



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, JUNE 27, 2022 6:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Scheduled Appointments**
- 5. Administration**
  - 5.1. General Administrative Updates
  - 5.2. Impact Fee Policy
  - 5.3. Fire Station PFAS update
- 6. Staff Reports**
  - 6.1. Acceptance of body worn camera grant funding
  - 6.2. Call Firefighter Wage Adjustment
  - 6.3. Bridge CRF request
- 7. Approvals**
  - 7.1. Annual Dog Warrant
  - 7.2. New Part-time position, Town Clerk's Office: Assistant Clerk
  - 7.3. Assessing
  - 7.4. AP, Payroll and Minutes
- 8. Action Items**
- 9. Old/New Business**

## **Adjournment**

**Next Meeting: July 11, 2022**

You are invited to a Zoom webinar.

When: Jun 27, 2022 06:30 PM Eastern Time (US and Canada)

Topic: Board of Selectmen June 27, 2022

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82242629053>

Or Telephone:1-646-558-8656

Webinar ID: 822 4262 9053



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

**Title:** General Administrative Updates  
**Meeting Date:** June 27, 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:** Impact Fee Policy

**Department:** Administration

**Meeting Date:** June 27, 2022

**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:** Fire Station PFAS update  
**Meeting Date:** June 27, 2022

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

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**BACKGROUND INFORMATION:**

An update of testing results, possible funding source and actions taken to date.

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Acceptance of body worn camera grant funding

**Department:** Police Department

**Meeting Date:** June 27, 2022

**Staff Contact:** Mark Reams

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## **BACKGROUND INFORMATION:**

See below notification and attached State of New Hampshire Grant Agreement pursuant to the Town's February 2022 Body Worn and Dashboard Camera Grant application:

*Thank you for completing the application process for Body Worn and Dashboard Grant. We are pleased to inform you of your award in the amount of \$50,000.00. The first step of the process was completed with the Governor and Council approval granted on June 1, 2022. We look forward to working with you on the next process of this grant.*

*Please find attached the Grant Agreement for the FY2022 Body Worn and Dashboard Camera Grant. The Grant Agreement must be filled in completely in order to be processed for final approvals by the NH Department of Safety and NH Department of Justice. Applicants must comply with all applicable laws regarding their authority to enter into contracts and accept funds.*

*Applicants must include with their completed Grant Agreement the following:*

- 1. Official documentation that demonstrates compliance with applicable laws and authority for all signatures including, but not limited to: certificate of authority, minutes from meetings of a Selectboard, of a Board of County Commissioners, or of a Mayor and Board of Alderman or City Council*
- 2. Please note the provisions of 17, 17.1.1, and 17.1.2 along with Exhibit C6. Copies of these 3 documents /policies must be included when you return the original signed Grant Agreement*

*No work can begin until the NH Department of Safety, Grants Management Bureau (GMB) receives these executed documents and the NH Department of Justice approves them.*

*All work related to this grant must be completed by 6/30/2027. All reimbursements (see Exhibit B) must arrive at the GMB office no later than 05/15/2027.*

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

Approve the acceptance of body worn camera grant funding in the amount \$50,000

**SUGGESTED MOTION:**

Move to accept Body Worn and Dashboard Camera Grant funding from the New Hampshire Department of Safety in the amount of \$50,000 and approve the attached Grant Agreement.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. 20220620132850

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby  
Mutually agree as follows:  
GENERAL PROVISIONS

1. Identification and Definitions.

<b>1.1. State Agency Name</b> NH Department of Safety		<b>1.2. State Agency Address</b> 33 Hazen Drive Concord, NH 03305	
<b>1.3. Grantee Name</b> Town Of Amherst Amherst Police Department		<b>1.4. Grantee Address</b> 175 Amherst Street, Amherst, NH 03031	
<b>1.5 Grantee Phone #</b> 603-673-4900	<b>1.6. Account Number</b> 010-2340-13840000-500580	<b>1.7. Completion Date</b> June 30, 2027	<b>1.8. Grant Limitation</b> \$ 50,000.00
<b>1.9. Grant Officer for State Agency</b> Pamela Urban-Morin		<b>1.10. State Agency Telephone Number</b> 603-271-7663	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
<b>1.11. Grantee Signature 1</b>		<b>1.12. Name &amp; Title of Grantee Signor 1</b>	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
<b>1.13 State Agency Signature(s)</b>		<b>1.14. Name &amp; Title of State Agency Signor(s)</b> Steven Lavoie, Director of Administration	
<b>1.15. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b>			
By:		Assistant Attorney General, On: / /	
<b>1.16. Approval by Governor and Council (if applicable)</b>			
By:		On: / /	

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
  - 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").
  - 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
  - 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
  - 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
  - 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
  - 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
  - 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. RECORDS and ACCOUNTS.
  - 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
  - 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions
8. PERSONNEL.
  - 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
  - 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
  - 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
  - 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- 9.2. computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.3. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.4. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.5. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
10. CONDITIONAL NATURE OR AGREEMENT. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
  - 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
    - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
    - 11.1.2 Failure to submit any report required hereunder; or
    - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
    - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
  - 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
    - 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
    - 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
    - 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
    - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
  - 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
  - 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
  - 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
  - 12.4. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or
- 13.

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. **GRANTEE'S RELATION TO THE STATE.** In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. **ASSIGNMENT AND SUBCONTRACTS.** The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.
16. **INDEMNIFICATION.** The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. **INSURANCE.**
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.
18. **WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
19. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
21. **CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. **SPECIAL PROVISIONS.** The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

**EXHIBIT A**  
**SCOPE OF SERVICES**

1. The Department of Safety, (hereinafter referred to as “the State”) is awarding the, Amherst Police Department (hereinafter referred to as “the Grantee”) up to \$ 50,000.00 for the purpose of reimbursement 50% of the costs to equip local law enforcement agencies with body-worn cameras and agency vehicles with dashboard cameras as well as the on-going costs of maintenance and storage of data recorded by body-worn and dashboard cameras.
2. “The Grantee” agrees that the project grant period ends at the date specified in the locally procured agreement for storage not to exceed 5 years and that all expenses approved as part of this agreement for 50% reimbursement must be incurred and paid prior to this date and reimbursement requests submitted to the Department of Safety, Grants Management Bureau, prior to June 30, of the final year of the local agreement. See Exhibit B for Grant Amount and Payment information.
3. Per SAF-C 9704.03 the following is among prohibited uses of grant funds (1) Any expenses incurred prior to or after the grant period identified in award documents, (2) Any expenses incurred under a contract that was in place prior to the grant award on after the grant period.
4. “The Grantee” agrees to comply with all applicable federal and state laws, rules, regulations, and requirements as they may relate to this program and equipment related to such.
5. “The Grantee”, is responsible for the implementation of this project at their local level.
6. The grant application as submitted by “the Grantee” is hereby fully incorporated into this grant agreement.

Grantee Initials: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT B**  
**GRANT AMOUNT AND METHOD OF PAYMENT**

1. Grant Amount: \$50,000.00
2. Payment Schedule
  - a. "The Grantee" agrees that the total payment by "the State" under this grant agreement shall be up to \$50,000.00. This reimbursement is in accordance with Saf-C 9707.01.
  - b. "The State" shall reimburse up to \$50,000.00 to "the Grantee" upon "the State" receiving appropriate documentation of expended funds submitted and follows:
    - o the grantee will supply invoices,
    - o proof of local payment for eligible costs and,
    - o an official letter requesting reimbursement of 50% of the approved eligible costs.
  - c. Payments made directly to "the Municipality" will be considered payments made to "the Grantee" for the purposes of this grant agreement.

Grantee Initials: \_\_\_\_\_

Date: \_\_\_\_\_



**EXHIBIT C**  
**SPECIAL PROVISIONS**

1. Grant expenses must be incurred and paid prior to June 30, of the year and final date of the local agreement but prior to June 30, 2027.
2. Only expenses approved as outlined in Exhibit A and outlined in Saf-9700 Allowable Costs may be reimbursed. Reimbursement requests shall meet all requirements of Saf-C 9704.02 Administrative Requirements.
3. "The Grantee" shall maintain financial records, supporting documents, and all other pertinent records for a period of 3 years from the grant period end date per Saf-C 9709.01 Recordkeeping.
4. In accordance with Saf-C 9704.01(b), "The Grantee" shall maintain the project for a minimum of up to five (5) years from the official grant award date. Failure to maintain this program will result in the Grantee being required to refund the apportioned amount of the 50% grant reimbursement for any "advanced" funds and/or agrees to forfeit any remaining reimbursements that would have been due if the program were to run the required length.
5. The Grantee acknowledges per Saf-C 9710.01 All grants and records maintained by the Department (the State) shall be public records subject to 91-A.
6. Grant Agreement Revision to Provision 16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or sub grantee or other agent of the Grantee. ***The Grantee's liability herein shall not exceed the amount of \$1,000,000.*** Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

Grantee Initials: \_\_\_\_\_

Date: \_\_\_\_\_



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Call Firefighter Wage Adjustment  
**Meeting Date:** June 27, 2022

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

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## **BACKGROUND INFORMATION:**

Through the collaboration of many, we have researched for comparison what Amherst Call Firefighters are receiving for wages and what other departments are paying their fire fighters. The results show that Amherst on average is below what our regional departments are paying for wages. As the demands on our firefighters are significant, and the time spent on meetings and trainings being what they are, we need to increase their wages beyond the 4% COLA by increasing them an additional 10% (this would be a One Time increase outside of a COLA, similar to what was done for EMS wages several years ago), beginning with the FY23 budget. As we look at recruitment and retention, this would be a shot in the arm to attracting new and retaining existing call firefighters.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Whereas the calculated budget includes the original 4% COLA, I am comfortable in stating it can handle the additional 10% increase.

## **POLICY IMPLICATIONS:**

Whereas the calculated budget includes the original 4% COLA, I am comfortable in stating it can handle the additional 10% increase.

## **DEPARTMENT HEAD RECOMMENDATION:**

In an effort to bring our Call Firefighters in line with wages concurrent with our regional neighbors, I am recommending the One Time additional increase of 10% to their wages.

## **SUGGESTED MOTION:**

I move to have the BOS grant this One Time 10% additional increase to be added to the wages that were previously approved in the FY23 budget at the recommendation of Chief Conley.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

ATTACHMENTS:

1. Regional Wage Info 5.31.2022 with Amherst



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Bridge CRF request  
**Meeting Date:** June 27, 2022

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

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## **BACKGROUND INFORMATION:**

The DPW would like to make the following requests for withdrawal from CRF accounts to pay for work already completed:

1. \$398,711.68 from the Bridge Repair and Replacement Fund. This withdrawal is for work pertaining to bridge/culvert repairs and replacements for 485 Boston Post Rd., Spring Rd. culverts, Mont Vernon Rd. bridge, Thornton Ferry Rd. 1 bridge. The current value of this CRF is \$786,732.70.
2. \$9,956.00 from the Amherst Multimodal Facilities Fund. This withdrawal is for work completed for the BPR school campus side path feasibility study. The current value of this CRF is 75,028.87.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Recommend to approve requests for withdrawal from Bridge CRF and Multimodal CRF.

## **SUGGESTED MOTION:**

I move to approve withdrawal of \$398,711.68 from the Bridge Repair and Replacement CRF to pay for bridge and culvert work invoiced in FY22. I further move to approve withdrawal of \$9,956.00 from the Amherst Multimodal CRF to pay for work on the Boston Post Rd. sidepath feasibility study invoiced in FY22.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. HT - inv FY22 6-23-22
2. Copy of bpr side path1
3. bpr side path invoices
4. 06.27.22 BOS meeting - CRF withdraw request 6-24-22



Holye Tanner - FY 22

Project	Total Spent
Spring Rd.	\$46,362.68
Boston Post Rd	\$269,276.99
Thorton Ferry	\$20,045.76
Mt. Vernon	\$63,026.22
<hr/>	
Total	\$398,711.65



**RECEIVED**  
**JUL 27 2021**  
**AMHERST DPW**

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

July 14, 2021  
 Project No: 21.919108.00  
 Invoice No: 0065067

Inspection Phase Services  
 Spring Road Over Unnamed Brook and Boston Post Road Over Unnamed Brook  
 Amherst, New Hampshire

Professional Services from June 6, 2021 to July 10, 2021

Phase	20	Inspection Phase	-----		
A Lump Sum Amount of \$5,068.00					
<b>Fee</b>					
Total Fee	5,068.00				
Percent Complete	38.00	Total Earned	1,925.84		
		Previous Fee Billing	0.00		
		Current Fee Billing	1,925.84		
		<b>Total Fee</b>		<b>1,925.84</b>	
		<b>Total this Phase</b>		<b>\$1,925.84</b>	
		<b>Total this Invoice</b>		<b>\$1,925.84</b>	

	Current	Prior	Total	Received	A/R Balance
Billings to Date	1,925.84	0.00	1,925.84	0.00	1,925.84

Vendor # 0605  
 Batch # DOW 8/14/21 EV22  
 Account # 014311302310  
 Entered By [Signature]  
 Date 8/14 [Signature]

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101

*Paid CK # 65805*



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

August 17, 2021  
 Project No: 21.919108.00  
 Invoice No: 0065352

Inspection Phase Services  
 Spring Road Over Unnamed Brook and Boston Post Road Over Unnamed Brook  
 Amherst, New Hampshire

