Foundation for counters to be placed along the sidepath at its March  
135 14<sup>th</sup> meeting. The price for these counters has since gone up, and there is now a one-time gap  
136 in funding of \$270. These counters will come with manual and automatic hardware for data  
137 gathering. There is no additional cost for manual gathering, but automatic gathering brings an  
138 additional cost of \$420/year per counter. He has spoken with DPW Director Slosek to  
139 determine the best placement along the path for these counters. The locations should be on a  
140 grass strip, not near homes, at either end of the path.

141  
142 Selectman D'Angelo suggested that there be signage along the path explaining that it is a  
143 sidepath, not sidewalk, and capable of handling cyclist traffic. DPW Director Slosek stated  
144 that the DPW will soon be considering signage for this area to mark the sidepath.

145  
146 In response to a question from Selectman Stoughton, DPW Director Slosek stated that the  
147 DPW will be able to install these counters, likely within the span of one day.

#### 148 149 **6.4 Lindsay Buchanan & Chris Buchanan – Use of Town Common request,** 150 **Amherst German Christmas Market, December 10, 2022**

151 Lindsay Buchanan explained that her request is for a European style/outdoor Christmas  
152 Market and craft fair on December 10, 2022.

153  
154 In response to a question from Chairman Lyon, Ms. Buchanan explained that she has been  
155 working with SHARE, in Milford, to consider raising funds for the non-profit during the  
156 event. Most of the funds raised will go towards paying for the event. Vendors will be selling  
157 their own goods for profit during the event.

158  
159 In response to a question from Selectman Pray, Ms. Buchanan stated that this event is being  
160 proposed to take place during the Tree Lighting weekend. Ms. Buchanan stated that she has  
161 been in contact with Michelle Arbogast, of the Tree Lighting Festival, regarding this event,  
162 but has not been coordinating in terms of the other events to be held that weekend per say.  
163 Chairman Lyon suggested that she may wish to do so.

164  
165 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*  
166 *approve the request to hold a German Christmas Market on the Town Common on December*  
167 *10, 2022, from 10am – 7pm.*

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

## 169 170 **7. Administration**

### 171 **7.1 Administrative Updates**

172 Town Administrator Shankle explained that he has submitted the final application for the  
173 PFAS grant program. However, he recently received an email from DES that it plans to  
174 increase its grant funding for this item to \$5,000 for point-of-use systems, and \$10,000 for  
175 service-connection systems. DES noted that that it believes it has enough funding to cover all  
176 applicants in the State through its program. It is unclear if the Town should also be seeking its  
177 own reimbursement grants, or if the DES grants will truly cover everyone.

179 Town Administrator Shankle noted that the Memorial Day parade will take place on Friday,  
180 May 27, 2022, at 5:30pm.

181

## 182 **7.2 Gold Award Proclamation – Amanda Fulton**

183 Chairman Lyon explained that the Gold Award is the highest and most prestigious award in  
184 Girl Scouting. Only 5.4% of those girls eligible to earn the Gold actually do so. The award  
185 recognizes those girls who demonstrate extraordinary leadership through Take Action  
186 Projects. These projects have a sustainable impact not only on the girls but on their  
187 communities as well. These projects represent the culmination of over 80 hours of work on a  
188 project that is important to the individual girl. Gold Awardees have turned a vision into an  
189 action plan. In doing so, they not only have made the community and world a better place, but  
190 they have also grown their self-confidence and leadership skills.

191

192 Chairman Lyon read this proclamation into the record:

193 *“Now comes the Town of Amherst through its Selectmen who hereby issue this proclamation:*  
194 *Whereas, Amanda Fulton is a member of the Amherst Girl Scout troop 22515; And whereas,*  
195 *Amanda Fulton has received the Girl Scout gold award. Whereas, the Town of Amherst*  
196 *wishes to honor Amanda Fulton to mark this momentous event; And whereas, the Town of*  
197 *Amherst offers this Proclamation of Congratulations to Amanda Fulton. Further, the Town of*  
198 *Amherst applauds the efforts of Amanda Fulton as she achieves this high honor; And further,*  
199 *in recognition of the spirit of cooperation, and willingness to join together for the common*  
200 *good, the Town of Amherst proclaims June 1st, 2022, Girl Scout Recognition Day in*  
201 *Amherst.”*

202

203 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray, on*  
204 *behalf of the Town, for the Board to authorize and issue this proclamation.*

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

206

## 207 **7.3 Amherst Village Traffic Circulation Study**

208 Town Administrator Shankle explained that the NRPC Traffic Circulation Study contains  
209 several suggestions for the Main Street/Boston Post Road intersection.

