



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, JULY 25, 2022 6:00 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Non-Public Session: RSA 91-A:3, II (d) Consideration of the acquisition, sale or lease of real or personal property.**
- 4. Citizens' Forum**
- 5. Resignation**
  - 5.1. Chris Hall resignation, HDC
- 6. Board Appointment: Souhegan River Local Advisory Committee (SoRLAC)**
  - 6.1. Appointment, Eric Doberstein
- 7. Scheduled Appointments**
  - 7.1. Use of Town Common request, Joan Ferguson, Knitting Chemo Hats
  - 7.2. Wendy Rannenber, Bench placement discussion
  - 7.3. NHDOT Ten Year Plan, Chris Buchanan and Will Ludt
- 8. Administration**
  - 8.1. Administrative Updates
  - 8.2. Focused Site Investigation Bid Award Recommendation
  - 8.3. Update on water line extension and contract with Pennichuck
- 9. Staff Reports**
  - 9.1. Thornton Ferry Rd 1 Bridge Closure
  - 9.2. Town Hall ERV Bid

- 9.3. Streetlighting Upgrade Proposal
- 9.4. Library Update
- 9.5. Capital Improvement Program Procedures

**10. Approvals**

- 10.1. ASSESSING
- 10.2. AP, PR and Minutes Approvals

**11. Action Items**

**12. Old/New Business**

**Adjournment**

**Next Meeting: August 8, 2022**

You are invited to a Zoom webinar.  
When: Jul 25, 2022 06:30 PM Eastern Time (US and Canada)  
Topic: Board of Selectmen 07/ 25/ 2022

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87342281759>

Or Telephone: 1 312 626 6799



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

**Title:** Appointment, Eric Doberstein  
**Meeting Date:** July 25, 2022

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

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**BACKGROUND INFORMATION:**

This appointment will fill a vacancy. This position has a term limit that ends 2024.

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. nhdes-w-07-030 Eric Doberstein, js



# LOCAL RIVER MANAGEMENT ADVISORY COMMITTEE NOMINEE FORM



## New Hampshire Rivers Management and Protection Program

RSA 483:8-a

Please complete both sides of this form and email to [riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov). Please type "NOMINEE FORM" and nominee's name in the subject line. Forms can also be sent by mail to: Rivers Coordinator, NHDES, 29 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095. For questions please contact the Rivers Coordinator at 271-2959.

**Nominee Information**

Nominee Name: Eric Doberstein		Date: 7-13-2022
Street Address: 178 Amherst Street		
Town: Amherst		Zip Code: 03031
Phone (home):	Phone (cell):	Phone (work):
Email: <a href="mailto:eric@doberstein.us">eric@doberstein.us</a>		

**Nomination Information**

Type of Appointment -	<input checked="" type="checkbox"/> New Appointment	<input type="checkbox"/> Reappointment
River Name: Souhegan		
Type of Representation -	Municipality: Amherst	Other:
Please state your interest(s) in serving on the Local River Management Advisory Committee:		
<input type="checkbox"/> Local Government	<input checked="" type="checkbox"/> Conservation	<input type="checkbox"/> Agriculture
<input type="checkbox"/> Business	<input checked="" type="checkbox"/> Recreation	<input type="checkbox"/> Riparian Landowners
<input type="checkbox"/> Other, please specify: _____		

**Board of Selectmen or Authorized Signature(s) – REQUIRED (e-signature acceptable)**

Name:	Title:
Name:	Title:
Name:	Title:
<p><i>Note: By statute, the New Hampshire Rivers Management Advisory Committee appoints the Local River Management Advisory Committee (LAC) members for each Designated River from nominees submitted by the local governing bodies through which the Designated River flows (RSA 483:8-a).</i></p>	

(603) 271-2959 [riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov)  
 PO Box 95, Concord, NH 03302-0095  
[www.des.nh.gov](http://www.des.nh.gov)

**Additional Information**

Please include a short description of your relevant background knowledge of local river-related issues or general river management and protection:

I have a good background in life sciences, ecology, and mechanical engineering. I spent much of my youth on and around rivers and lakes. I recently retired and would like to use my extra time to think globally, act locally and pay it forward. In the past, I have served on town capital improvement committees. Consequently, I am familiar with the challenges of balancing development against conservation. I have paddled much of the Soehegan River and walked most of the Amherst conservation lands.

Most Local Advisory Committees engage in a variety of activities. Reviewing those activities listed below, please check those that are of most interest to you:

- Grant Writing                       Public Education                       Committee Administration
- Event Organization                       Public Relations                       Management Plan Preparation/Implementation
- Other, please specify: Administer existing River Water Quality Monitoring Program

Most Local Advisory Committees meet monthly. In some cases they may meet more frequently to complete specific tasks, while in other cases your attendance may not be required at all meetings. Please check one of the boxes below to indicate your availability to attend regularly scheduled meetings:

- I can attend monthly meetings on most weeknights
- I can attend monthly meetings only if scheduled on a specific weeknight
- I can only attend a limited number of monthly meetings
- I cannot attend monthly meetings, but am willing to complete tasks on behalf of the Committee

**For NHDES Office Use Only**

LAC Member List and Contacts Database updated (date):

LAC Chair and Nominee have been contacted regarding nomination on (date):

RMPP Staff recommends appointment to the Rivers Management Advisory Committee -

Approve                      RMPP staff:                      Date:

Appointment confirmation sent to municipality and LAC Chair on (date):

Appointment letter and information packet sent on (date):

(603) 271-2959 [riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov)  
 PO Box 95, Concord, NH 03302-0095  
[www.des.nh.gov](http://www.des.nh.gov)

TOWN OF AMHERST, NH  
USE OF TOWN COMMONS REQUEST

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

Organization Name: Knitting Chemo Hats for cancer patients

Contact Name: Joan Ferguson

Contact Phone Number: 603-672-6277 Contact e-mail: jferg47410@aol.com

Date of Event: Oct 1, 2022 (Sat) hours (from/ to) 12 p.m. - 5 pm. Number of est. participants: Unknown

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

Wish to bring anything onto the Commons? If so, what? chairs and one table

Wish to drive anything onto the Commons? No

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

Request road closures? (Please identify intersections) No

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

Brief Description of event.: Because of the interest generated by a recent Amherst NH Facebook page discussion, request permission to have a "knit-in" to make chemo hats for area cancer patients. Interested knitters will be invited to sit and knit. The goal is to allow knitters to socialize, generate interest in the knitting arts, make knitters aware of the need for chemo hats for patients of all ages, discuss hat patterns, etc. I know there will be at least three knitters attending at various times - I'll be there for the entire period - but advertising via Facebook and personal word-of-mouth will probably generate more interest. I intend to advise knitters bring their own chairs and drinks/meals if appropriate. The idea is to encourage knitters to come and go as they desire during the proposed hours.

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

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

Signature: Joan S. Ferguson

Date: July 18, 2022

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

Chief of Police Approval:

Signature

Matthew Conley

Date:

7-22-22

Fire/ Rescue Chief Approval:

Signature

Matthew Conley

Date:

7/21/2022

Public Works Director Approval:

Signature

Craig M. Sloan

Date:

7/21/2022

BOS Approval:

Chair's Signature

Date:

From: [Wendy Rannenber](mailto:Wendy.Rannenber@gmail.com)  
To: [Jenifer Slosek](mailto:Jenifer.Slosek@amherstnh.gov)  
Subject: Fwd: [EXTERNAL] Location for a bench  
Date: Wednesday, July 13, 2022 2:46:18 PM

[External Sender]:

Attached is approval from homeowner on Amherst St.

wendy

Begin forwarded message:

**From:** Wendy Rannenber <[wendyrannenber@gmail.com](mailto:wendyrannenber@gmail.com)>  
**Date:** April 8, 2022 at 12:06:59 PM EDT  
**To:** Eric Slosek <[eslosek@amherstnh.gov](mailto:eslosek@amherstnh.gov)>  
**Subject:** Fwd: [EXTERNAL] Location for a bench

Begin forwarded message:

**From:** Patrick Daniel <[PDaniel@commonwealth.com](mailto:PDaniel@commonwealth.com)>  
**Date:** April 7, 2022 at 8:13:42 PM EDT  
**To:** Wendy Rannenber <[wendyrannenber@gmail.com](mailto:wendyrannenber@gmail.com)>  
**Subject:** Re: [EXTERNAL] Location for a bench

Great spot. Most buffer with trees on route. We could take care of plants, etc. Would be an honor

Get [Outlook for Android](#)

**From:** Wendy Rannenber <[wendyrannenber@gmail.com](mailto:wendyrannenber@gmail.com)>  
**Sent:** Thursday, April 7, 2022 5:40:57 PM  
**To:** Patrick Daniel <[PDaniel@COMMONWEALTH.COM](mailto:PDaniel@COMMONWEALTH.COM)>  
**Subject:** [EXTERNAL] Location for a bench

How is this? Just uphill from your driveway?



**From:** Wendy Rannenber [wendyrannenber@gmail.com](mailto:wendyrannenber@gmail.com)  
**Sent:** Wednesday, July 13, 2022 2:47 PM  
**To:** Jennifer Stover [jstover@amherstnh.gov](mailto:jstover@amherstnh.gov)  
**Subject:** Fwd: Question about benches

[External Sender]:

Here is the historic district comment regarding a bench on Spalding Common

Begin forwarded message:

**From:** Wendy Rannenber [wendyrannenber@gmail.com](mailto:wendyrannenber@gmail.com)  
**Date:** May 21, 2022 at 8:23:25 PM EDT  
**To:** "C. Buchanan" [cbuchanan603@gmail.com](mailto:cbuchanan603@gmail.com), Rick Katzenberg [rkeden1@gmail.com](mailto:rkeden1@gmail.com), Judy Shenk [judy@gymnasticsvillage.com](mailto:judy@gymnasticsvillage.com)  
**Subject:** Fwd: Question about benches

Begin forwarded message:

**From:** [hconcorp@comcast.net](mailto:hconcorp@comcast.net)  
**Date:** May 21, 2022 at 8:29:27 AM EDT  
**To:** Wendy Rannenber [wendyrannenber@gmail.com](mailto:wendyrannenber@gmail.com)  
**Subject:** Re: Question about benches

As a specific topic, benches on Spaulding Common was not discussed but, as similar to the subject Amherst Street location, are likely a non-issue. This might be better deferred to capable hands of the Board of Selectmen. However, I feel that display of certain sorts of donor info are, generally, not a tasteful embellishment; this to the penultimate example of "Amherst Bail Bonds" on a bench in the Town Common. Toward ridiculous extension, perhaps, I suggest that donation of benches by commercial enterprises be discouraged lest generousities of "Porky's Auto Salvage", "Vine Street Liquor Emporium" ... etc. ad nauseum start popping up all over town. Food for thought as your group moves forward in its mission.

Thank you and Best Wishes Wendy,  
Jamie

On 05/20/2022 9:34 AM Wendy Rannenber [wendyrannenber@gmail.com](mailto:wendyrannenber@gmail.com) wrote:

Thank Jamie. I am very sorry I was unable to attend the meeting. I will talk to the selectmen and we will get to work on the plans.



Just to be clear, the commission is okay with the plan for 130a Amherst Street. How about the possibility of putting one or two on the Spaulding. Common?

wendy

On May 20, 2022, at 5:45 AM, [hconcorp@comcast.net](mailto:hconcorp@comcast.net) wrote:

Hi Wendy -

Benches were discussed during HDC deliberations last night and your Committee's proposal of design carried ... you're good to go. Best wishes for project and thank you for for the opportunity of HDC consideration!!

Jamie

On 05/18/2022 7:53 AM Wendy Rannenber [wendyrannenber@gmail.com](mailto:wendyrannenber@gmail.com)> wrote:

We discussed granite. Benches with backs that are comfortable to sit on are desired. Just as they are on the green and other parks.

Thank you for the invite. I will plan to attend the meeting.

wendy

On May 18, 2022, at 6:11 AM, [hconcorp@comcast.net](mailto:hconcorp@comcast.net) wrote:

Has the question been raised as to granite benches vs the generic as depicted and, if hopefully so, what was the response to the suggestion? I will raise this to discussion among HDC Members tomorrow evening; please get back to me if you care to attend the meeting (Thursday, 5/19 at 7:00pm).

Thank you,

Jamie

On 05/17/2022 3:29 PM Wendy Rannenber [wendyrannenber@gmail.com](mailto:wendyrannenber@gmail.com)> wrote:

Hi Jamie,

I have not heard from anyone else regarding concern about placing a bench at 130a Amherst Street.

We plan on getting a cedar like bench instead of all green. I added a photo below. The landowner has sent a letter approving locating a bench in front of their property.

The donors will decide on any wording for memorial plaques as is done for other benches in town.

Wendy



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

**Title:** Administrative Updates  
**Meeting Date:** July 25, 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:** Focused Site Investigation Bid Award **Department:** Administration  
Recommendation

**Meeting Date:** July 25, 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:** Update on water line extension and contract with Pennichuck      **Department:** Administration

**Meeting Date:** July 25, 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:** Thornton Ferry Rd 1 Bridge Closure    **Department:** Public Works  
**Meeting Date:** July 25, 2022                      **Staff Contact:**

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## **BACKGROUND INFORMATION:**

On Friday afternoon, July 15th, NH DES contacted the DPW and Town Hall to notify the Town that the Thornton Ferry 1 Rd. bridge over Beaver Brook needed to be closed immediately. The state had been conducting a routine inspection of the bridge and determined that the existing metal culvert pipes had deteriorated significantly since their last inspection. The inspectors determined that the bridge was unsafe and recommended its immediate closure.

The DPW took immediate steps to close the road. Our crew was dispatched shortly after notification of the deficiency to install road closed signs at appropriate locations. Notices were posted on the Town and DPW webpages, and the DPW Facebook page. On Monday morning, jersey barriers were installed at either end of the bridge as an added precaution to prevent traffic from driving over the bridge. Additional signage was ordered on Monday to inform traffic of which houses can be accessed from either end of the bridge. Detour signs were installed on Tuesday to help traffic, including deliveries, get to their destinations.

The DPW will update the Board with the latest information at the meeting.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Amherst 145-106 rptInspectionReport
2. Amherst 145-106 Form 4
3. Amherst 145-106 rptPhoto



# Bridge Inspection Report

NBI Structure Number: 000701450010600

Amherst 145/106

Date of Inspection: 07/15/2022

**THORNTONS FERRY RD**

Date Report Sent: 07/18/2022

over

Owner: Municipality

**BEAVER BROOK**

Bridge Inspection Group: D-Team

Bridge Maintenance Crew: OTHER

*WORSENING CORROSION-RELATED DETERIORATION. 100% SECTION LOSS AT NORTH INLET (TORN) IN SPAN #2 FOR A LENGTH OF 18', EXTENDS 6' UNDER TRAVELWAY. 7/15/22*

### Recommended Postings:

Weight: **'Bridge Closed' and barricaded at both ends**

Weight Sign OK

*BRIDGE POSTED CLOSED AND BARRICADED BY TOWN 7/15/22. NO CAPACITY REMAINING DUE TO CORROSION-RELATED DETERIORATION. (JTP)*

Width: **Not Required**

Width Sign OK

Primary Height Sign Recommendation: *None*

**Clearances:** Over: 99.99  
(Feet) Under: 0.00  
Route: 99.99

Height Sign OK

Optional Centerline Height Sign Rec: *None*

### Condition:

Red List Status: Municipal Redlist

Deck: N N/A (NBI)

Superstructure: N N/A (NBI)

Substructure: N N/A (NBI)

Culvert: 1 Closed - Failing

Sufficiency Rating: 41 %

Bridge Rail: N/A or not required

Rail Transition: N/A or not required

Bridge Approach Rail: Meets Standards

Approach Rail Ends: Substandard

### Structure Type and Materials:

Number of Main Spans: 2

Number of Approach Spans: 0

### Main Span Material and Design Type

Steel/Culvert

NH Bridge Type: MP (Metal Pipe)

Deck Type: N/A (NBI)

Wearing Surface: N/A (no deck (NBI))

Membrane: N/A (no deck (NBI))

Deck Protection: N/A (no deck (NBI))

Curb Reveal: Not Measured

Plan Location: unknown

Total Bridge Length: 20.0 ft

Right Curb/Sidewalk Width: 0.0 ft

Total Bridge Width: 0.0 ft

Median: No median

Bridge Skew: 0.00 °

Year Built/Rebuilt: 1970

### Bridge Dimensions:

Length Maximum Span: 9.0 ft

Left Curb/Sidewalk Width: 0.0 ft

Width Curb to Curb: 0.0 ft

Approach Roadway Width: 20.0 ft  
(W/Shoulders)

# Bridge Inspection Report

NBI Structure Number: 000701450010600

Amherst 145/106

## Bridge Service:

Type of Service on Bridge: Highway

Type of Service Under: Waterway

Lanes on Bridge: 2

Lanes Under: 0

AADT: 344

Percent Trucks: 4%

Year of AADT: 2020

Future AADT: 509

Year of Future AADT: 2042

Federal or State Definition Bridge: Fed-Definition Bridge

National Highway System: Bridge does not carry NHS

Roadway Functional Class: Urban, Local

New Hampshire Bridge Tier: 5

Eligibility for the National Register of Historic Places: Possibly eligible for

Traffic Direction: 2-way traffic

## National Bridge Inventory (NBI) Appraisal Ratings:

Deck Geometry: N Not applicable (NBI)

Underclearances: N Not applicable (NBI)

Approach Alignment: 7 Above Min Criteria

Structural Evaluation: 0 Closed

Channel/Channel Protection: 5 Bank Prot Eroded

Waterway Adequacy: 7 Above Minimum

Bridge Scour Critical Status: 8 Stable Above Footing

Riprap Condition: Good Condition

Debris Present: No Debris Present

Channel Notes:



# Bridge Inspection Report

NBI Structure Number: 000701450010600

Amherst 145/106

## Element Details

No.	Description	Material Notes and Condition Notes:
215	Reinforced Concrete Abutment	CONCRETE HEADWALL ON NORTH.
217	Masonry Abutment	STONE HEADWALL AND WINGS ON SOUTH.
└ 1640	Masonry Displacement	GRANITE HAS SHIFTED OUT OF ALIGNMENT OVER BOTH MP'S ON SOUTH. GRANITE BULGING OUTWARDS ON SOUTH.
240	Steel Culvert	2 MP'S- 9'- 7" X 6.5'. 6" X 2" CORRUGATION X 5/32" PLATE. 2-1/2' OF COVER. END OF PIPE TO EDGE OF PAVEMENT, APPROXIMATELY TWELVE FEET ON NORTH AND 10' ON SOUTH.TWO SPAN METAL CULVERT: HEAVY SCALE AND CORROSION ON RADIUS. ROOF BOLT LINES HAVE PLATE GAPS 1/2" TO 3/4" FULL LENGTH, BOTH SIDES. DISTORTION IN SPAN #2 FROM TORN RADIUS.*** UNDER TRAVELWAY *** SPAN #1- ABLE TO PENETRATE WITH A PICK HAMMER ON EAST SIDE, FULL LENGTH WITH 10% SECTION LOSS. SPAN #2- WEST SIDE OF RADIUS, QUARTER SIZE HOLES FOR MOST OF THE LENGTH WITH 10% TO 15% SECTION LOSS; THE LAST SIX FEET IS SEVERED AND PUSHED INWARDS UP TO TWO INCHES WITH 100% SECTION LOSS. *** NOT UNDER TRAVELWAY *** SPAN #1- 100% SECTION LOSS ON EACH SIDE OF OUTLET IN A 1' TO 2' AREA. 100% SECTION LOSS AT INLET ON EACH SIDE, FOUR FEET IN LENGTH.SPAN #2- 100% SECTION LOSS ON EACH SIDE OF OUTLET IN A 1' TO 2' AREA. 100% SECTION LOSS AT INLET ON WEST SIDE OF RADIUS AND PUSHED INWARDS UP TO EIGHT INCHES FOR A LENGTH OF TWELVE FEET
└ 1000	Corrosion	CORROSION OF THE STEEL HAS INITIATED IN EACH PIPE WITH HEAVY SCALE AND SECTION LOSS.  SPAN #1- ABLE TO PENETRATE WITH A PICK HAMMER ON EAST SIDE, FULL LENGTH WITH 10% SECTION LOSS.  SPAN #2- WEST SIDE OF RADIUS, QUARTER SIZE HOLES FOR MOST OF THE LENGTH WITH 10% TO 15% SECTION LOSS; THE LAST SIX FEET IS SEVERED AND PUSHED OUTWARDS UP TO TWO INCHES WITH 100% SECTION LOSS.  OUTLET OF EACH PIPE ON EACH SIDE HAS 100% SECTION LOSS IN A 1' TO 2' AREA. INLET OF SPAN #1 HAS 100% OF SECTION LOSS ON EACH SIDE IN A FOUR FOOT AREA. INLET OF SPAN #2 HAS 100% OF SECTION LOSS ON WEST SIDE IN A ELEVEN FOOT AREA.

## Element States

No.	Description	Quantity	Units	State 1	State 2	State 3	State 4
215	Reinforced Concrete Abutment	22	ft	100%	0%	0%	0%
217	Masonry Abutment	22	ft	0%	100%	0%	0%
└ 1640	Masonry Displacement	22	ft	0%	100%	0%	0%
240	Steel Culvert	88	ft	0%	0%	80%	20%
└ 1000	Corrosion	88	ft	0%	0%	80%	21%

## Bridge Notes:

4' PLUS WATER LEVEL ON 7/5/11 DUE TO BEAVER DAM DOWNSTREAM. WATER LEVEL 3'-6" ON 7/11/13, 6/21/17, 6/19/19.  
6/19/19- CONCRETE HEADWALL ADDED TO NORTH.  
6/19/19- ADDED TO MUNICIPAL REDLIST.

# Bridge Inspection Report

NBI Structure Number: 000701450010600

Amherst 145/106

**Inspection Notes:** 07/15/2022

NJL inspection comments -  
ASPHALT- NO DAMAGE, CORE SAMPLES TAKEN. W-BEAM RAIL- GALVANIZED POST WITH OFFSET SYNTHETIC BLOCKS, MINOR SCRAPES.

TWO SPAN METAL CULVERT: HEAVY SCALE AND CORROSION ON RADIUS. ROOF BOLT LINES HAVE PLATE GAPS 1/2" TO 3/4" FULL LENGTH, BOTH SIDES. DISTORTION IN SPAN #2 FROM TORN RADIUS.

\*\*\* UNDER TRAVELWAY \*\*\*

SPAN #1- ABLE TO PENETRATE WITH A PICK HAMMER ON EAST SIDE, FULL LENGTH WITH 10% SECTION LOSS.

SPAN #2- WEST SIDE OF RADIUS, QUARTER SIZE HOLES FOR MOST OF THE LENGTH WITH 10% TO 15% SECTION LOSS; THE LAST SIX FEET IS SEVERED AND PUSHED INWARDS UP TO TWO INCHES WITH 100% SECTION LOSS.

\*\*\* NOT UNDER TRAVELWAY \*\*\*

SPAN #1- 100% SECTION LOSS ON EACH SIDE OF OUTLET IN A 1' TO 2' AREA. 100% SECTION LOSS AT INLET ON EACH SIDE, FOUR FEET IN LENGTH.

SPAN #2- 100% SECTION LOSS ON EACH SIDE OF OUTLET IN A 1' TO 2' AREA. 100% SECTION LOSS AT INLET ON WEST SIDE OF RADIUS AND PUSHED INWARDS UP TO EIGHT INCHES FOR A LENGTH OF TWELVE FEET.

SUBSTRUCTURE: HEADWALLS / WINGS- GRANITE HAS SHIFTED OUT OF ALIGNMENT OVER BOTH MP'S ON SOUTH. CONCRETE HEADWALL ON NORTH.

PICTURES: D273-

76. ABLE TO PENETRATE ABOVE BOLTED RADIUS WITH A PICK HAMMER ON EAST SIDE OF SPAN #1 FOR THE ENTIRE LENGTH. MRL

77. NORTHWEST SIDE OF SPAN #2 SEVERED 6' IN LENGTH AND PULLED AWAY 2", UNDER TRAVELWAY. MRL

78. WEST APPROACH, PAVEMENT STILL IN GOOD CONDITION; CORE SAMPLES TAKEN ON EACH SIDE. MRL

79. RADIUS SEVERED AT NORTHWEST INLET, (SPAN #2) FOR A LENGTH OF 18' WITH ONE FOOT SECTION REMAINING AT EDGE OF ROADWAY; SIX FEET IS UNDER TRAVELWAY. MRL

80. VIEW OF TORN RADIUS ON NORTHWEST IN SPAN #2 SHOWING DISTORTION; PUSHED INWARDS STARTING FROM 1" TO 8" AT INLET. MRL

81. SINK HOLE AT NORTH INLET BETWEEN PIPES DUE TO TORN RADIUS AND LOSS OF FILL. MRL

82. TAPE MEASURE EXTENDS 18' FROM INLET TO RED MARKER IN PAVEMENT, 100% SECTION LOSS IN RADIUS EXCEPT FOR A ONE FOOT AREA AT EDGE OF ROADWAY. MRL

# Bridge Inspection Report

NBI Structure Number: 000701450010600

Amherst 145/106

**Previous Inspection Notes:** 06/24/2021

NJL inspection comments -  
ASPHALT- NO DAMAGE. W-BEAM RAIL- GALVANIZED POST WITH OFFSET SYNTHETIC BLOCKS, MINOR SCRAPES.

METAL CULVERTS: HEAVY SCALE AND CORROSION ON RADIUS. ROOF BOLT LINES HAVE PLATE GAPS 1/2" TO 3/4" FULL LENGTH BOTH SIDES. SECTION LOSS AT INLET AND OUTLET OF EACH PIPE, NOT OVER TRAVELWAY.

SPAN #2- WEST SIDE OF RADIUS, QUARTER SIZE HOLES FOR MOST OF THE LENGTH WITH 10% TO 15% SECTION LOSS; THE LAST FOUR FEET WITH 60% SECTION LOSS ADJACENT TO TORN SECTION ON NORTH.

SUBSTRUCTURE: HEADWALLS / WINGS- GRANITE HAS SHIFTED OUT OF ALIGNMENT OVER BOTH MP'S ON SOUTH. CONCRETE HEADWALL ON NORTH.