Professional Services from July 11, 2021 to August 7, 2021

Phase 20 Inspection Phase  
 A Lump Sum Amount of \$5,068.00

**Fee**

Total Fee	5,068.00			
Percent Complete	100.00	Total Earned	5,068.00	
		Previous Fee Billing	1,925.84	
		Current Fee Billing	3,142.16	
		<b>Total Fee</b>		<b>3,142.16</b>
		<b>Total this Phase</b>		<b>\$3,142.16</b>
		<b>Total this Invoice</b>		<b>\$3,142.16</b>

	Current	Prior	Total	Received	A/R Balance
<b>Billings to Date</b>	<b>3,142.16</b>	<b>1,925.84</b>	<b>5,068.00</b>	<b>0.00</b>	<b>5,068.00</b>

Vendor # 0505  
 Batch # NYE 9/20/21 FV01  
 Account # 014311302310  
 Entered By [Signature]  
 Date 8/25  
 (BMD)

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101

*Paid* CK #65934





RECEIVED

NOV 30 2021

AMHERST DPW

Mr. Eric Slosek  
 Assistant DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

November 24, 2021  
 Project No: 21.919108.00  
 Invoice No: 0065922

Inspection Phase Services  
 Spring Road Over Unnamed Brook and Boston Post Road Over Unnamed Brook  
 Amherst, New Hampshire

**Professional Services from October 10, 2021 to November 6, 2021**

Phase	20	Inspection Phase		
A Lump Sum Amount of \$5,068.00				
<b>Fee</b>				
Total Fee		5,068.00		
Percent Complete	100.00	Total Earned	5,068.00	
		Previous Fee Billing	5,068.00	
		Current Fee Billing	0.00	
		<b>Total Fee</b>		<b>0.00</b>
<b>Total this Phase</b>				<b>0.00</b>

Phase	40	Design Phase		
A Lump Sum Amount of \$21,354.00				
<b>Fee</b>				
Total Fee		21,354.00		
Percent Complete	49.00	Total Earned	10,463.46	
		Previous Fee Billing	0.00	
		Current Fee Billing	10,463.46	
		<b>Total Fee</b>		<b>10,463.46</b>
<b>Total this Task</b>				<b>\$10,463.46</b>
<b>Total this Phase</b>				<b>\$10,463.46</b>

Phase	70	Construction Phase		
A Lump Sum Amount of \$31,832.00				
<b>Fee</b>				
Total Fee		31,832.00		

Vendor # 0505  
 Batch # NOV 12 2021  
 Account # 014915908207  
 Entered By PA  
 Date 12/1/21

*(Signature)*

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101

*Payroll CR # 606034*



RECEIVED

NOV 30 2021

AMHERST DPW

Mr. Eric Slosek  
 Assistant DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

November 24, 2021  
 Project No: 21.919108.01  
 Invoice No: 0065923

Spring Road

**Professional Services from October 10, 2021 to November 6, 2021**

Phase 40 Design Phase  
 Lump Sum Amount of \$28,689.00

**Fee**

Total Fee	28,689.00			
Percent Complete	14.07	Total Earned	4,036.54	
		Previous Fee Billing	0.00	
		Current Fee Billing	4,036.54	
		<b>Total Fee</b>		<b>4,036.54</b>

**Unit Billing**

GPS Equipment **150.00**

**Billing Limits**

	Current	Prior	To-Date
Units	150.00	0.00	150.00
Limit			150.00

**Total this Phase \$4,186.54**

**Total this Invoice \$4,186.54**

	Current	Prior	Total	Received	A/R Balance
<b>Billings to Date</b>	<b>4,186.54</b>	<b>0.00</b>	<b>4,186.54</b>	<b>0.00</b>	<b>4,186.54</b>

Vendor # 0505  
 Batch # NOV 2021 2021  
 Account # 014915908207  
 Entered By PD  
 Date 12/1/21

*(Signature)*

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101

*Paid #66634*



Mr. Eric Slosek  
 Interim DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

January 25, 2022  
 Project No: 21.919108.01  
 Invoice No: 0066239

Spring Road

**Professional Services from December 12, 2021 to January 8, 2022**

Phase 40 Design Phase

Lump Sum Amount of \$28,689.00

**Fee**

Total Fee 28,689.00

Percent Complete	93.00	Total Earned	26,680.77
		Previous Fee Billing	11,762.49
		Current Fee Billing	14,918.28

**Total Fee 14,918.28**

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Units	0.00	150.00	150.00
Limit			150.00

**Total this Phase \$14,918.28**

**Total this Invoice \$14,918.28**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>A/R Balance</b>
<b>Billings to Date</b>	<b>14,918.28</b>	<b>11,912.49</b>	<b>26,830.77</b>	<b>4,186.54</b>	<b>22,644.23</b>

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101



Mr. Eric Slosek  
 Interim DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

December 16, 2021  
 Project No: 21.919108.01  
 Invoice No: 0066048

Spring Road

**Professional Services from November 7, 2021 to December 11, 2021**

Phase 40 Design Phase

Lump Sum Amount of \$28,689.00

**Fee**

Total Fee	28,689.00			
Percent Complete	41.00	Total Earned	11,762.49	
		Previous Fee Billing	4,036.54	
		Current Fee Billing	7,725.95	
		<b>Total Fee</b>		<b>7,725.95</b>

**Billing Limits**

	Current	Prior	To-Date
Units	0.00	150.00	150.00
Limit			150.00

**Total this Phase \$7,725.95**

**Total this Invoice \$7,725.95**

	Current	Prior	Total	Received	A/R Balance
<b>Billings to Date</b>	<b>7,725.95</b>	<b>4,186.54</b>	<b>11,912.49</b>	<b>0.00</b>	<b>11,912.49</b>

Vendor # 0505  
 Batch # \_\_\_\_\_  
 Account # 011310 00 0010  
 Entered By \_\_\_\_\_  
 Date \_\_\_\_\_

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101



**RECEIVED**  
 MAR 11 2022  
 AMHERST DPW

Mr. Eric Slosek  
 Interim DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

March 10, 2022  
 Project No: 21.919108.01  
 Invoice No: 0066545

Spring Road

**Professional Services from February 6, 2022 to March 5, 2022**

Phase 40 Design Phase -----

Lump Sum Amount of \$28,689.00

**Fee**

Total Fee	28,689.00			
Percent Complete	100.00	Total Earned	28,689.00	
		Previous Fee Billing	26,680.77	
		Current Fee Billing	2,008.23	
		<b>Total Fee</b>		<b>2,008.23</b>

**Billing Limits**

Units	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Limit	0.00	150.00	150.00
			150.00

**Total this Phase \$2,008.23**  
**Total this Invoice \$2,008.23**

<b>Billings to Date</b>	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>A/R Balance</b>
	2,008.23	26,830.77	28,839.00	19,104.82	9,734.18

Vendor # 0505  
 Batch # \_\_\_\_\_  
 Account # 0113100010  
 Entered By \_\_\_\_\_  
 Date \_\_\_\_\_

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101

Project	21.919108.01	Amherst Spring Road	Invoice	0066750
Expenses		0.00	0.00	0.00
Limit				485.00
Remaining				485.00
<b>Total this Phase</b>				<b>0.00</b>
<b>Total this Invoice</b>				<b>\$1,537.30</b>

<b>Billings to Date</b>	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>A/R Balance</b>
	<b>1,537.30</b>	<b>28,839.00</b>	<b>30,376.30</b>	<b>28,839.00</b>	<b>1,537.30</b>

**Please remit payment to:**

**Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101**



Vendor # 0505  
 Batch # \_\_\_\_\_  
 Account # 104911003913  
 Entered By \_\_\_\_\_  
 Date \_\_\_\_\_

Mr. Eric Slosek  
 DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

May 16, 2022  
 Project No: 21.919108.01  
 Invoice No: 0066950

Spring Road

**Professional Services from April 10, 2022 to May 7, 2022**

Phase 40 Design Phase  
 Lump Sum Amount of \$29,239.00

**Fee**

Total Fee	29,089.00			
Percent Complete	100.00	Total Earned	29,089.00	
		Previous Fee Billing	29,089.00	
		Current Fee Billing	0.00	
		<b>Total Fee</b>		<b>0.00</b>

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Units	0.00	150.00	150.00	
Limit			150.00	
		<b>Total this Phase</b>		<b>0.00</b>

Phase 60 Bid Phase  
 A Lump Sum Amount of \$3,791.00

**Fee**

Total Fee	3,791.00			
Percent Complete	42.00	Total Earned	1,592.22	
		Previous Fee Billing	1,137.30	
		Current Fee Billing	454.92	
		<b>Total Fee</b>		<b>454.92</b>

**Total this Phase \$454.92**

Phase 70 Construction Phase  
 An Amount Not to Exceed \$10,345.00

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Labor	0.00	0.00	0.00	
Limit			9,860.00	
Remaining			9,860.00	

**Please remit payment to:**

**Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101**



Mr. Eric Slosek  
 Interim DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

January 25, 2022  
 Project No: 21.919111.00  
 Invoice No: 0066241

Thornton Ferry Road over Beaver Brook  
 Design, Bidding

**Professional Services from December 12, 2021 to January 8, 2022**

Phase 30 Preliminary Design Phase

Task 01 BSG

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	93,160.00	3.9258	3,657.26	0.00	3,657.26
Total Fee	93,160.00		3,657.26	0.00	3,657.26
<b>Total Fee</b>					<b>3,657.26</b>
<b>Total this Task</b>					<b>\$3,657.26</b>
<b>Total this Phase</b>					<b>\$3,657.26</b>

Phase 40 Final Design Phase

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	65,861.00	0.00	0.00	0.00	0.00
Total Fee	65,861.00		0.00	0.00	0.00
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase 60 Bid Phase

A Lump Sum Amount of \$7,440.00

**Fee**

Total Fee	7,440.00				
Percent Complete	0.00	Total Earned		0.00	
		Previous Fee Billing		0.00	
		Current Fee Billing		0.00	

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101



Project	21.919111.00	Amherst - Thornton Ferry Rd Design, Bid	Invoice	0066241	
<b>Total Fee</b>				<b>0.00</b>	
<b>Total this Phase</b>				<b>0.00</b>	
<b>Total this Invoice</b>				<b>\$3,657.26</b>	
<b>Billings to Date</b>	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>A/R Balance</b>
	<b>3,657.26</b>	<b>0.00</b>	<b>3,657.26</b>	<b>0.00</b>	<b>3,657.26</b>

***Please remit payment to:***

**Hoyle, Tanner & Associates, Inc. ♦ 150 Dow Street ♦ Manchester, New Hampshire 03101**



Mr. Eric Slosek  
 Interim DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

February 8, 2022  
 Project No: 21.919111.00  
 Invoice No: 0066357

Thornton Ferry Road over Beaver Brook  
 Design, Bidding

**Professional Services from January 9, 2022 to February 5, 2022**

Phase 30 Preliminary Design Phase

Task 01 BSG

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	93,160.00	7.0371	6,555.77	3,657.26	2,898.51
Total Fee	93,160.00		6,555.77	3,657.26	2,898.51
<b>Total Fee</b>					<b>2,898.51</b>
<b>Total this Task</b>					<b>\$2,898.51</b>
<b>Total this Phase</b>					<b>\$2,898.51</b>

Phase 40 Final Design Phase

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	65,861.00	0.00	0.00	0.00	0.00
Total Fee	65,861.00		0.00	0.00	0.00
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase 60 Bid Phase

A Lump Sum Amount of \$7,440.00

**Fee**

Total Fee	7,440.00				
Percent Complete	0.00	Total Earned		0.00	
		Previous Fee Billing		0.00	
		Current Fee Billing		0.00	

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. ♦ 150 Dow Street ♦ Manchester, New Hampshire 03101

Project	21.919111.00	Amherst - Thornton Ferry Rd Design, Bid	Invoice	0066357	
<b>Total Fee</b>				<b>0.00</b>	
<b>Total this Phase</b>				<b>0.00</b>	
<b>Total this Invoice</b>				<b>\$2,898.51</b>	
<b>Billings to Date</b>	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>A/R Balance</b>
	<b>2,898.51</b>	<b>3,657.26</b>	<b>6,555.77</b>	<b>3,657.26</b>	<b>2,898.51</b>

***Please remit payment to:***

**Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101**



RECEIVED

MAR 11 2022

Mr. Eric Slosek  
 Interim DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

March 10, 2022  
 Project No: 21.919111.00  
 Invoice No: 0066548

AMHERST DPW

Thornton Ferry Road over Beaver Brook  
 Design, Bidding

**Professional Services from February 6, 2022 to March 5, 2022**

Phase 30 Preliminary Design Phase

Task 01 BSG

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	93,160.00	9.9629	9,281.43	6,555.77	2,725.66
Total Fee	93,160.00		9,281.43	6,555.77	2,725.66
<b>Total Fee</b>					<b>2,725.66</b>
<b>Total this Task</b>					<b>\$2,725.66</b>
<b>Total this Phase</b>					<b>\$2,725.66</b>

Phase 40 Final Design Phase

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	65,861.00	0.00	0.00	0.00	0.00
Total Fee	65,861.00		0.00	0.00	0.00
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Vendor # \_\_\_\_\_

Phase 60 Bid Phase

A Lump Sum Amount of \$7,440.00

**Fee**

Total Fee	7,440.00				
Percent Complete	0.00	Total Earned	0.00		
		Previous Fee Billing	0.00		
		Current Fee Billing	0.00		

Batch # \_\_\_\_\_  
 Account # 01310000010  
 Entered By \_\_\_\_\_  
 Date \_\_\_\_\_

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101

Project	21.919111.00	Amherst - Thornton Ferry Rd Design, Bid	Invoice	0066548
<b>Total Fee</b>				<b>0.00</b>
			<b>Total this Phase</b>	<b>0.00</b>
			<b>Total this Invoice</b>	<b>\$2,725.66</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>A/R Balance</b>
<b>Billings to Date</b>	<b>2,725.66</b>	<b>6,555.77</b>	<b>9,281.43</b>	<b>6,555.77</b>	<b>2,725.66</b>

***Please remit payment to:***

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101



March 7, 2022

Mr. Eric Slosek  
Interim Director of Public Works  
Town of Amherst  
22 Dodge Road  
Amherst, NH 03031

Re: Preliminary Design Phase  
Thornton Ferry Road Bridge over Beaver Brook  
NHDOT Bridge No. 145/106 / NHDOT Project No. 40657  
Hoyle, Tanner Project No. 21.919111

Dear Eric:

Enclosed is our invoice from **February 6, 2022 through March 5, 2022** for the above referenced project.

