



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
TUESDAY, OCTOBER 11, 2022 6:30 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Board Discussion**
 - 3.1. Fourth of July Committee Appointment, Cerise Bienvenue
- 4. Citizens' Forum**
- 5. Scheduled Appointments**
 - 5.1. Scott Courtemanche, Town Common Use Request, Oct 22 and Nov 5, 2022
 - 5.2. Microtime review, Steve Wolsky, Jack Lincourt and Christine Blais
- 6. Administration**
 - 6.1. Administrative Updates
 - 6.2. Highway Safety Committee Meeting, Sept. 29, 2022
 - 6.3. Cable Franchise Agreement
 - 6.4. Houvener request on easement to town property
 - 6.5. Thornton Ferry I town owned property discussion
- 7. Strategic Plan Presentations**
 - 7.1. Conservation Commission FY24 Strategic Plan
 - 7.2. Office of Community Development Strategic Plan FY24
 - 7.3. DPW Strategic Plan Presentation
 - 7.4. AFR Strategic Plan Presentation
- 8. Staff Reports**

- 8.1. Ventrak Vacuum Collection System Bid
- 8.2. New Hire - Part Time PMEC Coordinator
- 8.3. DPW Crushed Gravel Bids
- 8.4. Bridge Contracts Update
- 8.5. Hiring of a Call Firefighter
- 8.6. Rescue Pumper Purchase

9. Approvals

- 9.1. Town Common Use Request: Annual Amherst Tree Lighting
- 9.2. Assessing
- 9.3. AP, Payroll, and Minutes

10. Action Items

11. Old/New Business

- 12. Non-Public Session, pursuant to RSA 91-A:3 II (c) to discuss matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.**

Adjournment

Next Meeting: October 24, 2022

You are invited to a Zoom webinar.

When: Oct 11, 2022 06:30 PM Eastern Time (US and Canada)

Topic: Amherst NH Board of Selectmen meeting 10/11/2022

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82768453765>

Or Telephone: 1 301 715 8592

Webinar ID: 827 6845 3765



Town of Amherst, NH Volunteer Application

Board/Committee/Commission you wish to serve on: July 4th Committee

Applicant Name: Cerise Bienvenue-Boston

Residence Address: 15 Georgetown Drive, Amherst, NH 03031

Mailing Address: 15 Georgetown Drive, Amherst, NH 03031

Best Telephone: _____
(Cell or home)

E-mail Address: bminibgibson@yahoo.com

Time Available – Estimated number of hours pe month: 10 (whatever is necessary)

Other Boards/Committee/Commission you have served on (may include other cities/towns):

I have only resided in Amherst for 3 years, but volunteered on the July 4th committee last year. I would like to continue serving on the committee. I have been an active member of several school committees over the years, including PTA, school improvement and many discipline & best practice organizations as an educator in Las Vegas, NV.

To complete your application, please submit a separate Letter of Intent with this form, describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.

Cerise Bienvenue-Boston
Signature

9/27/2022
Date

Please return this form and requested statements to:

**Jennifer Stover
Town of Amherst
2 Main Street
Amherst, NH 03031**

or e-mail: jstover@amherstnh.gov

October 4, 2022

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

Attached you will find my July 4th Committee Volunteer application.

I joined the July 4th committee last year on a volunteer basis and enjoyed all the time I spent helping to plan and prepare for the activities surrounding the holiday. I would like to take this opportunity to step up from a volunteer member to join the Steering Committee, and look forward to working with the group to plan for future July 4th celebrations.

Having grown up in small towns all over New Hampshire, I truly believe I embrace the sense of patriotism and pride that Amherst strives for when planning the July 4th events. I have served on a number of school and civic planning committees in the past, which are highlighted on my application.

I would be honored to serve Amherst in this capacity and I appreciate your consideration.

Regards,

Cerise Bienvenue-Boston
15 Georgetown Drive
Amherst, NH 03031

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: Amherst Republican Committee Contact Name: Scott Courtemanche

Contact Phone Number: (603) 512-3679 Contact e-mail: scottcourtemanche@yahoo.com

Date of Event: 10/22/22 Hours (from/ to): 10 am- 1pm Number of est. participants: 40

Will you need Electricity? yes If so, for what? coffee makers

Wish to bring anything onto the Commons ? IF so, what? yes , small booth - same used for July 22

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) yes

Brief Description of event.:

Invitation for all interested to come have coffee and pastries with the Republican candidates for the November general election

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.