210

211 Selectman Stoughton explained the history of this item. The Planning Board previously had  
212 several proposed developments near the Amherst Village. These had associated traffic studies  
213 which raised concerns about the failure of the Main Street/Boston Post Road intersection. It  
214 was stated that this failure would occur whether or not these developments came to fruition.  
215 The NRPC study suggests a couple of actions, though does not note potential failure of the  
216 intersection. One proposed option is to remove two of the stop signs at the intersection, to  
217 allow traffic on Boston Post Road to flow freely. The study includes the recommendation to  
218 switch some current stop signs around the Village to yield signs. The study was unable to  
219 complete pedestrian counts, and Selectman Stoughton stated that he recommends this be done.  
220 He suggested that the recommendations from the study be submitted to the Highway Safety  
221 Committee and Bicycle & Pedestrian Advisory Committee for their thoughts. He also noted  
222 that he believes any process to make changes should allow for public input.

223

224 Selectman Stoughton stated that he sees four potential possibilities for the Main Street/Boston  
225 Post Road intersection: do nothing, remove the two stop signs as proposed in the study, install

226 a traffic light that can change its function based on varying times of the day, or leave the stop  
227 signs but have a police officer control the intersection during busy times of day to allow more  
228 than one car through at a time. He believes that this last option may be the best for  
229 maintaining the Village's character while dealing with the traffic issue.

230

231 Selectman Grella agreed with letting the associated town committees review the study and  
232 make recommendations. He also noted that the Historic District Commission will likely also  
233 want to review the proposal.

234

235 Selectman D'Angelo suggested that the Community Development Department search its files  
236 for all traffic studies completed in the Village over the years. These could then be placed on  
237 the Town's website for easy review by the public.

238

239 Selectman Pray agreed that residents who live in the Village should have input into this  
240 process. She agreed with having the pedestrian count completed. She noted that the study took  
241 into account traffic counts during pick up/drop off during the morning hours but did not seem  
242 to account for the afternoon hours. She suggested that it may be important to examine both.

243

244 Chairman Lyon noted that this report will also be forwarded to the Amherst School Board. He  
245 has concerns with the options of removing the stop signs and installing a traffic light.

246

247 Will Ludt, 3 School Street, stated that he has an issue at his home regarding the noise of cars  
248 frequently rushing by. He would like this item to be studied as well. He asked that the Board  
249 consider a potential no thru trucking ordinance for the Village.

250

#### 251 **7.4 Locality Equipment Matching Program**

252 Town Administrator Shankle stated that the Fire Chief has also come up with a project for this  
253 program. He is recommending that a grant application be submitted for a Fire Rescue Lifepak  
254 15 - \$35,661, and for a DPW trailer - \$43,000. Further, it was agreed that the reimbursements  
255 would be evenly distributed between the two projects, so each would be offset by \$24,375.

256 This means that the remainder of the funding for the Fire Rescue purchase (\$11,286) would  
257 come from the Fire Equipment Capital Reserve Fund and the remainder of the funding for the  
258 DPW purchase (\$18,625) would come from the DPW's current budget. Town Administrator  
259 Shankle noted that the DPW will encumber some of this year's money for a project next year  
260 to deal with a ventilation system for Town Hall.

261

262 Fire Chief Conley stated that the department is looking to purchase a new ambulance. This  
263 opportunity would allow for a new heart monitor to be placed in that ambulance. There are a  
264 couple of additional grants that he will be applying for.