Tasks performed or completed during this period by Hoyle, Tanner & Associates, Inc. are as follows:

- Continued work on roadway design.
- Continued work on the bridge design.
- Continued preparation of wetland permit application.
- Overall project management.

Project Issues/Comments:

- None.

If you have any questions or need further information, please feel free to contact me at (603) 460-5211.

Sincerely,  
**HOYLE, TANNER & ASSOCIATES, INC.**

  
Joseph C Ripley, PE  
Project Manager

Enclosures



Vendor # 0505  
 Batch # \_\_\_\_\_  
 Account # 104911 003913  
 Entered By \_\_\_\_\_  
 Date \_\_\_\_\_

Mr. Eric Slosek  
 Interim DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

April 14, 2022  
 Project No: 21.919111.00  
 Invoice No: 0066752

Thornton Ferry Road over Beaver Brook  
 Design, Bidding

**Professional Services from March 6, 2022 to April 9, 2022**

Phase 30 Preliminary Design Phase  
 Task 01 BSG  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	93,160.00	17.666	16,457.67	9,281.43	7,176.24
Total Fee	93,160.00		16,457.67	9,281.43	7,176.24
<b>Total Fee</b>					<b>7,176.24</b>
<b>Total this Task</b>					<b>\$7,176.24</b>
<b>Total this Phase</b>					<b>\$7,176.24</b>

Phase 40 Final Design Phase  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	65,861.00	0.00	0.00	0.00	0.00
Total Fee	65,861.00		0.00	0.00	0.00
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase 60 Bid Phase  
 A Lump Sum Amount of \$7,440.00  
**Fee**

Total Fee	7,440.00				
Percent Complete	0.00	Total Earned	0.00		
		Previous Fee Billing	0.00		
		Current Fee Billing	0.00		

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101

Project	21.919111.00	Amherst - Thornton Ferry Rd Design, Bid	Invoice	0066752
<b>Total Fee</b>				<b>0.00</b>
			<b>Total this Phase</b>	<b>0.00</b>
			<b>Total this Invoice</b>	<b>\$7,176.24</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>A/R Balance</b>
<b>Billings to Date</b>	<b>7,176.24</b>	<b>9,281.43</b>	<b>16,457.67</b>	<b>9,281.43</b>	<b>7,176.24</b>

**Please remit payment to:**

**Hoyle, Tanner & Associates, Inc. ♦ 150 Dow Street ♦ Manchester, New Hampshire 03101**





April 14, 2022

Mr. Eric Slosek  
Interim Director of Public Works  
Town of Amherst  
22 Dodge Road  
Amherst, NH 03031

Re: Preliminary Design Phase  
Thornton Ferry Road Bridge over Beaver Brook  
NHDOT Bridge No. 145/106 / NHDOT Project No. 40657  
Hoyle, Tanner Project No. 21.919111

Dear Eric:

Enclosed is our invoice from **March 6, 2022 through April 9, 2022** for the above referenced project.

Tasks performed or completed during this period by Hoyle, Tanner & Associates, Inc. are as follows:


- Continued work on roadway design.
- Continued work on the bridge design.
- Overall project management.

Project Issues/Comments:

- None.

If you have any questions or need further information, please feel free to contact me at (603) 460-5211.

Sincerely,  
**HOYLE, TANNER & ASSOCIATES, INC.**

  
Joseph C Ripley, PE  
Project Manager

Enclosures



Vendor # 0505  
 Batch # \_\_\_\_\_  
 Account # 104911003913  
 Entered By \_\_\_\_\_  
 Date \_\_\_\_\_

Mr. Eric Slosek  
 DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

May 16, 2022  
 Project No: 21.919111.00  
 Invoice No: 0066952

Thornton Ferry Road over Beaver Brook  
 Design, Bidding

**Professional Services from April 10, 2022 to May 7, 2022**

Phase 30 Preliminary Design Phase

Task 01 BSG

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	93,160.00	19.5918	18,251.73	16,457.67	1,794.06
Total Fee	93,160.00		18,251.73	16,457.67	1,794.06
<b>Total Fee</b>					<b>1,794.06</b>
<b>Total this Task</b>					<b>\$1,794.06</b>
<b>Total this Phase</b>					<b>\$1,794.06</b>

Phase 40 Final Design Phase

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	65,861.00	0.00	0.00	0.00	0.00
Total Fee	65,861.00		0.00	0.00	0.00
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase 60 Bid Phase

A Lump Sum Amount of \$7,440.00

Total Fee	7,440.00				
Percent Complete	0.00	Total Earned		0.00	
		Previous Fee Billing		0.00	
		Current Fee Billing		0.00	

**Please remit payment to:**

**Hoyle, Tanner & Associates, Inc. ♦ 150 Dow Street ♦ Manchester, New Hampshire 03101**

Project	21.919111.00	Amherst - Thornton Ferry Rd Design, Bid	Invoice	0066952
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**Total Fee** **0.00**

**Total this Phase** **0.00**

**Total this Invoice** **\$1,794.06**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>A/R Balance</b>
<b>Billings to Date</b>	<b>1,794.06</b>	<b>16,457.67</b>	<b>18,251.73</b>	<b>16,457.67</b>	<b>1,794.06</b>

***Please remit payment to:***

**Hoyle, Tanner & Associates, Inc. ♦ 150 Dow Street ♦ Manchester, New Hampshire 03101**



June 7, 2022

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

Re: Preliminary Design Phase  
Thornton Ferry Road Bridge over Beaver Brook  
NHDOT Bridge No. 145/106 / NHDOT Project No. 40657  
Hoyle, Tanner Project No. 21.919111

Dear Eric:

Enclosed is our invoice from **May 8, 2022 to June 4, 2022** for the above referenced project.

Tasks performed or completed during this period by Hoyle, Tanner & Associates, Inc. are as follows:

- Continued environmental permitting process.
- Completed wetland classification report.
- Overall project management.

Project Issues/Comments:

- None.

If you have any questions or need further information, please feel free to contact me at (603) 460-5211.

Sincerely,  
**HOYLE, TANNER & ASSOCIATES, INC.**

  
Joseph C. Ripley, PE  
Project Manager

Enclosures



Mr. Eric Slosek  
 DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

June 8, 2022  
 Project No: 21.919111.00  
 Invoice No: 0067093

Thornton Ferry Road over Beaver Brook  
 Design, Bidding

**Professional Services from May 8, 2022 to June 4, 2022**

Phase 30 Preliminary Design Phase

Task 01 BSG

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	93,160.00	21.5176	20,045.79	18,251.73	1,794.06
Total Fee	93,160.00		20,045.79	18,251.73	1,794.06
<b>Total Fee</b>					<b>1,794.06</b>
<b>Total this Task</b>					<b>\$1,794.06</b>
<b>Total this Phase</b>					<b>\$1,794.06</b>

Phase 40 Final Design Phase

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	65,861.00	0.00	0.00	0.00	0.00
Total Fee	65,861.00		0.00	0.00	0.00
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase 60 Bid Phase

A Lump Sum Amount of \$7,440.00

**Fee**

Total Fee	7,440.00				
Percent Complete	0.00	Total Earned	0.00		
		Previous Fee Billing	0.00		
		Current Fee Billing	0.00		

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. ♦ 150 Dow Street ♦ Manchester, New Hampshire 03101

Project	21.919111.00	Amherst - Thornton Ferry Rd Design, Bid	Invoice	0067093
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**Total Fee** **0.00**

**Total this Phase** **0.00**

**Total this Invoice** **\$1,794.06**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>A/R Balance</b>
<b>Billings to Date</b>	<b>1,794.06</b>	<b>18,251.73</b>	<b>20,045.79</b>	<b>16,457.67</b>	<b>3,588.12</b>

***Please remit payment to:***

**Hoyle, Tanner & Associates, Inc. ♦ 150 Dow Street ♦ Manchester, New Hampshire 03101**



Mr. Eric Slosek  
 Interim DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

January 25, 2022  
 Project No: 21.919110.00  
 Invoice No: 0066240

Mont Vernon Road over Ceasars Brook  
 Design, Bidding

**Professional Services from December 12, 2021 to January 8, 2022**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Phase 30 Preliminary Design Phase					
Total Billing Amount	70,169.00	4.8655	3,414.04	0.00	3,414.04
Total Fee	70,169.00		3,414.04	0.00	3,414.04
<b>Total Fee</b>					<b>3,414.04</b>
<b>Total this Phase</b>					<b>\$3,414.04</b>

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Phase 40 Final Design Phase					
Total Billing Amount	47,292.00	0.00	0.00	0.00	0.00
Total Fee	47,292.00		0.00	0.00	0.00
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase 60 Bid Phase					
A Lump Sum Amount of \$7,440.00					
Total Fee	7,440.00				
Percent Complete	0.00	Total Earned		0.00	
		Previous Fee Billing		0.00	
		Current Fee Billing		0.00	
<b>Total Fee</b>					<b>0.00</b>

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101



Mr. Eric Slosek  
 Interim DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

February 11, 2022  
 Project No: 21.919110.00  
 Invoice No: 0066377

Mont Vernon Road over Ceasars Brook  
 Design, Bidding

**Professional Services from January 9, 2022 to February 5, 2022**

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Phase	30	Preliminary Design Phase				
<b>Fee</b>						
<b>Billing Phase</b>	<b>Fee</b>	<b>Percent Complete</b>	<b>Earned</b>	<b>Prior Fee Billing</b>	<b>Current Fee Billing</b>	
Total Billing Amount	70,169.00	19.5515	13,719.10	3,414.04	10,305.06	
Total Fee	70,169.00		13,719.10	3,414.04	10,305.06	
<b>Total Fee</b>					<b>10,305.06</b>	
<b>Total this Phase</b>					<b>\$10,305.06</b>	

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Phase	40	Final Design Phase				
<b>Fee</b>						
<b>Billing Phase</b>	<b>Fee</b>	<b>Percent Complete</b>	<b>Earned</b>	<b>Prior Fee Billing</b>	<b>Current Fee Billing</b>	
Total Billing Amount	47,292.00	0.00	0.00	0.00	0.00	
Total Fee	47,292.00		0.00	0.00	0.00	
<b>Total Fee</b>					<b>0.00</b>	
<b>Total this Phase</b>					<b>0.00</b>	

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Phase	60	Bid Phase				
A Lump Sum Amount of \$7,440.00						
<b>Fee</b>						
Total Fee	7,440.00					
Percent Complete	0.00	Total Earned			0.00	
		Previous Fee Billing			0.00	
		Current Fee Billing			0.00	
<b>Total Fee</b>					<b>0.00</b>	

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. ♦ 150 Dow Street ♦ Manchester, New Hampshire 03101





RECEIVED  
 MAR 11 2022  
 AMHERST DPW

Mr. Eric Slosek  
 Interim DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

March 10, 2022  
 Project No: 21.919110.00  
 Invoice No: 0066547

Mont Vernon Road over Ceasars Brook  
 Design, Bidding

**Professional Services from February 6, 2022 to March 5, 2022**

Phase 30 Preliminary Design Phase

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	70,169.00	35.8788	25,175.78	13,719.10	11,456.68
Total Fee	70,169.00		25,175.78	13,719.10	11,456.68
<b>Total Fee</b>					<b>11,456.68</b>
<b>Total this Phase</b>					<b>\$11,456.68</b>

Phase 40 Final Design Phase

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	47,292.00	0.00	0.00	0.00	0.00
Total Fee	47,292.00		0.00	0.00	0.00
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase 60 Bid Phase

A Lump Sum Amount of \$7,440.00

Billing Phase	Fee	Percent Complete	Total Earned	Previous Fee Billing	Current Fee Billing
Total Fee	7,440.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>					<b>0.00</b>

Vendor # 0505  
 Batch # \_\_\_\_\_  
 Account # 011310 00 0010  
 Entered By \_\_\_\_\_  
 Date \_\_\_\_\_

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101

Vendor # \_\_\_\_\_  
 Batch # \_\_\_\_\_  
 Account # \_\_\_\_\_  
 Entered By \_\_\_\_\_  
 Date \_\_\_\_\_



Vendor # 0505  
 Batch # NY04.21.22  
 Account # 104911003913  
 Entered By TK  
 Date 4/14

*(Signature)*

Mr. Eric Slosek  
 Interim DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

April 14, 2022  
 Project No: 21.919110.00  
 Invoice No: 0066751

Mont Vernon Road over Ceasars Brook  
 Design, Bidding

**Professional Services from March 6, 2022 to April 9, 2022**

Phase 30 Preliminary Design Phase  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	70,169.00	68.0582	47,755.74	25,175.78	22,579.96
Total Fee	70,169.00		47,755.74	25,175.78	22,579.96
<b>Total Fee</b>					<b>22,579.96</b>
<b>Total this Phase</b>					<b>\$22,579.96</b>