Applicant Signature: [Signature] Date: 10/5/22

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 Mark O. Reams Date: 10/5/2022
Mark O. Reams (Oct 6, 2022 11:25 EDT)

Fire/ Rescue Chief Approval: Signature Matthew Conley Date: 10/5/2022
Matthew Conley (Oct 5, 2022 16:37 EDT)

Public Works Director Approval: Signature Eric M. Slosek Date: 10/6/2022
Eric M. Slosek (Oct 6, 2022 08:44 EDT)

BOS Approval: Chair's Signature _____ Date: _____











Amherst Republicans, Town Commons Request for 10.22.22


Final Audit Report


2022-10-06


Created:	2022-10-05
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGyGI7g650s7sbUnQFxdhnqKUiyeFY1us

"Amherst Republicans, Town Commons Request for 10.22.22" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)
2022-10-05 - 7:43:30 PM GMT
-  Document emailed to mreams@amherstnh.gov for signature
2022-10-05 - 7:43:58 PM GMT
-  Document emailed to Matthew Conley (mconley@amherstnh.gov) for signature
2022-10-05 - 7:43:58 PM GMT
-  Document emailed to eslosek@amherstnh.gov for signature
2022-10-05 - 7:43:58 PM GMT
-  Email viewed by Matthew Conley (mconley@amherstnh.gov)
2022-10-05 - 8:36:18 PM GMT
-  Document e-signed by Matthew Conley (mconley@amherstnh.gov)
Signature Date: 2022-10-05 - 8:37:07 PM GMT - Time Source: server
-  Email viewed by eslosek@amherstnh.gov
2022-10-06 - 12:43:20 PM GMT
-  Signer eslosek@amherstnh.gov entered name at signing as Eric M. Slosek
2022-10-06 - 12:44:54 PM GMT
-  Document e-signed by Eric M. Slosek (eslosek@amherstnh.gov)
Signature Date: 2022-10-06 - 12:44:56 PM GMT - Time Source: server- Signature captured from device with phone number XXXXXXXX5576
-  Email viewed by mreams@amherstnh.gov
2022-10-06 - 3:25:01 PM GMT

 Signer mreams@amherstnh.gov entered name at signing as Mark O. Reams
2022-10-06 - 3:25:27 PM GMT

 Document e-signed by Mark O. Reams (mreams@amherstnh.gov)
Signature Date: 2022-10-06 - 3:25:29 PM GMT - Time Source: server

 Agreement completed.
2022-10-06 - 3:25:29 PM GMT

**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: Amherst Republican Committee Contact Name: Scott Courtemanche

Contact Phone Number: (603) 512-3679 Contact e-mail: scottcourtemanche@yahoo.com

Date of Event: 11/5/22 Hours (from/ to): 11 am - 3:30 pm Number of est. participants: 40

Will you need Electricity? no If so, for what? _____

Wish to bring anything onto the Commons? IF so, what? yes - booth from July 4th ; grill to cook

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) _____

Brief Description of event.:

Hot dogs + drinks with the Amherst Republicans and our candidates for the November general election

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.

Applicant Signature:  Date: 10/5/22

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

Chief of Police Approval: Signature  Date: 10/6/22
Mark O. Reams (Oct 6, 2022 11:24 EDT)

Fire/ Rescue Chief Approval: Signature  Date: 10/6/22
Matthew Conley (Oct 6, 2022 11:25 EDT)

Public Works Director Approval: Signature  Date: 10/6/2022
Eric M. Slosek (Oct 6, 2022 15:02 EDT)

BOS Approval: Chair's Signature _____ Date: _____











Amherst Republicans, 2nd date Town Commons Request for 11.05.22


Final Audit Report

2022-10-06


Created:	2022-10-05
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA80lodaRnY8xFzHVgrCCoKhU3m2-piNgS

"Amherst Republicans, 2nd date Town Commons Request for 11.05.22" History

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2022-10-05 - 7:45:56 PM GMT
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2022-10-05 - 7:46:22 PM GMT
-  Email viewed by mreams@amherstnh.gov
2022-10-06 - 3:24:25 PM GMT
-  Signer mreams@amherstnh.gov entered name at signing as Mark O. Reams
2022-10-06 - 3:24:51 PM GMT
-  Document e-signed by Mark O. Reams (mreams@amherstnh.gov)
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-  Email viewed by Matthew Conley (mconley@amherstnh.gov)
2022-10-06 - 3:25:22 PM GMT
-  Document e-signed by Matthew Conley (mconley@amherstnh.gov)
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-  Document emailed to eslosek@amherstnh.gov for signature
2022-10-06 - 3:25:50 PM GMT
-  Email viewed by eslosek@amherstnh.gov
2022-10-06 - 7:01:48 PM GMT

 Signer eslosek@amherstnh.gov entered name at signing as Eric M. Slosek

2022-10-06 - 7:02:50 PM GMT

 Document e-signed by Eric M. Slosek (eslosek@amherstnh.gov)

Signature Date: 2022-10-06 - 7:02:52 PM GMT - Time Source: server- Signature captured from device with phone number XXXXXX5576

 Agreement completed.

2022-10-06 - 7:02:52 PM GMT



Town of
AMHERST
New Hampshire



microtime
IT MANAGED SERVICES

Town of Amherst Cybersecurity Summary

10-10-22

- ❑ Quick review of our strategy
- ❑ New protections in place
- ❑ Coming Changes in 2023

Presented by:

Steven Wolsky

Jack Lincourt

Christine Blais



Protecting the assets of the Town of Amherst

(Public as well as private citizen's)



Information
Privacy
Financial
Communication
Etc...