PICTURES: D258-

- 18. SINK HOLE BETWEEN PIPES AT INLET, RADIUS TORN BELOW SINK HOLE; NOT UNDER TRAVELWAY.
- 19. SPAN #1 ON SOUTHEAST, 100% SECTION LOSS, 1' IN LENGTH AT OUTLET; NOT UNDER TRAVELWAY, TYPICAL OF SOUTHWEST.
- 20. WATER LOW, INSIDE VIEW OF HEAVY SCALE AND CORROSION ON RADIUS IN SPAN #1, TYPICAL OF SPAN #2.
- 21. SPAN #1 ON NORTHEAST, 90 % TO 100% SECTION LOSS, 4' IN LENGTH AT INLET; NOT UNDER TRAVELWAY, TYPICAL OF NORTHWEST.
- 22. SPAN #2 ON SOUTHWEST, 90% TO 100% SECTION LOSS, 2' IN LENGTH AT OUTLET; NOT UNDER TRAVELWAY, TYPICAL OF SOUTHEAST.
- 23. SPAN #2 ON NORTH, RADIUS TORN , 10' IN LENGTH WITH 100% SECTION LOSS; NOT UNDER TRAVELWAY.
- 24. SPAN #2 ON NORTH, 60% SECTION LOSS, 4' IN LENGTH UNDER TRAVELWAY.
- 25. SPAN #2 ON WEST SIDE OF RADIUS, QUARTER SIZE HOLES FOR THE REMAINING LENGTH WITH 10% TO 15% SECTION LOSS; UNDER TRAVELWAY.

**Approach and Roadway Notes:**

APPROACH ASPHALT- NO DAMAGE, CORE SAMPLES TAKEN. APPROACH W-BEAM RAIL- GALVANIZED POST WITH SYNTHETIC OFFSET BLOCKS, MINOR SCRAPES.

**Inspection History**

Inspection Date	Inspector Initials	Inspection Type(s) Performed				Major Element Ratings				Red list	Posting
		NBI	Elem	FCM	U/W	Deck	Super	Sub	Culvert		
07/15/2022	NJL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	1	<input checked="" type="checkbox"/>	Bridge Closed
06/24/2021	NJL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	3	<input checked="" type="checkbox"/>	E-2
10/29/2020	NJL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	4	<input checked="" type="checkbox"/>	E-2
06/19/2019	NJL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	4	<input checked="" type="checkbox"/>	E-2
06/21/2017	NJL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	5	<input type="checkbox"/>	E-2
07/21/2015	KLM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	5	<input type="checkbox"/>	E-2
07/11/2013	KLM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	5	<input type="checkbox"/>	E-2
07/05/2011	KLM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	5	<input type="checkbox"/>	E-2
06/23/2009	FNM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	5	<input type="checkbox"/>	E-2
01/31/2007	FNM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	5	<input type="checkbox"/>	E-2
08/19/2005	JEL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	6	<input type="checkbox"/>	E-2
07/16/2003	FNM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	6	<input type="checkbox"/>	E-2
01/18/2001	FNM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	6	<input type="checkbox"/>	E-2
03/01/1999	RLM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	6	<input type="checkbox"/>	E-2
02/01/1997		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	6	<input type="checkbox"/>	E-2
01/01/1995		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	6	<input type="checkbox"/>	E-2
01/01/1993		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	N	N	6	<input type="checkbox"/>	E-2

Inspection Frequency (mo.)			
NBI	Elem	FCM	U/W
16	16	N/A	N/A

**BRIDGE CAPACITY SUMMARY**

TOWN: AMHERST  
 BRIDGE NUMBER: 145/106  
 RATED BY: JTP DATE: 10/29/2019  
 CHECK BY: NBC DATE: 10/30/19  
 ROUTE: BEAVER BROOK

DESIGN LOAD: UNKNOWN DESIGN METHOD: UNKNOWN  
 RATING METHOD: LOAD FACTOR PLAN FILE: NOT ON FILE

RATED MEMBER	LONGITUD. EFFECTIVE SPAN LENGTH	REQUIRED CAPACITY (HS Tons)		AVAILABLE CAPACITY (HS Tons)				
		CURRENT LEGAL LOADS	CERTIFIED VEHICLES	MULTIPLE LANES LOADED	SINGLE LANE LOADED	POSTING		
		SINGLE UNIT	MULTIPLE UNIT	INVENTORY	OPERATING	INVENTORY	OPERATING	POSTING
SPPA, Wall Area (60% losses, 3'-0" cover)	4'-6"	HS 15.4	HS 15.4	HS 53.4	HS 89.2	HS 60.6	HS 101.2	
SPPA, Seam Strength (60% losses, 3'-0" cover)	4'-6"	HS 15.4	HS 15.4	HS 27.1	HS 45.2	HS 30.7	HS 51.3	
<p><i>7/15/2022 100% losses w/ DISTORTION (CLOSURE REQUIRED)</i></p> <p><i>→</i></p>								

RECOMMENDED POSTING:	No Posting Required	English Tons	81.7	Metric Tons	73.8
		(Op.) 64.			
		(Inv.) 66.	48.8		44.2



*NBC*  
10/30/2019



*JTP*  
7/15/2022

**AMHERST 145/106**

Owner: Municipality  
Inspection Team: D

**THORNTONS FERRY RD over BEAVER BROOK**

Friday, July 15, 2022

ABLE TO PENETRATE ABOVE BOLTED RADIUS WITH A PICK HAMMER ON EAST SIDE OF SPAN #1 FOR THE ENTIRE LENGTH. MRL

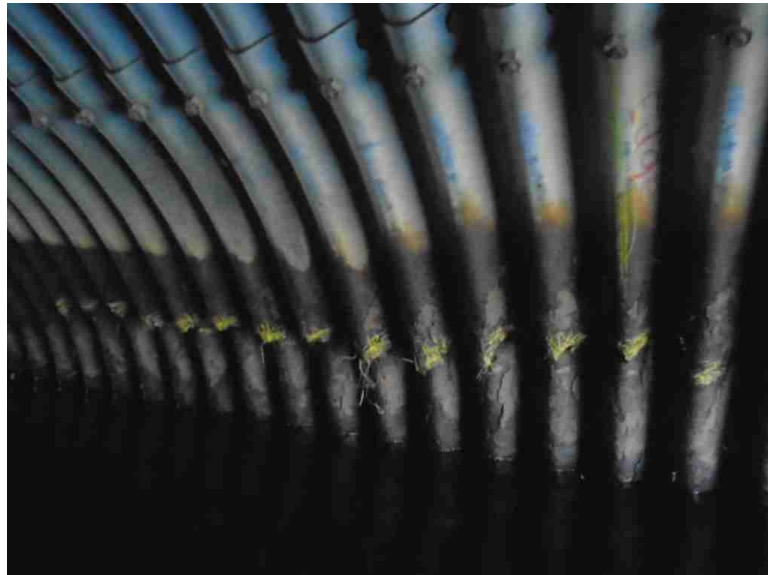
D273 76



Friday, July 15, 2022

NORTHWEST SIDE OF SPAN #2 SEVERED 6' IN LENGTH AND PULLED AWAY 2", UNDER TRAVEL WAY. MRL

D273 77



Friday, July 15, 2022

WEST APPROACH, PAVEMENT STILL IN GOOD CONDITION; CORE SAMPLES TAKEN ON EACH SIDE. MRL

D273 78



**AMHERST 145/106**

Owner: Municipality  
Inspection Team: D

**THORNTONS FERRY RD over BEAVER BROOK**

Friday, July 15, 2022

RADIUS SEVERED AT NORTHWEST INLET, (SPAN #2) FOR A LENGTH OF 18' WITH ONE FOOT SECTION REMAINING AT EDGE OF ROADWAY; SIX FEET IS UNDER TRAVEL WAY. MRL

D273 79



Friday, July 15, 2022

VIEW OF TORN RADIUS ON NORTHWEST IN SPAN #2 SHOWING DISTORTION; PUSHED INWARDS STARTING FROM 1" TO 8" AT INLET. MRL

D273 80



Friday, July 15, 2022

SINK HOLE AT NORTH INLET BETWEEN PIPES DUE TO TORN RADIUS AND LOSS OF FILL. MRL

D273 81



**AMHERST 145/106**

Owner: Municipality  
Inspection Team: D

**THORNTONS FERRY RD over BEAVER BROOK**

Friday, July 15, 2022

TAPE MEASURE EXTENDS  
18' FROM INLET TO RED  
MARKER IN PAVEMENT,  
100% SECTION LOSS IN  
RADIUS EXCEPT FOR A ONE  
FOOT AREA AT EDGE OF  
ROADWAY. MRL

D273 82





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Town Hall ERV Bid  
**Meeting Date:** July 25, 2022

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

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## **BACKGROUND INFORMATION:**

We received one bid for installing an ERV system at Town Hall. We solicited six companies, and also posted the bid on the Town website, Construction Summary of NH, ME, & VT, and Dodge Data Analytics. We contacted all six companies we solicited to determine why they did not submit a bid. The reasons given were "lack of personnel", "feels the job needs more of a commercial company", "schedule full", "not interested in this type of work", "not accepting new customers", and one company did not reply.

Northeast Climate, LLC, of Brookline, NH, was the only company who submitted a proposal. We did not solicit Northeast Climate, LLC for a proposal, rather they found our project on one of the electronic postings. The bid amount was \$49,300.00. With no other bids to compare to, it is not known if this is a reasonable bid. My recommendation is to find companies that specialize in larger, commercial projects, and put this project back out to bid.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Recommend putting the project back out to bid.

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Northeast Climate LLC



**Bid Submission Form**

Name of Bidder: Northeast Climate LLC

Street Address: 8 Millbrook Rd

Town/City: Brookline State: NH Zip: 03033

Business Phone Number: 603-554-2452

Business Contact Name: Drew Dion

Email: northeastclimatenh@gmail.com

**Town Hall ERV System Furnishment & Installation:**

Lump Sum Price for time and materials: \$ 49,300.00

forty nine thousand three hundred dollars  
(Written Words)

List applicable warranties, including any additional costs for same:

Warranty Type (if applicable): 1 yr Labor on equipment

Installed. Equipment warranties outlined in proposal

Warranty Cost (if applicable): \$ N/A

(Written Words)

Bids should be mailed to the following address clearly labeled with the firm's name, and project name "Amherst Shared Street Planning Services":

**Town Administrator's Office  
2 Main Street  
Amherst, NH 03031**

Bids must be submitted no later than 2 PM on Friday, July 15, 2022.

***All Proposals shall be valid for a period of thirty (30) days from the bid opening date.***



# Proposal

**Submitted to:** Town of Amherst

**Bid Date:** 7/15/2022

**Site:** 2 Main St Amherst NH

**Bid Number:** #02-23

**Northeast Climate, LLC** hereby submits specifications and estimates for furnishment and installation of new ERV system to supply fresh outside air exchange to the Town Hall:

Installation of **(1)** Daikin 470 Series Energy Recovery Ventilator:

- VAM470GVJU (Basement/Floor Floor)  
10 YR Compressor/Parts Warranty

Installation of **(1)** Daikin 600 Series Energy Recovery Ventilator:

- VAM600GVJU (Second Floor)  
10 YR Compressor/Parts Warranty

Installation of **(1)** Panasonic Intelli-Balance 100 Energy Recovery Ventilator:

- FV-10VEC2 (Stairwell)  
6 YR DC Motor/3 YR Parts Warranty



**Installation includes:**

- Pulling applicable Mechanical Permits with Town of Amherst
- Ductwork outlined in M101 per engineering design
- 3.5 kW Attic Duct Coil Heater (Supply Side)
- 3 kW Basement Duct Coil Heater (Supply Side)
- All Duct Penetrations to Exterior and thru Fire Rated walls per M101 requirements
- All Control wiring to thermostats and power wiring to new ERV and Duct Coil Heater Units
- Final walkthrough and explanation of all safety and future preventative maintenance requirements with owner's representative

Upon completion of work Northeast Climate LLC includes a 1-year labor warranty for equipment installed above provided preventative service completed. Recommended maintenance schedule is outlined in product manuals. Warranty may be voided if another contractor or homeowner attempts to fix/alter the units. This project will be scheduled for (8-10) 8-hour workdays.

Total Investment of **49,300.00** upon completion, with a 50% down payment **24,650.00** to schedule project. Down payment requirements subject to agreement and terms of Town contract. This proposal may be withdrawn if not accepted within **30** days.

**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_



## Recent ERV Projects

**Submitted to:** Town of Amherst

**Bid Date:** 7/15/2022

**Site:** 2 Main St Amherst NH

**Bid Number:** #02-23

The recent following projects have featured ERV systems alongside additional equipment outlined in the projects mechanical schedule:

### 2022 Sheraton Hotel Nashua:

Remodel of existing ductwork and installation of Mitsubishi and Renewaire Systems:

- Renewaire Premium L Series ERV
- Project Value: 138,500.00

### 2022 Plains RD Hollis:

installation of Mitsubishi and Zehnder Systems in High Performance (Passive) Home:

- Zehnder Q350 Series ERV
- Project Value: 35,000.00

### 2022 South Merrimack Rd Hollis:

installation of Mitsubishi and Renewaire Systems in High Performance (Passive) Home:

- (2) Renewaire Premium L Series ERV
- Project Value: 44,000.00



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Streetlighting Upgrade Proposal

**Department:** Public Works

**Meeting Date:** July 25, 2022

**Staff Contact:** Eric Slosek

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## **BACKGROUND INFORMATION:**

The DPW has been working with Affinity LED to determine the benefits and costs of upgrading our Town street lighting to LED lighting. Attached is a proposal from Affinity LED outlining the costs and benefits of upgrading.

The total annual cost for street lighting in Amherst is \$18,403. If we upgraded to LED lights as proposed by Affinity, our annual costs would decrease by \$11,045, or a 60% savings, for an annual cost thereafter of \$7,358 (using June 2022 electric rates). The Net project cost, including Eversource incentive, is \$41,350, with a simple payback of 3.74 years. It is important to note that with rising electric costs, the payback period may be less.

Affinity LED has completed more than 60 streetlight conversion projects for towns and cities in NH. Our neighboring towns of Mont Vernon, Merrimack, Milford, Hollis, and Wilton, to name a few, have all used Affinity to upgrade their streetlights to LED lights.

I am sharing this information with the Board to determine if 1) the Board wishes to pursue upgrading Amherst streetlights to LED; 2) if the Board desires this project to go out for competitive bid; and 3) discuss possible funding sources for this project (if the project is desired by the Board).

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Streetlight Proposal for Amherst NH

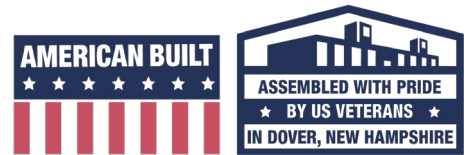




Eric McCallister Photography | www.ericmccallister.com



## LED Streetlight Project



## Proposal for the Town of Amherst, New Hampshire



# LED Streetlight Project

Amherst,  
New Hampshire



- **Cover Letter**
- **Company Profile**
- **Project Highlights**
- **Detailed Energy Model**
- **Key Personnel**
- **Client References and Testimonials**
- **Similar Turnkey Projects in ME and NH**
- **Approach**
  - Audit and Digital Inventory
  - Financing Option
  - Design
  - Project Management
  - Technology Procurement
  - Installation & Maintenance / Construction Administration
  - Acquisition of Streetlights
  - Rebates and Incentives
- **10-year Warranty** - w/ 1 Year of Field Labor
- **Elimination of Packaging Waste**
- **Fixture Cut Sheets**



June 2022

To the Town of Amherst,

All information contained in this response accurately describes the services we provide.

We have included initial project cost calculations in this submission. These are based on the quantity of lights provided in the streetlight ledger provided by Eversource. The actual equipment are to be confirmed by the GIS audit.

Affinity LED Lighting is a complete turnkey service provider. We manage LED lighting upgrades from manufacturing to installation and maintenance. As demonstrated in this response, we understand the complexities of street lighting conversions and specifically, your individual community's project. Doing business with Affinity LED assures you one responsible point of contact before, during, and after your community's lighting efficiency measures have been installed. We place the highest value on our relationships and partnerships with our clients, which sets us apart and is vital to your long-term satisfaction over the lifetime of the equipment.

Thank you for your time and consideration, we look forward to engaging with all of you on this important project.

All the best,



**Steven R. Lieber**  
President & Founder, Affinity LED Light LLC

**Mailing:**  
Affinity LED Light LLC  
133 Islington Street  
Portsmouth, NH 03801  
Fax: 603-590-8897

**Office & Warehouse & Assembly:**  
Affinity LED Lighting  
1 Washington Street, Unit # 5121  
Dover, NH 03820 Phone: 978-378-LED8



**Steve Lieber**  
**Principal Contact**  
Mobile: 603-828-8919  
steve@affinityled.com



**Cassidy Brennan**  
**Project Developer**  
cell: 603-707-1607  
cassidy@affinityled.com

## Company Profile

**Founded in 2012, Affinity LED Light LLC is headquartered in one of Dover, New Hampshire's most historic manufacturing buildings, the Washington Street Mills.**

### Why choose Affinity LED?

We are the leader in street lighting conversions in Northern New England and have supported more than 90 municipal and state entities like yours to convert both their utility-owned (unmetered) street lighting and municipal-owned (metered) street and area lighting. In fact, **Affinity LED has converted more total streetlights in the State of New Hampshire than all of our industry competitors combined.** For this reason, joined with our passion to assist all communities to reap even more of the same benefits by converting their buildings and school's interior and exterior lighting, Affinity LED was honored to be the recipients of 2019's Clean Tech Business of the Year.

**Affinity LED has also been selected by more Maine communities to convert their streetlights to LED than any other company** We're also proud to be recognized by Efficiency Maine Trust for Outstanding Contributions to Energy Efficiency in Maine.

We founded our company on this belief...

**that doing well *and* doing good  
are not mutually exclusive ideas.**

This belief informs the vision of how we do business. That vision is to **lead the evolution of lighting efficiency in our surrounding communities.** We've learned from experience that by Doing Well to support municipal clients like you to reduce their annual spending by lowering energy and maintenance costs, we are also Doing Good by reducing the amount of greenhouse gases generated by each community's actions. Cutting greenhouse gas emissions leads to cleaner air and a healthier environment for us all to enjoy for a long time into the future.

## Company Profile Cont.

### How does Affinity make it happen?

Our company began back in the incubation era for modern LED technology, and we have remained steadfast to lead the evolution in lighting. In those early days, we were considered disruptors in an industry of lighting giants like GE, Philips, and Sylvania. In fact, early on in the “race to the sockets”, our first Affinity LED products were being produced on the same manufacturing lines as these leading brands. And, as the industry began the evolution to integrated LED fixtures for street and area lighting, as well as interior lighting, **Affinity LED began to lay plans for bringing our manufacturing back ... not just back to the United States, but back to New England:** The birthplace of American manufacturing. We started with moving our operation to the Washington Street Mills in Dover in 2014 and, a year and a half later, we were approved as a certified UL manufacturing site. We first began producing our own industry-certified American-Built Affinity LED streetlighting in 2016, with an assembly team comprised of U.S. Veterans. That’s more Doing Well and Doing Good!

### Continuous improvement

Since 2016, **Affinity LED’s street and area lighting fixtures continue to be vetted as one of the industry’s best** for energy efficiency, fixture quality, lighting quality, and lifetime ratings.

Today, our innovations and American-Built products also include CLIQ Connected™ intelligent lighting for interior buildings and schools with industry-leading energy efficiency and smart features.

### How are we different?

As **New England’s only lighting manufacturer and turnkey service provider**, we take ownership of the entire customer value chain, from product development and manufacturing, to engaging regional utility partners, to end-to-end turnkey project management, “boots on the ground” site management and maintenance.

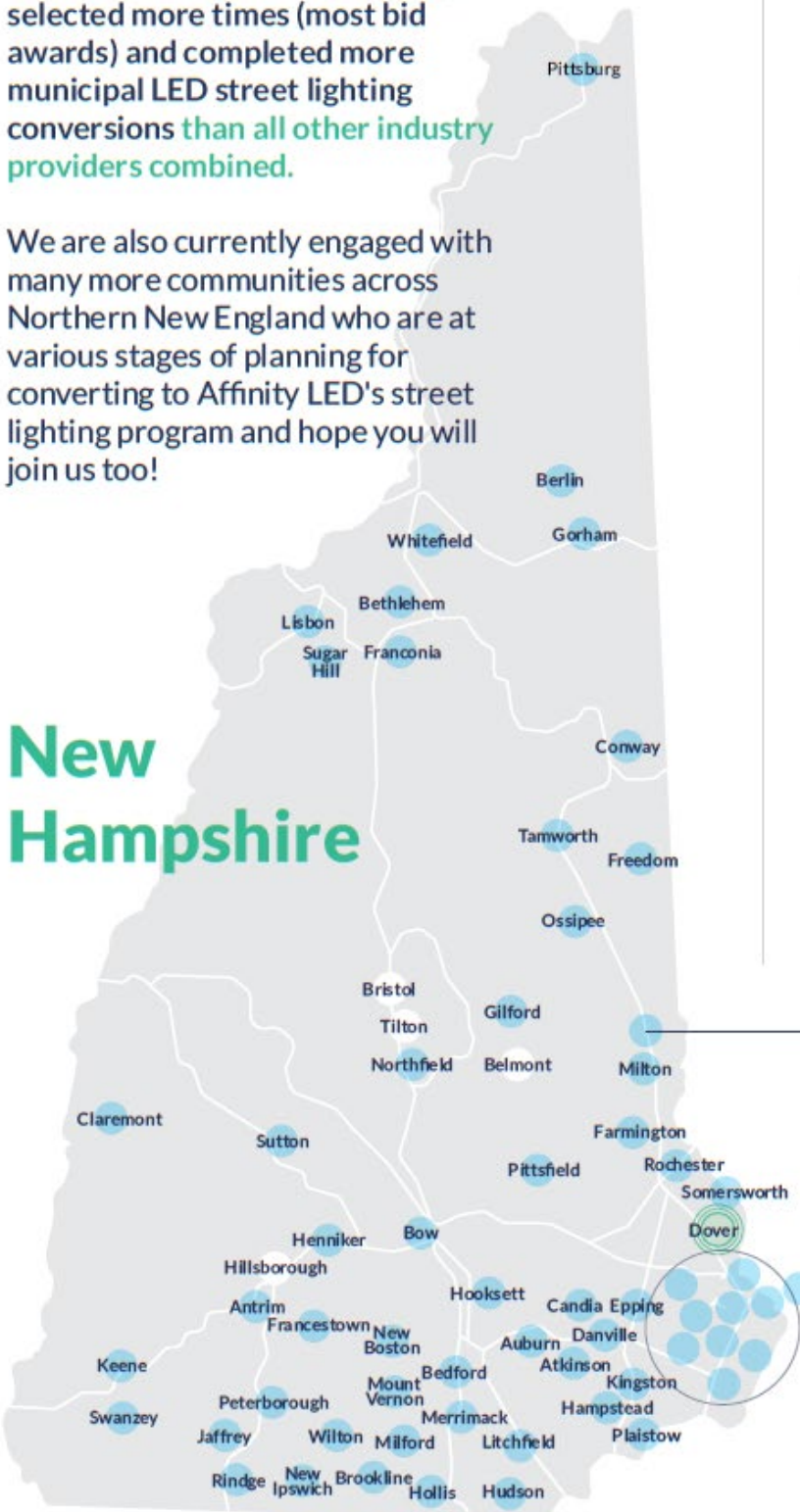
We place the highest value on our relationships and our local “hands-on partnerships” with our clients. **There isn’t another company who does what we do the way we do it.** and your long-term, on-going satisfaction is our top priority and one that sets us apart.

All of this would not be possible were it not for a talented, dedicated, and knowledgeable team of project managers and developers, field leads, administrative, finance, operations personnel, and our U.S. Veteran assembly team who build some of the industry’s best LED lighting right here in Dover, New Hampshire. We are proud to support those who served and sacrificed to protect our nation.

In New Hampshire, we have successfully installed more LED street lights, been competitively selected more times (most bid awards) and completed more municipal LED street lighting conversions **than all other industry providers combined.**

We are also currently engaged with many more communities across Northern New England who are at various stages of planning for converting to Affinity LED's street lighting program and hope you will join us too!