Phase 40 Final Design Phase  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	47,292.00	0.00	0.00	0.00	0.00
Total Fee	47,292.00		0.00	0.00	0.00
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase 60 Bid Phase  
 A Lump Sum Amount of \$7,440.00

<b>Fee</b>					
Total Fee	7,440.00				
Percent Complete	0.00	Total Earned		0.00	
		Previous Fee Billing		0.00	
		Current Fee Billing		0.00	
		<b>Total Fee</b>			<b>0.00</b>

**Please remit payment to:**

**Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101**



Vendor # 0505  
 Batch # \_\_\_\_\_  
 Account # 104911003913  
 Entered By \_\_\_\_\_  
 Date \_\_\_\_\_

Mr. Eric Slosek  
 DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

May 16, 2022  
 Project No: 21.919110.00  
 Invoice No: 0066951

Mont Vernon Road over Ceasars Brook  
 Design, Bidding

**Professional Services from April 10, 2022 to May 7, 2022**

Phase 30 Preliminary Design Phase

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	70,169.00	87.9103	61,685.78	47,755.74	13,930.04
Total Fee	70,169.00		61,685.78	47,755.74	13,930.04
<b>Total Fee</b>					<b>13,930.04</b>
<b>Total this Phase</b>					<b>\$13,930.04</b>

Phase 40 Final Design Phase

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	47,292.00	0.00	0.00	0.00	0.00
Total Fee	47,292.00		0.00	0.00	0.00
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase 60 Bid Phase

A Lump Sum Amount of \$7,440.00

**Fee**

Total Fee	7,440.00				
Percent Complete	0.00	Total Earned		0.00	
		Previous Fee Billing		0.00	
		Current Fee Billing		0.00	
<b>Total Fee</b>					<b>0.00</b>

**Please remit payment to:**

**Hoyle, Tanner & Associates, Inc. ♦ 150 Dow Street ♦ Manchester, New Hampshire 03101**



Mr. Eric Slosek  
 DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

June 7, 2022  
 Project No: 21.919110.00  
 Invoice No: 0067091

Mont Vernon Road over Ceasars Brook  
 Design, Bidding

**Professional Services from May 8, 2022 to June 4, 2022**

Phase 30 Preliminary Design Phase  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	70,169.00	89.8206	63,026.22	61,685.78	1,340.44
Total Fee	70,169.00		63,026.22	61,685.78	1,340.44
<b>Total Fee</b>					<b>1,340.44</b>
<b>Total this Phase</b>					<b>\$1,340.44</b>

Phase 40 Final Design Phase  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Prior Fee Billing	Current Fee Billing
Total Billing Amount	47,292.00	0.00	0.00	0.00	0.00
Total Fee	47,292.00		0.00	0.00	0.00
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase 60 Bid Phase  
 A Lump Sum Amount of \$7,440.00

Total Fee	7,440.00				
Percent Complete	0.00	Total Earned		0.00	
		Previous Fee Billing		0.00	
		Current Fee Billing		0.00	
<b>Total Fee</b>					<b>0.00</b>

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. ♦ 150 Dow Street ♦ Manchester, New Hampshire 03101



June 7, 2022

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

Re: Preliminary Design Phase  
Mont Vernon Road Bridge over Ceasars Brook  
NHDOT Bridge No. 112/071 / NHDOT Project No. 40654  
Hoyle, Tanner Project No. 21.919110

Dear Eric:

Enclosed is our invoice from **May 8, 2022 to June 4, 2022** for the above referenced project.

Tasks performed or completed during this period by Hoyle, Tanner & Associates, Inc. are as follows:

- Completed and submitted the NHDES Wetlands Permit Application
- Overall project management.

Project Issues/Comments:

- None.

If you have any questions or need further information, please feel free to contact me at (603) 460-5211.

Sincerely,  
**HOYLE, TANNER & ASSOCIATES, INC.**

  
Joseph C Ripley, PE  
Project Manager

Enclosures

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Project	21.919110.00	Amherst - Mont Vernon Design, Bid	Invoice	0067091
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<b>Total this Phase</b>	<b>0.00</b>
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<b>Total this Invoice</b>	<b>\$1,340.44</b>
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	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>A/R Balance</b>
<b>Billings to Date</b>	<b>1,340.44</b>	<b>61,685.78</b>	<b>63,026.22</b>	<b>47,755.74</b>	<b>15,270.48</b>

***Please remit payment to:***

**Hoyle, Tanner & Associates, Inc. ♦ 150 Dow Street ♦ Manchester, New Hampshire 03101**

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**Application Certificate For Payment**

Pa

To Owner: Town of Amherst- DPW 2 Main St. Amherst, NH 03031	Project: Amherst BPR Culvert 485 Boston Post Road Amherst, NH	Application No: 1 Date: 12/28/2021
From (Contractor): Continental Paving, Inc 1 Continental Dr. Londonderry, NH 03053	Contractor Job Number: 21-026 Via (Architect): Contract For:	Period To: 12/28/21 Architect's Project No: Contract Date:
Phone: 603 437-5387		

**Contractor's Application For Payment**

Change Order Summary	Additions	Deductions
Change orders approved in previous months by owner		
Change orders approved this month	Number	Date Approved
<b>Totals</b>		
<b>Net change by change orders</b>		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: Stacie L. Rowman  
 By: [Signature] Date: 12/28/21  
 State of: New Hampshire County of: Rockingham  
 Subscribed and sworn to before me this 28<sup>th</sup> day of December  
2021 (Year). Notary public: Stacie L. Rowman  
 My commission expires 9-27-22



**Architect's Certificate for Payment**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

Amount Certified: \$ \_\_\_\_\_

Original contract sum	296,110.00
Net change by change orders	0.00
Contract sum to date	296,110.00
Total completed and stored to date	227,411.54
Retainage	
0.0% of completed work	0.00
0.0% of stored material Batch # <u>DPW 12-30-21 PD</u>	0.00
Total retainage	0.00
Total earned less retainage	227,411.54
Less previous certificates of payment	0.00
0.000% of taxable amount	0.00
Current sales tax	0.00
Current payment due	<u>227,411.54</u>
Balance to finish, including retainage	68,698.46

Architect: [Signature] Date: 12/29/2021

This Certification is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**Professional Personnel**

	Hours	Rate	Amount	
Beaulac, Audrey	3.75	152.49	571.84	
Dziadowicz, Kathryn	46.75	91.57	4,280.90	
Peace, Kimberly	.75	148.94	111.71	
Ripley, Joseph	19.00	131.43	2,497.17	
Schorn, Benjamin	.50	85.95	42.98	
Theriault, Joanne	.75	100.40	75.30	
Totals	71.50		7,579.90	
<b>Subtotal</b>				<b>7,579.90</b>

Billing Limits	Current	Prior	To-Date	
Labor	7,579.90	0.00	7,579.90	
Limit			29,262.00	
Remaining			21,682.10	
Consultants	0.00	0.00	0.00	
Limit			2,120.00	
Remaining			2,120.00	
Expenses	0.00	0.00	0.00	
Limit			450.00	
Remaining			450.00	
			<b>Total this Task</b>	<b>\$7,579.90</b>
			<b>Total this Phase</b>	<b>\$7,579.90</b>
			<b>Total this Invoice</b>	<b>\$18,470.44</b>

Billings to Date	Current	Prior	Total	Received	A/R Balance
	<b>18,470.44</b>	<b>15,531.46</b>	<b>34,001.90</b>	<b>15,531.46</b>	<b>18,470.44</b>

**Please remit payment to:**

**Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101**



**Professional Personnel**

	Hours	Rate	Amount	
Akerley, Donna	.50	101.76	50.88	
Bicja, Josif	.50	171.09	85.55	
Coon, Deborah	21.25	93.96	1,996.65	
Dustin, Paul	1.00	125.76	125.76	
Dziadowicz, Kathryn	7.50	91.57	686.78	
Gellinas, Travis	34.50	94.78	3,269.91	
Peace, Kimberly	4.00	148.94	595.76	
Ripley, Joseph	17.50	131.43	2,300.03	
Theriault, Joanne	3.25	100.40	326.30	
Totals	90.00		9,437.62	
<b>Subtotal</b>				<b>9,437.62</b>

**Consultants**

S.W. Cole Engineering, Inc.			630.00	
<b>Subtotal</b>			<b>630.00</b>	<b>630.00</b>

**Reimbursable Expenses**

Mileage			98.35	
<b>Subtotal</b>			<b>98.35</b>	<b>98.35</b>

**Billing Limits**

	Current	Prior	To-Date	
Labor	9,437.62	7,579.90	17,017.52	
Limit			29,262.00	
Remaining			12,244.48	
Consultants	630.00	0.00	630.00	
Limit			2,120.00	
Remaining			1,490.00	
Expenses	98.35	0.00	98.35	
Limit			450.00	
Remaining			351.65	
			<b>Total this Task</b>	<b>\$10,165.97</b>
			<b>Total this Phase</b>	<b>\$10,165.97</b>
			<b>Total this Invoice</b>	<b>\$10,165.97</b>

	Current	Prior	Total	Received	A/R Balance
<b>Billings to Date</b>	<b>10,165.97</b>	<b>34,001.90</b>	<b>44,167.87</b>	<b>15,531.46</b>	<b>28,636.41</b>

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101

**Professional Personnel**

	Hours	Rate	Amount	
Akerley, Donna	1.25	101.76	127.20	
Coon, Deborah	23.25	93.96	2,184.57	
Dustin, Paul	1.00	125.76	125.76	
Dziadowicz, Kathryn	30.75	91.57	2,815.78	
Gelinas, Travis	27.75	94.78	2,630.15	
Peace, Kimberly	4.25	148.94	633.00	
Ripley, Joseph	18.50	131.43	2,431.46	
Theriault, Joanne	1.25	100.40	125.50	
Totals	108.00		11,073.42	
<b>Subtotal</b>				<b>11,073.42</b>

Billing Limits	Current	Prior	To-Date	
Labor	11,073.42	17,017.52	28,090.94	
Limit			29,262.00	
Remaining			1,171.06	
Consultants	0.00	630.00	630.00	
Limit			2,120.00	
Remaining			1,490.00	
Expenses	0.00	98.35	98.35	
Limit			450.00	
Remaining			351.65	
		<b>Total this Task</b>		<b>\$11,073.42</b>
		<b>Total this Phase</b>		<b>\$11,073.42</b>
		<b>Total this Invoice</b>		<b>\$11,073.42</b>

Billings to Date	Current	Prior	Total	Received	A/R Balance
	11,073.42	44,167.87	55,241.29	44,167.87	11,073.42

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. ♦ 150 Dow Street ♦ Manchester, New Hampshire 03101

**Professional Personnel**

	Hours	Rate	Amount
Akerley, Donna	.25	101.76	25.44
Coon, Deborah	1.25	93.96	117.45
Ripley, Joseph	.50	131.43	65.72
Totals	2.00		208.61
<b>Subtotal</b>			<b>208.61</b>

**Billing Limits**

	Current	Prior	To-Date
Labor	208.61	28,090.94	28,299.55
Limit			29,262.00
Remaining			962.45
Consultants	0.00	630.00	630.00
Limit			2,120.00
Remaining			1,490.00
Expenses	0.00	98.35	98.35
Limit			450.00
Remaining			351.65

**Total this Task \$208.61**  
**Total this Phase \$208.61**  
**Total this Invoice \$208.61**

Billings to Date	Current	Prior	Total	Received	A/R Balance
	208.61	55,241.29	55,449.90	55,241.29	208.61

Vendor # 0505  
 Batch # \_\_\_\_\_  
 Account # 011310000010  
 Entered By \_\_\_\_\_  
 Date \_\_\_\_\_

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101

RECEIVED

APR 21 2022

AMHERST DPW

Project 21.919108.00 Amherst-BostonPostRdOverUnnamedBrook Invoice 0066766

Professional Personnel

	Hours	Rate	Amount	
Coon, Deborah	1.50	100.03	150.05	
Gelinas, Travis	2.50	100.85	252.13	
Peace, Kimberly	3.50	158.04	553.14	
Totals	7.50		955.32	
<b>Subtotal</b>				<b>955.32</b>

Reimbursable Expenses

Mileage			73.92	
Postage/Shipping			31.02	
Printing/Reproductions			245.95	
Fees & Permits			640.80	
<b>Subtotal</b>			<b>991.69</b>	<b>991.69</b>

Billing Limits

	Current	Prior	To-Date	
Labor	955.32	28,299.55	29,254.87	
Limit			29,262.00	
Remaining			7.13	
Consultants	0.00	630.00	630.00	
Limit			2,120.00	
Remaining			1,490.00	
Expenses	991.69	98.35	1,090.04	
Limit			1,090.80	
Remaining			.76	

Total this Task \$1,947.01

Total this Phase \$1,947.01

Total this Invoice \$1,947.01

Billings to Date	Current	Prior	Total	Received	A/R Balance
	1,947.01	55,449.90	57,396.91	55,449.90	1,947.01

Vendor # 0505  
 Batch # \_\_\_\_\_  
 Account # 104911003913  
 Entered By \_\_\_\_\_  
 Date \_\_\_\_\_

Please remit payment to:

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101

Boston Post Rd. - Side Path Project #919109

Invoice #	Date Rec'd	Amount	Project
65896	11/17/2021	\$1,792.08	BPR Side Path - 10/10-11/6 #21.919109.00
66356	2/8/2022	\$1,393.84	BPR Side Path - 1/9-2/5 #21.919109.00
66049	12/16/2021	\$5,674.92	BPR Side Path - 11/7-12/11 #21.919109.00
66546	3/10/2022	<u>\$1,095.16</u>	BPR Side Path - 2/6-3/5 #21.919109.00
<b>Total</b>		<b>\$9,956.00</b>	



November 12, 2021

Mr. Eric Slosek  
Assistant Director of Public Works  
Town of Amherst  
22 Dodge Road  
Amherst, NH 03031

Re: Feasibility Phase Services  
Boston Post Road Side Path  
Hoyle, Tanner Project No. 919109

Dear Eric:

Enclosed is our invoice from **October 10, 2021 through November 6, 2021** for the above referenced project.