NH public authorities which were compromised

- Town of Peterborough**
- City of Keene
- Concord NH School district
- Community College System of New Hampshire
- Multiple PD's

CyberSecurity Framework



- ◆ **Educate:** The #1 way to increase cybersecurity

- ◆ Your staff is your biggest weakness and biggest defense
- ◆ Train and test your staff to know how to react



- ◆ **Secure:**

- ◆ Ensure the fundamentals are secure
- ◆ Implement modern protection practice

- ◆ **Accept:** There is always a chance a bad day will happen - what is the plan?

- ◆ Regardless of protection, be prepared for the worst.
- ◆ Business Disaster & Recovery Plan
- ◆ Cyber insurance



Multi Layered Approach

- ◆ **Balancing:**
 - ◆ Protection
 - ◆ Performance
 - ◆ Cost
- ◆ Ever Changing



Educate - Protecting from Ourselves -

◆ User Penetration Testing

- ◆ Confidentially testing your users



◆ User Training and Awareness

- ◆ Teach your employees to know what to do, and especially “what not to do”. People hardening is now part of a comprehensive security plan.



◆ Dark Web Monitoring

- ◆ Detects your password “out in the wild” before it’s used against you.



◆ Advanced Email Spam filter w/sandboxing

- ◆ Much more than basic spam filter
- ◆ Artificial Intelligence based - it learns
- ◆ Actually, opens and tests links



Secure - against the Risk - Advanced Detection & Defense

- ◆ **Next Generation Deep-Learning based deterrents**
 - ◆ The most advanced tools on the planet.
 - ◆ Detect breaches that make it past the firewall and anti-virus.
- ◆ **Internal Vulnerability and Risk Detection**
 - ◆ Continuously verify the integrity of your own infrastructure.
- ◆ **External Vulnerability Tests and Network Scanning**
 - ◆ Consistently attack your own site the way hackers do, both from the internet and from within your network.
- ◆ **Next Generation Vulnerabilities & SOC**
 - ◆ A state-of-the-art detection system managed by a 24/7 SOC. Your last line of defense.
 - ◆ Basics: Monitored Environment, Firewalls, Updates, Patching
- ◆ **Active Web Filtering**
 - ◆ Filtering all web traffic via Cisco's Umbrella; "Come in from the Storm"
- ◆ **Two-Factor Authentication for Email**
 - ◆ Lock-down the largest form of communication on the planet.
- ◆ **Zero Trust Solutions**
 - ◆ Trust nothing - protection you can see.



PENDING

PENDING



Accept the Risk

You planned for this:

- ◆ **Written Disaster and Recovery Plan - *The way through***
 - ◆ Calls out critical use components and what happens should a major Cybersecurity, or it infrastructure, event occur.
- ◆ **BCDR “Business Disaster Recovery”**
 - ◆ Not a backup system
 - ◆ A separate device onsite and in the cloud
 - ◆ Very hard to be Crypto-locked
 - ◆ Time to recover is counted in minutes vs hours or days
- ◆ **Security Reporting**
 - ◆ Receive consistent reports on your environment and its protection. Coming in 2023.
- ◆ **Compliance Management Plan**
 - ◆ State and Federal Regulations apply everywhere now.



Recent and Future Changes

- ◆ The ability to quickly shut down and/or isolate compromised systems 24/7 in minutes.
- ◆ Replaced our 365 scanning Tool
- ◆ We now perform Cloud Security live scanning (slide)
- ◆ Zero Trust
 - ◆ Signed into law for all government contractors May 2021
 - ◆ Exactly as it sounds - Significant impact to Cybersecurity
 - ◆ Live connects the user and IT
 - All changes or installs are requested
 - Slight impact to the user
- ◆ Upcoming Changes 2023
 1. Review of Disaster Recovery Plan
 2. Additional environment lock down's
 3. External Penetration Testing