# New Hampshire



# Maine



NH DOT highways and turnpikes (statewide)

- Completed NH street light conversion projects
- Projects with networked street lighting and smart controls
- Under contract and proceeding

# Town of Amherst, NH Smart-Ready LED Street Lighting Proposal

Prepared: 6/22/2022

Ledger Name: Amherst  
 District: 22  
 Town: 20  
 Ledger #: 8000969-02

MUNICIPAL STREET LIGHTING SUMMARY					CURRENT LIGHTING (annual)				SMART READY LED (annual)					UPGRADE PROJECT COSTS								
Current Lighting Description	Rated Watts	Size Code	Rate Class	Fixture Qty	Existing Rated Watts	Annual Cost Per Fixture	Total Annual Cost*	Total kWh Consumed	LED Rated Watts	Models	Fixture Qty	Annual Cost Per Fixture	Total Annual Cost*	Total kWh Consumed	Purchase Cost per Fixture	TOTAL COST	Installation Cost per Fixture	Total Installation Cost	Purchase & Install Cost per Fixture	Total Purchase & Installed Cost		
1	70MTH COBRA	95	159	82	111	95	\$129.13	\$14,333.89	45,818	18	S900D-18W-30K-T2-GR	111	\$50.08	\$5,559.41	8,681	\$192.00	\$21,312.00	\$170.87	\$18,967.08	\$362.87	\$40,279.08	
2	175MTH COBRA	205	166	82	6	205	\$209.34	\$1,256.04	5,344	100	S903D-100W-30K-T2-GR	6	\$101.68	\$610.05	2,607	\$286.00	\$1,716.00	\$170.87	\$1,025.25	\$456.87	\$2,741.25	
3	50HPS COBRA	65	47	82	3	65	\$108.28	\$324.84	847	18	S900D-18W-30K-T2-GR	3	\$50.08	\$150.25	235	\$192.00	\$576.00	\$170.87	\$512.62	\$362.87	\$1,088.62	
4	100HPS COBRA	130	151	82	1	130	\$155.19	\$155.19	565	50	S901D-50W-30K-T2-GR	1	\$70.22	\$70.22	217	\$244.00	\$244.00	\$170.87	\$170.87	\$414.87	\$414.87	
5	250MTH COBRA	295	173	82	1	295	\$264.97	\$264.97	1,282	100	S903D-100W-30K-T2-GR	1	\$101.68	\$101.68	435	\$286.00	\$286.00	\$170.87	\$170.87	\$456.87	\$456.87	
6	100MTH FLOOD	120	161	82	1	120	\$151.38	\$151.38	521	50	P901D-50W-40K-T3-BR-TNM	1	\$70.22	\$70.22	217	\$377.00	\$377.00	\$170.87	\$170.87	\$547.87	\$547.87	
7	100HPS COBRA	130	51	82	7	130	\$155.19	\$1,086.35	3,954	50	S901D-50W-30K-T2-GR	7	\$70.22	\$491.52	1,521	\$244.00	\$1,708.00	\$170.87	\$1,196.12	\$414.87	\$2,904.12	
8	250HPS COBRA	295	153	82	3	295	\$276.71	\$830.12	3,845	100	S903D-100W-30K-T2-GR	3	\$101.68	\$305.03	1,304	\$286.00	\$858.00	\$170.87	\$512.62	\$456.87	\$1,370.62	
					133		\$18,403	62,177					\$7,358	15,216	avg \$203.59	\$27,077.00	avg \$170.87	\$22,726.32	avg \$374.46	\$49,803.32		
										Annual Savings		(\$11,044)	(46,961)							Incentive	(\$8,453)	
												-60.0%	-75.5%							NBV (OL to EOL)*	\$0	
										Annual CO <sup>2</sup> Abatement (tons)			(28.2)								Net Project Cost	\$41,350
																				Simple Payback	3.74	

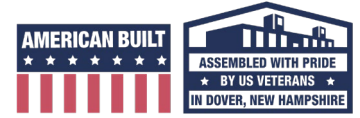
**SIMPLE PAYBACK**

Net Investment	\$41,350	Payback	
Annual Savings	(\$11,044)	3.74 years	
Monthly Savings	(\$920)	44.9 months	

\$3.36 per fixture per mo + \$0.0511 per rated watts per mo + \$0.1166 per kWh

**SAVINGS, RETURN ON INVESTMENT and 10yr CAPEX IMPACT\***

Year	Cumulative Savings	Cumulative ROI	Cumulative CAPEX Impact (10yr)		Cumulative Operating Hours		Cumulative CO <sup>2</sup> Abatement (tons)	
			CAPEX	Profit/Loss				
Year 1	\$11,044	(\$30,306) -73%	(\$4,135)	\$6,909	4,345	1	1	(28.2)
Year 2	\$22,089	(\$19,262) -47%	(\$8,270)	\$13,819	8,690	2	2	(56.4)
Year 3	\$33,133	(\$8,217) -20%	(\$12,405)	\$20,728	13,035	3	3	(84.5)
Year 4	\$44,178	\$2,827 7%	(\$16,540)	\$27,638	17,380	4	4	(112.7)
Year 5	\$55,222	\$13,872 34%	(\$20,675)	\$34,547	21,725	5	5	(140.9)
Year 10	\$110,444	\$69,094 167%	(\$41,350)	\$69,094	43,450	10	10	(281.8)
Year 15	\$165,666	\$124,316 301%			65,175	15	15	(422.6)
Year 20	\$220,888	\$179,538 434%			86,900	20	20	(563.5)



# Project highlights:

## Smart Ready Streetlights

For the purpose of this proposal, we have used your Eversource billing information to provide a full energy model and cost details for converting the Town of Amherst's 133 Eversource streetlights. We fully acknowledge that our desired deliverable is a "custom designed retrofit", the result of performing an independent lighting design analysis. Consequently, the energy model and cost details may increase or decrease contingent on the agreed lighting plan. We have not included any information for the conversion of any Town-owned metered streetlights.

In this proposal, all equipment will be our American-Built S900D series cobraheads and P900D series area lights, each proudly assembled by US Veterans in our UL certified manufacturing site in Dover, NH.

### Total Project Cost

**\$49,803** for converting your **133 current Eversource streetlight fixtures to "Smart Ready" LED street lighting**, avg. \$374.46 per fixture\*, inclusive of all equipment and installation services, with **American Built street and area lighting assembled locally in Dover, NH by a workforce of U.S. Veterans.**

• Eversource has offered an incentive of **\$8,453** from NHSaves funds. This brings the project net to **\$41,350.**

### Estimated Annual OPEX Savings

**equals \$11,044** for converting 133 current streetlights, **a reduction of 60%** from the Town's current annual tariff cost of \$18,403.

Cumulative Savings over 10 years = **\$110,444** (which is the warranty period)

**Cumulative Savings over the life of the fixtures (20 years) = \$220,888**

**Annual Energy Savings = 46,961 kWh,**

**a reduction of 75%** from the Town's current consumption of 62,177 kWh.

### Annual CO2 Abatement

Per year = **28 tons**  
10 years = **282 tons**  
20 years = **563 tons**

*Lowering greenhouse gas emissions improves air quality and public health in our communities.*

**We estimate a Simple Payback of 3.74 years on this LED Conversion (\$41,350 Net / \$11,044 Annual Savings).**

**This is very good!**

### \*Installation services include:

**a) a highly capable utility-approved contractor team** including fully flashed bucket and trailing vehicle, lineman, certified flagger and support staff,

**b) elimination of Solid Waste** (product packaging) through the use of reusable totes and packing materials throughout the installation process,

**c) equipment installation and reconnection,** and

**d) complete recycling and disposal** of all old legacy equipment, including certificate of disposal for hazardous waste materials.

# Town of Amherst, NH Networked LED Street Lighting Proposal

Prepared: 6/22/2022

Ledger Name: Amherst  
 District: 22  
 Town: 20  
 Ledger #: 8000969-02

MUNICIPAL STREET LIGHTING SUMMARY					CURRENT LIGHTING (annual)				SMART READY LED (annual)					UPGRADE PROJECT COSTS								
Current Lighting Description	Rated Watts	Size Code	Rate Class	Fixture Qty	Existing Rated Watts	Annual Cost Per Fixture	Total Annual Cost*	Total kWh Consumed	LED Rated Watts	Models	Fixture Qty	Annual Cost Per Fixture	Total Annual Cost*	Total kWh Consumed	Purchase Cost Per Fixture	TOTAL COST	Installation Cost Per Fixture	Total Installation Cost	Networked Controls Cost Per Fixture	Total Networked Controls Cost	Purchase & Install Cost Per Fixture	Total Purchase & Installed Cost
70MTH COBRA	95	159	82	111	95	\$129.13	\$14,333.89	45,818	18	S900D-18W-30K-T2-GR	111	\$50.08	\$5,559.41	8,681	\$192.00	\$21,312.00	\$170.87	\$18,967.08	\$137.32	\$15,242.89	\$500.20	\$55,521.96
175MTH COBRA	205	166	82	6	205	\$209.34	\$1,256.04	5,344	100	S903D-100W-30K-T2-GR	6	\$101.68	\$610.05	2,607	\$286.00	\$1,716.00	\$170.87	\$1,025.25	\$137.32	\$823.94	\$594.20	\$3,565.19
50HPS COBRA	65	47	82	3	65	\$108.28	\$324.84	847	18	S900D-18W-30K-T2-GR	3	\$50.08	\$150.25	235	\$192.00	\$576.00	\$170.87	\$512.62	\$137.32	\$411.97	\$500.20	\$1,500.59
100HPS COBRA	130	151	82	1	130	\$155.19	\$155.19	565	50	S901D-50W-30K-T2-GR	1	\$70.22	\$70.22	217	\$244.00	\$244.00	\$170.87	\$170.87	\$137.32	\$137.32	\$552.20	\$552.20
250MTH COBRA	295	173	82	1	295	\$264.97	\$264.97	1,282	100	S903D-100W-30K-T2-GR	1	\$101.68	\$101.68	435	\$286.00	\$286.00	\$170.87	\$170.87	\$137.32	\$137.32	\$594.20	\$594.20
100MTH FLOOD	120	161	82	1	120	\$151.38	\$151.38	521	50	P901D-50W-40K-T3-BR-TNM	1	\$70.22	\$70.22	217	\$377.00	\$377.00	\$170.87	\$170.87	\$137.32	\$137.32	\$685.20	\$685.20
100HPS COBRA	130	51	82	7	130	\$155.19	\$1,086.35	3,954	50	S901D-50W-30K-T2-GR	7	\$70.22	\$491.52	1,521	\$244.00	\$1,708.00	\$170.87	\$1,196.12	\$137.32	\$961.26	\$552.20	\$3,865.39
250HPS COBRA	295	153	82	3	295	\$276.71	\$830.12	3,845	100	S903D-100W-30K-T2-GR	3	\$101.68	\$305.03	1,304	\$286.00	\$858.00	\$170.87	\$512.62	\$137.32	\$411.97	\$594.20	\$1,782.59
				133			\$18,403	62,177					\$7,358	15216.19	avg \$203.59	\$27,077.00	avg \$170.87	\$22,726.32	avg \$0.00	\$18,264.00	avg \$511.78	\$68,067.32
Annual Savings from LED Conversion													(\$11,044)	(46,961)							Incentive	(\$8,453)
Additional Networked Controls Savings													(\$661)	(4,565)	NBV (OL to EOL)*						\$0	
													-3.6%	-7.3%	Net Project Cost						\$59,614	
															Simple Payback						5.09	
Total Savings													(\$11,705)	(51,526)								
Annual CO <sup>2</sup> Abatement (tons)													-63.6%	-82.9%								
														(30.9)								

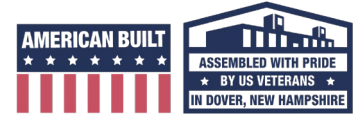
### SIMPLE PAYBACK

Net Investment	\$59,614	Payback	
Annual Savings	(\$11,705)	5.09 years	
Monthly Savings	(\$975)	61.1 months	

\$3.36 per fixture per mo + \$0.0511 per rated watts per mo + \$0.1166 per kWh

### SAVINGS, RETURN ON INVESTMENT and 10yr CAPEX IMPACT\*

Year	Cumulative Savings	Cumulative ROI	Relative CAPEX Impact (10yr)	CAPEX	Profit/Loss	Cumulative Operating Hours	Cumulative CO <sup>2</sup>
Year 1	\$11,705		(\$47,909) ##	(\$5,961)	\$5,744	4,345	1
Year 2	\$23,411		(\$36,204) ##	(\$11,923)	\$11,488	8,690	2



# Project highlights:

## Verizon NetSense Smart Networked Streetlights

For the purpose of this proposal, we have used your Eversource billing information to provide a full energy model and cost details for converting the Town of Amherst's 133 Eversource streetlights. We fully acknowledge that our desired deliverable is a "custom designed retrofit", the result of performing an independent lighting design analysis. Consequently, the energy model and cost details may increase or decrease contingent on the agreed lighting plan. We have not included any information for the conversion of any Town-owned metered streetlights.

In this proposal, all equipment will be our American-Built S900D series cobraheads and P900D series area lights, each proudly assembled by US Veterans in our UL certified manufacturing site in Dover, NH.

### Total Project Cost

**\$68,067** for converting your **133 current Eversource streetlight fixtures to "Smart Ready" LED street lighting**, avg. \$511.78 per fixture\*, inclusive of all equipment and installation services, with **American Built street and area lighting assembled locally in Dover, NH by a workforce of U.S. Veterans.**

### Estimated Annual OPEX Savings

**equals \$11,705** for converting 133 current streetlights, **a reduction of 63.6%** from the Town's current annual tariff cost of \$18,403.

Cumulative Savings over 10 years = **\$117,054** (which is the warranty period)

**Cumulative Savings over the life of the fixtures (20 years) = \$234,108**

**Annual Energy Savings = 51,526 kWh,**

**a reduction of 83%** from the Town's current consumption of 62,177 kWh.

### Annual CO2 Abatement

Per year = **31 tons**  
10 years = **309 tons**  
20 years = **618 tons**

*Lowering greenhouse gas emissions improves air quality and public health in our communities.*

• **Eversource has offered an incentive of \$8,453 from NHSaves funds. This brings the project net to \$59,614.**

**We estimate a Simple Payback of 5.09 years on this LED Conversion (\$59,614 Net / \$11,705 Annual Savings).**

**This is very good!**

### \*Installation services include:

**a) a highly capable utility-approved contractor team** including fully flashed bucket and trailing vehicle, lineman, certified flagger and support staff,

**b) elimination of Solid Waste** (product packaging) through the use of reusable totes and packing materials throughout the installation process,

**c) equipment installation and reconnection,** and

**d) complete recycling and disposal** of all old legacy equipment, including certificate of disposal for hazardous waste materials.



## Affinity LED Light Key Project Personnel

**Steve Lieber**  
President & Principal  
Mobile: 603-828-8919  
steve@affinityled.com

Steve is the senior person responsible for overall success of the turnkey project. He directs internal personnel on various aspects required for execution of project. And ensures internal personnel and external resources are aligned on an operation schedule and task execution

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### *Additional Staff Assigned*

**Cassidy Brennan**  
Project Developer

Cassidy Brennan's role as Project Developer is to be the initial point of contact for projects as well as, develop energy models and proposals, coordination with the utility, and communications and updates to customers and other team members.

**Johnny Muy**  
Operations and Project  
Manager

Johnny Muy is our Operations/Project Manager and is responsible for LED streetlight and commercial project management lifecycle from acquisition through project install completion. He also oversees raw materials acquisition, production, quality control, and shipment readiness.

**Angel Segarra**  
Project Lead

Angel Segarra's role as Project Lead in the company includes assisting the project manager in coordinating field operations between the project team and operations, managing materials required for projects, communicating with and scheduling subcontractors, and ensuring that projects follow projected timelines.

### *Assembly Team:*

**Michael Snay**  
Lead Technician &  
Production Manager Lead

Michael Snay (US Navy Veteran) is our Lead Technician and Production Supervisor, in charge of assigning tasks to our assembly team, keeping assembly on schedule, and making warranty repairs, as necessary.

### **The Assembly Team**

All US Veterans

### *Finance Team:*

**Caroline Kinville**  
Director - Finance &  
Production Operations

Caroline Kinville is our Director of Finance & Operations and is responsible for contracts, insurance. She is the liaison between financiers and our customers.

**Sandra Massie**  
Accounting Manager

Sandra Massie is our Accounting Manager who manages billing. Our progress billing for active streetlight projects as informed by the GIS system and therefore verifies quantities of lights installed.

## Similar Turnkey Projects: Testimonials

### Plaistow, NH

#### Dee Voss

Special Projects Coordinator  
Town of Plaistow

603-382-5200, ext. 202  
dvoss@plaistow.com

“Plaistow was one of the first municipalities in Unitil territory to convert streetlights to LED and there was much to be learned on both sides. Affinity was there every step of the process. They were key in reconciling our ledger for proper credit. **The install was fast and efficient, and the end result is exactly what we had hoped for, better lighting, more night sky, less budget.**

Since the streetlight project went so well, Plaistow decided to have Affinity convert the interior lighting in Town Hall and then in our Public Safety Complex. **Both installs went very smoothly and efficiently, and the follow-up customer service is outstanding.** Our Town Hall is pretty old and historic. The Affinity products provide better lighting, while blending nicely with the feel of the building. Affinity has also made sure that Plaistow was aware of all financial incentives available and have assisted in the process of obtaining them. **Their service is truly “turn-key” and everyone at Affinity has been a pleasure to work with.”**

- Dee Voss

### Rochester & Dover, NH

#### John Storer

Director of Community  
Services  
City of Dover

271 Mast Rd.  
Dover, NH 03820  
Office: 603-516-6450  
j.storer@dover.nh.gov

“I am very happy to provide a reference as I’ve had the pleasure of working with Affinity in two cities. I was formerly the Director of City Services in Rochester, NH and we worked with Affinity to change out nearly 1,500 streetlights. Now that I am in Dover, we are wrapping up the conversion of about 1,800 streetlights to LED’s. I’ve also worked with Affinity to retrofit some of our municipal buildings to LED lights, both in Rochester and in Dover.

**They have been an absolute pleasure to work with. They were exceedingly helpful every step of the way.** Initially they took time to explain the LED technology, their manufacturing process, some of the American Medical Association recommendations for lighting temperatures, they walked us through available grant opportunities, even submitting the grant requests. Their guidance and leadership were excellent.

Inevitably there are always going to be a few issues that need to be addressed along the way - either improper wiring, or possibly lighting fixtures that don’t show up on the billing ledger. **If anything ever came up they were quick to jump on it and worked to find a solution.** I remember one occasion being on the phone with them at 10:30 PM at night to address a lighting issue and they literally jumped right on it and worked until it was resolved. While I was in Rochester, they actually worked with us to install some demonstration LED’s in our Eversource cobrahead lights and also our downtown ornamental lights. They were extremely cooperative in working with us to get the lights installed and understood our need to put a few on display, such that the community could observe and provide comments.

They have also been very generous here in Dover. They provided free LED lights to get our City Hall clock tower illuminated, and in an amazing show of generosity, actually installed new LED’s on the Scammell Bridge between Dover and Durham at no cost, and they are picking up the electricity costs.”

- John Storer

## Portsmouth, NH

### Jacob A. Levenson

Business Administration &  
Sustainability Coordinator  
DPW, City of Portsmouth

680 Peverly Hill Rd.  
Portsmouth, NH 03802  
Office: 603-766-1412

jalevenson@cityofportsmouth.com

"Affinity LED was competitively selected to convert all of the cobra head streetlights for the City of Portsmouth because we felt their product **produced a superior light quality**. The environmental benefits of reduced electricity consumption from an LED streetlight conversion are well established, yet Affinity LED's product goes a step further on the path to sustainability. **The fact that the lights are assembled locally in Dover, NH and the significant waste reduction from their unique packaging techniques were icing on the cake for this sustainability-oriented project.**"

-Jacob A. Levenson

## Randolph, ME

### Pete Coughlan

Town of Randolph

Petertown99@gmail.com

"As a small town official who wears 6 "hats" in my town of Randolph Maine, I became interested in streetlight conversion around 2017 after attending a couple sessions at the Maine Municipal Association annual conference. I listened to a competitor company rep and several town officials explain their processes and the projected savings after conversion. We had 112 lights in Randolph and our annual CMP bill was about \$20,000 which equates to an average of \$180 per light per year or about \$15 per light per month. I knew we could do much better.

As I was studying the options, I contacted other nearby towns such as Augusta, Chelsea, Gardiner, Whitefield, Vassalboro, Windsor, Hallowell, Readfield, and Manchester. I arranged a few info meetings with as many as would attend and that's when Affinity came on the scene as another competitive company. As a person who looks for people with honesty, integrity and an easy going manner, I quickly became interested in "JB" and Steve and their products. **It became apparent to the central Maine towns that they were a reputable company and had an attractive package and pricing structure.**

After showing the proposal to the Randolph Selectboard and Budget Committee, we readily chose Affinity to do the work as did Hallowell, Gardiner, Augusta, Chelsea, and Manchester. Our conversion work was done in late January 2020. In fact, I made the bold recommendation to actually remove about 35 lights which were not really needed for roadway purposes and public safety. So the full assemblies were removed and I eventually received about 8 calls on "why did you remove the light?" Other people praised the removals.

Now that we've had these lights working for almost 15 months, Affinity's original estimate of 90% cost savings and 70% power reduction is real. Our annual CMP bill is now about \$1500 per year which equates to an average of \$19 per light per year or about \$1.60 per light per month..... yes, \$1.60.

**Working with Steve and the company has been enjoyable and at no time did I feel that this was "just another business deal." They treat you as true customers and really care about doing the job right and making sure you're happy. Service has been great too. Choosing the right company is not just about the "lowest price" but about the people and service whom you're choosing to do the job.**

Feel free to contact me if you want to discuss."

-Pete Coughlan

## Augusta, ME

### Bob LaBreck

Facilities Manager  
City of Augusta

16 Cony St.  
Augusta, ME 04330  
Office: 207-626-2365  
Cell: 207-242-6773  
bob.labreck@augustamaine.gov

"The City of Augusta awarded a contract to Affinity LED Lighting in late 2018 for the conversion and replacement of approximately 2,300 roadway, ornamental, and parking lot lighting throughout the city. As part of the project the city chose to complete a citywide audit of all light fixtures. The audit will provide the city with an accurate count of all lighting fixtures and will greatly assist us in maintaining the completed lighting system.

The City of Augusta selection team was invited by Affinity, namely Steve Lieber and John "JB" Branagan, to travel to Dover, N.H to meet with them. They provided us with a tour of their factory, an inspection/review of their light fixtures, a review of the proposed control system, and to view their lights in operation. Their process for assembly, the light fixtures, the control system, **and their approach to the project reassured the city that we had indeed chosen the right company to complete our project.**

Steve and JB have both been excellent in communication regarding the process for the audit, material delivery, invoicing, installation coordination, and providing all the necessary control system training. **They both provide the customer with the confidence of knowing that they are fully invested into the success of the project. It is a pleasure to work with a company that takes all the time necessary to make you feel comfortable with the entire process from start to finish.**

I would highly recommend Affinity LED Lighting to anyone that may be considering a project. They are an excellent company to work with. "

- Bob LaBreck

## Claremont, NH

### Vic St. Pierre

Former Director of Public Works  
City of Claremont

8 Grandview St.  
Claremont, NH 03743  
Office: 603-504-0353  
Cell: 603- 543-7927  
vstpierre@claremontnh.com

"Claremont has worked with Affinity for all of our street lighting needs since March of 2016. **The service has been fantastic.** They have corrected our light ledger and is now accurate for the first time in 10 years. They projected a 46% savings in electricity and have delivered exactly that. We have added all of our metered outside lights to be retro fit to LED and are seeing over 60% savings. **Their product has reduced light pollution so we can see stars from inside the city again.** We have changed over 1,100 streetlights now with very little disruption or customer complaints. We see a real great improvement in driving through fog and snow with the 4000k lights. Much easier for older drivers. **Affinity made this project go smoothly and successfully."**

- Vic St. Pierre

## Berwick, ME

### Steve Eldridge

Former Town Manager  
City of Berwick

11 Sullivan St.  
Berwick, ME  
207-698-1101, ext. 111  
townmanager@berwickmaine.org

"Affinity Lighting was an **easy group to work with and very professional.** Projections on savings are being realized to date. Retro-fitting all of our exterior and interior lighting was done in a timely fashion without any disruption of business. Berwick was very pleased with the results."

- Steve Eldridge

## Similar Turnkey Projects: Client References-

Town of Brookline, NH	Tad Putney- Town Administrator	1 Main St.
Competitive Award	tputney@brookline.nh.us	Brookline, NH 03033
	603-673-8855	
Town of Milford, NH	Mark Bender- Town Administrator	1 Union Sq.
Competitive Award	mbender@mildford.nh.gov	Milford, NH 30355
	603-240-0601	
City of Keene, NH	Duncan Watson – Assistant Public Works Director	350 Marlboro St.
Competitive Award	dwatson@ci.keene.nh.us	Keene, NH 03431
	603-352-6550	
Town of Peterborough, NH	Seth MacLean- DPW Operations Manager	1 Grove St.
	seth@peterboroughnh.gov	Peterborough, NH 03458
	603-924-8000, ext. 102	
Town of Wilton, NH	Carol Burgess- Wilton Recycling Center Manager	42 Main St.
Competitive Award	recycling@wiltonnh.gov	Wilton, NH 03086
	603-769-9312	

## Our Project Approach

### 1. Audit

The energy model included in this proposal includes all currently available information from the utility and serves as a useful baseline for discussing the project parameters. However, utility records are rarely 100% accurate. The first critical stage in the turnkey project services offered by Affinity LED is the investment-grade GIS audit. This audit allows Affinity to administrate all aspects of the streetlight conversion project.

- Obtain an accurate count of the community's streetlight inventory
- Quantify deviations from the utility's records
- Identify problems before the installation (tree branches, damaged wiring, missing mast arms, etc)
- Frame conversations with the municipality about design
- Display the proposed lighting plan using our simple color-coded system
- Provide municipal access to the installation progress
- Update the utility ledger with precise the dates and times of conversion
- Submit proof of installation for incentive awards (when applicable)
- Deliver a final GIS map of all streetlight assets to the community

To conduct the investment-grade GIS audit, Affinity contracts with the Bedford, NH office of VHB (Vanasse Hangen Brustlin, Inc). VHB was founded in 1979 and is a national engineering firm with decades of experience bringing data-driven technology solutions to all levels of government. For GIS audits, VHB uses the Esri ArcGIS platform. The Esri platform is browser-based which means that audit data can be viewed by anyone with an Esri account. This ease-of-access facilitates accurate communication between Affinity, our contractors, the utility company and, of course, our clients.

Beyond information pertaining directly to streetlight equipment inventory, GIS audit will gather data on:

- Mast arm length and diameter
- Pole number, height, type, and condition
- Street name
- Roadway type
- Any notable deviations from the expected condition of each location

### 2. Financing Option

Affinity LED partners with Municipal Leasing Consultants (MLC) to finance LED lighting conversions when requested by our clients. MLC has a track record of success and a strong commitment to helping American communities achieve their goals. We have not included an MLC offer in this proposal but are happy to if requested.