Tasks performed or completed during this period by Hoyle, Tanner & Associates, Inc. are as follows:

- Coordinated with topographic survey subconsultant.
- Performed field visit to inspect culverts and delineate the wetland limits.
- Performed environmental database checks.

Project Issues/Comments:

- None.

If you have any questions or need further information, please feel free to contact me at (603) 460-5211.

Sincerely,  
**HOYLE, TANNER & ASSOCIATES, INC.**

  
Joseph C Ripley, PE  
Project Manager

Enclosures



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

November 17, 2021  
 Project No: 21.919109.00  
 Invoice No: 0065896

Boston Post Road Side Path

**Professional Services from October 10, 2021 to November 6, 2021**

Phase 20 Feasibility Study  
 A Lump Sum Amount of \$9,956.00

<b>Fee</b>					
Total Fee	9,956.00				
Percent Complete	18.00	Total Earned	1,792.08		
		Previous Fee Billing	0.00		
		Current Fee Billing	1,792.08		
		<b>Total Fee</b>		<b>1,792.08</b>	
			<b>Total this Phase</b>		<b>\$1,792.08</b>
			<b>Total this Invoice</b>		<b>\$1,792.08</b>

	Current	Prior	Total	Received	A/R Balance
<b>Billings to Date</b>	<b>1,792.08</b>	<b>0.00</b>	<b>1,792.08</b>	<b>0.00</b>	<b>1,792.08</b>

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. ♦ 150 Dow Street ♦ Manchester, New Hampshire 03101



February 8, 2022

Mr. Eric Slosek  
Interim Director of Public Works  
Town of Amherst  
22 Dodge Road  
Amherst, NH 03031

Re: Feasibility Phase Services  
Boston Post Road Side Path  
Hoyle, Tanner Project No. 919109

Dear Eric:

Enclosed is our invoice from **January 8, 2022 through February 5, 2022** for the above referenced project. Please note that this invoice includes all costs from December 15, 2021 which was the date of the last invoice.

Tasks performed or completed during this period by Hoyle, Tanner & Associates, Inc. are as follows:


- Continued evaluation of side path alternatives.
- Continued environmental permitting research.
- Provided overall project management.

Project Issues/Comments:

- None.

If you have any questions or need further information, please feel free to contact me at (603) 460-5211.

Sincerely,  
**HOYLE, TANNER & ASSOCIATES, INC.**

  
Joseph C Ripley, PE  
Project Manager

Enclosures





Mr. Eric Slosek  
 Interim DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

February 8, 2022  
 Project No: 21.919109.00  
 Invoice No: 0066356

Boston Post Road Side Path

**Professional Services from January 9, 2022 to February 5, 2022**

Phase 20 Feasibility Study

A Lump Sum Amount of \$9,956.00

**Fee**

Total Fee 9,956.00

Percent Complete

89.00

Total Earned

8,860.84

Previous Fee Billing

7,467.00

Current Fee Billing

1,393.84

**Total Fee**

**1,393.84**

**Total this Phase**

**\$1,393.84**

**Total this Invoice**

**\$1,393.84**

	Current	Prior	Total	Received	A/R Balance
<b>Billings to Date</b>	<b>1,393.84</b>	<b>7,467.00</b>	<b>8,860.84</b>	<b>1,792.08</b>	<b>7,068.76</b>

***Please remit payment to:***

**Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101**



Mr. Eric Slosek  
 Interim DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

March 10, 2022  
 Project No: 21.919109.00  
 Invoice No: 0066546

Boston Post Road Side Path

**Professional Services from February 6, 2022 to March 5, 2022**

Phase 20 Feasibility Study

A Lump Sum Amount of \$9,956.00

**Fee**

Total Fee	9,956.00				
Percent Complete	100.00	Total Earned	9,956.00		
		Previous Fee Billing	8,860.84		
		Current Fee Billing	1,095.16		
		<b>Total Fee</b>			<b>1,095.16</b>
				<b>Total this Phase</b>	<b>\$1,095.16</b>
				<b>Total this Invoice</b>	<b>\$1,095.16</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>A/R Balance</b>
<b>Billings to Date</b>	<b>1,095.16</b>	<b>8,860.84</b>	<b>9,956.00</b>	<b>3,185.92</b>	<b>6,770.08</b>

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101

December 15, 2021

Mr. Eric Slosek  
Assistant Director of Public Works  
Town of Amherst  
22 Dodge Road  
Amherst, NH 03031

Re: Feasibility Phase Services  
Boston Post Road Side Path  
Hoyle, Tanner Project No. 919109

Dear Eric:

Enclosed is our invoice from **November 7, 2021 through December 15, 2021** for the above referenced project.

Tasks performed or completed during this period by Hoyle, Tanner & Associates, Inc. are as follows:


- Began evaluation of side path alternatives.
- Continued environmental permitting research.
- Provided overall project management.

Project Issues/Comments:

- This invoice includes the fee for our topographic subconsultant, Doucet Survey, Inc.

If you have any questions or need further information, please feel free to contact me at (603) 460-5211.

Sincerely,  
**HOYLE, TANNER & ASSOCIATES, INC.**

  
Joseph C. Ripley, PE  
Project Manager

Enclosures



Mr. Eric Slosek  
 Interim DPW Director  
 Town of Amherst  
 22 Dodge Road  
 Amherst, NH 03031

December 16, 2021  
 Project No: 21.919109.00  
 Invoice No: 0066049

Boston Post Road Side Path

**Professional Services from November 7, 2021 to December 11, 2021**

Phase 20 Feasibility Study

A Lump Sum Amount of \$9,956.00

**Fee**

Total Fee	9,956.00				
Percent Complete	75.00	Total Earned	7,467.00		
		Previous Fee Billing	1,792.08		
		Current Fee Billing	5,674.92		
		<b>Total Fee</b>		<b>5,674.92</b>	
				<b>Total this Phase</b>	<b>\$5,674.92</b>
				<b>Total this Invoice</b>	<b>\$5,674.92</b>

	Current	Prior	Total	Received	A/R Balance
<b>Billings to Date</b>	<b>5,674.92</b>	<b>1,792.08</b>	<b>7,467.00</b>	<b>0.00</b>	<b>7,467.00</b>

**Please remit payment to:**

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101



# TOWN OF AMHERST

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Town Hall  
2 Main Street  
Amherst, NH 03031

Tel: 603/673-6041  
Fax: 603/673-6794  
www.amherstnh.gov

TO: Trustees of the Trust Funds

FROM: Amherst Board of Selectmen

DATE: June 27, 2022

SUBJECT: Bridge Repair & Replacement Capital Reserve Fund - Withdrawal Request

At our regular meeting held on Monday, June 27, 2022, we, the Board of Selectmen, approved a request that the Trustees of the Trust Fund authorize Cambridge Trust Bank to withdraw \$398,711.68 from the Bridge Repair & Replacement Capital Reserve Fund. As the authorized agents to expend from this capital reserve fund, we ask that you approve this request at your next regular meeting.

In an effort to expedite receipt of these funds, please accept this document as a confirmation of our action on June 27, 2022. Please send the requested check, in the amount of \$398,711.68, made payable to the Town of Amherst to: Town of Amherst, Attn: Finance Director, 2 Main Street, Amherst, NH 03031.

\_\_\_\_\_  
Peter Lyon, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tom Grella, Vice Chair

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
William Stoughton

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

Original to Finance Office



# TOWN OF AMHERST

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Town Hall  
2 Main Street  
Amherst, NH 03031

Tel: 603/673-6041  
Fax: 603/673-6794  
www.amherstnh.gov

TO: Trustees of the Trust Funds

FROM: Amherst Board of Selectmen

DATE: June 27, 2022

SUBJECT: Amherst Multimodal Facilities Capital Reserve Fund - Withdrawal Request

At our regular meeting held on Monday, June 27, 2022, we, the Board of Selectmen, approved a request that the Trustees of the Trust Fund authorize Cambridge Trust Bank to withdraw \$9,956.00 from the Amherst Multimodal Facilities Capital Reserve Fund. As the authorized agents to expend from this capital reserve fund, we ask that you approve this request at your next regular meeting.

In an effort to expedite receipt of these funds, please accept this document as a confirmation of our action on June 27, 2022. Please send the requested check, in the amount of \$9,956.00, made payable to the Town of Amherst to: Town of Amherst, Attn: Finance Director, 2 Main Street, Amherst, NH 03031.

\_\_\_\_\_  
Peter Lyon, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tom Grella, Vice Chair

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
William Stoughton

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

Original to Finance Office



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

**Title:** Annual Dog Warrant  
**Meeting Date:** June 27, 2022

**Department:** Town Clerk  
**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:**

1. Dog Warrant 2022

TOWN OF AMHERST

DOG WARRANT

JUNE 13, 2022

To: Amherst Police Department

From: Board of Selectmen

Attached is a list of dog owners who have failed to license their dogs pursuant to NH RSA 466:1. You are hereby ordered to issue a civil forfeiture for each unlicensed dog. The civil forfeiture may be sent by certified mail, or delivered in hand, or left at the abode of the dog owner. The cost of the service shall not exceed \$5.00 and may be recovered by the Town of Amherst in addition to the amount of the civil forfeiture. The Police Department has the authority to seize any unlicensed dog which will be held in the town's holding facility for a period of 7 days, after which full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed. The owner shall pay the facility a necessary and reasonable sum per day, as agreed upon by the Board of Selectmen and the facility, for each day the dog has been kept and maintained by the facility, plus any veterinary fees incurred by the facility for the benefit of the dog. Before any unlicensed dog is seized, a written warning shall be given to the dog owner.

NH RSA 466:14

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

**Title:** New Part-time position, Town Clerk's **Department:** Town Clerk  
Office: Assistant Clerk

**Meeting Date:** June 27, 2022

**Staff Contact:**

---

**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Assistant Clerk, Amherest Town Clerk's Office JD 6-15-2022js



# TOWN OF AMHERST

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2 Main Street, Amherst, NH 03031

JOB TITLE: Assistant Clerk  
DEPARTMENT: Town Clerk's Office  
REPORTS TO: Town Clerk  
STATUS: Regular Part-Time, Non-Exempt (Flexible hours, not to exceed 1350 hours in a year)  
LABOR GRADE: 3

## GENERAL SUMMARY :

This position is a highly responsible clerical position, providing customer service to both internal and external customers. This position maintains a high degree of confidentiality and works under strict deadlines. This position has a residency requirement of the Town of Amherst and must be a registered voter in Amherst, NH.

## MATERIAL AND EQUIPMENT USED:

Computer, cash box, credit card machine, fax machine, copier, scanner, and various other office equipment as necessary for the job.

## ESSENTIAL JOB FUNCTIONS :

Provides customer service to internal and external customers; greets customers, answers phones, processes records, operates cash register and credit card machine, compiles various information.

Assists with:

- Processing motor vehicle registrations, title applications, and boat licenses.
- Providing certified copies of vital records.
- Maintaining dog licensing database, issuing dog licenses and dog license summons.
- Assisting with Town, State and Federal Elections before, during, and after election day.
- Miscellaneous research as needed to assist with customer requests, including genealogy searches.
- Assisting the Deputy Town Clerk with day-to-day activities.
- Performs other related duties as assigned.

## KNOWLEDGE, SKILLS, EXPERIENCE, CERTIFICATION, AND TRAINING REQUIRED OR TO BE OBTAINED:

### Knowledge:

- Administrative policies and procedures and technical terminology relative to vital records management and election processes.
- Good business English, including grammar, spelling, punctuation, and composition.
- Basic computer skills, including familiarity with Microsoft Office
- Record keeping, report preparation, filing methods, and records management techniques.
- Standard business arithmetic.
- General office procedures, policies, and practices.

Skills:

- Communicating effectively, both orally and in writing, with the general public.
- Organizing and compiling information.
- Understanding and executing moderately complex written and oral instructions.
- Making informed and accurate decisions in the absence of staff.
- Establishing and maintaining effective working relationships with other employees and the general public.

Certifications:

Must have or be willing to acquire certification classes at the Department of Motor Vehicles, Bureau of Vital Records, and Secretary of State's Office within two (2) months of hire.

**CONDITIONS OF WORK AND PHYSICAL ACTIVITY REQUIREMENTS**

For communicating with others, talking is required; for taking messages, meeting minutes, and receiving oral instruction, hearing is required; handling paper, money, writing instruments and entering information with a computer keyboard require constant hand manipulation. Lifting and carrying up to 11 and 25 lbs. occasionally; reaching and twisting frequently; climbing a stepladder occasionally. Position requires average sitting time of 4 or more hours, standing and walking 1 or more hours in a typical 5-hour day. Working environment includes frequent exposure to dust and dirt.

**MINIMUM QUALIFICATIONS REQUIRED:**

High school diploma or GED and two years of clerical experience which involved interacting with the public to disseminate information or any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Adopted by BOS \_\_\_\_\_



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Assessing

**Department:** Assessing

**Meeting Date:** June 27, 2022

**Staff Contact:** Michele Boudreau

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## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

### **Land Use Change Tax/LUCT Abatement**

**Item A.** Attached is a land use change tax release for Tax Map 002 Lot 170-037. It was previously signed and approved for a \$20,000 LUCT and has subsequently been reviewed to find a correction was needed. Due to the presence of a home on the lot, the land being disqualified from current use should have been priced as rear land. The corrected LUCT is recommended to be issued at \$6,550, based off a valuation of \$65,500 for rear land.