PENDING

**COMING
SOON**

Cloud Security

SaaS Cyber Assessment

Select Organization *

Town Of Amherst NH

Start Date *

09/05/2022

End Date *

10/05/2022

Clear Report

Print Report

Share Report

Account Logins & Events



Logins

16156



Logged Events

26410



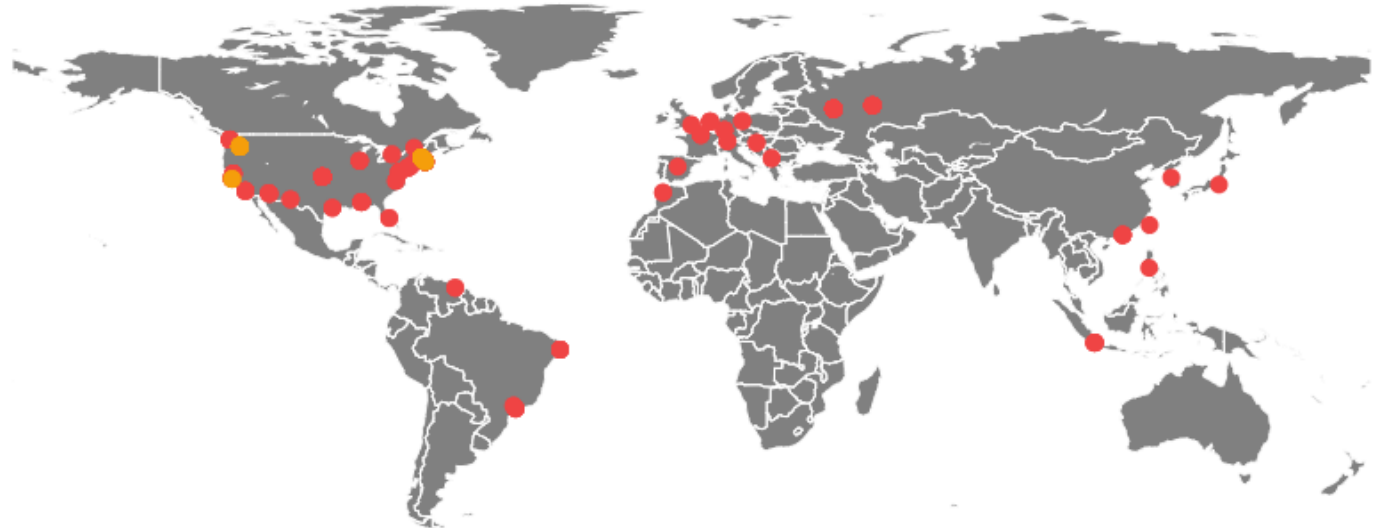
Medium Alerts

2



Critical Alerts

0





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

Title: Administrative Updates

Department: Administration

Meeting Date: October 11, 2022

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



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

Title: Highway Safety Committee Meeting, **Department:** Administration
Sept. 29, 2022

Meeting Date: October 11, 2022

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



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

Title: Cable Franchise Agreement
Meeting Date: October 11, 2022

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



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

Title: Thornton Ferry I town owned
property discussion

Department: Administration

Meeting Date: October 11, 2022

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Municipal-Demolition-Grant-Program-Guidance_220830_084316

InvestNH

Municipal Demolition Grant Program Guidance

July 22, 2022

Municipal Demolition Grant Program Guidance

Program Overview	
Subject	Details
Program Goal	This program will provide funds to municipalities for the demolition of vacant or dilapidated buildings as part of larger community revitalization strategies that will positively impact the current housing shortage in New Hampshire.
Specific Need Addressed	The demolition of vacant or dilapidated buildings is an essential step in many larger revitalization projects which pave the way for new housing and expanded residential neighborhoods.
Funding	<p>\$5 million in funds provided by the Coronavirus State Fiscal Recovery Fund (SFRF) created under the American Rescue Plan which are designated to compensate for government revenue lost due to the COVID-19 pandemic (expenditure category 6.1).</p> <p>Awards will be capped at \$500,000 per municipality.</p> <p>If funds are available, waivers may be granted to high priority projects with budgets exceeding the \$500,000 cap.</p>
Administration	This program will be administered by the Department of Business and Economic Affairs (BEA). BEA's responsibilities include establishing program parameters, reviewing applications, awarding funds, monitoring program participants, and reporting to the federal government. All awards are subject to approval by the Executive Council.
Definitions	<p><i>Building</i> – A structure which, when built, had a ceiling supported by walls or columns, and any appurtenances thereto.</p> <p><i>Dilapidated</i> – A building is dilapidated if it is not fit for habitation or use and cannot reasonably be restored to a habitable or useable state.</p> <p><i>Vacant</i> – A vacant property is one that is empty of all personal property generally required for habitation and which has been unoccupied for 90 days.</p> <p>Each municipality should adhere to its own established definitions of all relevant terms.</p>

Program Eligibility

Subject	Details
Eligibility Criteria	<p>All incorporated cities and towns in the State of New Hampshire are eligible to apply either on their own behalf or on behalf of a private developer or property owner.</p> <p>A project must have all required permits and certifications in place before applying.</p> <p>Municipalities applying for funds must certify that:</p> <ul style="list-style-type: none"> • Any building that will be demolished is unsuitable for housing purposes. • There are no reasonable and cost-effective modifications or repairs which could return the structure to useful life. • The planned demolition is part of a larger greening or revitalization strategy. • The demolition will itself positively impact the shortage of available housing or is part of a larger project which will positively impact the shortage of available housing. For example: <ul style="list-style-type: none"> • The demolition is required to build new housing or parking/public transportation for newly constructed housing. • The property will become a park, garden, or greenspace in a new or expanding residential neighborhood. • The demolition is required to build a commercial center that will support a new or expanding residential neighborhood. • The demolition is required to build a school, health care facility, or other service necessary to support a new or expanding residential neighborhood. • Any building the applicant seeks to demolish is vacant. • The municipality, or private entity on whose behalf the municipality is applying for funding, either holds title to the property or has a contract in place which will result in the acquisition of title to the property within 12 months. If the municipality does not hold title to the property, there must be some other enforceable commitment that guarantees the property will be used for the purpose stated in the application. • The municipality or private entity has all permits and certifications necessary to proceed with demolition.
Eligible Use	<p>Program funds may be used for any demolition related costs, including environmental abatement necessitated by the demolition.</p> <p>Program funds may be used for permit review costs incurred after May 4, 2022.</p>