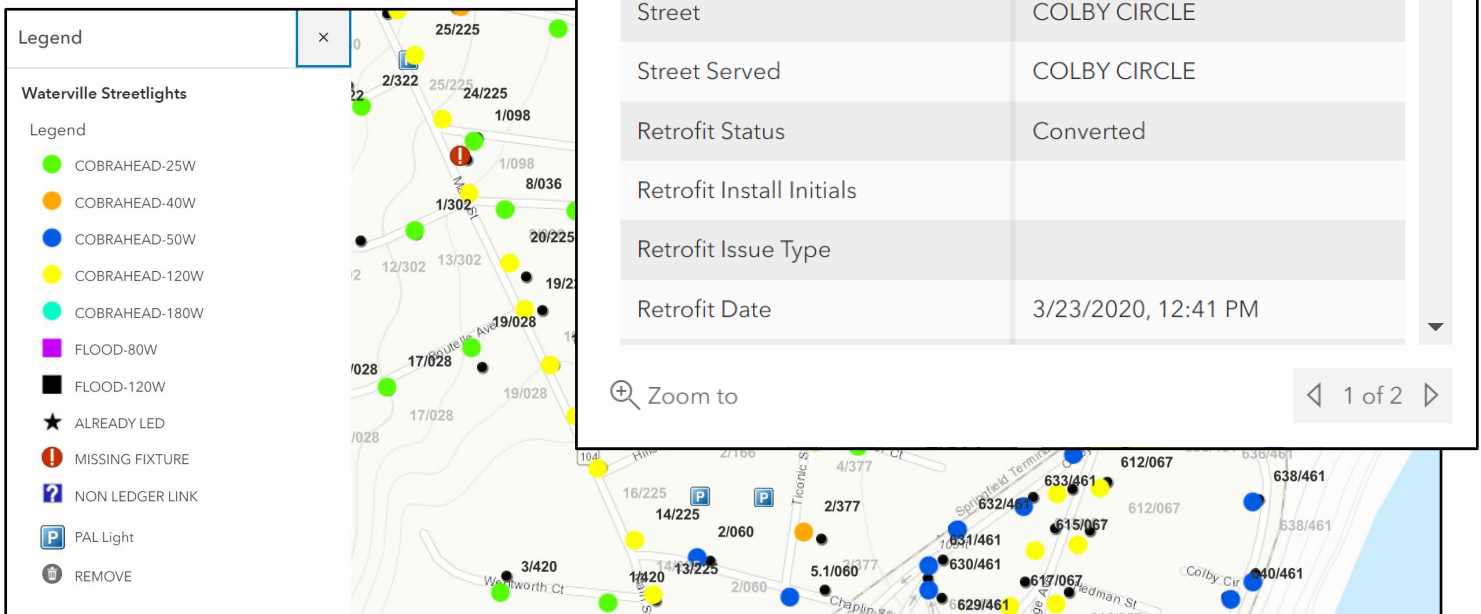
## Our Project Approach Cont.

### 3. Design

Our approach to an LED streetlight conversion is what we call a “simple designed retrofit.” This is a practical approach that looks at existing streetlight wattage and brightness and proposes LED fixtures of equivalent or greater brightness. Whereas the existing streetlight inventory may represent a dozen or more fixtures of varying styles and color temperatures that were installed ad-hoc over decades, Affinity’s simple designed retrofit condenses that inventory down to a handful of models which brings consistency to the design and increases safety across the board. Except for rare circumstances, all proposed equipment represents Affinity’s own American Built line of street and area lighting.

Our audit reconciliation process informs the overall design as it reveals locations where a fixture may be missing or else does not match the expected fixture in some way. This provides clues as to decisions made in the past by the utility or the community for either safety or convenience and this list of discrepancies serves as the springboard for discussions with community stakeholders during the design process.

We represent our streetlight design using a simple system of color-coded symbols to represent fixture types and wattages. This allows us to identify outliers at a glance and to quickly communicate the proposed design.



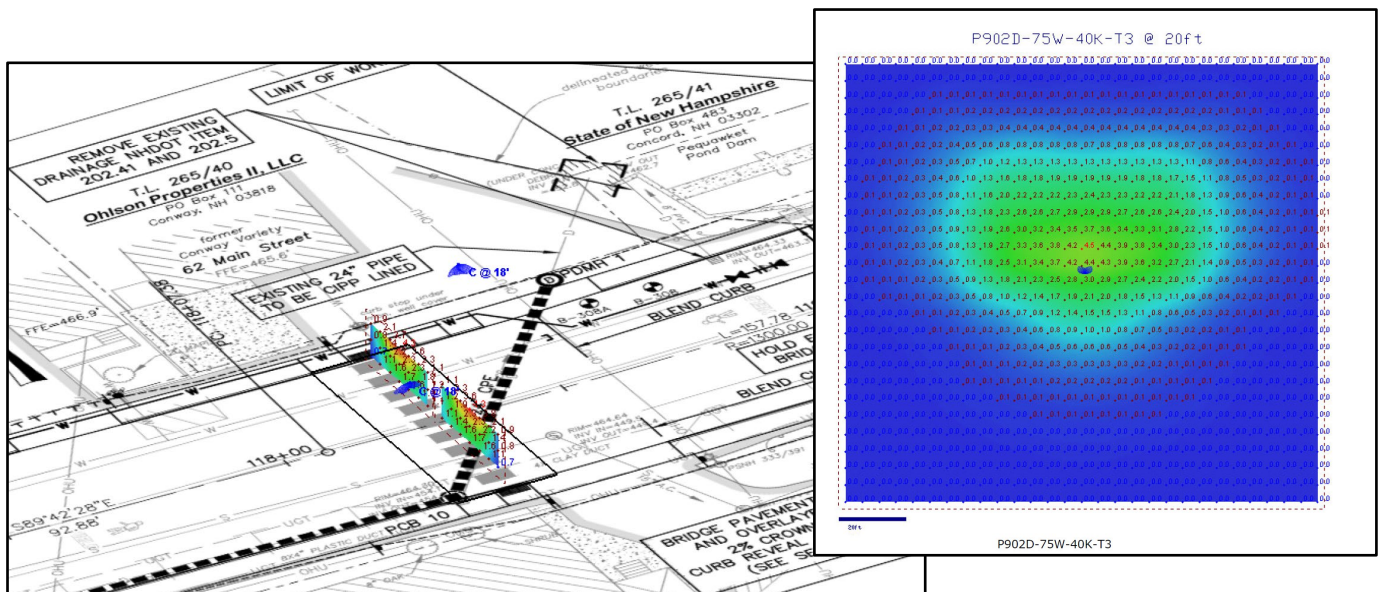
# Our Project Approach Cont.

## 3. Design (cont.)

It is important to involve community stakeholders in the design process, which is why Affinity holds a Lighting Plan Review after cleaning the audit data and before delivering equipment. We recommend that representatives from public works, public safety, energy committees, and municipal administration attend this meeting. Topics of discussion for the Lighting Plan Review include:

- Summarize the findings of the GIS audit
- Discuss of the proposed design
- Schedule lights for addition or removal
- Identify the location and contact details for equipment delivery
- Explain installation procedures and timeline
- Propose quantities for "safety stock" - spare inventory separate from the retrofit

While Affinity's design recommendations will meet or exceed IESNA guidelines for illuminance standards based on roadway types, there may be situations where the traffic in key locations may deviate from roadway type as a result of increased population or commercial development. In these cases, Affinity may recommend an increase in lumen output if available data indicates a use change. Information from community stakeholders is key in the design phase as available data may not represent use changes. When requested, Affinity is able to build 3D photometric models to help guide the conversation.





## Our Project Approach Cont.

### 4. Project Management

As both a manufacturer of lighting equipment and the regional leader in LED streetlight retrofit projects which involves multiple contractors, Affinity is responsible for the efficient management of multiple convergent work streams. As such, we have developed custom software to allow our team to effectively management multiple projects simultaneously.

We track the key milestones of the project by looking at the planned an actual execution of each phase. This allows us to communicate progress clearly and discuss changes to the proposed timeline based on real-world circumstances. Each task in the project flow is assigned to a specific member of the Affinity team to ensure personal accountability and company-wide visibility. Information about the roles and responsibilities of our team have been included in the Key Personnel section.

**Current Phase**

Proposal Submitted

Refresh

Select Project: Topsham, ME

**Overall Progress**

3 % Completed

**Tasks Overview**

Status	Task	Date	Assigned
-27	Topsham, ME - Signed Contract	1/24/2022	Cassidy Brennan
-22	Topsham, ME - Proposal Accepted	1/15/2022	Cassidy Brennan
-6	Topsham, ME - Materials Ordered	12/24/2021	Johnny Muy
-1	Topsham, ME - Proposal Submitted	12/17/2021	Cassidy Brennan

**Done**

1

**In Progress**

1

**Overdue**

0

**Upcoming**

37

Project Highlight >>

Customer Details View >>

**My Tasks**

Topsham, ME ▼

Overdue (0)

Due Today (0)

Upcoming (2)

Topsham, ME - Proposal Accepted >

Saturday, January 15, 2022 ✓

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Topsham, ME - Proposal Submitted >

Friday, December 17, 2021 ✓

## Our Project Approach Cont.

### 5. Technology Procurement

#### a. Fixtures

Affinity LED is New England's only manufacturer of LED street and area lighting, and our lights are assembled at our UL-approved facility in Dover, NH by a workforce of U.S. Veterans. We are fortunate to be producing best-in-class street and area lighting products that have been vetted and selected against the industry's best competitors. All our products are listed with DLC (Design Lights Consortium). To be listed, DLC requires independent testing regarding efficacy, color temperature, discomfort glare, controllability, lumen maintenance, and driver temperature. All specifications listed on the cut sheets in the addenda can be verified by searching DLC QPL or "Qualified Products List" at [qpl.designlights.org](http://qpl.designlights.org).

Because we manage our own supply chain and have designed our own products, we have been able to carefully choose the best combination of industry leading branded components and materials to deliver superior performance. All products proposed here have been approved by Eversource and installed in neighboring communities.

- **Efficacy & endurance** - Our fixtures use patented multi-volt DOB (driver on board) technology, which eliminates the single-greatest point of failure on LED fixtures: the driver. We accomplish this by converting the AC power from the grid to DC power right on the LED chipboard rather than using a single, stand-alone driver. This creates resiliency through redundancy - if any single component on the chip board fails, the luminaire will not fail entirely.
- **Light Pollution** - Our products meet the requirements of the International Dark-Sky Association to help protect the night sky for current and future generations. Our fixtures cast zero upward lighting and we offer 3000K color temperature fixtures which minimizes blue light wavelengths that have been proven to disrupt circadian rhythms.
- **Safe & Easy Installation** - To reduce safety risks, we use Wago Safe Connectors to limit interaction with live wires and provide immediate connection and disconnection. Our housings provide toolless entry with a ground-facing hinged door for ease of access and our reversible bracket design allows for installation on a wide range of mast arm diameters.

#### b. Smart Controls and other Smart City solutions

Affinity's line of street and area lighting is "Smart-Ready" which means that we have future-proofed our design to accommodate networked controls should a community opt to adopt such a system. The 7-pin photocell receptacle allows for 0-10V dimming, energy monitoring, and remote access for manual override.

*(continued on following page)*

# Our Project Approach Cont.

## 5. Technology Procurement (cont.)

For communities interested in networked controls, are proud to offer the Verizon NetSense system. This cellular system interfaces with our fixture through the 7-pin photocell receptable and, in addition to the default dusk-to-dawn operation, the Verizon system provides unparalleled insight into the health of your municipal streetlights. Cut sheets for the proposed Verizon product are included at the end of this submission. Features of this system include:

- **Simple Software** - Easily check on the health of your streetlights by accessing the NetSense platform from any computer with an Internet connection through the browser. We have included the cost of one-year of software access in this proposal, but contracts are also available in 3, 5 and 10-year increments. Service fees are affordable and billed annually - about \$6 per node.
- **Scheduling**- Set schedules for operating hours and dimming. Schedules can be set to control everything from a single light to all lights in the community and can override the default dusk-to-dawn photocell control.
- **Alerts** - Residents no longer have to report light outages. Community officials can view alerts through the in-browser dashboard or they opt-in to receive email summaries of issues. These alerts can help to remotely diagnose issues such as power surges or equipment damage.

The screenshot displays the NetSense dashboard interface. At the top, a map shows a network of green streetlights. A pop-up window for a specific light provides the following details:

- ID:** 015322000215419
- Name:** 51-241 - MAIN STREET
- Model:** Light Sense node
- Fixture:** COBRAHEAD-50W
- Schedule:** Deployment Schedule 2
- Driver Level:** 0
- Last Reported DL:** Thu Dec 16, 7:09 am

Below the map, a 'Current Light Status' summary shows a total of 861 lights. The status is broken down as follows:

0	0	828	33
Error	Warning	Working	Disconnected

At the bottom, a 'Timeline 1 - Mon, Tue, Wed, Thu, Fri, Sat, Sun' configuration window is visible. It includes options for 'On these Days or Date, only use...' and 'Date: 2021-12-16'. The timeline graph shows a light intensity level of 100 (yellow) during the day and 0 (black) at night, with a manual override button.

## Our Project Approach Cont.

## 5. Technology Procurement (cont.)

- Energy monitoring** - Use your controls as a meter. As PUC rules are updated, energy monitoring reports will be necessary for utilities to bill on actual energy consumption rather than the current model which bills on assumption. Using NetSense technology, communities will be able to further reduce their spending based on actual energy use.



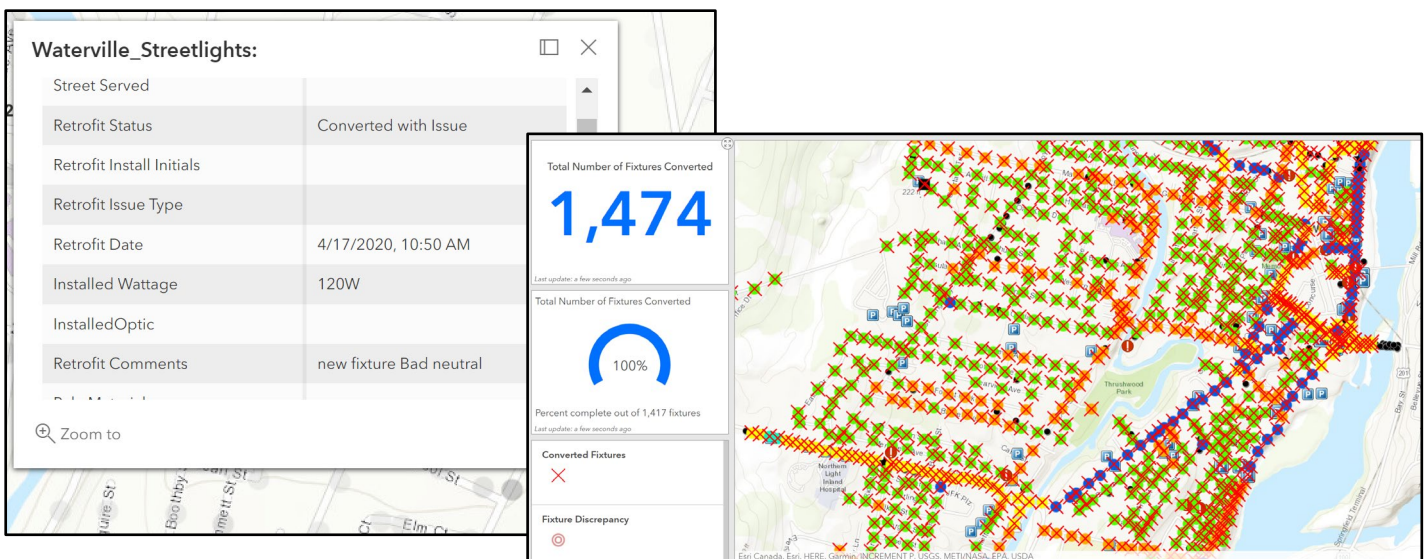
- Training** - Our proposal includes all fees associated with setting up the NetSense system, including personalized training on how to use the system.
- Cellular Strength** - Each node in the NetSense network has its own cellular connection. The bandwidth requirement is incredibly low for the system, so the nodes will communicate even in areas where a cell phone may not work. This robust system is ideal for rural areas where a mesh network (which needs line-of-site communication between nodes) would not be viable. There is also no gateway device (as with mesh networks), so a single point of failure will not cause system-wide issues.

## Our Project Approach Cont.

## 6. Installation, Maintenance & 7. Construction Administration

The GIS maps serves as our strongest tool for both managing the installation and directing maintenance activities. With this powerful tool with our experience from nearly 100 communities, we have designed our installation procedures to minimize disruption to both municipal activities and residents. Below is a description of key elements of these procedures.

- **Reusable Totes** - We use stackable packaging reduces the footprint required for storage of the fixtures prior to installation and avoids the possibility of cardboard litter. See "Elimination of Solid Waste" for a longer description of our waste procedures.
- **Safe Disposal** - We deliver a dumpster to a municipal site of your choice. All fixtures are held here and removed at the end of the project for recycling. Bulbs are stored in empty totes and removed by Affinity for safe disposal. A certificate of safe disposal is available upon request.
- **Quality Control** - A color-coded map corresponds to labels on the reusable totes to ensure that the correct fixture is installed on the correct location every time. Electrical contractors access the GIS map through the ArcGIS Collector app and mark off installations in real time. The exact time of installation is recorded, which allows us to track efficiency and report billing changes to the utility with pinpoint accuracy.
- **Eversource-Approved Contractor** - Affinity contracts Wiswell Electric out of Clinton, ME for the installation. All members of the Wiswell crew assigned to streetlight installations hold all standard electrical licenses as well the additional high and low voltage training certification required by Eversource.
- **Weekly progress updates** - The GIS map includes a dashboard summary of the installation progress by count and percentage. This summary informs our invoicing and provides a simple method for tracking installation milestones.



**Our Project Approach Cont.**

**6. Installation, Maintenance & 7. Construction Administration (cont.)**

- Traffic control** - Unless otherwise requested, police detail is not necessary for traffic control. Our contractors operate in three-person, two-vehicle crews to ensure proper time management and roadway safety. This efficient design allows them to install between 40 and 80 fixtures per day. The labor quote in this proposal is representative of the following services:

  - Vehicle 1, Person 1 - Electrician in a bucket installing the fixtures.
  - Vehicle 1, Person 2 - Electrician interacting with the GIS map and preparing fixtures for install in the bed of the bucket truck. Secondary personnel for flagging.
  - Vehicle 2, Person 3 - Pickup truck holding removed fixtures in the bed for delivery to on-site dumpster. Primary personnel in charge of flagging and traffic control.
- Installation Reconciliation** - During the installation, Affinity conducts periodic reconciliations of the planned to actual installations. This allows us to address any issues during the active installation to prevent delays in completion. It also allows us to communicate issues with grid infrastructure to the utility early on as well as discuss potential scope changes with the community. After the installation is complete, we complete one final reconciliation of the data and use this information to have the utility update the monthly energy billing.

FIXTURE INSTALLATION							
STREET NAME	DATE	OG POLE	Edited Pole	Object	Installed Watta	Retrofit Da	
GRIFFIN RD	10/21/2011	17/ 2 2	17/2 2	142	18	7/20/2021	
SUNRISE DR	1/5/1990	336/ 6 1	336/6 1	143	18	7/1/2021	
SUNRISE DR	1/4/1990	336/ 2 1	336/2 1	144	18	7/1/2021	
SUNRISE DR	1/5/1990	336/ 4 1	336/4 1	145	18	7/1/2021	
WYETH DR	1/5/1990	387/1 1	387/1 1	146	18	6/30/2021	
MELBA DR	9/22/2004	223/2 3	223/2 3	147	18	7/22/2021	
MELBA DR	4/5/1990	223/7 3	223/7 3	148	18	7/22/2021	
MELBA DR	4/5/1990	223/10 3	223/10 3	149	18	7/22/2021	
WINNHAVEN DR	12/15/1989	383/12 1	383/12 1	150	18	6/30/2021	
CIRCLE DR	4/5/1990	73/ 2 3	73/2 3	151	18	7/22/2021	
CIRCLE DR	4/5/1990	73/ 4 3	73/4 3	152	18	7/22/2021	
CIRCLE DR	4/5/1990	73/ 8 3	73/8 3	153	18	7/22/2021	
WINNHAVEN DR	11/21/2003	383/14 1	383/14 1	154	18	6/30/2021	
CIRCLE DR	4/5/1990	73/ 4-2 3	73/4-2 3	155	18	7/22/2021	
PUTNAM RD	4/2/1990	271/3 3	271/3 3	156	18	7/22/2021	
PUTNAM RD	4/2/1990	271/6 3	271/6 3	157	18	7/22/2021	
WINNHAVEN DR	12/15/1989	383/9 1	383/9 1	159	18	6/30/2021	

- Maintenance & Warranty** - Affinity offers a 1-year labor warranty and a 10-year equipment warranty. Please see the addenda for the complete warranty agreement. Because we manufacture our own fixtures, obtaining replacements or repairs is simple.

**Our  
Project  
Approach  
Cont.**

## **6. Installation, Maintenance & 7. Construction Administration (cont.)**

**Maintenance & Warranty (cont.)** - In our experience, maintenance requests on an annualized basis equal less than a half of 1% of our total installs in Eversource territory. To estimate the high-end of the potential annual maintenance costs, we have inflated the request rate to 2% of Amherst's 133 lights listed on Eversource billing statements, or 3 total lights. This assumption is 4 times higher than the average. We are estimating maintenance costs in this way to provide an overly-cautious figure for your municipal budget. Maintenance beyond the first year is charged at an hourly labor rate of \$175. Equipment costs are not included as the 10-year equipment warranty will be in effect. The cause of failure must be reviewed on a case-by-case basis. We have assumed 2 hours of labor per visit, or six total hours which equals \$1,050 annually. Actual maintenance costs will be billed based on actual maintenance requests.

For a complete explanation of our post-install warranty review and service process, please see the addenda.

### **Acquisition of Streetlights**

The acquisition of streetlights is a contract between the municipality and the utility, but Affinity offers the service of facilitating the conversation to expedite the process. We have worked closely with Eversource Key Account Managers on our 26 Eversource-territory projects and use that experience to provide insight and answers during the buyout process. Prior to the installation, the municipality must pay off the balance of the existing equipment's value. However, the audit and design phases can proceed concurrently with this process for a condensed project timeline.

### **Rebates and Incentives**

This project is eligible for an NHSaves incentive award to be paid directly to Amherst, contingent on Eversource's approval. Affinity manages and the incentive submission and approval process, which requires only periodic signatures from the municipality to complete.

## Value Added Services

### Community-wide Lighting

Affinity LED is more than a streetlight company! We provide **turnkey solutions for total building conversions** and have helped communities to upgrade the lighting at their town offices, fire stations, police stations, public works, libraries, community centers and schools! **We offer no-cost, no-obligation audits of buildings** so there's no drawback to starting the conversation on converting your municipal buildings!

To offer the highest energy savings and fastest return on your investment, we have developed our own line of interior smart lighting called CLIQ Connected. This technology combines leading edge efficiency ambient lighting with integrated sensors to create products that offer **unparalleled customization and efficiency**. Beyond dimming controls, each CLIQ Connected fixtures includes a photosensor for **daylight harvesting**, an occupancy sensor to automatically to **react to your presence** and a Bluetooth device to allow the lights to work together and to communicate with our **free mobile app**. These features allow us to "squeeze the sponge" and reduce energy consumption far beyond the wattage reduction from converting LED. This saves taxpayers money and hones the work environment for customized comfort.

## Additional Information

### A Single Point of Contact

As we have mentioned, doing business with Affinity LED assures you one responsible point of contact before, during, and after your community's lighting efficiency measures have been installed. We place the highest value on our relationships and our local "hands-on" partnerships with our clients.

**Questions about manufacturing, warranty, installation, or utility communications? You know exactly who to call!**



## Warranty Statement Affinity LED Light LLC

### Street Lighting - 10 Year Limited Warranty Policy

This limited warranty is provided by Affinity LED Light LLC ("Seller") to Amherst, New Hampshire ("Purchaser"), as the original purchaser of the LED streetlighting products as identified on Seller's invoice reflecting its original purchase (the "Product"). Seller warrants that the Product, when delivered in new condition and in its original packaging, will be free of defects in material and workmanship for a period of TEN (10) YEARS from the date of original purchase. The determination of whether the Product is defective shall be made by the Seller, in its sole discretion, with consideration given to the overall performance of the Product. This limited warranty is void if the product is not used for the purpose for which it was designed.

A Product shall not be considered defective solely as a result of the failure of individual LED components to emit light if the number of inoperable components is 10% or less of the total number of LED components in the Product. If Seller determines the Product is defective, Seller will elect, in its sole discretion, to refund the purchase price of the Product, repair the Product, or replace the Product with a comparable product utilizing current technology at the time of replacement.

This limited warranty will not apply to loss or damage to the Product caused by: negligence; abuse; misuse; mishandling; improper installation, storage or maintenance; damage due to acts of God or nature; vandalism; civil disturbances; power surges; improper power supply; electrical current fluctuations; corrosive environment installations; unauthorized alteration/repair; accidents; failure to follow installation, operating, maintenance or environmental instructions prescribed by Seller or applicable electrical codes; or improper service of the Product performed by someone other than Seller or its authorized service provider.

This limited warranty includes field labor and service charges exclusively related to the repair or replacement of the Product determined defective, for a period of ONE (1) YEAR from the date of original purchase.

Seller will provide new products or parts in the warranty repair or replacement process, which will be warranted for the remainder of the original warranty period. In order to make a warranty claim, Purchaser must notify Seller in writing within sixty (60) days after discovery of the defect and comply with Seller's other warranty requirements. Upon receiving that notice, Seller may require Purchaser to promptly return the Product to Seller, or its authorized service provider, freight prepaid. Before returning any product, a Returned Material Authorization should be obtained from the Seller, and the RMA # clearly marked on the return packaging. Failure to exercise the above RMA policy and procedures will void all warranty responsibilities on behalf of Affinity LED Light LLC.

The foregoing warranty provisions are exclusive and are given and accepted in lieu of any and all other warranties, whether expressed or implied, including without limitation any warranty against infringement and any implied warranties of merchantability or fitness for a particular purpose. In no event shall Seller be liable or incidental, compensatory, consequential, indirect, special, or other damages. Seller's aggregate liability with respect to a defective product shall in any event be limited to the monies paid to Seller for that defective product. This warranty is effective for purchases of Products on or after the effective date set forth below. Seller reserves the right to modify this warranty from time to time. Any modification of this warranty shall be effective for all orders placed with Seller on or after the effective date of such revised warranty.

**Effective Date: Upon Contract / Invoice Date**

## Our Service Approach

### Safety Stock

After the GIS audit, Affinity will recommend additional inventory quantities based on the GIS findings. This safety stock is stored by the customer and can be used to replace lights that have failed, either through defect or damage. Keeping this safety stock allows Affinity to complete service during one visit. Defective or damaged lights can then be repaired and returned to the customer's safety stock inventory.

### Submitting a Service Request

To request service, fill out the Service Request Form and submit it to [service@affinityled.com](mailto:service@affinityled.com). An Affinity staff member will acknowledge the receipt and review the information within one business day to determine if more information is needed to complete the request.

After the locations and product types have been confirmed, Affinity schedules an electrical contractor to investigate the issues. Affinity will submit the scheduling request to the electrical contractor and provide the customer with the scheduled date of service within seven business days of receiving complete information regarding locations and product types.