265

266 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*  
267 *approve the application for Local Equipment Matching funds of \$48,750 to be split evenly*  
268 *between the DPW for their trailer to allow for continued social distancing and Fire Rescue*  
269 *for purchase of a Lifepak 15 for their ambulance.*

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

271

272 **8. Staff Reports**

273 **8.1 Conceptual Planning/Master Plan for Buck Meadow fields**

274 Recreation Director Craig Fraley explained that the Recreation Department would like to hire  
275 an outside firm to assist with the design of and master plan for the Buck Meadow  
276 Conservation and Recreation Area. It is important to have a layout for this 10-acre lot the  
277 Parks and Recreation Department oversees, to plan accordingly for the future. It can be a huge  
278 mistake to just start placing different park features on the property without any conceptual  
279 planning. The Recreation Department solicited quotes from three different vendors and Tighe  
280 & Bond was the most reasonable. The Recreation Department would like to pay for this plan  
281 out of the existing Field Acquisition and Construction Capital Reserve Fund. There is  
282 currently \$100,494 in this CRF. If and when a grant is awarded by the Land Water  
283 Conservation Fund, this will be able to count this against the 50% match to the grant.

284  
285 In response to a question from Selectman Pray, Mr. Fraley stated that Tighe & Bond proposed  
286 six weeks from the contracted date for this to be completed. Mr. Fraley noted that private  
287 citizens are welcome to suggest items for the Buck Meadow area as well.

288  
289 Selectman Stoughton recommended that the Recreation Department work on this project with  
290 the Conservation Commission. He also noted that some of the impact fees will be for  
291 recreation purposes and there will be more information about this in the future.

292  
293 Chairman Lyon asked that Mr. Fraley come back before the Board as the project progresses to  
294 discuss the funding sources.

295  
296 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
297 *expend \$6,500 out of the Recreation Field Construction/Improvement Capital Reserve Fund*  
298 *for the purpose of hiring Tighe & Bond to make a master plan for the Buck Meadow*  
299 *Conservation and Recreation Area fields.*

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

301  
302 **8.2 Parks & Recreation Quarterly Report**

303 Mr. Fraley gave an update on the Recreation Department. He noted that by this fall the  
304 Department will have made more money than it's spent toward Birch Park. Two shade  
305 structures and nine trees were installed last year at Joshua's Park. Two pergolas were also  
306 installed for the gardeners. The Bean Fields seem to be holding up well. Two major  
307 tournaments, the Memorial Day soccer tournament, and the NH Youth Lacrosse Tournament,  
308 will be occurring soon. It is planned to open Baboosic Lake on Memorial Day. There is  
309 currently a lifeguard shortage, with only 7 of 12 hired so far for the Town. A new pass system  
310 will be used this year at the Lake. The Buck Meadow clubhouse has been receiving  
311 renovations throughout the past year. The summer concert series will take place again this  
312 year, along with an additional concert at Baboosic Lake, called Lakeapalooza. There was  
313 damage done to a retaining wall at Peabody Mill Environmental Center which will need to be  
314 fixed. The Makerspace has not yet restarted since the pandemic began. The room at the High  
315 School used for Makerspace is currently being used as a storage room and the school is  
316 requiring that a custodian be on duty in order to use the space, which has been difficult. There  
317 have been more senior bus trips offered, and the department has been able to charge for  
318 afterschool activities use of the department's bus.



319  
320 Mr. Fraley explained that a fiscal year process for the department's Revolving Fund is a  
321 difficult way to track things, as the department makes most of its money during the  
322 spring/summer month. For FY21, which started in July 2020 in the middle of the pandemic,  
323 the department's costs were down, and revenues were up. While the budgeting looks as  
324 though the department had large revenues during that time, this was almost all spent toward  
325 staffing. The department follows the Revolving Fund policy but has difficulty in budgeting  
326 the whole fund due to increases/decreases in the number of programs each year, and/or the  
327 number of families entering Town and participating. All department programs are budgeted  
328 for, but there is not an overall umbrella budget for the whole Revolving Fund.

329

### 330 **8.3 Finance Update**

331 Debbie Bender, Finance Director, gave an update on the budget. She explained that there is  
332 26% of the budget still available, which is good for this time of the year. There are a number  
333 of items that she is still following up on.

334

335 Selectman Stoughton noted that there are a number of prior year accounts which seem to have  
336 large unspent balances. He assumes that most of these budgets were not properly recorded and  
337 that these funds were actually largely spent. Ms. Bender agreed and stated that she would look  
338 into this item.

339

340 Ms. Bender explained the process that she is going through to try to set up accounts for the  
341 impact fees received by the Town. She noted that the department will likely need an  
342 additional part-time person, and/or software changes, at some point in the future.