Application Process & Requirements

Subject	Details
Application Period	<p>Applications will open on July 29, 2022, and will be accepted on a rolling basis until all program funds are committed.</p> <p>Applications will be reviewed and scored in batches during the month before they are submitted to the Executive Council for approval.</p> <p>Batch 1 Application Period: July 29, 2022 – August 23, 2022 Batch 1 Awards Announced: October 5, 2022 Batch 1 Awards Submitted to Executive Council: November 2, 2022</p> <p>Batch 2 Application Period: August 24, 2022 – September 21, 2022 Batch 2 Awards Announced: November 2, 2022 Batch 2 Awards Submitted to Executive Council: December 7, 2022</p> <p>Batch 3 Application Period: September 22, 2022 – October 26, 2022 Batch 3 Awards Announced: December 7, 2022 Batch 3 Awards Submitted to Executive Council: TBD (early January 2023)</p>
Essential Project Information	<p>Municipalities should submit one application per project.</p> <p>As part of the application process, applicants will be required to provide the following information:</p> <ol style="list-style-type: none"> 1. Amount of funding requested (up to \$500,000). 2. Municipality name. 3. Name of responsible municipal representative. 4. Municipality address 5. Municipality UEI/TIN 6. Project name. 7. Project address. 8. Date property was last occupied. 9. Private owner/developer name. (If applicable) 10. Private owner/developer address. (If applicable) 11. Private owner/developer UEI/TIN. (If applicable) 12. Project description. 13. Estimated cost of demolition. 14. Estimated timeline for demolition. 15. Name of greater greening or revitalization strategy (if available). 16. Description of greater greening or revitalization strategy. 17. Description of how demolition will positively impact housing availability. 18. Description of municipal oversight plan for private owners/developers. (If applicable) 19. If demolition is part of housing project, details of that project, including the number of new units being built. (If applicable)

Continued Next Page

Application Process & Requirements

Subject	Details
Required Documentation	<p>As part of the application process, applicants will be required to submit the following documentation:</p> <ol style="list-style-type: none"> 1. Documentation of all issued permits pertaining to demolition. 2. Documentation of demolition cost estimate. 3. Proof of ownership/purchase & sale contract. 4. Documentation of the greater greening or revitalization strategy. 5. Documentation of site condition, including evidence demonstrating that there are no cost-effective modifications that can restore the property to usable condition. 6. Documentation of completed State Historic Review. 7. The municipality's written procurement procedures. 8. The non-municipal owner/developer's written procurement procedures. (If applicable) 9. The municipality's written standards of conduct regarding conflicts of interest and the selection, award, and administration of contracts. 10. The private owner/developer's written standards of conduct regarding conflicts of interest and the selection, award, and administration of contracts. (If applicable) 11. Signed agreement with private owner/developer that program funds will be used for eligible demolition and that the private owner/developer agrees to municipal oversight of the demolition project to ensure compliance with this program's requirement. (If applicable)
Attestations	<p>Applicants will be required to certify that:</p> <ol style="list-style-type: none"> 12. The property is vacant. 13. The municipality is aware of and will comply with all procurement requirements imposed by the Uniform Guidance and will comply with those requirements. 14. The municipality has made the private owner/developer aware of all procurement requirements imposed by the Uniform Guidance and will ensure compliance with those requirements. (If applicable) 15. Neither the municipality itself nor any private owner/developer has been debarred or suspended from programs and activities involving federal financial and non-financial assistance or benefits. 16. The municipality and private owner/developer (if applicable) are in good standing with New Hampshire Secretary of State's office, Department of Revenue Administration, and any other New Hampshire COVID-19 relief programs from which they have received funding. 17. State Historic Review has been completed.