At the time of service, the electrical contractor completes a Field Service Report to collect information about the observed issues and replaces product where necessary. If the contractor observes utility infrastructure issues, Affinity reports these to both the customer and the utility.

When possible, Affinity will instruct the electrical contractor to replace product(s) using safety stock belonging to the customer. If the customer does not possess sufficient safety stock, Affinity will invoice for new product(s).

If a product is under warranty and/or the customer wishes to have the product repaired, it must be returned to Affinity by the customer to be evaluated.

### Reviewing Product

Please refer to the Warranty Statement for the criteria used to evaluate product for defects.

If the product is both 1) under warranty and 2) found to be defective, Affinity will repair the product free of charge and return it to the customer. Any shipping costs incurred returning the product to Affinity will be reimbursed as a credit on the customer's account.

If the product is both 1) under warranty and 2) found to be non-defective, Affinity will notify the customer of the cost to repair/replace before proceeding.

If the product is not under warranty, Affinity will notify the customer of the cost to repair/replace before proceeding.

## Our Service Approach

### Labor

In the context of service requests, labor refers to the work performed by the onsite electrical contractor to troubleshoot and then potentially replace product. Please refer to the Warranty Statement for product evaluation criteria.

If the service request was both 1) submitted during the labor warranty period and 2) the product is found to be defective, the customer will incur no labor fees.

If the service request was both 1) submitted during the labor warranty period and 2) the product is found to be non-defective, the customer will be charged at \$175/hour for labor. Alternate service provisions (such as utilization of utility equipment and personnel) will be discussed on an individual basis.

### Rates

If the product is under warranty but the labor warranty period has expired, the customer will be charged.

For on-site bucket electrical service scheduled through Affinity, labor will be billed at \$175/hour.

For on-site electrical service scheduled through a utility or other authorized third-party electrical contractor, labor will be billed directly to the customer at the current billing rate.

For in-house equipment repair at Affinity, labor will be billed at \$60/hour.

## Street Lighting Service Request Form

Please email this completed form and any supporting documents (clearly labeled) to [service@affinityled.com](mailto:service@affinityled.com).

Affinity Service Team  
(978) 378-5338, ext. 3  
[service@affinityled.com](mailto:service@affinityled.com)

### Customer Info

Date of Request:		
Name:	Contact Name:	
Email:	Phone:	
Address:		
Have you contacted the utilities yet?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
*if you selected "yes," please select the utility type:	<input type="checkbox"/> Eversource	<input type="checkbox"/> Unitil
	<input type="checkbox"/> Central Maine Power	<input type="checkbox"/> Other*
*if you selected "other," please specify the utility:		

### Product Info

Pole # & Location	Product Description	Qty	Photocell/ Smart Nodes	Nature of Issue

Customer Name

Date

### For Service Administrators Only

Case #:	Date of Purchase:		
Date of Warranty Expiration for Equipment: (refer to warranty statement)	Equipment within Warranty Period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of Warranty Expiration for Labor: (refer to warranty statement)	Labor within Warranty Period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the customer have safety stocks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the customer need new lights? <input type="checkbox"/> Yes <input type="checkbox"/> No

Administrator Name

Date

## Elimination of Product Packaging Solid Waste

**"Amherst, New Hampshire avoids 199.5 lbs. of solid waste and 110.5 lbs. of CO2 during their LED Streetlight installation."**

Our view of doing business often inspires us to make decisions that cannot be measured in dollars and cents alone. We are taking steps to reduce packaging waste, which has become a common byproduct in industries like ours. Our decision directly lessens the burden on recycling centers and landfills, which further reduces greenhouse gas emissions and supports improved air quality and public health in our local communities.

We founded our company on this belief...

**that doing well and doing good are not mutually exclusive ideas.**

In the spirit of Doing Good, we have introduced the use of round-trip reusable totes for transporting our locally produced S900 Series Cobraheads from our UL Approved Manufacturing Site in Dover, NH to the cities and towns where our streetlights are being installed. Our decision results in the elimination of corrugated cartons and other packing materials, which would otherwise enter the waste stream... quite the opposite result of our intent for LED lighting conversions.

**Each one-time use package that we don't use equals the avoidance of 1.5 lbs. of solid waste and 0.831 lbs. of CO2\*.** We've also experienced that the reduction of one time use packaging has made our installation process more efficient, saving time and energy by avoiding trips to offload waste.



Left to right: Steve Lieber (President, Affinity LED), Randy Dixon, Sr. (Engineer, Eversource), Vic St. Pierre (Former Director DPW, Claremont, NH).



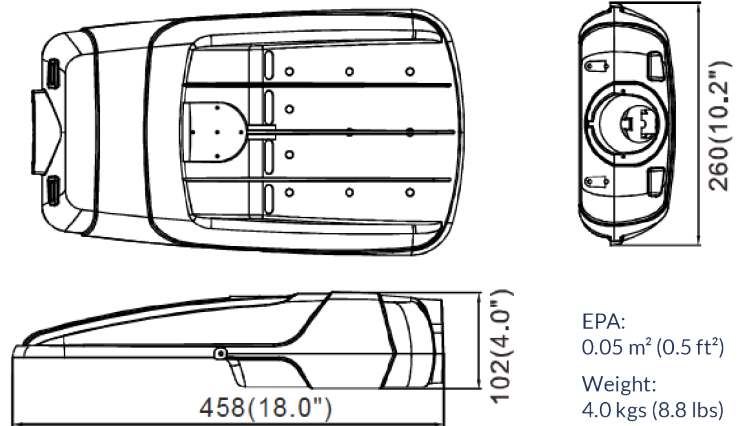
Our reusable totes.

\*carbon footprint calculation tool commissioned by the Corrugated Packaging Alliance (CPA)

LED Street & Area Lighting

**S900D Series  
DOB Roadway  
Luminaire  
(S900D - S903D)**

The S900D Series distills the benefits of combining industry-leading components and extended lifetime DIRECT AC LED technology (DOB) with pragmatic design and American-Built reliability. The outstanding photometric performance results in sites with excellent uniformity, allowing greater pole spacing and lower power density. The S900D Series is the industry's best alternative available for traditional street and area lighting with quick payback and improved performance.



EPA:  
0.05 m<sup>2</sup> (0.5 ft<sup>2</sup>)  
Weight:  
4.0 kgs (8.8 lbs)

**Standard Features**

- Revolutionary Patented **Multi-Volt DOB** Technology Eliminates Drivers and Extends Lifetime
- Seoul Semiconductor's new MJT High Powered Series provides Industry Leading Efficiency & Lifetimes
- LED Lifetime Rating > 170,000 hours L70 @55°C (per IESNA TM-21-11) and > 36,000 hours at L90
- Night Sky Friendly (zero uplight) with integrated backlight-shield
- Reduced-glare optical lenses standard in Type II, Type III and Type V photometric distributions
- Available in 3000K, 4000K and 5000K Correlated Color Temperatures
- Tool-Less Entry with Connect-Safe™ for Lineman Friendly installation
- Die-Cast Aluminum Housing and Housing Door with Ultra-durable powder-coat finish that resists corrosion, abrasion and UV-degradation
- Integrated Tilt Adjustment ±5°
- Built-in Bird-Guard
- Input Voltage: 120-277V, 50/60Hz
- Ambient Operating Temperatures -40°C to +50°C
- Smart Ready with 7-pin Photocontrol Receptacle (per ANSI C136.41) and 0-10V Dimming Capability
- 10-Year Limited Warranty

**Product Specifications  
(S904D - S906D)**

Example: S90XD-XXW-XXK-TX-XX → S901D-50W-30K-T2-GR

MODEL	POWER	COLOR TEMP (CCT)	DISTRIBUTION	FINISH
S900D	18W	30K: 3000K 40K: 4000K 50K: 5000K	T2: TYPE II T3: TYPE III T5: TYPE V	BR: BRONZE BL: BLACK WH: WHITE GR: GREY SL: SILVER
S900D	25W			
S901D	50W			
S902D	75W			
S903D	100W			

For more information, visit [www.affinityled.com](http://www.affinityled.com)

## S900D - S903D Performance Data

### Lumen Output

Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Actual performance may differ as a result of end user environment and application. Actual wattage may differ by +/- 10% when operating between 120-277V +/- 10%. Contact us directly for performance data on any configurations not shown here.

MODEL	SYSTEM WATTS	INPUT CURRENT	DIST TYPE	3000K				
				LUMENS	B	U	G	LPW
S900D	18W	155mA	T2	2572	1	0	1	143
S900D	25W	210mA	T2	3503	1	0	1	140
S901D	50W	410mA	T2	6195	2	0	2	124
S902D	75W	645mA	T2	9818	2	0	2	131
S903D	100W	785mA	T2	11772	3	0	3	118

## Certifications and Qualifications

- Designlights Consortium® Qualified Products Listed (DLC QPL)
- UL® Certified Manufacturing Site in Dover, NH
- LED systems manufactured in ISO9001 facility
- Certified Electrical & Photometric Measurements (per IESNA LM-79-08)
- Certified to ANSI C136.31-2001 3G Bridge & Overpass Vibration standards
- Total Harmonic Distortion: < 15% at full load
- Power Factor: > 0.99 at full load
- 10kV/10kA Fixture Surge Suppression Protection tested in accordance with IEEE/ANSI C62.41.2
- Luminaire & finish endurance tested to ASTM B1117-11 Salty Fog test standards
- Additional Powder-Coating Strength & Adhesion testing (meets ASTM D454/D522 standards)
- Suitable for Wet Location, meets IP66 (per IEC 60529-2013 standards)
- Meets FCC Part 15, Subpart B, Class B per ANSI C63.4-2014
- Meets International Dark Sky Association requirements for reduced glare, light trespass & light pollution
- RoHS Compliant
- American Built by U.S. Veterans

For more information, visit [www.affinityled.com](http://www.affinityled.com)





# Put brighter ideas to work.

What if you could do even more than reduce energy costs?



Solution brief

Everyday street lamps use a lot of power. That's why many municipalities and businesses are upgrading their aging street-lighting infrastructures with energy-efficient LEDs and smart controls. With the right solution, you can save millions of dollars in energy and maintenance each year, while gaining increased control, actionable data and even additional income.

Verizon Intelligent Lighting is a versatile, energy-efficient alternative to traditional street lights. The cloud-based platform enables both manual and automated control of lights, and transforms fixtures into smart technology hubs that capture and transmit data in near real time.

## Gain new control, capabilities and insights.

Verizon Intelligent Lighting makes it possible to regulate light levels in ways you never imagined. You can control them manually, both individually and by group, or you can program them, using features like scheduling and photo-control.

The platform enables new capabilities, too, including monitoring, diagnostics and alerting, as well as utility-grade energy metering. That means no more driving around searching for failed lights or auditing inventory, so you save time and money on maintenance. That's in addition to the energy savings.

Plus, Verizon Intelligent Lighting is easy to install and commission. And no gateway to troubleshoot means no IT support is needed.

For additional control and system flexibility, NetSense™ Lighting application programming interfaces (APIs) allow you to create your own lighting control interfaces, in addition to the existing NetSense Lighting application user interface provided by Verizon.

Both the NetSense Lighting application user interface and the APIs provide the following functionalities:

- Node and lighting control
- Node setup
- Node commissioning
- Lighting scheduling setup
- Asset management
- Status monitoring
- Energy reports

## Increase public safety and engagement—and revenue.

With Verizon Intelligent Lighting, you can improve community safety with:

- Crisp, white LED lights that help people see more clearly
- Lights that are on when and where they are needed
- Internet of Things (IoT)–connected nodes that can broadcast notifications

## Be Future-ready with the Verizon City Hub.

For a smart and forward-thinking start to your intelligent street-lighting project, you can begin with the Verizon City Hub. It's a smart, LTE/Wi-Fi-enabled device that:

- Simplifies power and connectivity for intelligent street lights and other IoT devices
- Adds high-bandwidth, edge-processing capabilities
- Provides a platform for future smart cities and communities solutions

With our City Hub, you can easily perform advanced lighting control, as well as add sensors such as Video Node 4K for video analytics, Intersection Safety Analytics and Parking Optimization. In addition, the City Hub is equipped with Power over Ethernet (PoE) and audio connectors that can support a variety of future smart solutions.

## Why Verizon

When it comes to community infrastructure, the network matters. We're America's largest and most reliable 4G LTE network. And we're hard at work putting together the nation's most advanced 5G network.

Plus, we can deploy at any level, from end-to-end, city-wide solutions, to individual business projects. We'll match our solution to your needs—and your budget.









Solution brief

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**Verizon Intelligent Lighting bundle options:**

-  Verizon City Hub or LTE Core Node
-  NetSense Lighting APIs
-  Connectivity software/application
-  Professional Services

**70%**

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Some communities are showing even greater energy savings—as much as 70% more with lighting controls.\*

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**Contact Verizon.**

To learn more about Verizon Intelligent Lighting, please contact your Verizon Wireless business specialist.

# Add smart, full-featured controls to your street lights.

Data sheet

## Light Sense node for Intelligent Lighting

Light Sense node is designed to convert LED fixtures into intelligent focal centers, providing actionable insights that go far beyond illumination and mere granular lighting control. Our Smart Communities solutions and cloud-based IoT services are now at your fingertips.

### Main features.

- Cellular connectivity enables gateway-free installation
- Advanced 4G LTE CAT-M IoT technology
- Auto-commissioning with integrated GPS
- Simple plug-and-twist mounting to luminaires via existing National Electrical Manufacturers Association (NEMA) 5- or 7-pin photo-control socket in accordance with American National Standards Institute (ANSI) C136.41
- Advanced lighting control with on-board photocell and (voltage) 0-10V dimming
- Utility-grade energy measurement with metering Class 0.5 accuracy
- Measures and reports electrical and sensor data to NetSense® Lighting Application

### Advanced 4G LTE IoT CAT-M IoT connectivity

No additional networking equipment is needed to deploy with 4G LTE connectivity. Fast, reliable, and nationwide 4G LTE connectivity from Verizon Wireless allows for gateway-free deployment.



### Lighting control

Light Sense node is connected to incoming AC mains and the LED driver/standard ballast. This direct connection provides on/off control and performance monitoring of the luminaire. Luminaire dimming control follows the 0-10VDC dimming standard.

### Onboard sensors

Light Sense node sensors include: GPS, photocell, utility-grade power metering and temperature.

### Security

Light Sense node connects to the network using highly secure, certificate-based authentication and encryption for each device.

### Certifications

Underwriters Laboratories (UL), Federal Communications Commission (FCC)

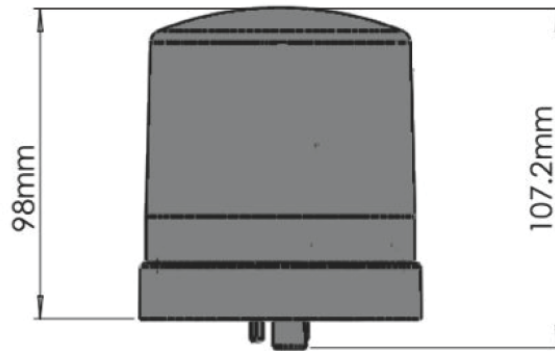
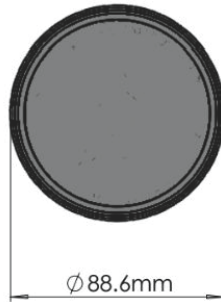


**Product specifications**

<b>Order code</b>	<b>S80-000123</b>
<b>Communication</b>	
Communication	Cellular (4G LTE) Lightweight machine-to-machine (LwM2M) protocol
LTE frequency bands	LTE band 4 and 13
Cellular data rate	LTE CAT-M
<b>Security</b>	
Encryption	DTLS1.2 PSK with 256-bit AES encryption
<b>Power and electrical</b>	
AC input voltage	120-277V/60Hz
Node power consumption	1.0W Typical (1.2W max)
Surge rating	6KV/3kA ANSI C136.2
Energy measurement	Metering accuracy ANSI C12.20 Class 0.5 (relevant sections), IR Pulse LED Support for energy measurement
On-board sensors	Photocell, GPS, power metering, temperature
GPS accuracy	3m (clear open sky)
<b>LED Luminaire Control</b>	
Ballast rating	E-fBallast and Standard/HID Ballast* rating of 5A max at 120V/277V 60Hz
Dimming control output	0-10 VDC
<b>Photocell</b>	
Operating levels	ANSI C136.10 Turn-on typical at 16 Lux, turn-off typical at 24 Lux, (On:Off ratio of 1:15)
<b>Physical</b>	
Mounting	Twist-lock National Electrical Manufacturers Association (NEMA) photo-receptacle (ANSI C136.41) 5-wire/7-wire receptacle
Weight	0.6 lbs
Color	Light gray
Dimensions	107.2 mm height x 88.6mm diameter
<b>Environmental and compliance</b>	
Water ingress	IP66, UL773 wet rated
Vibration	3G vibration per ANSI C136.31 2010
Operating temperature	-40C to 55C
Relative humidity operating range	5% to 95% non-condensing
Certifications	UL, FCC
Region of certification and LTE operation	USA

\* For Standard/HID Luminaires support the luminaire must have main AC entry SPD rated at ANSI C136.2-2018 20kV/10kA

**Mechanical dimensions**



Units: mm

**Ordering information**

Order code	Description
S80-000123	Light Sense node, 4G LTE, 0-10V, NEMA, 120-277V



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

**Title:** Library Update

**Department:** Library

**Meeting Date:** July 25, 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:**

1. BOS update\_July2022\_outline



# Amherst Town Library

*Professional service with a personal touch*

## **Biannual Update – July 2022**

- 1) Management
  - a. Fully staffed – Julie Spokane and Sarah Collinge
  - b. Page training
  - c. Staff training
  - d. Updating policies
  
- 2) Facility/ tech infrastructure
  - a. Removed Plexiglas barriers
  - b. Patio use
  
- 3) Collection
  - a. Development of e-collections
  - b. ARPA grants (with GMILCS) for databases
  - c. Rodgers Memorial Library in Hudson
  - d. Circulation statistics
  
- 4) Programs
  - a. Mix of in-person and virtual
  - b. Standouts for adults and children
  - c. Summer Reading Program
  
- 5) Communication/ promotion
  - a. Social Media
  - b. Year in Review



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Capital Improvement Program  
Procedures

**Department:** Community Development  
Office

**Meeting Date:** July 25, 2022

**Staff Contact:** Nic Strong

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## **BACKGROUND INFORMATION:**

The CIP Committee was established by the Town of Amherst in 2003. The Board of Selectmen is authorized to appoint the committee. These revised procedures are presented for Board of Selectmen review and discussion. The attached memo includes a review of the history and the law around the CIP process as well as questions for the Board to discuss. The attached procedures include the Town's previous procedures updated and expanded to meet state law and the Town's preferred practice.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

I recommend that the Board review the action items from the attached memo and determine whether or not any changes are required to the procedures.

## **SUGGESTED MOTION:**

The Board could move to approve the CIP Procedures final draft dated 7/13/22 (as presented / as amended).

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. MEMO BoS re CIP Procedures 7.13.22
2. CIP Procedures Handbook Final draft to BoS 7.13.22



Town of Amherst, New Hampshire  
**Office of Community Development**

Building · Code Enforcement · Planning · Zoning · Economic Development  
2 Main Street, Amherst, NH 03031

## MEMO

TO: Peter Lyon, Chair, and Board of Selectmen  
Dean Shankle, Town Administrator

FROM: Nic Strong, Community Development Director

DATE: July 13, 2022

RE: Capital Improvements Program (CIP) Procedures

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### INTRODUCTION

What is CIP?

- CIP is a tool that bridges the gap between the visions of the Master Plan and the fiscal realities of improving and expanding community facilities.
- CIP is not mandatory, however, it is a pre-requisite to Impact Fees.
- CIP is a six-year plan that identifies needed capital projects and coordinates the financing for them.
- CIP should be tied to the goals of the Master Plan.
- CIP is an annual cycle that begins with the identification of needs and funding and proceeds with the development of the six-year CIP Plan before implementing the projects.

Why do CIP?

- To anticipate, not react to, development or department needs; it prevents surprises to town officials and the voting public.
- To provide a complete picture of the town's major development needs.
- To maintain and repair existing capital assets.
- To identify the most economical means of financing a project and alternate funding sources.
- To increase involvement/buy-in in the process.
- To inform and prepare decision makers.



- To be ready to participate in federal or state grant programs.
- To improve intergovernmental cooperation.
- To help stabilize the tax rate by allowing time to accumulate funds in advance of purchases.
- To prioritize the community's capital expenditures.
- To build confidence in the value of long-term planning and promote public involvement in the budgetary process.

Every service a town provides uses equipment that will wear out and eventually need to be replaced. The Master Plan and CIP allow town officials and citizens to work together to decide which services are most important and how best to finance the needs to minimize wide swings in the local tax burden.

CIP distributes expensive projects over time, protecting the community from abrupt tax increases. CIP programming improves planning for large projects and protects local government from being confronted by a sudden need for an unplanned capital expenditure.

CIP collects information about the cost of major capital items, how long the equipment is expected to remain in service, comparisons of the cost to refurbish or rehabilitate an item as opposed to replacing it, and the financial impact of a purchase compared to financing with a bond.

Board of Selectmen guidance is helpful to the Department Heads and the CIP Committee in evaluating needs for inclusion in CIP. The Board of Selectmen, as fiduciary managers for the community, have the whole picture of the Town's fiscal health, including the operating budgets, bonds and other debt, school payments, capital assets, trust funds, welfare, and so on.

#### MASTER PLAN / CIP INTEGRATION

The Planning Board is tasked with creating a Master Plan as its first duty in RSA 674:1. The Planning Board may under the second part of RSA 674:1 "report and recommend to the appropriate public officials and public agencies programs for the development of the municipality, programs for the erection of public structures, and programs for municipal improvements. Each program shall include recommendations for its financing." It is interesting to note that this allows the Planning Board to make these recommendations outside of the CIP process altogether.

The Master Plan is intended to delineate the best and most appropriate future development of the Town, to aid the Board in designing ordinances that result in preserving and enhancing the unique quality of life and culture of New Hampshire and to guide the Planning Board in its work so the community can achieve the principles of smart growth, sound planning and wise resource protection. RSA 674:2, I.

The CIP is developed in tandem with the annual budget which is generally geared towards financial accountability rather than Master Plan planning processes. The CIP has a shorter

funding horizon. The CIP has to respond to infrastructure drivers including urgent needs, capital renewal needs, and service demands which may be beyond the scope of the Master Plan.

Neither the Master Plan nor CIP commits the Town to spending money on any projects. CIP may endeavor to implement the Master Plan by funding infrastructure investments recommended by the Master Plan and prioritizing the investment based on the Master Plan policy framework.

Integrating CIP and the Master Plan helps ensure capital investments are working together with the Town's development regulations towards realizing the vision of the Master Plan and so that development intensity and infrastructure capacity are in sync over time.

Reviewing the Master Plan recommendations as part of CIP preparation should reveal indicators of long-term capital needs to improve existing services in order to accommodate reasonable growth. Not all projects in the CIP will necessarily be specifically called out in the Master Plan but there may be a link between the capital improvement needs necessitated by the predicted growth and development in the Master Plan and the particular project being proposed.

CIP / IMPACT FEE COORDINATION:

In order to have an impact fee ordinance, the Town must first have a CIP. In order to have a CIP, the Town must first have a Master Plan. The Master Plan is the community's guide to future growth and development. Goals and objectives identified as part of the vision and future land use in the Master Plan should be included in the CIP for implementation. Those projects would likely be eligible for impact fee expenditure if the impact of the growth and development necessitating those projects/ improvements is community wide.

Part of the CIP process should be evaluating projects based on their need to respond to community-wide impacts of growth and development. The CIP Committee may wish to make more detailed study of projects that have or will require expanded capacity to serve the demands of growth. These may be eligible for partial funding through impact fees.

THE RSA

The Capital Improvement Program is governed by RSA 674:5 through 674:8.

<b>RSA</b>	<b>HOW IS AMHERST DOING?</b>
RSA 674:5 allows the legislative body to authorize either the Planning Board to prepare and amend the CIP Plan <b>OR</b> authorize the Board of Selectmen to appoint a CIP Committee to do so. If the CIP Committee is created this way, RSA 674:5 requires that one member be a Planning Board member and allows that there may be other Planning Board	The Town of Amherst determined at Town Meeting on February 5, 2003, that the second option would be chosen and the Board of Selectmen was authorized to appoint a CIP Committee with at least one member of the Planning Board plus other members of the Planning Board, Ways and Means Committee or Board of Selectmen.

<p>members, budget committee members or Board of Selectmen members as well.</p>	<p>The CIP Committee has historically had one representative from each of the Board of Selectmen, Planning Board, Town Ways and Means, School Ways and Means, Amherst School Board, Souhegan School Board, SAU 19 and a citizen member.</p> <p>At some point after the 2003 vote, the CIP Plans included the following language: "The Planning Board is charged with directing the capital improvements planning process, based upon the Town's adopted master plan goals and recommendations." Additionally, at some point the Planning Board was inserted into the adoption process, with a requirement to hold a public hearing with the Planning Board to adopt the CIP Plan before distribution to the Board of Selectmen, Ways and Means, School Boards and the Planning Board itself.</p>
<p>The CIP <b>may include</b> current or future projects, and the sole purpose of the CIP is to "aid the...selectmen and the budget committee in their consideration of the annual budget."</p>	<p>The CIP includes all current and future projects for the CIP term of six years and asks departments, agencies and school boards to include projects that are outside of the six years but that are on the horizon.</p>
<p>RSA 674:6 requires that the CIP "...<b>shall classify</b> projects according to the urgency and need for realization and <b>shall recommend</b> a time sequence for their implementation."</p>	<p>The CIP Committee does not address prioritizing projects in this fashion. The CIP Committee does recommend the year that the project should begin in the CIP Plan.</p>
<p>RSA 674:6 goes on to say that the CIP <b>may include</b> the estimated cost of the projects included, along with probable sources of funding, and projected operating and maintenance costs.</p>	<p>The CIP does include estimated costs and funding opportunities.</p>
<p>RSA 674:6 <b>requires</b> that the CIP is based on information submitted by the departments and other town entities and also <b>requires</b> that the CIP take into account what potential future development as defined in the Master Plan might need for facilities.</p>	<p>The CIP Committee requests information from the department heads, boards, commissions and school boards at the start of each annual CIP Plan preparation. The Amherst CIP Committee has not formally discussed the Master Plan in its CIP preparation but does have some knowledge of development patterns due to the Planning Board representation.</p>

<p>RSA 674:7, I, <b>requires</b> the CIP Committee to <b>confer</b> with the Board of Selectmen, or the chief fiscal officer, the budget committee, other town officials and agencies and school boards in the preparation of the CIP Plan. It also <b>requires reviewing the recommendations of the master plan</b> in relation to proposed capital improvements.</p>	<p>The CIP Committee asks department heads, boards, commissions and school boards for input on the projects for inclusion in the CIP Plan. The CIP Committee does not confer with the Board of Selectmen or Finance Director. The CIP Committee does not formally review the Master Plan recommendations.</p>
<p>RSA 674:7, II, <b>requires</b> that when asked by the CIP Committee, town departments and agencies, school boards and officials <b>shall submit</b> a statement of all capital projects proposed to be undertaken during the CIP term. The CIP Committee is <b>required to study</b> each project <b>and advise and make recommendations</b> to the department, agency or school board concerning how the projects fit within the CIP Plan being prepared.</p>	<p>The department heads, boards, commissions and school board do provide project information for the proposed projects in the six year CIP term, and indicate if there are any projects further out on the horizon. The CIP Committee does study each project. The CIP Committee does not advise and make recommendations to the department heads, etc., with regard to how their projects fit within the CIP Plan.</p>
<p>RSA 674:8 states that once the CIP Committee has prepared the CIP it <b>shall submit</b> its recommendations for the current year to the Board of Selectmen and budget committee to be considered as part of the annual budget.</p>	<p>The CIP Committee has been following the process as set forth in recent CIP Plans by forwarding the CIP Plan to the Planning Board for adoption and having the Planning Board send it to the Board of Selectmen.</p>

WHAT DOESN'T THE RSA INCLUDE?