To correct the Tax Collector's billing system, an abatement for the initial bill in the amount of \$20,000 is recommended.

### **Suggested Motion:**

This is a Land Use Change Tax Release for Map 002, Lot 170-037. It no longer qualifies, resulting from a lot line adjustment subdivision. Our Assessor has determined the Land Use Change Tax in the amount of \$6,550.00 represents 10% of the full and true market value of \$65,000. Therefore, I move to approve the Land Use Change Tax in the amount of \$6,550.00 for Map 002, Lot 170-037.

### **Suggested Motion:**

This abatement application is for vacant land. The Assessor reviewed the application and determined an abatement should be issued to correct the billing records. After adjustment, \$20,000 Land Use Change Tax will be \$6,550.00. The Assessor recommends approval of a corresponding abatement request. Therefore, I move to approve an abatement for Tax Year 2022 for Map 002, Lot 170-037 in the amount of

\$20,000.00 plus any applicable interest/fees.

**Abatement Recommendations**

**Item B.** The attached abatement has 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 recommendation is attached along with the abatement application. The attached properties were reviewed by me.

**Suggested Motion:** The following abatement application has been reviewed by both Vision Government Solutions and KRT Appraisal and both recommend denial of the application for reasons summarized in memoranda prepared for the application. Accordingly, I move to deny the Tax Year 2021 abatement application for Map 010, Lot 005-021, for the reasons stated in the Assessor's recommendation.

**Item C.** The attached abatement has 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 recommendation is attached along with the abatement application. The attached properties were reviewed by me.

**Suggested Motion:** The following abatement application has been reviewed by both Vision Government Solutions and KRT Appraisal and both recommend denial of the application for reasons summarized in memoranda prepared for the application. Accordingly, I move to deny the Tax Year 2021 abatement application for Map 004, Lot 112-008, for the reasons stated in the Assessor's recommendation.

**Charitable, Religious, Educational A-9 and A-12, Pilot and Settlement Agreements**

**Item D.** I have reviewed all the attached BTLA Form A-9's & A-12's submitted from charitable, religious, and educational organizations. The exemption statute can be located under RSA 72:23. V and 72:23-c. Also reviewed are the town's 2 Pilot agreements, Camp Young Judaea Map 008, Lot 058-000 and Parkhurst Place Map 002, Lot 094-000.

Hidden Pond NWGM Housing 3 LP (RSA 75:-a) Map 005, Lot 046-001, and Southern New Hampshire Medical Center's settlement agreement Map 020, Lot 037-000 have also been reviewed.

All the exempt properties have supplied the necessary forms and documentation as dictated by statute (RSA 72:23, VI, 72:23-c, 75: -a, Town of Amherst agreement and settlement).

If there are any questions, please feel free to contact me at your convenience.

**Suggested Motion:**

The Assessor has reviewed all the BTLA A-9 and A-12 forms submitted from properties on the attached spreadsheet, and all meet the criteria under RSA 72:23-c, 72:23 VI, and 75: -a. Therefore, I move to grant exempt status to the properties as described in the Assessor's memo that are listed on the attached spreadsheet provided for the 2022 tax year. All these forms are available in the Assessing Department.

**Disabled Exemption**

**Item E.** I have reviewed the attached Disabled Exemption Application, and the applicant does not meet the necessary requirements to re-qualify for the Disabled Exemption under RSA 72:37-b for tax year 2022. The applicant's total assets exceed the current limit, and it is recommended that the application be denied.

**Suggested Motion:**

The Assessor has reviewed the application for a Disabled Exemption under RSA 72:37-b and recommends a denial. The Assessor has determined the application does not meet the requirements for approval, as described in more detail in the Assessor's memo. Therefore, for the reasons stated by the Assessor, I move to deny the Disabled Exemption for Map 003, Lot 035-001-041 for the 2022 tax year.

**Veteran Tax Credit (Item F in Cover Memo)**

**Item F.** I have reviewed the attached Veteran Tax Credit Applications provided and the applicants qualify for the Tax Credit under RSA 72:28 for the 2023 tax year.

**Suggested Motion:**

Our Assessor has reviewed the applications for the Veterans Tax Credit under RSA 72:28 and recommends approval. Therefore, I move to approve the Veterans 2023 Tax Credit for the following Map and Lot numbers:

1. 001-012-000-012
2. 002-009-000-015
3. 002-087-053-054
4. 004-018-013

**Service Connected Total Disability Credit**

**Item G.** I have reviewed the attached Service-Connected Total Disability Veteran Tax Credit applications provided and the applicants qualify for the Tax Credit under RSA 72:35 for the 2023 tax year.

**Suggested Motion:**

Our Assessor has reviewed the applications for the Service-Connected Total Disability Tax Credit under RSA 72:35 and recommends approval. Therefore, I move to approve the 2023 Service-Connected Total Disability Tax Credit for the following Map and Lot numbers:

1. 002-009-000-011
2. 002-087-053-054

**Abatement**

**Item H.** The attached abatement has 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 recommendation is attached along with the abatement application. The attached properties were reviewed by me.

**Suggested Motion:**

This abatement application is for a commercial property. The Assessor reviewed the application and determined to adjust the second land line condition factor. After adjustments, the assessment was reduced by \$48,600, from \$851,400 to \$802,800. The Assessor recommends approval of a corresponding abatement request. Therefore, I move to approve an abatement for Tax Year 2021 for Map 002, Lot 046-001 in the amount of \$1,036.00 plus any applicable interest/fees.

**Item I.** The attached abatement has 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 recommendation is attached along with the abatement application. The attached properties were reviewed by me.

**Suggested Motion:**

This abatement application is for a single family home. The Assessor reviewed the application and determined to change the grade to B+. After adjustments, the assessment was reduced by \$38,500, from \$618,100 to \$579,600. The Assessor recommends approval of a corresponding abatement request. Therefore, I move to approve an abatement for Tax Year 2021 for Map 008, Lot 089-009 in the amount of \$820.00 plus any applicable interest/fees.

**Item J.** The attached abatement has 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 recommendation is attached along with the abatement application. The attached properties were reviewed by me.

**Suggested Motion:**

This abatement application is for a single family home. The Assessor reviewed the application and determined a few factors as stated in Mr. Whalen's memo have been adjusted. After adjustments, the assessment was reduced by \$165,200, from \$1,195,000 to \$1,029,800. The Assessor recommends approval of a corresponding abatement request. Therefore, I move to approve an abatement for Tax Year 2021 for Map 010, Lot 030-036 in the amount of \$3,520.00 plus any applicable interest/fees.

**Item K.** 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 me.

**Suggested Motion:**

The following abatement application has been reviewed by both Vision Government Solutions and KRT Appraisal and both recommend denial of the application for reason summarized in memoranda prepared for the application. Accordingly, I move to deny the Tax Year 2021 abatement application for Map 003, Lot 066-003 for reasons stated in the recommendation.

**Item L.** The subject is a Single Family home situated on a 2.07-acre site. The dwelling is listed in good condition and average +20 quality.

The taxpayer claims that the assessment increase is not consistent with their neighbors. Their belief is that they should all be increased on a consistent percentage, which is not the case. We look purely at the overall market conditions and best apply those to the assessments. When conducting a revaluation, assessments increase differently depending on where they were, and what the market is doing now for specific strata. The applicant's methodology is not correct, nor have other arguments been made, and therefore, no adjustments were made.

**Suggested Motion:**

The following abatement application has been reviewed by our Assessor and recommends denial of the application for reasons summarized in memoranda prepared for the application. Accordingly, I move to deny the Tax Year 2021 abatement application for Map 005, Lot 024-005, for the reasons stated in the Assessor's recommendation.

**Item M.** The subject is a Single Family home situated on a 3.75-acre site. The dwelling is listed in good condition and average +20 quality.

The taxpayer claims that the assessment increase is not consistent with their neighbors. Their belief is that they should all be increased on a consistent percentage, which is not the case. They also focused a lot on taxes, which we in the assessor's office are not looking at when conducting a revaluation. We look purely at the overall market conditions and best apply those to the assessments. No other arguments were made other than percent increase and tax comparisons, and therefore, no adjustments were made.

**Suggested Motion:**

The following abatement application has been reviewed by our Assessor and recommends denial of the application for reasons summarized in memoranda prepared for the application. Accordingly, I move to deny the Tax Year 2021 abatement



application for Map 005, Lot 171-008, for the reasons stated in the Assessor's recommendation.

**Item N.** 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 me.

**Suggested Motion:**

The following abatement application has been reviewed by both Vision Government Solutions and KRT Appraisal and both recommend denial of the application for reason summarized in memoranda prepared for the application. Accordingly, I move to deny the Tax Year 2021 abatement application for Map 007, Lot 055-001 for reasons stated in the recommendation.

**Item O.** 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 me.

**Suggested Motion:**

The following abatement application has been reviewed by both Vision Government Solutions and KRT Appraisal and both recommend denial of the application for reason summarized in memoranda prepared for the application. Accordingly, I move to deny the Tax Year 2021 abatement application for Map 008, Lot 066-000 for reasons stated in the recommendation.

**Item P.** The attached abatement 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 recommendation are attached along with the abatement application. The attached properties were revisited by me.

**Suggested Motion:**

The following abatement application has been reviewed by both Vision Government Solutions and KRT Appraisal and both recommend denial of the application for reason summarized in memoranda prepared for the application. Accordingly, I move to deny the Tax Year 2021 abatement application for Map 009, Lot 011-007 for reasons stated in the recommendation.

**Item Q.** The attached abatement has been reviewed by Stephen Whalen, Project

Manager for Vision Government Solutions Inc. contracted for the Town of Amherst's 2021 Revaluation/Statistical Update.

A correction was made to the central air conditioning changing it to a Mini-Split but no change in value.

Mr. Whalen's recommendation is attached along with the abatement application. I have reviewed the attached and confer with his conclusion.

**Suggested Motion:**

The following abatement application has been reviewed by both Vision Government Solutions and KRT Appraisal and both recommend denial of the application for reasons summarized in memoranda prepared for the application. Accordingly, I move to deny the Tax Year 2021 abatement application for Map 022, Lot 018-003.

**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
9. Item I Confidential

10. Item J Confidential
11. Item K Confidential
12. Item L Confidential
13. Item M Confidential
14. Item N Confidential
15. Item O Confidential
16. Item P Confidential
17. Item Q Confidential



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** AP, Payroll and Minutes  
**Meeting Date:** June 27, 2022

**Department:** Finance Department  
**Staff Contact:**

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## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Approvals:**

#### **Payroll**

**AP1**~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$160,495.55 dated June 16 2022, subject to review and audit.

**AP2**~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$228.54 dated June 16, 2022, subject to review and audit.

#### **Accounts Payable**

**AP3** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$13,374.78 dated May 5, 2022, subject to review and audit. ( Citizens' Credit Card)

**AP4** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$4,507.01 dated May 10, 2022, subject to review and audit. (Citizens' Credit Card )

**AP5** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$43,307.12 dated June 16, 2022, subject to review and audit. (NH DMV)

**AP6** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$422,203.26 dated June 21, 2022, subject to review and audit. (Vendors)

**Minutes**

~ I move to approve the Board of Selectmen meeting minutes of June 13, 2022.

**TOWN ADMINISTRATOR RECOMMENDATION:**

## ATTACHMENTS:

1. 2022.06.13 BOS\_DRAFT



# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room  
2 Main Street  
Monday, June 13, 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

### 6 **1. Call to Order**

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

8

### 9 **2. Pledge of Allegiance** – led by Chairman Lyon

10

### 11 **2. Citizen's Forum**

12 Susan McCarthy, 50 Broadway, stated that she approached the Board six months ago  
13 regarding the community septic system at Baboosic Lake. She asked if there have been any  
14 updates on this item. DPW Director Eric Slosek stated that he has been gathering information  
15 and is meeting tomorrow with the State regarding the community septic system. He will  
16 update the Board soon after. The discussion with the State will revolve around the operating  
17 permit for the septic system and an understanding of which phases of the project have been  
18 approved. He will also discuss what steps need to be taken by the Town to be in compliance.

19

20 Ms. McCarthy stated that the septic system has been in place for approximately 10 years. She  
21 has been receiving a bill for the community septic system for her one-bedroom seasonal  
22 cottage at approximately \$500 per quarter. She has not seen any relief to these costs in the last  
23 six months. She noted that a four-to-five-bedroom house on the Lake only pays approximately  
24 \$20-\$30 more per quarter than she does. This is not fair or equitable.

25

26 In response to a question from Ms. McCarthy, Chairman Lyon stated that the Town owns the  
27 Baboosic Lake community septic system. Ms. McCarthy stated that she would have liked to  
28 hear this information through some method of communication. She would like her questions  
29 answered in a timely fashion.