Award Determination

Subject	Details
Maximum Award	<p>Award will be capped at \$500,000 per municipality.</p> <p>If funds are available, municipalities may be able to apply for waivers to exceed that \$500,000 cap.</p>
Award Structure	<p>Grants will be awarded on a rolling basis. The applications will be reviewed in batches. Awards will be announced approximately 1 month before they are submitted to the Executive Council for approval.</p> <p>Batch 1 Application Period: July 29, 2022 – August 23, 2022 Batch 1 Awards Announced: October 5, 2022 Batch 1 Awards Submitted to Executive Council: November 2, 2022</p> <p>Batch 2 Application Period: August 24, 2022 – September 21, 2022 Batch 2 Awards Announced: November 2, 2022 Batch 2 Awards Submitted to Executive Council: December 7, 2022</p> <p>Batch 3 Application Period: September 22, 2022 – October 26, 2022 Batch 3 Awards Announced: December 7, 2022 Batch 3 Awards Submitted to Executive Council: TBD (early January 2023)</p> <p>Preference will be given to projects that will directly result in the development of affordable housing.</p> <p>All awards are subject to approval by the Executive Council.</p>
Distribution of Funds	<p>Funds will be distributed on a reimbursement basis. Participants must submit monthly documentation of actual demolition-related costs incurred.</p> <p>Participants may request reimbursement for demolition-related costs incurred after May 4, 2022.</p> <p>All awards must be fully expended by December 31, 2024.</p>

Accountability and Reporting Requirements

Subject	Details
Grant Recipient Qualification	<p>Grant recipients may not be debarred or suspended from programs and activities involving federal financial and non-financial assistance or benefits.</p> <p>Grant recipients must be in good standing with the New Hampshire Department of Revenue, and with any other New Hampshire COVID-19 relief programs through which they have received funding.</p> <p>All grant recipients must have or have applied for a Unique Entity ID.</p> <p>All grant recipients will be subject to a risk assessment and monitoring process as recommended by that assessment.</p> <p>All grant recipients must attest that they understand and will comply with the procurement requirements and all other aspects of the 2 CFR 200 (Uniform Guidance).</p> <p>All grant recipients must affirm their awareness and understanding of all tax implications and any applicable federal requirements.</p>

Municipal Demolition Grant Program Guidance (revised 7/22/22)



Amherst Conservation Commission

FY24 Strategic Plan

Key Points

- ACC is following a “Conservation Plan” that guides its activities and ensures compliance with RSA 36-A
- ACC manages 2700 acres (13% of Amherst)
- ACC’s funding strategy attempts to balance expenses from its Town Budget with support from its Conservation Fund

Mission and Strategies

The Amherst Conservation Commission (ACC) protects and manages the town's biodiversity and natural resources, and promotes the public use of natural open space for low-impact outdoor recreation that is consistent with conservation.

The ACC's strategies for pursuing its mission are to:

- Influence zoning, planning and zoning adjustments
- Acquire property and development rights where appropriate for conservation
- Manage town forests
- Manage town grasslands
- Control invasive species on ACC-managed lands
- Promote low-impact outdoor recreation
- Educate citizens about Amherst's biodiversity and natural resources
- Protect water resources

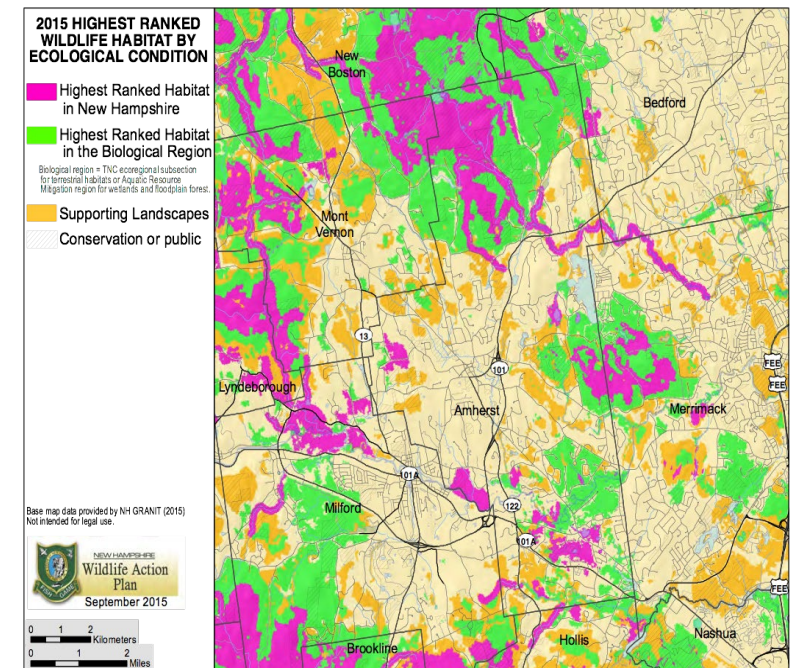
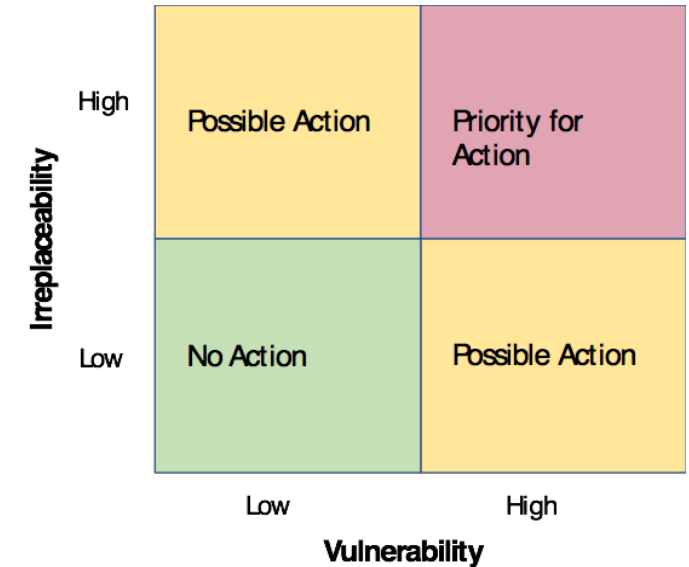
Strategy 1. Influence Zoning and Planning