- Although the statute includes some requirements it is up to individual municipalities to structure the process and create a plan that meets the community’s needs.
  - The RSA does not specify how the CIP should be adopted. The Office of Planning and Development recommends using the Master Plan adoption process - RSA 675:6 - one public hearing with ten-day notice, second public hearing if substantive changes made, formal vote at public meeting to adopt final version.
  - The RSA does not require that the CIP includes the cost of the projects and the funding sources. It could concentrate on what is needed and when, and leave the Board of Selectmen, Town Administrator and Ways and Means Committee to deal with the costs and funding mechanisms.
  - The RSA does not specify how the departments should submit their statement of all capital projects.
  - The RSA does not include any details about the format of any forms or the final CIP product.
  - The RSA does not specify that the final funding proposal for the six-year plan be presented in a spreadsheet.

FOR BOARD OF SELECTMEN DISCUSSION

- Review definition of capital improvement and capital expense threshold.
  - The definition of capital improvement varies from town to town and should fit the community's view of a major expenditure in the context and size of the annual budget.
  - A general definition of a capital improvement is as follows: Purchase or construction, major repair, reconstruction or replacement of capital items such as buildings, utility systems, roadways, bridges, parks, landfills and heavy equipment which are of high cost and have a useful life of several years.
  - Typical CIP projects include infrastructure projects, land acquisition, buildings, engineering studies for capital projects, vehicles, highway maintenance equipment, etc.
  - The current definition in the Amherst CIP is: A Project Request is eligible for inclusion in the CIP if the total cost is a minimum of \$75,000 and is reasonably expected to have a useful life of at least five (5) years. Project requests under \$75,000 were also considered if the project would have a significant impact on the department's budget, however, were not required.
    - I am not certain about the wording of the second sentence. I take it to mean that project requests for under \$75,000 would be considered if the project would have a significant impact "*if included in*" a department's budget, thus driving the need for it to be a separately funded capital project.
    - This definition should be reviewed and a determination made as to its suitability.
  
- Fixed assets
  - A good place to start the CIP process is with the Town's fixed asset list.
  - The renewal and replacement schedule for the Town's CIP projects should be based on the fixed assets. This should be built into the CIP plan so that everyone knows the suggested replacement/refurbishment dates for equipment and suggested building improvements/expansion. These can be adjusted as the dates come due by the Department Head submitting details as to why the project can be postponed or needs to be moved up. Spreadsheets can be established to verify that payments into CRFs will cover the costs of the replacements at the desired dates. This is one more method to help ensure a stable bottom line.
  
- Fiscal analysis
  - Consideration could be given to a broader fiscal analysis as part of CIP at some point in the future. Financial data, including historic and projected local government revenues, expenditures and debt service are used to assess the community's ability to pay for proposed projects and to select appropriate financing tools.
  - Start the process by compiling a history of capital expenditures, trust funds, CRFs, special revenue funds, and their balances.
  - Identify the source of revenue applied to capital expenditures.
  - Calculate the typical level of capital spending as a proportion of total expenditures in past years.

- Review the growth of the tax base and net tax expense of the town and school services.
- Forecast future tax revenue availability.
- Look at the recent tax rate, the Town's fixed costs (bonds or other debt), plus past, present and future expected revenues and expenditures and debt to figure out what the Town can afford.
- Compile the current status of previously approved projects. Calculate the impact those projects will have on the fiscal analysis and asset inventory once they are finished.
- Master Plan Review as part of CIP preparation
  - The CIP Committee is required by statute to review the Master Plan in relation to the proposed CIP plan. This review should aim to identify the links between the CIP and the long-term goals for facility improvements and providing capacity for future growth.
  - The Town of Amherst will be in limbo a bit for this year's CIP. The updated Master Plan will not be in place in time to be factored into the CIP preparation. However, the updates to the process and procedures will take a little time to enact, and it should probably be a goal to have this all in order for next year.
  - Particularly review:
    - population and housing - this can provide guidance to the potential growth in residential service demands and the future location of housing and population concentrations.
    - community facilities - inventory of major capital facilities and equipment; a 10 - 20-year view of the community may reveal the need for phased investments in multi-year capital projects that will begin with feasibility and engineering studies, and move into site acquisition or design and construction within the six-year CIP plan. Some community facilities' Master Plans include recommended standards and averages, for example, suggested acres of recreation land per capita, personnel per thousand population, square feet of facility area per employee, and so on, which can be used to calculate future facility needs based on expected growth.
    - recreation - details of the local pattern of demand on recreation facilities and any community-wide recreation needs.
    - transportation - major highway construction or reconstruction needs and priorities for the community with particular focus on community-wide issues.
    - economic development - any strategies for expanding the tax base or the number of jobs in the community and how that might play into population increase or housing needs.
    - conservation and preservation - potential acquisition of land and conservation easements or historic preservation projects may be important in the CIP process.
    - community surveys - can measure resident satisfaction with community services and facilities; public perception and rating of community services and facilities may differ from the priorities for improvements indicated by

department heads. Surveys may help identify new directions for long term capital investment.

- Involve the Board of Selectmen, Town Administrator and Finance Director early on in the process
  - Work on the fixed asset list, fiscal analysis and other budgetary items would be simpler with the involvement of the Finance Director.
  - While it is important to remember the distinction between the annual operating budget process and the CIP process, it is also important that the projects proposed for the CIP originate from a sound basis. Ideally, the projects being proposed for inclusion in CIP will have come through a department's strategic plan, and be related to Master Plan goals and objectives. If the projects are demonstrated to be related to impacts from growth and development, impact fees may be used for at least some of the cost.
  - The Board of Selectmen and Ways and Means Committee ultimately take the advisory CIP plan and determine which of the projects will be proposed for inclusion in the annual warrant for funding. Projects that have their origins in the Master Plan or departmental strategic plans and have received favorable review from the Board of Selectmen should already fit in a long-term capital forecast for the Town and will be easier for the CIP Committee to prioritize into the six-year CIP plan.
  
- Consider including the Town's road improvement plan in CIP
  - Adding the proposed schedule of road improvements and the years that they are anticipated to be completed provides a guide to the Planning Board when considering subdivision and site plan applications and whether or not they are scattered and premature. This can also assist in determining whether impact fees are a possible source of funding for these projects. Not all road infrastructure projects will be eligible for impact fee expenditure - it will depend on whether the impact from growth and development is community wide and not just localized.
  - The Town should consider adding the DPW's road improvement plan and funding schedule in CIP.
  
- Project rating/prioritizing
  - The Project Request Forms that the Department Heads and School fill in includes a question asking if the project has been identified as part of a long range plan or program like the Master Plan or strategic plan. It also asks the Department Head to classify the project in as many of the following categories as apply:
    - removes imminent threat to public health or safety
    - alleviated substandard condition or deficiencies
    - responds to federal or state requirements to implement
    - improves the quality of existing services
    - provides added capacity to serve growth
    - reduces long term operating costs
    - provides incentive to economic development
    - eligible for matching funds available for a limited time

- continuation of existing project
  - expanded public demand
  - extends useful life of current facility or equipment
  - other
- RSA 674:6 requires that the CIP classify projects according to their urgency and need for realization and recommend a time sequence for their implementation.
- The Town of Amherst has been scheduling the year to start funding projects in the CIP. The prioritization process goes a bit further than this. It is entirely possible that CIP requests could exceed the funding available when viewed in context with the operating budget and other warrant articles. Prioritizing the first year of the CIP plan gives the Board of Selectmen and Ways and Means Committee a tool to assist in choices to be made on which projects to include in the warrant for the voters to act upon.
- There are different methods to do this prioritization: projects can be grouped by class; a point system can be used; rating questions can be asked.
- I have added the following suggested prioritization into the procedures handbook, but this needs to be discussed further:
  - A: Critical/Essential – Required immediately to remedy a condition dangerous to public health and safety
  - B: Beneficial – Required to maintain existing services or facilities; addresses a need identified in the Master Plan
  - C: Desirable – Needed to improve or upgrade the quality or level of community services or facilities
  - D: Acceptable – Projects which are adequately planned, and which promote ideal services or operations if funding can be made available
- The Planning Board review of capital projects should take place in the context of the Master Plan
  - CIP provides a link between long term plans and the budget for implementation of those plans.
  - The Planning Board can provide valuable advice to elected officials on which projects further sound planning in the community.
  - The suggested procedures include the Planning Board review of the project requests early on in the CIP process to get their comments relative to the proposed projects in relation to consistency with the Master Plan goals and objectives.
  - There is no review of, or action on, the final plan which instead will now be approved by the CIP Committee and forwarded to the Board of Selectmen and Ways and Means Committee as an advisory document for use in budget preparation.
- Impact Fees
  - As part of the review of the proposed projects for inclusion in the CIP, a preliminary determination could be made as to whether or not the project is eligible for the use of impact fees, and this can be included in the suggested funding sources.



Memo re: Capital Improvements Program Procedures

July 13, 2022

Page 10

- This would allow tracking of the project so that when the BoS are approached to release funds to pay for a project, or portion of a project, it would already have been indicated during the process.

Please find attached the suggested draft Capital Improvements Program Procedures. I welcome the opportunity to discuss them at your convenience.

Please let me know if you have any questions.

NS/

Enc.

## **Bibliography**

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**Town of Amherst, NH**

**Capital Improvement Program  
Procedures Handbook**



**Final Draft to Board of Selectmen  
7/13/22**

### **Executive Summary**

The Capital Improvements Program (CIP) is a program authorized by State law to link local infrastructure investments with long-term planning, including: master plan goals, land use ordinances, and economic development. The plan should be an annually evolving document, updated to reflect new information, project requests, and any changing conditions in the community. The CIP complements and supports the town-wide Strategic Plan process implemented by the Board of Selectmen.

The plan proposed by the CIP Committee is intended to avoid spikes in the tax rate for capital expenditures and is intended to ensure that adequate investments are made in capital improvements necessary to provide basic services to preserve the public health, safety and welfare. The CIP Committee supports investment in the fleet of Fire and DPW vehicles, and capital road improvements. The committee endorses annual contributions to Capital Reserve Funds (CRF) to maintain a stable tax rate and provide sufficient funding for investment in significant capital expenses.

DRAFT

## **Section 1: Introduction**

The Capital Improvements Program (CIP) is a program authorized by State law to link local infrastructure investments with master plan goals, land use ordinances, and economic development. By bridging that gap the fiscal realities of improving and expanding community facilities are realized.

As authorized by RSA 674:5-8 the CIP is the responsibility of the Planning Board or a formally appointed CIP Committee, to prepare and amend a recommended program of municipal capital improvements projected over a period of at least six years. At Town Meeting on February 5, 2003, the Board of Selectmen was authorized to appoint a CIP Committee with at least one member of the Planning Board plus other members of the Planning Board, Ways and Means Committee or Board of Selectmen. While not required by the Town Meeting, representation from the School Boards, SAU, and the general public is also sought to achieve a more complete view.

The CIP is designed to be updated and adopted annually, to provide a timely tool to the Board of Selectmen and Ways and Means Committee in long-range planning of municipal expenditures. Without annual updates the CIP quickly becomes obsolete. The CIP Plan represents a “snapshot in time” and is not continuously updated. Items identified after a cutoff date will be picked up in the following year’s CIP Plan.

It is important to note that the Amherst Board of Selectmen has initiated a Town Strategic Planning process that complements the CIP, laying out a long-term plan for the Town of Amherst which is reflected in its annual budgeting process.

## **Section 2: Purpose**

A Capital Improvement Program is a valuable part of the community planning process. The CIP links local infrastructure investments with Master Plan goals, land use ordinances, and economic development. The CIP bridges the gap between planning and spending, between the visions of the Master Plan and the fiscal realities of improving and expanding community facilities. The CIP Plan is a statement of the CIP Committee's recommendations of priorities for financing the Town's capital improvement needs. The projects come from the need to replace, repair, and maintain existing facilities and equipment and from the need to plan for the future by reviewing the recommendations and goals included in the Town's Master Plan.

This Policy and Procedures Handbook is intended to describe both the concept of the CIP process and the details of the procedures in the Town of Amherst for submitting capital projects for consideration. These procedures are documented herein to enable all concerned to focus on achieving the goals of the CIP and to help minimize the time spent on administration and process definition.

As described in the Capital Improvements Programming chapter of the Office of Planning and Development Handbook "Planning Board in NH: A Handbook for Local Officials", and paraphrased below, the benefits of the CIP for the community include the following:

- **Preserving public health, safety, and welfare.** Providing the basic services which ensure citizen health and safety is a fundamental responsibility of local government. Programs of regular facility maintenance, upgrades and expansion of government services to meet minimum federal, state, and local standards are essential to any community. The cumulative effect of deferring major maintenance expenditures and basic improvement of essential services is often an expensive series of stopgap measures which fail to address comprehensive long-term goals.
- **Anticipating the demands of growth.** When related to the master plan, the capital improvements programming process works to anticipate investments in community facilities which are needed to serve or shape the pattern of growth and development in the Town. The portions of selected capital improvement expenditures which are necessitated by growth may be eligible for funding by impact fees as authorized in RSA 674:21.
- **Improving communication and coordination.** Communication among the Planning Board, municipal departments, administrative officials, the Ways & Means Committee, the Board of Selectmen, the School Boards, and citizens can result in cost savings and avoidance of duplication of facilities and expenditures.
- **Avoiding undue tax increases.** Capital improvements programming is a means of avoiding the surprise of expensive projects generating large property tax increases. While cost impacts cannot always be precisely determined in advance, the CIP fosters discussion of the distribution of the tax burden of new capital expenditures over time. A consequential benefit of fiscal stability and sound community facility planning may be an improved bond rating. The CIP Plan assists the Board of Selectmen and Ways and Means Committee in knowing several years in advance what capital expenditures will have to be made.

- ***Developing a fair distribution of capital costs.*** The capital improvements programming process allows for a public discussion of the preferred means of distributing capital costs not only over time, but also among users of the facilities to be financed. For instance, absorbing a high but single year tax increase by paying for capital costs from current revenues; or saving for future projects by establishing annual appropriates to capital reserve funds; or funding construction by bonded debt to be paid for by existing and future users of a facility.
- ***Building a foundation for growth management and impact fees.*** The development and formal adoption of a capital improvements program is a statutory prerequisite to the enactment of growth management and impact fee ordinances. A properly constructed CIP is an integral part of a land use regulatory process which implements either type of ordinance. The CIP is the principal resource for determining the growth-related share of capital costs which may be chargeable as impact fees.
- ***Anticipating the demands of growth.*** When related to the Master Plan, the capital improvements programming process works to anticipate investments in community facilities which are needed to serve or shape the pattern of growth and development. The portions of selected capital improvement expenditures which are necessitated by growth may be eligible for funding by impact fees as authorized in RSA 674:21.
- ***Identifying “scattered and premature” development.*** New Hampshire statutes allow planning boards to adopt subdivision regulations which provide against scattered or premature subdivision of land. The capital improvements program is one measure which a planning board may use to judge whether a development is scattered or premature based on an absence of essential public services and infrastructure, where the development could require excessive public expenditures to supply these services. The CIP may provide information needed for planning board policies requiring the provision of capital facilities or services by developers of property in unserved areas.
- ***Supporting economic development.*** Communities exhibiting sound fiscal health, and quality services and facilities are attractive to business and industry. New business investment and reinvestment may be influenced by improvements which enhance the quality of life for residents and labor. Private decision-making for investment is based not only on availability of utilities, but also on the quality of community schools, public safety facilities, recreation opportunities, and cultural amenities such as libraries.

#### The CIP Plan and the Town and School Budgets and Warrants

The CIP process is not intended to micro-manage the Town’s budget development process. It is a tool designed to aid in the long-range development and consideration of annual budgets for the Town and School. There is no requirement that the CIP Plan prepared and presented to the Board of Selectmen include the same final numbers that will appear on the warrant in March of the following year. The CIP Plan is an advisory document and there are no guarantees that anything included therein will become part of the warrant.

The CIP Plan offers the CIP Committee’s best effort at balancing over six years the capital

Town of Amherst, NH  
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projects that are requested by the Town Department Heads, boards, commissions and/or school districts to provide services to the taxpayers. The CIP Plan includes recommendations for improvements for the following fiscal year and forecasts of when other improvements are thought to be needed. Between the time of preparation of the CIP Plan and preparation of the warrant, many variables, including emergencies, non-tax revenue sources, economic and political conditions, can affect the way the Board of Selectmen and Ways and Means Committee put together the budget. This may mean that things proposed in the CIP Plan can no longer be financed or may need to be postponed.

The Board of Selectmen and Ways and Means Committee can use the CIP Committee's prioritization of projects for the current year as a guide in the event that decisions need to be made about which projects can be funded in a given year.

DRAFT



### **Section 3: Definition of CIP Projects**

A general definition of a capital improvement is as follows: Purchase or construction, major repair, reconstruction or replacement of capital items such as buildings, utility systems, roadways, bridges, parks, landfills and heavy equipment which are of high cost and have a useful life of several years.

Typical CIP projects include infrastructure projects, land acquisition, buildings, engineering studies for capital projects, vehicles, highway maintenance equipment, etc.

The Town of Amherst's CIP definition is as follows:

***A Project Request is eligible for inclusion in the CIP if the total cost is a minimum of \$75,000 and is reasonably expected to have a useful life of at least five (5) years. Project requests under \$75,000 are also considered if the project would have a significant impact on the department's, committee's or board's budget.***

**Commented [NS1]:** Suitability of definition to be discussed.

Projects will be prioritized as follows:

- A:** Critical/Essential – Required immediately to remedy a condition dangerous to public health and safety
- B:** Beneficial – Required to maintain existing services or facilities; addresses a need identified in the Master Plan
- C:** Desirable – Needed to improve or upgrade the quality or level of community services or facilities
- D:** Acceptable – Projects which are adequately planned, and which promote ideal services or operations if funding can be made available

**Commented [NS2]:** Categories to be discussed.

#### ***Section 4: Financing Methods***

There are a number of different financing methods available to municipalities, which are contemplated by the CIP Committee in their evaluation of project requests. The following is an outline of the various funding methods.

##### **One-Year Appropriation:**

The One-Year Appropriation is the most commonly used financing option and refers to those projects that are to be funded by property tax revenues within a single fiscal year. Funds for projects that are financed using this method, are most often included in the Town's / School Districts' operating budgets, but can appear as individual warrant articles to be voted on individually.

*The CIP Committee generally utilizes this funding mechanism for projects with a life expectancy of at least three years and an initial cost of up to \$200,000.*

##### **Capital Reserve Funds:**

Capital Reserve Funds fall into the category of pay-as-you-go financing. A Capital Reserve Fund (CRF) is a non-lapsing savings account, separate from the General Fund, into which the voters can deposit funds with approval of a warrant article, with the intent of withdrawing the funds to be used for the specific purpose or purchase for which the account was established. CRFs can be earmarked for the purchase of a single item such as an Assessing Revaluation Fund or can be more general, such as the Highway Equipment Fund.

The advantages of pay-as-you-go financing include:

1. Allowing local governments to avoid both interest and other debt-issuance expenses;
2. Expediting inexpensive or recurring capital projects;
3. Preserving flexibility in the annual operating budget;
4. Avoiding the need to become involved with bond and debt markets; and,
5. Allowing the town to improve its financial position.

*The CIP Committee generally utilizes this funding mechanism for projects with a life expectancy of at least five years and with an initial cost of between approximately \$25,000 and \$300,000.*

##### **Lease Purchase:**

Lease purchasing an item allows a community to spread the cost of that item over a period of years, generally no more than seven. A municipal lease typically allows for Town ownership at the end of the lease term and usually enjoys lower tax-exempt interest rates. Unlike a bond or loan, a municipal lease has a "non-appropriation clause" which allows the town to cancel the lease if the annual payment is not appropriated. The Town then loses the equipment that was financed. This is a rare event, however, and municipal lease financing is a viable method for stretching the payment period over the useful life of the item financed.

*The CIP Committee generally utilizes this funding mechanism for projects with a life expectancy of between three and ten years and with an initial cost of between \$50,000 and \$175,000.*

**Bonding:**

Bonding allows the town to negotiate the purchase of goods or services (in the case of the construction of a building) at a set price, and then pay for that item or service over a period of time. Bonds, unlike CRFs, allow the town to utilize the item being purchased or the building being constructed while payments are being made.

The most important part of a bond transaction is the promise of the town to repay the debt with interest. In its most basic description, bonding allows for the payment of an item over its useful life and by the individuals who use it over time. This principle of having the present and future users of goods or services pay for those goods or services is one of the major advantages of bonding. This form of financing avoids the inherent dilemma of collecting money for a purchase from today's residents only to have the purchase utilized by tomorrow's residents - who may not be the same people.

A major disadvantage of bonding is that in addition to the purchase price, interest is charged on the funds bonded.

*For this reason, the CIP Committee finds that bonding is generally not utilized unless the purchase has a life expectancy of at least twenty years and a minimum initial cost of \$200,000.*

Types of projects generally financed through bonding include buildings or infrastructure that benefit the general public: town buildings, schools or college buildings, public safety facilities, libraries and other cultural facilities, and parks, recreation centers or facilities, and open space.

There are two major types of bonds - general obligation and special revenue.

**General Obligation Bonds:** General obligation bonds generally have lower interest rates than other types of long-term debt. The necessity of obtaining voter approval for the issuance of a bond can indicate citizen support for a project or purchase. And general obligation bonds usually cost less to issue than other types of local government debt.

The disadvantages of pursuing general obligation bonding include the chance that voters might not support a specific program or purchase. Also, because bonds require a higher positive vote to pass, it is usually more arduous and takes longer to gain authorization for this type of debt. Since Amherst operates under the provisions of SB2, passage of a bond issue requires a positive vote of at least 60% of the voters. Most bond debt entered into by the town or local school districts is of this type.

**Revenue Bonds:** Revenue bonds rely on a set revenue source or sources, as security for the bond. Local governments most often issue revenue bonds for self-supporting local projects.

Revenue bonds are most appropriately used in situations where the local government can identify the user of the bonded item or service and they then become the payers for the project or system costs. This is the type of bonding the town utilized in developing the sewer project at Baboosic Lake.

**Impact Fees:**

Impact fees are a fee or assessment imposed upon new development, including subdivision, building construction, or other land-use change, in order to help meet the needs occasioned by the development for the construction or improvement of capital facilities owned or operated by the municipality, including and limited to: water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; storm water, drainage and flood control facilities; municipal road systems and rights-of-way; municipal office facilities; public school facilities; the municipality's proportional share of capital facilities of a cooperative or regional school district of which the municipality is a member; public safety facilities; solid waste collection, transfer, recycling, processing and disposal facilities; public libraries; and public recreation facilities, not including public open space.

The Public Capital Facilities for which impact fees can be used are facilities and equipment owned and operated by the Town of Amherst, the Amherst School System, or cooperatively with other municipalities and which have a useful life of no less than five (5) years. Public capital facilities do not include the costs associated with the operation, maintenance, or repair of such facilities, or with facility replacements that do not increase the capacity or level of service, but do include reasonable costs for planning, engineering, design, land acquisition, and other reasonable costs associated with such facilities.

Impact fees are collected from new development and shall be used solely for the capital improvements for which they were collected, or to recoup the cost of capital improvements made in anticipation of the needs for which fees are collected to meet. In the event that bonds or other debt instruments have been issued for public capital facilities which were constructed in anticipation of new development, or are issued for advanced provision of capital facilities identified in this ordinance, impact fees may be used to pay debt service on such bonds or similar debt instruments. Impact fees are placed in a fund until they are either expended within six years only upon written orders of the Board of Selectmen or they are returned to the owner of record of the property.

To strengthen the Town's overall financial position the Town should utilize a variety of financing options.

### ***Section 5: CIP Committee Organization and Meetings***

#### CIP Committee Organization and Structure

The CIP Committee is charged with directing the capital improvements planning process, based upon the Town's adopted master plan goals and recommendations. The CIP process begins each year with a request for project submittals distributed by the Office of Community Development to the school districts and all applicable Town departments, commissions and boards.

The CIP Committee was authorized at Town Meeting on February 5, 2003, and is appointed by the Board of Selectmen.

The CIP Committee is comprised of the following representatives:

- one Board of Selectmen Member
- one Souhegan School Board Member
- one Amherst School Board Member
- one SAU Representative
- one Planning Board Member
- one Citizen Member
- one Ways and Means Committee Member

The terms of the CIP Committee Members shall be one year. The Board of Selectmen, School Boards, SAU, Ways and Means Committee, and Planning Board shall provide their required representatives each year.

The citizen CIP Committee member will be required to fill out the Town's Volunteer Application form and submit same to the Board of Selectmen for consideration.