30

### 31 **5. Administration**

#### 32 **5.2 Department of Environmental Security letter regard PFAS contamination** 33 *(the Board took up this item at this time)*

34 Town Administrator Shankle stated that two to three weeks ago he was alerted to the fact that  
35 there may be high levels of PFAS contaminants in wells on Cobbler Lane and Thatcher Dr,  
36 due to foam previously used at the nearby Amherst Fire Station. A letter from DES, dated  
37 June 8<sup>th</sup>, notes the potential drinking water quality impacts to those adjacent to the Amherst  
38 Fire Station, due to the previous discharge of materials containing PFAS. The extent of these

39 impacts is not yet confirmed. Town Administrator Shankle explained that, as the Town is the  
40 owner of the fire station property, it is required to investigate and remediate any impacts. DES  
41 is requiring the Town to conduct a site investigation regarding potential sources and the extent  
42 of PFAS impacts to nearby residences. DES requires the Town to submit a schedule for this  
43 site investigation within 60 days of receipt of the letter. At this time the Town is providing  
44 bottled water from Monadnock Water to 5 properties identified by testing through the State.  
45 The State is continuing to test other properties in the area and more results are likely expected  
46 in the next 10 days. If a well is found to exceed the acceptable limits of PFAS, the State then  
47 tests all other wells within a 500' radius.

48  
49 Town Administrator Shankle stated that he has obtained a list of potential contractors to  
50 complete the site investigation and has contacted some of them. DES also provided him with  
51 four other local towns dealing with similar impacts from their fire stations. He will call these  
52 towns to try to determine a reasonable scope of work in order to get bids from the contractors.  
53 The Town is committed to take care of its responsibility in this matter but will do so in  
54 accordance with State requirements.

55  
56 Selectman Stoughton stated that the Board should treat its residents as its members want to be  
57 treated. He hopes that the Town will provide clean drinking water to anyone impacted, be  
58 thorough in its investigation and remediation, consider extending Pennichuck Water to those  
59 impacted, and continue to share information with residents as it is available.

60  
61 Selectman Grella noted that there were issues with increased salt levels in wells on Fieldstone  
62 Drive approximately 20 years ago. The Town worked to extend Pennichuck Water to those  
63 houses at that time, and it may be possible to do the same in this instance.

64  
65 Selectman D'Angelo noted that the State has a fairly generous system in place to reimburse  
66 those who install remediation systems in their homes.

67  
68 Selectman Pray stated that she is in support of authorizing the Town Administrator to conduct  
69 business on behalf of the Board in order to speed up this process. The Board is committed to  
70 do its part to remediate these issues. There are other occurrences of PFAS in Town that do not  
71 originate from the Fire Station, and the Board is also committed to make sure these are  
72 remediated.

73  
74 Chairman Lyon assured and promised the public that the Board will do everything it can to  
75 make this issue as right as it possibly can. He noted that no one saw this issue coming and that  
76 the Board will continue to do right for its neighbors.

77  
78 Matthew Pease, 1 Cobbler Lane, stated that he has questions regarding the timeline presented.  
79 He stated that he believes there is evidence that notification was given to the Town regarding  
80 this issue approximately 7 weeks ago. He noted concern regarding the fact that a nearby  
81 neighbor is being delivered bottled water during this health crisis, while none has been offered  
82 to him. He has only heard from the State on this matter. He stated that he has zero interest in  
83 pursuing a filtration system for his home. He believes there are long term ramifications with  
84 these systems such as having to replace filters, and with having to disclose use of the system

85 during a potential sale of his property in the future. He stated that he wants his home to be  
86 connected to Pennichuck Water.

87  
88 Chairman Lyon stated that the Board cannot yet commit to connecting affected houses to  
89 Pennichuck Water. Regarding the timeline, he stated that a letter was sent to the Town on  
90 June 8<sup>th</sup> from DES. This letter indicated that DES received information from the Amherst Fire  
91 Chief on June 2<sup>nd</sup> regarding an initial DES letter dated April 11<sup>th</sup>. DES then gave the Town 90  
92 days to respond with information, which was provided on June 2<sup>nd</sup>. The Board first heard  
93 about this item approximately 10 days ago. Once the Town was notified, he believes Town  
94 Administrator Shankle went door to door to those affected.

95  
96 Town Administrator Shankle stated that he received a call from DES in early June and went  
97 door to door to those properties already tested by the State the next day. At that time, this only  
98 included three houses on Cobbler Lane. Two additional properties have been identified since  
99 then. He suggested that if residents have not yet been tested by the State, they contact the  
100 State to be tested.

101  
102 Selectman Stoughton suggested that the Town provide bottled water to any house on Cobbler  
103 Lane and Thatcher Drive, even in advance of completed testing. He considers this a proactive  
104 approach. Town Administrator Shankle stated that he would do so, but that the State has so far  
105 only identified a very specific area on one side of Route 122 that appears to be affected. If the  
106 Town was to provide bottled water to these two streets, it should likely do so for all streets in  
107 this area. Selectman Stoughton agreed. Town Administrator Shankle explained that the State  
108 provided him with a map indicating a shaded affected area, and that the Town should consider  
109 covering all properties identified in that area.

110  
111 Paula Ahari, 3 Cobbler Lane, stated that her well is approximately 30' from Mr. Pease's well.  
112 She is concerned that the Peases haven't been reached out to and believes that those with  
113 nearby wells should automatically be given bottled water as well. She explained that Kristen  
114 and Sean Delaney originally reached out to her regarding this issue and that they were upset  
115 with the way it has been handled. She also advocated for residences to be connected to  
116 Pennichuck Water. She stated that she has spoken to DES regarding white corrosion found on  
117 washed dishes and was told it was due to road salt in the well. DES stated that it followed a  
118 Town sand truck and tested the sand which found road salt in it to prevent clumping. She  
119 explained that PFAS will now become part of her medical record for the rest of her life. She  
120 noted that her children also grew up in this house and she is concerned for their health as well.  
121 She asked about the timing of potentially connecting the house to Pennichuck Water. She  
122 stated that she spoke with a filtration company who stated that it would cost approximately  
123 \$2,600 per filter for a point of entry service system.

124  
125 Town Administrator Shankle stated that he will not be able to start bringing bottled water to  
126 all other surrounding properties tomorrow. He will first compile addresses and go door to  
127 door. He noted that the Delaneys have already installed a filtering system in their house, so he  
128 did not consider offering them bottled water as well.

129  
130 Kristen Delaney, 2 Cobbler Lane, stated that she heard from a representative of DES on  
131 February 15, 2022, that samples had been collected from local wells. The results received on



132 March 10, 2022, confirmed high levels of PFAS. She reached out to Town Administrator  
133 Shankle on multiple occasions beginning on March 22, 2022. She was told that the Town had  
134 no funding for remediation and did not have a bottled water program in place at that time. Her  
135 family then purchased a \$4,000 filtration system out of pocket. She would like the timeline to  
136 reflect that she reached out to the Town almost three months ago looking for assistance. She is  
137 very concerned for the health of her family and her neighbors, and the inconsistent timeline  
138 shared by the Town today. She has been working with all neighbors involved to help keep  
139 them informed.

140  
141 Town Administrator Shankle explained that when he was originally contacted by the  
142 Delaneys, the Town was just beginning to set up remediation programs. He apologized if the  
143 Delaneys found him to be dismissive but noted that he needed to follow the procedures laid  
144 out by the State. Ms. Delaney stated that she found Town Administrator Shankle dismissive  
145 because she reached out to the Town first, instead of the town being proactive and reaching  
146 out to all nearby residents regarding the contamination issue.

147  
148 Chairman Lyon noted that the Town has been dealing with PFAS issues for a number of  
149 years. Wells have tested positive for PFAS on Mack Hill Road, and in the Baboosic Lake  
150 area. When the Board initially heard about additional wells testing positive, a connection was  
151 not immediately made to the nearby Fire Station. This connection was made by DES and has  
152 since become the responsibility of the Town.

153  
154 Fred Miller, 9 Thatcher Dr, stated that he has a 160' drilled well. He asked the Town to  
155 research Pennichuck Water to make sure that it has acceptable levels as well before deciding  
156 to connect local residents.

157  
158 Residents at the meeting were asked to leave their name, address, phone number, and e-mail  
159 in order to have a direct line of contact and for the Town to consider bringing bottled water  
160 from Monadnock Water.

161  
162 Sue McCarthy stated that her well is 1,000' deep, with a pump at 500' deep. She recently had  
163 the well tested and it came back positive for high levels of PFAS and sodium. She sent those  
164 results to the Town. It is unclear how her well became contaminated but no one from the  
165 Town has offered her bottled water. She noted that there seemed to be quite a few residences  
166 around the Lake that have received high test results for PFAS.

167  
168 Chairman Lyon stated that there needs to be a clear distinction between contamination caused  
169 by a Town source versus unknown contaminant sources. He explained that the Town  
170 originally sought \$1.5 million from the State to reimburse residents for filtration systems  
171 installed in their homes. Since then, the State has explained that it has enough money to  
172 complete the rebate program itself. Thus, two weeks ago the Board voted to hold its  
173 reimbursement program application and withdraw it once the State has completed its rebate  
174 program. This rebate program is still available through the State at this time. Town  
175 Administrator Shankle noted that the State saw no issue with the motion made by the Board  
176 and will consider the Town's application withdrawn therefore confirming that it has the  
177 responsibility of running this program.

178

179 Town Administrator Shankle noted that residents do not need to be within this area of the Fire  
180 Station to have their wells tested. He explained that the Town stopped using the type of foam  
181 responsible for this contamination in 2000.

182

183 In response to a question from Ms. Ahari, Selectman Stoughton stated that approximately one  
184 year ago the state introduced regulations for four PFAS agents: PFOA, PFAS, PFNA, and  
185 PFHXS. Hundreds of other PFAS agents exist. The most common agents found in firefighting  
186 foam are PFOS and PFHXS. Those values were tested as being high in residents' wells near  
187 the Fire Station, but other wells in Town have tested positive for different amounts of any of  
188 the other agents. Selectman Stoughton stated that the Town will investigate and see if the  
189 recent contaminations near the Fire Station are due to a plume and try to remediate the  
190 situation.

191

192 Marin Petropulus, 6 Thatcher Dr, asked what needs to be determined within 60 days, per the  
193 DES letter. Town Administrator Shankle stated that the Town has 60 days to provide DES  
194 with a schedule for the investigation. It will likely take approximately six months to complete  
195 the investigation and some amount of remediation. This will depend however on how far the  
196 contamination spreads in Town. He noted that he doesn't believe Pennichuck Water wants to  
197 run their water lines under Route 101, as this would be a major project. The Board needs to  
198 know how far the contamination has spread before it can decide how to best remediate the  
199 situation.

200

201 Mr. Pease stated that it will be January in approximately six months, and he doubts that any  
202 water lines will be run at that time. He hopes that the Town will accelerate its efforts and this  
203 process.

204

205 In response to a question from John Connell, 4 Cobbler Lane, Town Administrator Shankle  
206 stated that the Town has 60 days to find a contractor and put a schedule in place. He has not  
207 yet spoken to any of the proposed contractors and has no idea how long it will take to get a  
208 plan in place.

209

210 Selectman Grella stated that the Fire Department called the foam AFFF. It was displayed to  
211 the Fire Department as the greatest material to use on fires at that time. However, every time  
212 the foam was used the Department had to flush out every hose and truck. For example, 4  
213 gallons of foam use would require approximately 2,000 gallons of water to flush it out. He  
214 does not believe contamination caused by this foam is the Fire Department's fault.

215

216 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
217 *authorize the Town Administrator to move ahead to work with NH DES to plan and*  
218 *carry out the Focused Site Investigation as outlined in the recent letter from DES, and to*  
219 *make this a high priority.*

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

221

222 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
223 *authorize the Town Administrator to supply bottled water to any residents as identified in the*  
224 *shaded area of the map supplied by the State.*

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

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#### **4. Scheduled Appointment**

##### **4.1 Bob Houvener, Houvener land purchase from Bowler**

Bob Houvener addressed the Board. He explained that his family has owned the property at 13 Washer Cove Rd since the 1970s. Bruce Bowler lives next door and there is a piece of his land that fits better with the 13 Washer Cove Rd property. There are paper roads, defined as roads seen on a plot plan, at the end of Washer Cove Rd which run through the swamps nearby. There is an issue because his property's deck overhangs the paper road. This is a normal situation for many lakefront properties. The Town is responsible for paper roads. There are also two lots owned by the Town located in front of the 13 Washer Cove Rd property. Thus, the town is an abutter to the paper road. He is requesting that the Board rescind the paper roads and approve a request to move the current lot lines for his and Bruce Bowler's properties to the center of the paper roads. The value to the Town in approving this request is to resolve the paper road incursion. It would also give the Town an emergency access point to the Town-owned wetland/swamp lots. He noted that he is referencing RSA 231:51 for this request.

Town Administrator Shankle recommended that the Board send this item to Town Counsel for his opinion. He is concerned with the proposal to rescind the paper road as this may make the Town-owned lots inaccessible. There is also a chance that the paper road is actually a Class VI road. Ultimately this issue will need to go before the Zoning Board of Adjustment and the Planning Board, but the owners were hoping for the Board of Selectmen's opinion first.

Selectman Stoughton asked how it can be proven that 100 years ago this way was not used for public travel. Bill Houvener stated that there are very large trees in the middle of the way. Selectman Stoughton noted that public travel could have been via foot traffic.

The Board agreed to refer this item to Town Counsel.

#### **5. Administration**

##### **5.1 Administrative Updates**

None at this time.

##### **5.2 Department of Environmental Security letter regard PFAS contamination**

*This item was previously addressed.*

##### **5.3 Draft Impact Fee Policy**

The Board reviewed the Draft Impact Fee Policy. This will help the Town comply with requirements to report on impact fees and detail how impact fees can be spent.

Selectman Stoughton stated that the Board approves the expenditure of impact fees, however the largest amount of impact fees will be for the schools and the Board has no say in the school budget.

There was discussion regarding the timelines laid out in the policy. Debbie Bender, Finance Director, stated that she believes quarterly reporting of impact fees would give a better chance to find any errors.