- Provide input on Zoning Ordinances
- Work with Planning Board to ensure Amherst's natural resources are fully addressed in the town's Master Plan
- Advise Planning Board on conditional use permit applications for project impacting wetlands and water resources
- Review permit applications to NHDES for impacts to wetlands and shore lands



Strategy 2. Acquisitions

- Acquire properties or development rights for the purpose of conserving priority lands in town
- Conservation Fund used for acquisitions – revenue from 100% of the Land Use Change Tax (LUCT) and 100% of profits from town forests
- Prioritization scheme developed. ACC does *not* endorse generic % land target
- Utilize new Town bonding authority to acquire additional open space for conservation and public access



Strategy 3. Manage Town Forests

- ACC manages town forests. These include 10 areas, totaling 1566 acres
- Prepare updated Forest Management plan
- Management has 3 objectives:
 - a) forest health and biodiversity conservation
 - b) public recreation
 - c) revenue generation
- Significant shift to custom GIS planning application



Strategy 4. Manage Grasslands

- ACC serves as the manager of various grasslands. These include 14 areas, totaling 250 acres
- ACC has developed a management plan for each of its actively managed properties. Management addresses conservation needs set forth in NH State Wildlife Action Plan
- Work cooperatively with Rec Dept and the NH Coop Extension to develop Buck Meadow for conservation and recreational use



Strategy 5. Control Invasive Species

- ACC will seek to control invasive *plant* species throughout Amherst
 - Direct control of invasive species on ACC managed public lands
 - Collaborative control with DPW
 - Encourage private landowners to control invasives
 - Review of recommended best management practices and control methods
 - Improved communication and outreach to residents and abutters



Strategy 6. Low-impact Outdoor Recreation

- ACC promotes low-impact outdoor recreation on the lands that it manages
 - >25 miles of trails
 - Hiking, biking & X-country skiing
 - Hunting
- Major contributions of labor and materials from Amherst residents, Eagle Scout projects, and regional trails organizations (e.g. NEMBA)



Strategy 7. Public Education & Outreach

- Developed a PE&O Plan
- Includes three major objectives
 - Outreach & Engagement
 - Partnerships & Collaboratives
 - Communications & Media
- Strengthens the ACC's mission and relationships with Amherst residents



Strategy 8. Water Resources Protection

- Develop a Water Resources Chapter for the Conservation Plan
- Update our inventory of Town Water Resources to include surface waters, ground water aquifers and wetlands
- Identify, and where appropriate, participate in local and regional water quality testing programs
- Identify potential impacts and possible adaptation efforts for climate change; eg: drought, flooding, and aquatic habitat protection



Financial Strategy

Town Budget

- Annual costs that directly affect citizen enjoyment and/or participation.
 - Infrastructure (bridges, kiosks, signage, etc)
 - Trail development and upkeep
 - Educational outreach (workshops, etc)
 - Professional development (commissioner education)
 - Administrative support
 - Invasives control planning & management

Conservation Fund

- Costs affecting flora and fauna habitat
 - Property Acquisitions
 - Surveys, Legal costs for potential acquisitions
 - Habitat improvement (planning efforts, timber harvests, mowing, etc)
 - Capital purchases (machinery, tools, etc)
 - As directed by town warrant

**Amherst Conservation Commission:
Budget Comparison- '22, '23 vs. '24 Proposed**

01-4611

10-1115	Wages
20-1220	Social Security
20-1225	Medicare
20-1294	Educ. Training Prof Dev
20-2482	Surveying
40-2483	Land Management
<i>New</i>	Water Resources
40-2484	Meadow Maintenance
40-2486	Water Cross Repair & Maint.
40-2487	Invasives Mitigation
40-2488	Signage
40-2489	Kiosk
50-2560	Dues & Subscriptions
50-2561	Educational Outreach
60-2625	Postage