The CIP Committee shall elect a Chair and may elect any other officers as it deems appropriate.

#### Meetings

All meetings of the CIP Committee are public and are subject to the provisions of RSA 91-A, the Right-to-Know Law. The Committee generally convenes in May or June and meets through September/October. The Committee meets with Amherst's departments, boards, commissions and school districts to receive project updates, new project information, revised cost estimates and so on. The Committee develops recommendations for consideration by the Board of Selectmen and Ways and Means Committee in anticipation of the Town budget process.

The posting of the agenda, copying and distribution of materials, minutes preparation and distribution and other administrative functions of the CIP Committee are handled by the Office of Community Development.

#### Committee Responsibilities

In accordance with the stated purposes of the CIP as defined in RSA 674:6, the CIP Committee shall:

- classify projects according to the urgency and need for realization;

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- recommend a time sequence for their implementation;
- estimate the cost of the project and indicate the probable operating and maintenance costs and probably revenues, if any; and,
- include the existing sources of funding or the need for additional sources of funds for the implementation and operation of each project.

The CIP Plan shall be based on information submitted by the Town of Amherst's departments, boards, commissions, and school districts and shall take into account public facility needs indicated by the prospective development shown in the Master Plan. The CIP Committee may alter a Department Head's or other requesting party's suggested year of implementation and / or method of financing when they finalize the CIP Plan. The CIP Committee may decide not to recommend inclusion of a project in the CIP Plan. Projects suggested by departments, boards, commissions and school districts but not included in the CIP Plan shall be identified in the CIP Committee's report along with a description of why the project was omitted.

Project Submissions and Briefing

Submissions shall be made in writing on the Town of Amherst's Project Request Form. The Project Request Form contains fields for a project description and narrative justification of the project which should be used to avoid ambiguity. The narrative justification should include enough detail to allow the CIP Committee to understand why the project is needed for continuation or increase of Town services and what the impact would be of delaying or not accomplishing the project. A Project Request Form shall be submitted for each project in the six year CIP Plan. Along with the fully completed Project Request Form, the requesting party should provide any additional documentation to allow the CIP Committee to make an informed decision regarding the timing, costs and classification of each project. The additional information may include, but is not limited to, cost estimates, plans and drawings, photographs, and spreadsheets.

Department Heads or other requesting parties should provide up-to-date cost estimates for the projects included on their Project Request Form. It is understood that it may be problematic to provide such an estimate for a project in the sixth year or beyond of the CIP Plan. For such projects a rough estimate will suffice. However, when the project moves to the second year of the CIP plan the CIP Committee expects to be provided with a realistic number and when the project moves to the current year of the CIP Plan a more accurate estimate shall be submitted. In addition, those departments, boards, commissions or school districts with equipment replacement schedules should review their schedule each year and update it as necessary for submission along with the CIP Worksheet. Those departments, boards, commissions or school districts with Capital Reserve Fund (CRF) schedules should also verify that the amounts being requested each year are adequate to maintain the fund and to allow purchase of the equipment in the required year.

Department Heads and representatives of boards, commissions and school districts will attend a scheduled CIP Committee meeting at which time they are expected to make a presentation to the CIP Committee on each of the projects proposed within the six-year CIP Plan timeframe. CIP Committee members may question the Department Head or other requesting party to fully understand the proposal and its implications and impacts. The CIP Committee may ask that

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additional information be provided to the Committee for review prior to their final deliberations on the CIP Plan for the given year. As noted above, the CIP Committee may alter a Department Head or other requesting party's suggested year of implementation and/or method of financing when they finalize the CIP Plan. The CIP Committee may decide not to recommend inclusion of a project in the CIP Plan.

CIP Committee Timeline and Procedures

The CIP Committee begins their work in June/July of each year. In order to allow timely submission and review of the CIP Plan by the Board of Selectmen and Ways and Means Committee as part of budget and warrant article discussions, the goal of the CIP Committee is to be finished with their work on the current year's plan by the end of September at the latest.

CIP Committee Public Hearing

There is no statutory adoption process for the CIP Plan, however, following the recommendation of the Office of Planning and Development, the CIP Committee shall follow the procedure for adoption and amendment of the Master Plan.

The final CIP Plan shall be presented at public hearing by the CIP Committee. Should substantive changes be made at the public hearing, a second public hearing shall be held in accordance with RSA 675:6. Following discussion and deliberation, the CIP Committee shall vote to submit the CIP Plan to the Board of Selectmen and Ways and Means Committee as the CIP Committee's recommendation for the current year. The CIP Plan is an advisory document and as noted in RSA 674:5 its sole purpose and effect is to "...aid the Selectmen and budget committee in their consideration of the annual budget."

Following successful adoption of the plan a certified copy of same is filed with the Town Clerk and a copy also filed with the Office of Planning and Development.

**Section 6: Process**

The Committee generally follows the process detailed below in accumulating, analyzing, evaluating, ranking, and allocating project requests to appropriate years in the upcoming six-year time frame, with the intent of balancing needs and costs with Town financial constraints and reasonable and logical implementation timeframes. A more detailed description of the Capital Improvements Plan process is as follows:

**Step 1:** The Office of Community Development transmits Project Request Forms to all applicable Department Heads, boards, commissions, and the School Districts' SAU office. Each project is also to have a Justification in addition to the Description. The Justification enables the CIP Committee to understand why the project is required for continuation or increase of Town services and what would be the impact of delaying or not accomplishing the project. The Project Request Form documents the need for and cost of the project.

The specific project request addresses whether it:

- a. Removes imminent threat to public health or safety,
- b. Alleviates substandard conditions or deficiencies,
- c. Responds to federal or state requirements to implement,
- d. Improves the quality of existing services,
- e. Provides added capacity to serve growth,
- f. Reduces long-term operating costs,
- g. Provides incentive to economic development,
- h. Is eligible for matching funds available for a limited time,
- i. Is a continuation of an existing project,
- j. Addresses public demand,
- k. Extends the useful life of the current facility or equipment, and,
- l. Any "other" if there are additional extenuating circumstances justifying project inclusion in the CIP.

**Step 2:** Any project that has not previously been part of a department's strategic plan, or reviewed with the Board of Selectmen should be submitted for discussion at a Board of Selectmen meeting.

Commented [NS3]: BoS to discuss.

**Step 3:** The Office of Community Development forwards a copy of the previous year's CIP Plan to the Board of Selectmen and Finance Director and requests from the Finance Director a current copy of the Town's fixed asset list and the balances of Capital Reserve Funds for the projects listed in the CIP Plan.

**Step 4:** The Office of Community Development receives the Project Request Forms from the Department Heads, boards, commissions and school districts and forwards same to the CIP Committee. The Project Request Forms are also forwarded to the Planning Board for their comments relative to the proposed projects in relation to consistency with the Master Plan goals and objectives.

**Step 5:** An initial meeting of the CIP Committee is scheduled.



**Step 6:** The CIP Committee reviews project requests, and schedules meetings with the respective Department Heads or other requesting party, as needed, to discuss each project.

**Step 7:** The CIP Committee studies projects individually and through group discussions. Evaluation includes review of the level of preparation applied to the requested project. Not all projects submitted each year are recommended for inclusion in the CIP Plan. This may result if the Committee determines that a project has not established sufficient need or if it is unlikely to achieve support to implement during the plan years.

**Step 8:** Using the requestor's recommendation as a starting point, the CIP Committee discusses and develops a consensus on the recommendation for the year in which the Project should be placed on the Town Ballot either as part of the operating budget or a warrant article. For projects requiring bonding, the tax impact is noted the year after the warrant article is presumed to pass. The CIP Committee adjusts recommended project request funding years to smooth the fiscal impact and maintain a reasonable debt level each year. The Committee considers the overall debt load from all bonded or lease purchase acquisitions by the Town and the School District.

**Step 9:** The CIP Committee prioritizes the projects submitted for the first year of the six-year plan according to the following criteria:

- A: Critical/Essential – Required immediately to remedy a condition dangerous to public health and safety
- B: Beneficial – Required to maintain existing services or facilities; addresses a need identified in the Master Plan
- C: Desirable – Needed to improve or upgrade the quality or level of community services or facilities
- D: Acceptable – Projects which are adequately planned, and which promote ideal services or operations if funding can be made available

**Step 10:** The CIP Committee prepares the CIP Tax Impact Forecast Spreadsheet, during which preparation it is possible for the Committee to change the year of project institution, change the amount of money allocated to the project in any given year, or make such other change that may avoid spikes in annual capital spending and smooth the tax rate. The CIP Committee also calculates the impact of the proposed projects in the CIP Plan on the tax rate and includes this calculation in the CIP Tax Impact Forecast Spreadsheet.

**Step 11:** The CIP Committee, with the assistance of the Office of Community Development produces the CIP Plan, schedules a public hearing date, and presents the CIP Plan for the required public hearing and adoption.

**Step 12:** The CIP Committee, upon adoption of the CIP Plan, forwards the Plan to the Board of Selectmen and Ways and Means Committee as an advisory document in preparation of the budget.

**Step 13:** The Office of Community Development distributes copies of the final report to the Department Heads, School Boards, and the Planning Board.



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** ASSESSING

**Department:** Assessing

**Meeting Date:** July 25, 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:**

#### **Disabled Exemption Recommendation**

**Item A.** 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 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 Elderly Exemption for Map 003, Lot 035-001-041 for Tax Year 2022.

#### **Current Use Application Recommendations**

**Item B.** I have reviewed the attached Current Use Application provided and it appears the applicant qualifies for 1.536 acres to be placed in Current Use under RSA 79-A & CUB 304.01. This 1.536 acres qualify resulting from an approved lot line adjustment Plan# 41295.

#### **Suggested Motion:**

This is an application for Current Use. Our Assessor has reviewed the application, and has determined the applicant qualifies for 1.536 acres to be placed in Current Use under RSA 79-A and CUB 304.01, and recommends approval. Therefore, I move to approve the Current Use application for Map 005, Lot 005-002 commencing in Tax Year 2022.

**Item C.** I have reviewed the attached Current Use Application provided and it appears the applicant qualifies for 0.709 acres to be placed in Current Use under RSA 79-A & CUB 304.01. This 0.709 acres qualify resulting from an approved lot line adjustment Plan# 41295.

**Suggested Motion:**

This is an application for Current Use. Our Assessor has reviewed the application and has determined the applicant qualifies for 0.709 acres to be placed in Current Use under RSA 79-A and CUB 304.01 and recommends approval. Therefore, I move to approve the Current Use application for Map 009, Lot 005 commencing in Tax Year 2022.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Item A Confidential
2. Item B Confidential
3. Item C Confidential



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** AP, PR and Minutes Approvals  
**Meeting Date:** July 25, 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:**

#### **Payroll**

**PR1~ I move to approve one (1) FY23 Payroll Manifest in the amount of \$269,414.30 dated July 14, 2022, subject to review and audit.**

#### **Accounts Payable**

**AP1 ~ I move to approve one (1) FY22 Accounts Payable Manifest in the amount of \$33,426.31 dated July 19, 2022, subject to review and audit. (NH DMV)**

**AP2 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$46,865.08 dated July 19, 2022, subject to review and audit. (NH DMV)**

**AP3 ~ I move to approve one (1) FY22 Accounts Payable Manifest in the amount of \$660.52 dated July 5, 2022, subject to review and audit. (Vendors)**

**AP4 ~ I move to approve one (1) FY22 Accounts Payable Manifest in the amount of \$135,860.17 dated July 5, 2022, subject to review and audit. (Vendors)**

**AP5 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$160,949.63 dated July 6, 2022, subject to review and audit. (Vendors)**

**AP6 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$200.00 dated July 14, 2022, subject to review and audit. (Vendors)**

**AP7** ~ I move to approve one (1) FY22 Accounts Payable Manifest in the amount of \$225,936.62 dated July 19, 2022, subject to review and audit. (Vendors)

**AP8** ~ I move to approve one (1) FY22 Accounts Payable Manifest in the amount of \$124,568.32 dated July 20, 2022, subject to review and audit. (Vendors)

**AP9** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$977,260.50 dated July 20, 2022, subject to review and audit. (Vendors)

**Minutes**

~ I move to approve the Board of Selectmen meeting minutes of June 27, 2022.

~ I move to approve the Board of Selectmen meeting minutes of July 11, 2022.

Discussion of approved Board of Selectmen meeting minutes of June 13, 2022

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. 2022.06.27 BOS\_DRAFT
2. 2022.07.11 BOS\_DRAFT
3. 2022.06.13 BOS\_DRAFT



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, June 27, 2022, 6:30PM**

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

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

6  
7 **1. Call to Order**

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

9  
10 **2. Pledge of Allegiance** – led by Selectman Grella

11  
12 **3. Citizen's Forum** – none

13  
14 **4. Scheduled Appointments** - none

15  
16 **5. Administration**

17 **5.1 General Administrative Updates**

18 Town Administrator Shankle explained that Eversource recently sent correspondence  
19 regarding electricity rate increases. Eversource noted that New Hampshire electricity  
20 customers are set to see unprecedented increases to their bills, approximately double the last  
21 supply rate. This is due to natural gas prices and the general economy. Eversource noted that  
22 this will be a high burden on many customers. Governor Sununu recently proposed several  
23 financial relief initiatives, and these are working to be implemented. Even with these  
24 initiatives, Eversource suggested that residents carefully manage their energy use and shop  
25 around for competitive suppliers. Eversource noted that they offer a range of payment plans,  
26 budget billing, and discounted rates with income requirements.

27  
28 Town Administrator Shankle stated that he received a 91-A, Right to Know, request regarding  
29 PFAS and historic use of certain foam materials at the Fire Station. The request is looking for  
30 information and minutes back to 1950 regarding this matter.

31  
32 It was noted that the lights in front of Town Hall which had been changed to represent and  
33 support Ukraine, will be taken down at this time, per the previous agreement.

34  
35 Town Administrator Shankle stated that he spoke with Town Counsel regarding the paper  
36 street issue at Baboosic Lake that the Board discussed at its last meeting. Town Counsel stated  
37 that the paper street designation can likely be removed, however the nearby Town lots still

38 exist, and the Town will need access to them. Chairman Lyon stated that he will have further  
39 discussion on this topic with Conservation Commission Chairman Rob Clemens.

40  
41 **5.3 Fire Station PFAS Update – *the Board took up this item at this time***

42 Town Administrator Shankle stated that he has sent requests to a number of engineering firms  
43 regarding the focused site investigation that the Town is required to complete, per DES. Bids  
44 are due back by July 14, 2022. He explained that 16 residences are currently receiving bottled  
45 water distribution from the Town. Seven of those have tested in exceedance of PFAS levels  
46 and eight are awaiting test results. He noted that all Cobbler Lane residences tested are in  
47 exceedance of PFAS levels and the majority of Thatcher Lane residences have not yet been  
48 tested. Town Administrator Shankle stated that the medical center on Limbo Lane is actually  
49 considered a public water system. He noted that Pennichuck is preparing an estimate for  
50 connecting residences in the testing area to its water supply. Once this estimate is received,  
51 the Town will apply for DES funding. He noted that the Town will continue to supply bottled  
52 water to all those that exceed PFAS levels, those who are waiting to be tested, and those who  
53 have not yet replied but are located within the general area of the exceedance levels near the  
54 Fire Station.

55  
56 In response to a question from Selectman Pray, Town Administrator Shankle stated that he  
57 believes the State’s rebate program for those installing mitigation systems into their houses is  
58 waiting to be signed by the Governor.

59  
60 **5.2 Impact Fee Policy**

61 Selectman Stoughton stated that he submitted a revised draft of the impact fee policy to the  
62 Board. This revised draft includes offsite exactions, which need to be spent within six years  
63 and refunded, if not spent by that time.

64  
65 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
66 *adopt the Impact Fee & Expenditure Policy, as reviewed this evening..*

67 *Voting: 5-0-0; motion carried unanimously.*  
68

69 **5.3 Fire Station PFAS Update – *this item was previously addressed***

70  
71 **6. Staff Reports**

72 **6.1 Acceptance of Body Worn Camera Grant Funding**

73 *A MOTION was made by Selectman Grella and SECONDED by Selectman Stoughton to*  
74 *accept Body Worn and Dashboard Camera Grant funding from the New Hampshire*  
75 *Department of Safety in the amount of \$50,000 and approve the attached Grant Agreement..*

76 *Voting: 5-0-0; motion carried unanimously.*  
77

78 **6.2 Call Firefighter Wage Adjustment**

79 Fire Chief Conley stated that he has researched what Amherst Call Firefighters are receiving  
80 for wages and what other departments are paying their firefighters. The results show that  
81 Amherst, on average, is below what regional departments are paying for wages. As the  
82 demands on firefighters are significant, and the time spent on meetings and trainings being  
83 what they are, he is proposed to increase Call Firefighter wages beyond the 4% COLA, by  
84 increasing them an additional 10%. This would be a one-time increase outside of a COLA,

85 beginning with the FY23 budget. This may also help recruit new firefighters to the  
86 Department.

87  
88 In response to a question from selectman D'Angelo, chief Conley stated that the rescue side of  
89 the department still has fairly competitive wages.

90  
91 *A MOTION was made by Selectman Grella and SECONDED by Selectman Stoughton to*  
92 *allow the Board to grant a one-time 10% additional increase to be added to the Call*  
93 *Firefighter wages that were previously approved in the FY23 budget at the recommendation*  
94 *of Chief Conley.*

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

96

### 97 **6.3 Bridge CRF Request**

98 DPW Director Eric Slosek stated that the DPW would like to make the following requests for  
99 withdrawal from CRF accounts to pay for work already completed:

100

101 1. \$398,711.68 from the Bridge Repair and Replacement Fund. This withdrawal is for  
102 work pertaining to bridge/culvert repairs and replacements for 485 Boston Post Road,  
103 Spring Road, culverts, Mont Vernon Road bridge, Thornton Ferry Road I bridge. The  
104 current value of this CRF is \$786,732.70.

105

106 2. \$9,956.00 from the Amherst Multimodal Facilities Fund. This withdrawal is for  
107 work completed for the BPR school campus side path feasibility study. The current  
108 value of this CRF is \$75,028.87.

109

110 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
111 *approve withdrawal of \$398,711.68 from the Bridge Repair and Replacement CRF to pay for*  
112 *bridge and culvert work invoiced in FY22. Further, to approve withdrawal of \$9,956.00 from*  
113 *the Amherst Multimodal CRF to pay for work on the Boston Post Rd. sidepath feasibility study*  
114 *invoiced in FY22.*

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

116

## 117 **7. Approvals**

### 118 **7.1 Annual Dog Warrant**

119 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
120 *approve and sign the Annual Dog Warrant, dated June 13, 2022.*

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

122

### 123 **7.2 New Part-time position, Town Clerk's Office: Assistant Clerk**

124 Chairman Lyon stated that the Town Clerks office's budget was increased \$25,000 to allow  
125 for additional part time hours. The Town Clerk would like to hire a third person for the office  
126 to handle vacations, time off, and the busy season. An Assistant Clerk job description has  
127 been created.

128

129 In response to a question from Selectman D'Angelo regarding why there is a residency  
130 requirement for this position, Chairman Lyon stated that this requirement is found in the  
131 statute for the Town Clerk's office.



132 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
133 approve the Assistant Clerk job description, as presented..  
134 Voting: 5-0-0; motion carried unanimously.

### 136 7.3 Assessing

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

##### 138 Item A.

139 This item was pulled for further review.

##### 141 Item B.

142 The attached abatement has been reviewed by Stephen Whalen, Project Manager for Vision  
143 Government Solutions Inc. contracted for the Town of Amherst's 2021 Revaluation/Statistical  
144 Update. Mr. Whalen's recommendation is attached along with the abatement application.  
145 The attached properties were reviewed by me.

146  
147 The following abatement application has been reviewed by both Vision Government Solutions  
148 and KRT Appraisal and both recommend denial of the application for reasons summarized in  
149 memoranda prepared for the

150  
151 Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman  
152 Grella to deny the Tax Year 2021 abatement application for Map 010, Lot 005-021, for the  
153 reasons stated in the Assessor's recommendation.

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

##### 156 Item C.

157 The attached abatement has been reviewed by Stephen Whalen, Project Manager for Vision  
158 Government Solutions Inc. contracted for the Town of Amherst's 2021 Revaluation/Statistical  
159 Update. Mr. Whalen's recommendation is attached along with the abatement application.  
160 The attached properties were reviewed by me.

161  
162 The following abatement application has been reviewed by both Vision Government Solutions  
163 and KRT Appraisal and both recommend denial of the application for reasons summarized in  
164 memoranda prepared for the application.

165  
166 Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman  
167 Grella to deny the Tax Year 2021 abatement application for Map 004, Lot 112-008, for the  
168 reasons stated in the Assessor's recommendation.

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

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

##### 172 Item D.

173 The Assessor has reviewed the BTLA A-9 and A-12 forms submitted from properties on the  
174 attached spreadsheet. All of these forms are available in the Assessing Department. The  
175 Assessor has determined all meet the criteria under RSA 72:23-c, 72:23 VI, and 75:1-a, except  
176 the Southern NH Medical Facility on Limbo Lane. However, for that property, as well as for  
177 Parkhurst Place and Camp Young Judaea, the Town has in place agreements for Payments In  
178 Lieu Of Taxes (PILOTs).

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225

*Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella 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, subject to the terms of the PILOT agreements in place.*

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

***Disabled Exemption***

***Item E.***

The Assessor 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. 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,, A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to deny the Disabled Exemption for Map 003, Lot 035-001-041 for the 2022 tax year.*

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

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

***Item F.***

Our Assessor has reviewed the applications for the Veterans Tax Credit under RSA 72:28 and recommends approval.

*Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella 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*

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

***Service-Connected Total Disability Credit***

***Item G.***

Our Assessor has reviewed the applications for the Service-Connected Total Disability Tax Credit under RSA 72:35 and recommends approval.

*Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella 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*

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

***Abatement***

226 **Item H.**  
227 This abatement application is for a commercial property. The Assessor reviewed the  
228 application and determined to adjust the second land line condition factor. After adjustments,  
229 the assessment was reduced by \$48,600, from \$851,400 to \$802,800. The Assessor  
230 recommends approval of a corresponding abatement request.

231  
232 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
233 *approve an abatement for Tax Year 2021 for Map 002, Lot 046-001 in the amount of*  
234 *\$1,036.00 plus any applicable interest/fees.*  
235 *Voting: 5-0-0; motion carried unanimously*

236  
237 **Item I.**  
238 This abatement application is for a single-family home. The Assessor reviewed the application  
239 and determined to change the grade to B+. After adjustments, the assessment was reduced by  
240 \$38,500, from \$618,100 to \$579,600. The Assessor recommends approval of a corresponding  
241 abatement request.

242  
243 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
244 *approve an abatement for Tax Year 2021 for Map 008, Lot 089-009 in the amount of \$820.00*  
245 *plus any applicable interest/fees.*  
246 *Voting: 5-0-0; motion carried unanimously.*

247  
248 **Item J.**  
249 This abatement application is for a single-family home. The Assessor reviewed the application  
250 and determined a few factors as stated in Mr. Whalen's memo have been adjusted. After  
251 adjustments, the assessment was reduced by \$165,200, from \$1,195,000 to \$1,029,800. The  
252 Assessor recommends approval of a corresponding abatement request.

253  
254 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
255 *approve an abatement for Tax Year 2021 for Map 010, Lot 030-036 in the amount of*  
256 *\$3,520.00 plus any applicable interest/fees.*  
257 *Voting: 5-0-0; motion carried unanimously*

258  
259 **Item K.**  
260 The following abatement application has been reviewed by both Vision Government Solutions  
261 and KRT Appraisal and both recommend denial of the application for reason summarized in  
262 memoranda prepared for the application.

263  
264 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to deny*  
265 *the Tax Year 2021 abatement application for Map 003, Lot 066-003 for reasons stated*  
266 *in the recommendation.*  
267 *Voting: 5-0-0; motion carried unanimously.*

268  
269 **Item L.**  
270 The Assessor stated that the subject is a single-family home situated on a 2.07-acre site. The  
271 dwelling is listed in good condition and average +20 quality. The taxpayer claims that the  
272 assessment increase is not consistent with their neighbors. Their belief is that they should all

273 be increased on a consistent percentage, which is not the case. We look purely at the overall  
274 market conditions and best apply those to the assessments. When conducting a revaluation,  
275 assessments increase differently depending on where they were, and what the market is doing  
276 now for specific strata. The applicant's methodology is not correct, nor have other arguments  
277 been made, and therefore, no adjustments were made.

278

279 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to deny*  
280 *the Tax Year 2021 abatement application for Map 005, Lot 024-005, for the reasons stated in*  
281 *the Assessor's recommendation.*

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

283

284 **Item M.**

285 The Assessor stated that the subject is a single-family home situated on a 3.75-acre site. The  
286 dwelling is listed in good condition and average +20 quality. The taxpayer claims that the  
287 assessment increase is not consistent with their neighbors. Their belief is that they should all  
288 be increased on a consistent percentage, which is not the case. They also focused a lot on  
289 taxes, which we in the assessor's office are not looking at when conducting a revaluation. We  
290 look purely at the overall market conditions and best apply those to the assessments. No other  
291 arguments were made other than percent increase and tax comparisons, and therefore, no  
292 adjustments were made.

293

294 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to deny*  
295 *the Tax Year 2021 abatement application for Map 005, Lot 171-008, for the reasons stated in*  
296 *the Assessor's recommendation.*

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

298

299 **Item N.**

300 The following abatement application has been reviewed by both Vision Government Solutions  
301 and KRT Appraisal and both recommend denial of the application for reason summarized in  
302 memoranda prepared for the application.

303

304 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to deny*  
305 *the Tax Year 2021 abatement application for Map 007, Lot 055-001 for reasons stated in the*  
306 *recommendation.*

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

308

309 **Item O.**

310 The following abatement application has been reviewed by both Vision Government Solutions  
311 and KRT Appraisal and both recommend denial of the application for reason summarized in  
312 memoranda prepared for the application.

313

314 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to deny*  
315 *the Tax Year 2021 abatement application for Map 008, Lot 066-000 for reasons stated in the*  
316 *recommendation.*

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

318

319 **Item P.**

320 The following abatement application has been reviewed by both Vision Government Solutions  
321 and KRT Appraisal and both recommend denial of the application for reason summarized in  
322 memoranda prepared for the application.