343

### 344 **8.4 Park Bench Donation**

345 DPW Director Slosek, stated that, on behalf of resident Rita Piotrowski, he is seeking  
346 acceptance by the Board for the donation of a 60" park bench with a memorial plaque (small  
347 metal plate affixed to the bench) to the Town. The bench will have a cast-aluminum frame  
348 powder-coated a dark evergreen color and have oak wood slats. The donor wishes for the  
349 bench to be installed on the Town Green across from the Town Hall.

350

351 Will Ludt, 3 School Street, stated that the more subtly a historic resource in Town can be  
352 changed, the better. He has a concern with the number of benches on the Green and suggested  
353 removing one bench from the Green and placing it in a separate space in Town that needs a  
354 bench. He noted that approximately 98% of the time, outside of a Town event, the benches are  
355 vacant. Limiting the number of benches makes sense.

356

357 DPW Director Slosek stated that two additional benches could be placed on the Green with  
358 reasonable spacing.

359

360 Selectman Pray agreed that there is a finite number of benches that can be placed on the  
361 Green. She questioned if removing them is the right idea, if the original donors believed that  
362 is where they'd be placed.

363

364 Selectman Stoughton stated that he appreciates Mr. Ludt's point, and the Town should start to  
365 identify other locations that would be appropriate for benches into the future. Selectman Lyon  
366 agreed and asked everyone to brainstorm on additional locations.

367

368 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to accept*  
369 *the donation of a park bench and plaque from Rita Piotrowski as described. Further, move to*  
370 *approve the installation of the bench on the Town Green across from Town Hall as specified*  
371 *and authorize the Town Administrator to approve wording of the plaque.*

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

373

#### 374 **8.5 Line Striping Bid**

375 DPW Director Slosek stated that he is recommending the Board approve the line striping bid.  
376 This work will be funded using the Line Striping budget line, and additional funds available  
377 through the budget line items for the open Assistant DPW Director position, other open  
378 positions, and the sand budget line.

379

380 *A MOTION was made by Selectman Grella and SECONDED by Selectman Stoughton to*  
381 *award contract number 10-22, Line Striping, to Industrial Traffic Lines for the amount of*  
382 *\$36,129.91.*

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

384

#### 385 **8.6 Stop Bars, Crosswalks, and Yield Markings Bid**

386 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
387 *award the 11-22 contract, Crosswalks, Yield Lines, and Stop Bars, to Markings, Inc. in the*  
388 *amount of \$8,042.00.*

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

390

#### 391 **8.7 Town Fuel Oil/Propane Bids**

392 DPW Director Slosek explained that a joint RFP between the Town and SAU39 was posted  
393 for purchasing #2 heating oil and propane. Bids were received on Tuesday, May 3, 2022. In  
394 total, four bids were received for propane, and two bids for heating oil. He recommended  
395 awarding the FY23 Town propane contract to Bot-L-Gas, Inc. Bot-L-Gas is the current  
396 propane supplier and was the low bidder by 12.4 cents/gallon. Irving Oil had the low bid for  
397 oil at \$3.573/gallon. However, there are additional fees and penalties built into their price that  
398 may increase risk to the Town. Additionally, Irving would not hold their price as requested by  
399 the RFP. Ciardelli's price is \$3.779. The recommendation to the SAU39 school board by  
400 the SAU39 Director of Facilities will be to contract with Ciardelli. He recommended  
401 awarding the FY23 Town fuel oil contract to Ciardelli. Ciardelli is the current fuel oil  
402 supplier. Their price is 20.6 cents higher than Irving, but there would not be a penalty for  
403 under or over usage. So far this heating season the Town has used approximately 4,000  
404 gallons less than the estimated usage. This would have resulted in approximately \$892 in  
405 additional charges under an Irving contract, while the increased cost of Ciardelli's rate would  
406 have cost an additional \$1,236. In his opinion, there is less risk of contracting with Ciardelli.

407

408 *A MOTION was made by Selectman Grella and SECONDED by Selectman Stoughton to*  
409 *award the FY23 Town propane contract to Bot-L-Gas, Inc., for a price of \$1.875/gallon.*



410 Further, move to award FY23 Town #2 heating oil contract to Ciardelli for a price of  
411 \$3.779/gallon.  
412 Voting: 5-0-0; motion carried unanimously.