273

274 Selectman Pray stated that her concern is to make sure that the allocation of impact fees,  
275 especially regarding the Souhegan Cooperative School District, is addressed. Selectman  
276 Stoughton stated that he would amend the draft to address this concern.

277

278

## 6. Staff Reports

279

### 6.5 Transfer Station MS4 sampling update (*this item was taken up at this time*)

280

281 DPW director Slosek stated that quarterly water samples are taken from a culvert pipe at the  
282 Transfer Station to test for different parameters under the EPA permit. The latest samples,  
283 submitted Monday, show four parameters exceeding the allowable maximum limit. These four  
284 parameters are copper, aluminum, zinc, and total suspended solids (TSS). He explained that  
285 these levels led the EPA to carry out additional implementation measure actions. These events  
286 fall into one of three tiers. Three of the parameters are considered to be Level 1 events, and  
287 aluminum is considered to be a Level 2 event. Each level has a similar associated response.  
288 The Town has 14 days to mitigate from these events. He was able to speak with the EPA and  
289 the Nashua Regional Stormwater Management District to procure an extension of up to 45  
290 days. He has also spoken with Hoyle Tanner, who was used by the Town for the original MS4  
291 permit. Hoyle Tanner provided a scope and fee to mitigate which will include four tasks,  
292 including response letters, a review of the existing storm water management plan, a site visit,  
293 and a memo regarding findings and action recommendations. This will cost \$6,106 dollars.

294

295 Bruce Bowler, representative of the Souhegan Regional Landfill District (SRLD), stated that  
296 the SRLD is willing to increase water testing of the site.

297

298 The Board agreed that this project should move forward.

299

### 6.1 Crack Sealing Bid# 12-22

300

301 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*  
302 *award the 12-22 crack sealing contract to Henry W. Dow for the amount of \$39,820.00.*

303

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

305

### 6.2 DPW roof bid

306

307 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to award*  
308 *the work for the DPW EPDM rubber roof, contract # 13-22, to NE Weatherguard for the*  
309 *amount of \$34,000.*

310

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

312

### 6.4 DPW Lift Jacks purchase (*the Board took up this item at this time*)

313

314 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*  
315 *award purchase of lift jacks from New England Automotive Lifts for \$10,394.00.*

316

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

318

### 6.3 DPW Encumbrances

319

320 DPW Director Slosek explained that the Board previously approved a new truck for the DPW,  
321 which was ordered last July. The new purchase and sales agreement shows that the price of  
322 the truck has increased by \$2,805 due to shipping costs, etc. The truck was ordered at  
323 \$163,115 but will now cost \$165,920.

320

321 In response to a question from Chairman Lyon, DPW Director Slosek stated that the trade-in  
322 value previously provided as part of this purchase will remain the same at \$47,500.

323

324 The Board agreed that, while it is disappointing that the contract price went up, the trade-in  
325 value likely should not be the same as it was, and so agreed to move forward with this  
326 purchase.

327

328 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
329 authorize the amendment of a previously awarded contract from June 28th, 2021, which for  
330 various reasons has seen a price increase of \$2805.

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

332

333 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
334 encumber \$685,224.72 from 01-4312-70-2735 (Road Rebuild) for contract # 07-22, Multi-  
335 road construction.

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

337

338 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
339 encumber \$107,361.00 from 01-4312-70-2740 (New Equipment Capital) for the Allegiance  
340 Trucks contract to replace truck 17.

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

342

343 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
344 encumber \$39,820.00 from 01-4312-70-2730 (Road Maintenance) for contract # 12-22, Crack  
345 sealing.

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

347

348 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
349 encumber \$34,000.00 from 01-4312-70-2730 (Road Maintenance) for contract # 13-22, DPW  
350 EPDM rubber roof replacement.

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

352

353 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
354 encumber \$10,394.00 from 01-4311-10-1110 (Full Time Wages DPW) for the purchase of lift  
355 jacks for the DPW Rotary car lift.

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

357

358 **6.4 DPW Lift Jacks purchase**

359 *This item was previously addressed.*

360

361 **6.5 Transfer Station MS4 sampling update**

362 *This item was previously addressed.*

363

364 **6.6 Community Development Encumbrance**



365 A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to  
366 encumber \$32,150.00 to cover the remaining Master Plan contract with Resilience Planning  
367 and Design that will not be completed by the end of FY22.  
368 Voting: 5-0-0; motion carried unanimously.  
369

#### 370 **6.7 FY22-23 Encumbrances, Police Department**

371 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
372 encumber \$194,917.70, the remaining funds from last year's approved Warrant Article 31, for  
373 the Police Station renovation project, into the FY23 budget.  
374 Voting: 5-0-0; motion carried unanimously.  
375

376 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
377 encumber \$55,000 from the unexpended wage funds budget to be used to augment the  
378 contract for the Police Station renovation project.  
379 Voting: 5-0-0; motion carried unanimously.  
380

#### 381 **6.8 SCBA Year End Purchase**

382 A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to  
383 purchase two (2) Scott X3 Pro Pack's, 9 Scott AV3000HT face masks & 6 Scott 4500psi  
384 cylinders.  
385 Voting: 5-0-0; motion carried unanimously.  
386

#### 387 **6.9 PPE Year End Purchase**

388 A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to  
389 purchase 4 coats, 4 pants and 3 pairs of boots with a total cost of \$13,185.89.  
390 Voting: 5-0-0; motion carried unanimously.  
391

### 392 **7. Approvals**

#### 393 **7.1 Assessing**

##### 394 **Abatement Recommendation**

##### 395 **Item A.**

396 This abatement application is for a condominium. The Assessor reviewed the application and  
397 determined to change bath count. After adjustments, the assessment was reduced by \$7400,  
398 from \$420,200 to \$412,800. The Assessor recommends approval of a corresponding  
399 abatement request.  
400

401 Therefore, a MOTION was made by Selectman Stoughton and SECONDED by Selectman  
402 Grella to approve an abatement for Tax Year 2021 for Map 003, Lot 027-023 in the amount of  
403 \$158.00 plus any applicable interest/fees.  
404 Voting: 5-0-0; motion carried unanimously.  
405

##### 406 **Item B.**

407 This abatement application is for a single-family home. The Assessor reviewed the application  
408 and determined to adjust square footage. After adjustments, the assessment was reduced by  
409 \$4000, from \$366,800 to \$362,800. The Assessor recommends approval of a corresponding  
410 abatement request.  
411

412 *Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman*  
413 *Grella to move to approve an abatement for Tax Year 2021 for Map 003, Lot 086-018 in the*  
414 *amount of \$85.00 plus any applicable interest/fees.*  
415 *Voting: 5-0-0; motion carried unanimously.*

416

417 **Item C.**

418 This abatement application is for a condominium. The Assessor reviewed the application and  
419 determined to correct the living area. After adjustments, the assessment was reduced by  
420 \$98,400, from \$304,000 to \$205,600. The Assessor recommends approval of a corresponding  
421 abatement request.

422

423 *Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman*  
424 *Grella to approve an abatement for Tax Year 2021 for Map 004, Lot 018-017 in the amount of*  
425 *\$2097.00 plus any applicable interest/fees.*

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

427

428 **Item D.**

429 *This item was tabled at this time.*

430

431 **Item E.**

432 This abatement application is for a single-family home. The Assessor reviewed the application  
433 and determined to change the style of house. After adjustments, the assessment was reduced  
434 by \$10600, from \$604,500 to \$593,900. The Assessor recommends approval of a  
435 corresponding abatement request.

436

437 *Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman*  
438 *Grella to approve an abatement for Tax Year 2021 for Map 004, Lot 161-007 in the amount of*  
439 *\$226.00 plus any applicable interest/fees.*

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

441

442 **Item F.**

443 This abatement application is for a single-family home. The Assessor reviewed the application  
444 and determined to change the depreciation. After adjustments, the assessment was reduced by  
445 \$10100, from \$629,300 to \$619,200. The Assessor recommends approval of a corresponding  
446 abatement request.

447

448 *Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman*  
449 *Grella to approve an abatement for Tax Year 2021 for Map 005, Lot 122-006 in the amount of*  
450 *\$215.00 plus any applicable interest/fees.*

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

452

453 **Item G.**

454 This abatement application is for a single-family home. The Assessor reviewed the application  
455 and determined to change the barn to shed. After adjustments, the assessment was reduced by  
456 \$3300, from \$600,300 to \$597,000. The Assessor recommends approval of a corresponding  
457 abatement request.

458

459 *Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman*  
460 *Grella to approve an abatement for Tax Year 2021 for Map 007, Lot 033-000 in the amount of*  
461 *\$70.32 plus any applicable interest/fees.*  
462 *Voting: 5-0-0; motion carried unanimously*  
463

464 **Item H.**

465 This abatement application is for a single-family home. The Assessor reviewed the application  
466 and determined to change the grade. After adjustments, the assessment was reduced by  
467 \$26000, from \$458,700 to \$432,700. The Assessor recommends approval of a corresponding  
468 abatement request.

469  
470 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella t move*  
471 *to approve an abatement for Tax Year 2021 for Map 007, Lot 039-006 in the amount of*  
472 *\$554.00 plus any applicable interest/fees.*  
473 *Voting: 5-0-0; motion carried unanimously*  
474

475 **Item I.**

476 This abatement application is for a single-family home. The Assessor reviewed the  
477 application and determined to change the grade. After adjustments, the assessment  
478 was reduced by \$30200, from \$487,000 to \$456,800. The Assessor recommends  
479 approval of a corresponding abatement request.

480  
481 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
482 *approve an abatement for Tax Year 2021 for Map 007, Lot 039-007 in the amount of \$645.00*  
483 *plus any applicable interest/fees.*  
484 *Voting: 5-0-0; motion carried unanimously.*  
485

486 **Item D. (this item was taken up at this time)**

487 This abatement application is for a single-family home. The Assessor reviewed the application  
488 and determined to change the grade. After adjustments, the assessment was reduced by  
489 \$45,700, from \$635,900 to \$590,200. The Assessor recommends approval of a corresponding  
490 abatement request.

491  
492 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
493 *approve an abatement for Tax Year 2021 for Map 004, Lot 062-023 in the amount of \$974.00*  
494 *plus any applicable interest/fees.*  
495 *Voting: 5-0-0; motion carried unanimously*  
496

497 **Item J.**

498 This abatement application is for a single-family home. The Assessor reviewed the application  
499 and determined to change delete FHS, add TQS/FGR. After adjustments, the assessment was  
500 reduced by \$18800, from \$751,700 to \$732,900. The Assessor recommends approval of a  
501 corresponding abatement request.

502  
503 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
504 *approve an abatement for Tax Year 2021 for Map 010, Lot 030-040 in the amount of \$401.00*  
505 *plus any applicable interest/fees.*



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

507

508 **Item K.**

509 This abatement application is for a single-family home. The Assessor reviewed the application  
510 and determined to change the depreciation. After adjustments, the assessment was reduced by  
511 \$13,400, from \$331,800 to \$318,400. The Assessor recommends approval of a corresponding  
512 abatement request.

513

514 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
515 *approve an abatement for Tax Year 2021 for Map 017, Lot 111-000 in the amount of \$286.00*  
516 *plus any applicable interest/fees.*

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

518

519 **Item L.**

520 This abatement application is for vacant land. The Assessor reviewed the application and  
521 determined to adjust the condition factor. After adjustments, the assessment was reduced by  
522 \$85100, from \$459,600 to \$374,500. The Assessor recommends approval of a corresponding  
523 abatement request.

524

525 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
526 *approve an abatement for Tax Year 2021 for Map 024, Lot 045-000 in the amount of*  
527 *\$1813.00 plus any applicable interest/fees.*

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

529

530 **7.2 AP, Payroll, Minutes**

531 **Payroll**

532 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
533 *approve one (1) FY21 Payroll Manifest in the amount of \$230,359.10 dated June 2, 2022,*  
534 *subject to review and audit.*

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

536

537 **Accounts Payable**

538 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
539 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$42,895.96 dated June 7,*  
540 *2022, subject to review and audit. (NH DMV).*

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

542

543 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
544 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$387,336.9 dated June 7,*  
545 *2022, subject to review and audit. (Vendors)*

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

547

548 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*  
549 *approve the Board of Selectmen meeting minutes of May 31, 2022, as submitted.*

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

551

552 **7.3 Annual Dog Warrant, 2022**

553 The Board tabled this item to its next meeting.

554

555 A piece of correspondence was reviewed regarding this item:

556 *Letter from Rover (address illegible)*

557

558 *Dear Board Members:*

559

560 *I wagged my tail*

561 *I didn't bow-wow*

562 *I played nice with the cat*

563 *I hoped they'd renew by now*

564

565 *Nancy and Laverne are nice*

566 *And by now there's no ice*

567 *I'd sure like to stay out of jail*

568 *So, owners, please pay my bail*

569

570 *I'm sure APD would be great*

571 *But Chief Reams knows I'd whine*

572 *It's not much to renew me*

573 *So please, owners, just pay the fine*

574

575 *Dean looks great on TV*

576 *But I don't want to see*

577 *Him announcing my APB*

578 *Please, pay the fee*

579

580 *My arrest warrant is up soon, I know*

581 *Please, Board Members, take it slow*

582 *Remind dog owners of my tale of woe*

583 *And tell them pay up now, or its off I go!*

584

585 **10. Action Items**

586 The Board reviewed its action items.

587

588 **11. Old/New Business**

589 None at this time.

590

591 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*  
592 *adjourn the meeting at 9:50pm.*

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

594

595 **NEXT MEETING: Monday, June 27, 2022**

596

597

598

599

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*Selectman Danielle Pray*

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*Date*