323

324 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to deny*  
325 *the Tax Year 2021 abatement application for Map 009, Lot 011-007 for reasons stated in the*  
326 *recommendation.*

327 *Voting: 4-1-0; motion carried [D. Pray against].*

328

329 **Item Q.**

330 A correction was made to the central air conditioning changing it to a Mini-Split but no  
331 change in value. Mr. Whalen's recommendation is attached along with the abatement  
332 application. Selectman Stoughton has reviewed the attached and confers with his conclusion.

333 The following abatement application has been reviewed by both Vision Government  
334 Solutions and KRT Appraisal and both recommend denial of the application for reasons  
335 summarized in memoranda prepared for the application.

336

337 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to deny*  
338 *the Tax Year 2021 abatement application for Map 022, Lot 018-003.*

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

340

341 **Item A.** – *the Board retook this item at this time.*

342 Attached is a land use change tax release for Tax Map 002 Lot 170-037. It was previously  
343 signed and approved for a \$20,000 LUCT and has subsequently been reviewed to find a  
344 correction was needed. Due to the presence of a home on the lot, the land being disqualified  
345 from current use should have been priced as rear land. The corrected LUCT is recommended  
346 to be issued at \$6,550, based off a valuation of \$65,500 for rear land. To correct the Tax  
347 Collector's billing system, an abatement for the initial bill in the amount of \$20,000 is  
348 recommended.

349

350 This is a Land Use Change Tax Release for Map 002, Lot 170-037. It no longer qualifies,  
351 resulting from a lot line adjustment subdivision. Our Assessor has determined the Land Use  
352 Change Tax in the amount of \$6,550.00 represents 10% of the full and true market value of  
353 \$65,000.

354

355 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
356 *approve the Land Use Change Tax in the amount of \$6,550.00 for Map 002, Lot 170-037.*

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

358

359 This abatement application is for vacant land. The Assessor reviewed the application and  
360 determined an abatement should be issued to correct the billing records. After adjustment,  
361 \$20,000 Land Use Change Tax will be \$6,550.00. The Assessor recommends approval of a  
362 corresponding abatement request.

363

364 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
365 *approve an abatement for Tax Year 2022 for Map 002, Lot 170-037 in the amount of*  
366 *\$20,000.00 plus any applicable interest/fees.*

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

368

#### 369 **7.4 AP, Payroll, Minutes**

##### 370 **Payroll**

371 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
372 approve one (1) FY21 Payroll Manifest in the amount of \$160,495.55 dated June 16 2022,  
373 subject to review and audit.

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

375

376 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
377 approve one (1) FY21 Payroll Manifest in the amount of \$228.54  
378 dated June 16, 2022, subject to review and audit.

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

380

##### 381 **Accounts Payable**

382 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
383 approve one (1) FY21 Accounts Payable Manifest in the amount of \$13,374.78 dated May 5,  
384 2022, subject to review and audit. ( Citizens' Credit Card)

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

386

387 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
388 approve one (1) FY21 Accounts Payable Manifest in the amount of \$4,507.01 dated May 10,  
389 2022, subject to review and audit. (Citizens' Credit Card )

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

391

392 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
393 approve one (1) FY21 Accounts Payable Manifest in the amount of \$43,307.12 dated June 16,  
394 2022, subject to review and audit. (NH DMV)

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

396

397 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
398 approve one (1) FY21 Accounts Payable Manifest in the amount of \$422,203.26 dated June  
399 21, 2022, subject to review and audit. (Vendors).

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

401

402 A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to  
403 approve the Board of Selectmen meeting minutes of June 13, 2022.

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

405

#### 406 **10. Action Items**

407 The Board reviewed its action items.

408

#### 409 **11. Old/New Business**

410 None at this time.

411

412 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to  
413 adjourn the meeting at 7:31pm.

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

415

416 **NEXT MEETING: Monday, July 11, 2022**

417

418

419

420

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

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

DRAFT



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, July 11, 2022, 6:00PM**

1        **1. Call to Order**

2        Chairman Peter Lyon called the meeting to order at 6:00 p.m.

3  
4        Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,  
5        Selectman Tom Grella (via Zoom), and Selectman Danielle Pray

6  
7        Other persons present during Nonpublic Session: Town Administrator Dean Shankle, Jared  
8        Hardner

9        **2. Non-Public Session**

10       **Non-Public Session: NH RSA 91-A: 3 (d) Consideration of the acquisition, sale, or**  
11       **lease of real or personal property which, if discussed in public, would likely benefit a**  
12       **party or parties whose interests are adverse to those of the general community**

13  
14       *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*  
15       *enter into Non-Public Session per NH RSA 91-A: 3 (d).*

16       *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D'Angelo –*  
17       *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

18  
19       Discussion of potential purchase of real property interests. No motions were made, no votes  
20       were taken during the Nonpublic session.

21       *A MOTION was made by Selectman D'Angelo and SECONDED by Chairman Lyon to exit*  
22       *Non-Public Session at 6:27pm.*

23       *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D'Angelo –*  
24       *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

25  
26       The Board returned to public session.

27  
28       Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,  
29       Selectman Tom Grella (via Zoom), and Selectman Danielle Pray

30  
31       Also present: Town Administrator Dean Shankle, Recording Secretary Kristan Patenaude

32  
33       **3. Pledge of Allegiance** – led by Fire Chief Matt Conley

34  
35       **4. Citizen's Forum** – none

36



37 **5. Board Discussion – 7 Thornton Ferry I**

38 It was noted that this item appears later on the agenda as well and will be taken up at that  
39 time.

40  
41 **6. Scheduled Appointments**

42 **6.1 Bill Swift – Goldens on the Green 2022**

43 Chairman Lyon explained that this request is to hold the fourth annual Goldens on the Green  
44 event. This will take place on October 23, 2022, from 1-3pm on the Town Green. The event  
45 will host approximately 100 dogs and 200 family members. The necessary permits have  
46 already been applied for to the Fire Department, Police Department, and DPW.

47  
48 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*  
49 *approve the request for the Goldens on the Green event, to be held on October 23, 2022, from*  
50 *1-3pm on the Town Green.*

51 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D'Angelo –*  
52 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

53  
54 **7. Administration**

55 **7.1 General Administrative Updates**

56 Town Administrator Shankle explained the Bertha Rogers Trust is requesting the Board to  
57 determine if a grant should be awarded by the Trust this year. If so, the members of the Award  
58 Committee will be selected by the Board.

59  
60 Chairman Lyon explained that every three years the Award Committee can meet and can  
61 award a portion of the Trust as a grant, or this can be deferred to the next year. The Board  
62 discussed that there is approximately \$19,000 to be granted at this time. In other years, the  
63 grant amount is closer to \$30,000. The Board agreed to waive bestowing the grant this year, in  
64 hopes of letting the interest accumulate to next year.

65  
66 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
67 *authorize the Board of Selectmen to defer the Bertha Rogers Trust grant for one year.*

68 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D'Angelo –*  
69 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

70  
71 Town Administrator Shankle noted that the zoning ordinance allows for placement of political  
72 signs in Town for 30 days only. There are some political signs that have already been placed  
73 in Town, have been up for longer than 20 days, and will be up for much longer if left up until  
74 the election. He noted that the Board can choose to pull any signs off Town properties or right  
75 of ways.

76  
77 Selectman D'Angelo suggested giving the owner of the signs 24-48 hours to remove them. If  
78 not completed at that time, the DPW will remove the signs and send the owner a bill for the  
79 time spent doing so.

80  
81 Selectman Stoughton stated that he believes the Town's sign ordinance cannot be enforced  
82 due to a 2015 court case. The case states that it is unconstitutional to remove signs based on  
83 their content. The Town's regulations regarding the 30-day deadline are for political signs,

84 and one would have to read the sign to know its content. Unless the Town decides to remove  
85 all signs around it, choosing certain ones to remove would be doing so based on their content.  
86 Also, the Town cannot regulate signs placed on private property.

87

88 Selectman Stoughton noted that he has plans to take action to update the Town's sign  
89 ordinance but has not yet done so.

90

91 Selectman D'Angelo suggested asking Town Counsel for an opinion on this matter. He  
92 believes the Town's sign ordinance should be enforceable, or it should be repealed.

93

94 *A MOTION was made by Selectman D'Angelo to authorize the Town Administrator to contact*  
95 *the Frank Burns campaign to politely request that his signs be removed from around Town*  
96 *within 24-48 hours, after which time the Town will remove the signs for him and send him a*  
97 *bill for the time taken to do so.*

98 *The motion was not seconded and died on the floor.*

99

100 Town Administrator Shankle stated that he would contact the Municipal Association  
101 regarding this item, as he has a hard time believing that every sign ordinance in the State is  
102 not enforceable. Selectman Stoughton stated that certain towns have updated their ordinances  
103 to accommodate the 2015 court case.

104

## 105 **7.2 PFAS Update**

106 Town Administrator Shankle explained that the Town's insurance company, PRIMEX, has  
107 stated that the PFAS situation near the Fire Station cannot be covered due to the fact that it is  
108 from a source of pollution. He noted that one property on Thornton Ferry Road I has been  
109 tested and came back with PFAS nondetectable, which hopefully means it is not spreading  
110 further in that direction. He explained that Pennichuck Water has quoted the Town \$550,000  
111 to install water lines and hookups to the houses along Cobbler Lane and Thatcher Drive. The  
112 construction timeline is approximately 26 weeks. There has not yet been a decision regarding  
113 the DES grant applied for by the Town to help cover this project.

114

115 In response to a question from Selectman Pray, Town Administrator Shankle stated that the  
116 environmental impact study required by the State as part of this process will likely be carried  
117 out concurrent with the engineering work. The focused site investigation RFPs are due back  
118 by July 14<sup>th</sup>. Some of these can take up to a year to complete.

119

120 Chairman Lyon stated that he believes this project should be funded, regardless of if the DES  
121 grant is awarded.

122

123 Angela Abbott, 4 Cobbler Lane, asked if the Town will incur the cost of a filtration system,  
124 for those that do not wish to be hooked up to Pennichuck. She also asked if the Town will be  
125 paying for the costs of the water bills for these properties for a period of time. Finally, if the  
126 wells on the properties in question need to be decommissioned, she asked if the Town would  
127 incur those costs as well.

128

129 Chairman Lyon stated that he does not believe these wells will need to be decommissioned. If  
130 an owner chooses to decommission their well, the cost would be on that owner. The Board has

131 not yet discussed what it will do for those who wish to continue to use filtration systems in  
132 their homes. It is unclear if these would be covered by the DES grant. The Town does not  
133 intend to cover the costs of water bills to these properties, once connected to Pennichuck.  
134

135 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to authorize*  
136 *the expenditure of up to \$600,000 for purposes of connection to Pennichuck Water for certain*  
137 *homes in the area of the Amherst Street Fire Station, and to authorize the Town Administrator*  
138 *to sign all necessary documents to move forward with this project.*

139 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo –*  
140 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

### 142 **7.3 7 Thornton Ferry Road I**

143 Town Administrator Shankle explained that the Town currently owns this property, as it was  
144 taken from the previous owner due to back taxes. There is an existing house on the property  
145 that will likely need to be torn down. He asked the Board what it would like to see done with  
146 this property. It could be sold and auctioned off, or it could be used to create a parking area  
147 for nearby walking trails.  
148

149 Chris Buchanan, Chair of the Bicycle and Pedestrian Advisory Committee, explained that this  
150 property sits near the Baboosic Greenway, which is included in the NRPC long-range  
151 transportation plan. It is unclear when this rail trail might be constructed, but it is likely to be  
152 completed in the future. A trailhead on this property would be convenient and there is value in  
153 considering it.  
154

155 Selectman Stoughton noted that the lot size is 0.86 acres.  
156

157 Selectman D’Angelo asked if there are other uses for this piece of property for the Town, such  
158 as a site for a community center, or something similar. Chairman Lyon stated that he believes  
159 the lot is too small to do much with and is located in the close-knit neighborhood area.  
160

161 Selectman Stoughton suggested that the Board consider donating the property to Habitat for  
162 Humanity. The group would then build a low-income residence to help someone purchase the  
163 home. Residences built by Habitat for Humanity are generally sold to those with 30-60% of  
164 the average median income for the area. These are often single moms who would like to  
165 continue raising their children in the area. He believes the Town should look for opportunities  
166 to help those in need. The Town could invoke a condition of the donation, that the property  
167 will be sold to help a current resident of the Town.  
168

169 In response to a question from Selectman Pray, Selectman Stoughton stated that Habitat for  
170 Humanity has worked with veterans in the past.  
171

172 Selectman Pray suggested that a house could be built by Habitat for Humanity on this lot,  
173 along with a small trailhead potentially.  
174

175 Selectman D’Angelo suggested that the Recreation Department and Conservation  
176 Commission be asked their opinions regarding this lot.  
177

178 Town Administrator Shankle stated that he would ask Town Counsel to review this item to  
179 see what the options are.

180  
181 Fire Chief Conley explained that he is unsure if the building would be able to be used as a fire  
182 training exercise, due to the amount of mold and asbestos in it.

183

## 184 **8. Staff Reports**

### 185 **8.1 Approval – New Hire**

186 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray appoint*  
187 *Jessica Distler to the position of Full-Time Police Officer, effective July 11, 2022.*

188 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo –*  
189 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

190

### 191 **8.2 FY23 Police Cruisers**

192 Police Chief Reams explained that he is recommending the Board award the bid to the higher  
193 bidder for this item, as this is the current vender for all of the other Department outfits and is  
194 the only bidder qualified to do the radio work and integration needed.

195

196 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to award*  
197 *the bid for upfitting two of the Police Department's 2022 Dodge Durango police cruisers to*  
198 *Ossipee Mountain Electronics, Inc.*

199 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo –*  
200 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

201

### 202 **8.3 Bid Award – Contracted Assessing Services**

203 Gail Stout, Tax Collector, explained that this item was first put out to bid and received only  
204 one bid proposal. It was then put out to bid for a second time and received zero bid proposals.

205

206 In response to a question from Selectman D’Angelo, Gail Stout explained that the Town’s  
207 current assessor, KRT Appraisal, did not bid on the item. She believes this is due to KRT not  
208 being awarded the Town’s contract for revaluation in 2021.

209

210 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to award*  
211 *the five (5) year contracted assessing bid to Granite Hill Municipal Services of Concord, NH*  
212 *estimated at \$93,200. for year 1, \$96,400. for year 2, \$99,200. for year 3, \$100,700. for year*  
213 *4, and \$103,300. for year 5, beginning July 1, 2022 through June 30, 2027.*

214 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo –*  
215 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

216

### 217 **8.4 Tax & Assessing Update**

218 Gail Stout presented the Tax & Assessing Department update. She explained that the  
219 Department has two full-time employees. Residential sale prices continue to be above the  
220 assessed valuations placed in the 2021 revaluation. There are currently 45 properties with tax  
221 liens in Town. As of July 6<sup>th</sup>, 93.8% of Town taxes have been collected.

222

223 In response to a question from Selectman Stoughton, Gail Stout stated that she has concerns  
224 regarding record keeping and document storage for her Department.

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**8.5 Bid Award – Shared Streets Planning Services**

Chris Buchanan explained that the RFQ for this project returned two bid proposals from two qualified firms. The RFQ specified in its scope that the bid needed to provide options for the Village at large in a general plan that could be used to retrofit the area over decades, contain specific plans for the streets proposed for reconstruction in the Village in 2025, and detail a public input process. He is recommending that the Board award the contract to Mobycon, as the company has already built several similar projects and is willing to discuss a more condensed timeline. He noted that DPW Director Eric Slosek is in agreement with this recommendation.

Selectman Stoughton suggested that the point of contact for this project be a single Town employee. Town Administrator Shankle stated that DPW Director Slosek will be the Town’s point of contact.

Selectman Stoughton stated that he believes the public input portion of the contract will be the most important part of the project. Gaining the public’s acceptance for this project is critical. It needs to be clear that this project is to make the Town safer.

In response to a question from Selectman Pray, Chris Buchanan explained that the funding for this project is coming through the already approved Warrant Article from the last Town Meeting, not from the Multimodal Capital Reserve Fund.

*A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Stoughton to award the "shared streets planning services" contract to Mobycon for \$97,885.00. Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo – aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

*A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Stoughton to authorize the Town Administrator to sign all necessary paperwork for this item. Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo – aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

**8.6 AFR Biannual Update**

Fire Chief Conley presented the Department’s biannual update. He explained that there have been 788 medical calls from Amherst and Mont Vernon from October 1, 2021, through June 30, 2022. Mutual aid was given 65 times during that time period; 45 of which were to Milford. There were 309 fire calls during this same time period, and 11 mutual aid calls. Chief Conley stated that the Department had the opportunity to present an educational outreach program to the residents of the Fells. The Department also plans to host a blood drive in October.

In response to a question from Selectman Stoughton, Chief Conley stated that his concern for the Department is including all parties, such as fire and medical, in discussions. Also, the increasing cost of vehicles for the Department.

**8.7 Community Development Update**

272 Nic Strong, Community Development Director, presented her Department’s biannual report.  
273 She explained that the Town has seen a total of 655 building permit applications so far in  
274 2022. The Planning Board saw a slight increase in total applications in 2021, than in previous  
275 years, whereas the Zoning Board of Adjustment saw a decrease in total applications in 2021  
276 than in previous years. Nic Strong explained that the Master Plan Steering Committee is  
277 currently reviewing a draft of the new Master Plan. This draft will be presented to the  
278 Planning Board on August 17<sup>th</sup>. There will be an additional public input session in September.  
279 She explained that State legislature has passed HB 1681 to update the State Building Code to  
280 2018 ed. This will require additional training & seminars by staff and education to the  
281 public/contractors/applicants. State legislature has also passed SB 443 that changes if/when  
282 municipality adopts or amends local amendments to Building Code, and SB 398 that replaces  
283 the joint committee on code enforcement with a standing advisory committee to review  
284 building and fire code adoptions. These items will also require additional staff training and  
285 education.

286

287 In response to a question from Selectman Stoughton, Nic Strong stated that her concerns for  
288 the Department include space issues in the building, and additional staff needed to complete  
289 certain tasks, such as the upcoming MS4 permit.

290

#### 291 **8.8 Easement Agreement Signature**

292 Nic Strong explained that, as part of the approval of a subdivision on North Street in 2021, the  
293 Planning Board required the submission of an easement to the Town with regard to  
294 stormwater management and treatment facilities. Town Counsel reviewed the easement  
295 agreement at the applicant’s expense and the final version is ready for the Board to sign.

296

297 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D’Angelo to*  
298 *authorize the Town Administrator to sign the easement as presented.*

299 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo –*  
300 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

301

#### 302 **8.9 CIP Committee Appointments**

303 Nic Strong explained that the list of proposed CIP Committee Appointments is ready for the  
304 Board’s approval. There is not yet a citizen member, though the ad for this has been posted on  
305 the Town website.

306

307 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Stoughton to*  
308 *nominate to the CIP Committee: Tom Silvia, Amy Facey, Michael Patterson, Victoria Parisi,*  
309 *Jason White, Stephen O’Keefe, and Dan Veilleux.*

310

311 *Discussion:*

312 *It was noted that Stephen O’Keefe is a Mont Vernon resident and so a different representative*  
313 *will need to be chosen from the Souhegan School Board.*

314

315 *Selectman D’Angelo AMENDED his MOTION, and it was SECONDED by Selectman*

316 *Stoughton to remove Stephen O’Keefe from the slate of nominations to the CIP Committee.*

317 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo –*  
318 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

319

### 320 **8.10 Employee Policy Handbook Updates**

321 Jennifer Stover, Executive Assistant, explained that the Employee Policy Handbook is  
322 proposed to be updated. One of the updates includes updating the language to 320 Deferred  
323 Compensation Plan 457 (b) to clarify who is eligible and change the Town match from 3.5%  
324 to 5.5%

325

326 *A MOTION was made by Selectman Pray and SECONDED by Selectman D’Angelo to accept*  
327 *the changes in section 320 in the Town of Amherst Employee Policy Handbook, Deferred*  
328 *Compensation Plan 457 (b) to reflect the clarification of eligible employees and to update the*  
329 *Town match to our current practice of 5.5%.*

330 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo –*  
331 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

332

333 Jennifer Stover explained that the second update is to include a new section, 213  
334 Compensation. This will clarify all employees who receive a Cost-of-Living Adjustment if the  
335 budget is approved by the voters. This will list all included categories.

336

337 *A MOTION was made by Selectman Pray and SECONDED by Selectman D’Angelo to adopt*  
338 *Section 213 Compensation that clarifies that all categories of employee, with the exception of*  
339 *the Board of Selectmen, are entitled to the budgeted Cost of Living Adjustment if the Town*  
340 *budget is supported by the voters for the next fiscal year.*

341 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo –*  
342 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

343

## 344 **9. Approvals**

### 345 **9.1 Assessing**

#### 346 **Item A.**

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

350

351 *Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman*  
352 *D’Angelo to approve and sign the PA-16 Application for Reimbursement to Towns and Cities*  
353 *in Which Federal and State Forest Land is Situated for Map 004, Lot 068-000, Merrimack*  
354 *Road.*

355 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo –*  
356 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

357

### 358 **9.2 Minutes**

359 *A MOTION was made by Selectman Pray and SECONDED by Selectman D’Angelo to*  
360 *approve the meeting minutes of November 10, 2021, and November 17, 2021, as presented.*

361 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo –*  
362 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

363

364 Selectman Pray explained that she received an email from a citizen who wishes to have  
365 certain language within the June 13, 2022, minutes amended. It was agreed that Selectman  
366 Pray will review the video from this meeting to determine if the proposed amendments should  
367 be made.

368

### 369 **9.3 AP & PR Approval**

370 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to*  
371 *approve one (1) FY22 Payroll Manifest in the amount of \$258,744.24 dated June 30, 2022,*  
372 *subject to review and audit.*

373 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo –*  
374 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

375

376 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to*  
377 *approve one (1) FY22 Payroll Manifest in the amount of \$2,842.72 dated June 30, 2022,*  
378 *subject to review and audit.*

379 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo –*  
380 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

381

382 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to*  
383 *approve one (1) FY22 Accounts Payable Manifest in the amount of \$3,260,150.00 dated July*  
384 *1, 2022, subject to review and audit. (Schools).*

385 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo –*  
386 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

387

388 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to*  
389 *approve one (1) FY22 Accounts Payable Manifest in the amount of \$519.60 dated June 29,*  
390 *2022, subject to review and audit. (Vendors).*

391 *Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D’Angelo –*  
392 *aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

393

## 394 **10. Action Items**

395 The Board reviewed its action items.

396

## 397 **11. Old/New Business**

398 Chairman Lyon made the following statement:

399 *Given the recent posts and comments on social media, some of which have been untrue and*  
400 *derogatory toward some of our valued volunteers, I’d like to take a minute to address the*  
401 *questions and accusations surrounding the 4<sup>th</sup> of July parade committee, as posted*  
402 *on Facebook.*

403 *First, the Board of Selectmen established this town committee in May of 2021, formalizing*  
404 *what had previously been an ad-hoc committee. We did so in recognition that the parade and*  
405 *other events are town events, which are partially funded with town funds. The result is a*  
406 *committee that meets publicly, and posts agendas and minutes on the town website, complying*



407 with the right to know law, and allowing public input into the planning process. After first  
408 publicly inviting interested parties to interview for the three open committee seats, in October  
409 2021, the BOS interviewed four residents and chose three to serve on the committee, in  
410 addition to the two previously appointed. Our selections were made with the intent of  
411 establishing a committee with experience and institutional knowledge, traits which are  
412 important given the many, many details involved in planning the celebration.  
413 Despite allegations to the contrary, this committee has demonstrated their desire and  
414 willingness to work hard and diligently in planning the parade and fireworks celebrations, as  
415 has been done so many times in the past. Also, despite statements otherwise, this committee  
416 has demonstrated it does not make decisions based upon partisan politics, but on  
417 longstanding traditions. The best evidence of this occurred a week ago with a very successful  
418 parade and fireworks celebration, enjoyed by many residents and visitors.  
419 Lastly, I implore everyone to stop with the on-line name calling with baseless accusations and  
420 efforts to divide our community. Instead, I suggest that anyone with an interest in making this  
421 celebration the best it can be, step forward and offer to help.

422  
423 Selectman D'Angelo agreed that the Board cannot allow the tragedy of what is happening to  
424 the Town's volunteers to go answered. He believes there needs to be a mechanism to respond  
425 to acts of defamation against the Town and its volunteers. He would like the Board to be  
426 proactive in this matter. He does not believe the Board should leave the Town's  
427 committees/boards/volunteers to defend themselves against these accusations.

## 428 429 **12. Non-Public Session**

430 **Non-Public Session: NH RSA 91-A: 3 (d) Consideration of the acquisition, sale, or**  
431 **lease of real or personal property which, if discussed in public, would likely**  
432 **benefit a party or parties whose interests are adverse to those of the general**  
433 **community.**

434  
435 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to  
436 enter into Non-Public Session at 9:02pm per NH RSA 91-A: 3 (d).

437 Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D'Angelo –  
438 aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.

439  
440 Other persons present during Nonpublic Session: Town Administrator Dean Shankle, Chris  
441 Buchanan

442 Discussion of potential opportunity in easement property interest. No motions were made, no  
443 votes were taken during the Nonpublic session.

444 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to  
445 exit Non-Public Session at 9:32pm.

446 Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D'Angelo –  
447 aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.

448  
449 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to  
450 adjourn the meeting at 9:33pm.

451 Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D'Angelo –  
452 aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.

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**NEXT MEETING: Monday, July 25, 2022**

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

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

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*)**

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293

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

294

295

296

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

297

The Board agreed that this project should move forward.

298

299

### **6.1 Crack Sealing Bid# 12-22**

300

301

302

303

*A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to award the 12-22 crack sealing contract to Henry W. Dow for the amount of \$39,820.00. Voting: 5-0-0; motion carried unanimously.*

304

### **6.2 DPW roof bid**

305

306

307

308

309

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

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

310

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

311

312

313

314

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

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

315

### **6.3 DPW Encumbrances**

316

317

318

319

DPW Director Slosek explained that the Board previously approved a new truck for the DPW, which was ordered last July. The new purchase and sales agreement shows that the price of the truck has increased by \$2,805 due to shipping costs, etc. The truck was ordered at \$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**

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597

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599

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*Selectman Danielle Pray*

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*Date*