413  
414 **9. Approvals**

415 **9.1 Assessing**

416 **Abatement Recommendation**

417 **Item A.**

418 The subject is a Single-Family home situated on a 2.03-acre site. The dwelling is listed in  
419 average condition. The assessor personally inspected the property on 3-1-22 and conducted a  
420 full interior and exterior inspection. As a result, of the condition of the property, he made an  
421 adjustment in depreciation. After adjustments, the assessment was reduced by \$20,700, from  
422 \$504,400 down to \$483,700.

423  
424 *The Assessor has reviewed the abatement and recommends an adjustment.*

425 *Therefore, a MOTION was made by Selectman Stoughton and SECONDED by Selectman*  
426 *Grella to approve the abatement for Tax Year 2021 for Map 001, Lot 035-019, in the amount*  
427 *of \$441.00 plus any applicable interest/fees.*

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

429  
430 **Abatement Recommendations**

431 **Item B.**

432 *The following abatement applications have been reviewed by both Vision Government*  
433 *Solutions and KRT Appraisal and both recommend denial of the abatement applications.*

434  
435 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella*  
436 *to deny the Tax Year 2021 abatement application for Map and Lot number: 001-005-001 –*  
437 *because the applicant's appraisal supplied undervalued the finished basement.*

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

439  
440 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella*  
441 *to deny the Tax Year 2021 abatement application for Map and Lot number: 002-036-000 –*  
442 *because the applicant claims comparable sales are lower but provided no sales information.*

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

444  
445 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella*  
446 *to deny the Tax Year 2021 abatement application for Map and Lot number: 002-066-001 –*  
447 *because the applicant stated it would provide an appraisal but has not done so and provided*  
448 *no other evidence to support its application.*

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

450  
451 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella*  
452 *to deny the Tax Year 2021 abatement application for Map and Lot number: 002-146-005 –*  
453 *because the applicant did not provide any current appraisal or valuation data to support their*  
454 *request and the appraiser concludes the comparables supplied are in line with the applicant's*  
455 *assessed value.*

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

457  
458 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella*  
459 *to deny the Tax Year 2021 abatement application for Map and Lot number: 002-173-014 –*  
460 *because the assessor evaluates the condition of the property to be “good” not “fair” as the*  
461 *applicant claims.*

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

463  
464 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella*  
465 *to deny the Tax Year 2021 abatement application for Map and Lot number: 004-059-018 –*  
466 *because the data supplied by the applicant did not support a change in assessed value.*  
467 *Voting: 5-0-0; motion carried unanimously.*

468  
469 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella*  
470 *to deny the Tax Year 2021 abatement application for Map and Lot number: 004-138-016 –*  
471 *because the data supplied by the applicant supports a valuation higher than the current*  
472 *assessment.*

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

474  
475 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella*  
476 *to deny the Tax Year 2021 abatement application for Map and Lot number: 005-016-043 –*  
477 *because the assessor concludes that the evaluated condition of the property supports the*  
478 *assessment as compared to comparable properties supplied by the applicant.*

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

480  
481 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella*  
482 *to deny the Tax Year 2021 abatement application for Map and Lot number: 007-033-014 –*  
483 *because the assessor concludes that the comparison of living area square footage of submitted*  
484 *comparables supports the assessed value.*

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

486  
487 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella*  
488 *to deny the Tax Year 2021 abatement application for Map and Lot number: 010-035-000 –*  
489 *because the assessor concludes appropriate adjustments to the supplied comparables*  
490 *supports the assessed value.*

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

492  
493 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella*  
494 *to deny the Tax Year 2021 abatement application for Map and Lot number: 010-064-007 –*  
495 *because the assessor concludes that the assessment is in line with the new assessments of the*  
496 *comparable properties provided.*

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

498  
499 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella*  
500 *to deny the Tax Year 2021 abatement application for Map and Lot number: 025-037-000 –*  
501 *because the assessor concludes that the water view supports the assessment that is different*  
502 *from the comparables provided by the applicant.*

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

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***Elderly Exemption***

**Item C.**

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

*Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Elderly Exemption for Map 002, Lot 149-011 commencing in Tax Year 2022.*

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

**Item C-1.**

The Elderly Exemption Application does not meet the necessary requirements to qualify for the Elderly Exemption under RSA 72:39-a for tax year 2022. The applicant's total assets exceed the current limit.

*Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to deny the Elderly Exemption for Map 006, Lot 040-000 for the 2022 tax year.*

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

***Certain Disabled Veterans Exemption***

**Item D.**

The applicant is currently receiving the \$500 Veterans tax credit, and the \$4,000 Service-Connected Total Disabled Tax Credit, and has now applied for the total exemption, Certain Disabled Veterans, which exempts the entire property from taxes as described in RSA 72:36-a. However, our assessor states that the applicant has not provided the necessary documents to qualify for the exemption.

*Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to deny the application for a Certain Disabled Veterans Tax Exemption for tax year 2022 for Map 011, Lot 012-031.*

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

***Land Use Change Tax***

**Item E.**

We have a land use change tax release for Tax Map 006 Lot 079-005. The lot was purchased on 3/21/2022 and is less than 10 acres. The Land Use Change Tax in the amount of \$13,300 represents 10% of the full and true market value of \$133,000.

*Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the LUCT in the amount of \$13,300 for Tax Map 006 Lot 079-005.*

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

**Item F.**

We have a land use change tax release for Tax Map 006 Lot 079-006. A new home was built on the parcel, and it is less than 10 acres and no longer qualifies for current use. The Land Use

550 Change Tax in the amount of \$13,300 represents 10% of the full and true market value of  
551 \$133,000.

552

553 *Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman*  
554 *Grella to approve the LUCT in the amount of \$13,300 for Tax Map 006 Lot 079-006.*

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

556

557 **Item G.**

558 We have a land use change tax release for Tax Map 006 Lot 079-021. The lot was purchased  
559 on 12/17/2021 and is less than 10 acres. The Land Use Change Tax in the amount of \$13,300  
560 represents 10% of the full and true market value of \$133,000.

561

562 *Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman*  
563 *Grella to approve the LUCT in the amount of \$13,300 for Tax Map 006 Lot 079-021.*

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

565

566 **Service-Connected Total Disability**

567 **Item H.**

568 The applicant is currently receiving the \$500 Veterans tax credit and has now applied for the  
569 Service-connected total disability tax credit. The applicant has provided the required  
570 documents along with an application. However, the applicant's degree of disability does not  
571 meet the requirements of RSA 72:35 in order to qualify for the tax credit.

572

573 *Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman*  
574 *Grella to deny the application for a Service-Connected Total Disability tax credit for tax year*  
575 *2022 for Map 019, Lot 002-000.*

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

577

578 **Service-Connected Total Disability**

579 **Item I.**

580 Our assessor has reviewed the attached Veteran Tax Credit Application provided and the  
581 applicant qualifies for the Tax Credit under RSA 72:28 for the 2022 tax year.

582

583 *Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman*  
584 *Grella to approve the Veteran Tax Credit for tax year 2022 for Map 017, Lot 043-000.*

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

586

587 **9.2 AP, Payroll, Minutes**

588 **Payroll**

589 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
590 *approve one (1) FY21 Payroll Manifest in the amount of \$216,409.69 dated May 5, 2022,*  
591 *subject to review and audit.*

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

593

594 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
595 *approve one (1) FY21 Payroll Manifest in the amount of \$32.39 dated May 5, 2022, subject to*  
596 *review and audit.*

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

598

599 **Accounts Payable**

600 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
601 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$45,555.45 dated April 26,*  
602 *2022, subject to review and audit. (NH DMV)*

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

604

605 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
606 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$37,377.88 dated May 3,*  
607 *2022, subject to review and audit. (NH DMV)*

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

609

610 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
611 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,037,685.00 dated May*  
612 *1, 2022, subject to review and audit. (Schools)*

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

614

615 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
616 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$314,080.09 dated April*  
617 *26, 2022, subject to review and audit. (Vendors)*

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

619

620 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*  
621 *approve the Board of Selectmen meeting minutes of April 25, 2022, as amended.*

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

623

624 **10. Action Items**

625 The Board reviewed its action items.

626

627 **11. Old/New Business**

628 None at this time.

629

630 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*  
631 *adjourn the meeting at 9:25pm.*

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

633

634

635 **NEXT MEETING: Tuesday, May 31, 2022**

636

637

638

639

640

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

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