	'22 Budget	'23 Budget	Proposed '24 Budget
	\$3,509.38	\$2,100.00	\$1,800.00
	217.58	130.20	111.60
	50.89	30.45	26.10
	750.00	750.00	750.00
	0	0	0
	0	0	0
	-	-	3,000.00
	0	0	0
	3,000.00	2,500.00	1,500.00
	3,800.00	3,800.00	2,500.00
	1,500.00	2,400.00	1,500.00
	0	0	0
	1,200.00	1,200.00	1,000.00
	2,500.00	1,250.00	1,500.00
	0	0	0
Total	\$16,527.85	\$14,160.65	\$13,687.70



Amherst NH Town Government



Community Development FY 2024-2028 Strategic Plan

October 11, 2022



MISSION

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

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

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





VISION

The Amherst Office of Community Development:

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





VALUES

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

- **Integrity**
- **Equity**
- **Support**
- **Transparency**
- **Efficiency**
- **Service**
- **Ethics**





OVERVIEW

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

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





HISTORICAL TRENDS



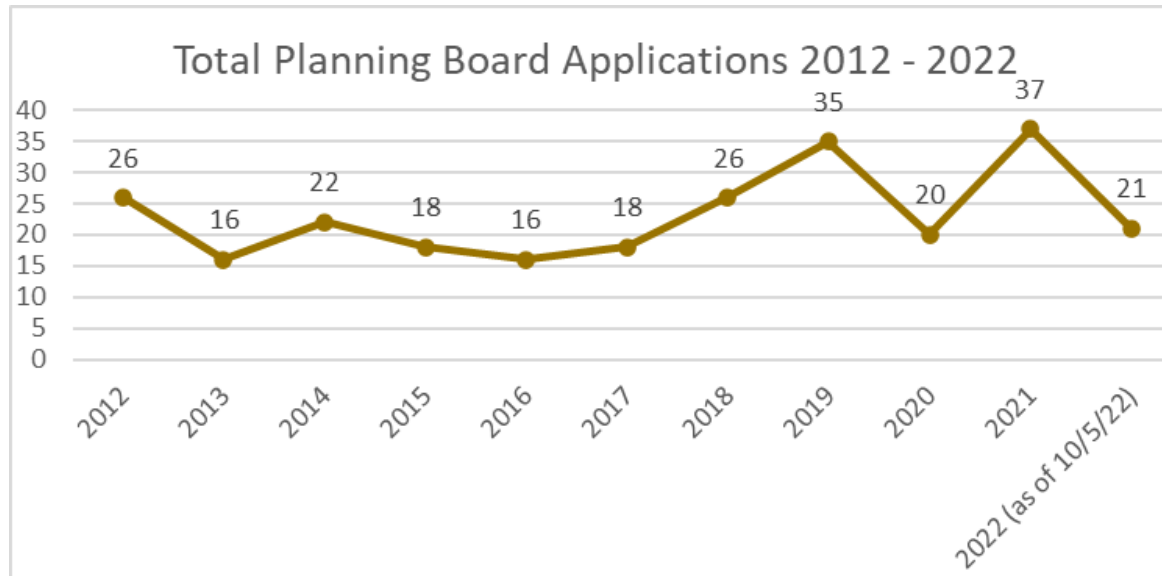
BUILDING PERMIT APPLICATION HISTORY

Building Permit Application History												
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 (as of 6/29/22)	2022 (as of 10/5/22)
New SF Residential (including Condos)	34	10	13	24	12	35	37	36	37	37	10	18
Residential Additions/Alterations	109	175	127	166	302	207	259	278	259	353	162	251
Commercial/Industrial new	1	2	1	2	2	1	1	3	2	5	2	2
Commercial/Industrial additions/alterations	25	19	15	18	18	14	12	13	28	32	9	12
Signs	32	34	39	50	52	22	17	14	17	13	7	13
Pools	7	5	10	6	1	3	9	4	22	20	16	23
Demolition	12	13	21	12	4	12	6	6	12	6	0	2
Septic Systems	50	48	92	58	40	53	56	71	69	93	40	62
Electrical	146	247	191	212	235	226	226	219	226	309	148	230
Electrical (for generator)				72	30	33	54	31	19	36	11	21
Plumbing	5	77	80	90	87	112	161	101	83	103	42	69
Mechanical	33	276	307	372	313	340	408	439	426	574	208	314
Home Occupations	7	4	3	6	8	2	4	3	7	2	0	1
Total	461	910	899	1088	1104	1060	1250	1218	1207	1583	655	1018



PLANNING BOARD APPLICATIONS

Planning Board	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 (as of 10/5/22)
Scenic Road Hearings	2	2	1	1	3	2	2	2	1	3	0
Non-Residential Site Plans (NRSP)	7	6	3	4	3	2	3	9	6	10	2
Subdivision	3	1	8	7	6	3	6	4	4	7	4
Lot Line Adjustment	6	1	4	2	0	0	0	4	1	3	2
Conceptual Discussions	3	4	2	2	2	8	9	3	1	6	5
Sign Master Plan	3	1	0	0	0	0	0	2	0	0	1
Compliance Hearing	2	1	0	0	0	0	0	0	1	0	1
Conditional Use Permit	0	0	4	2	2	3	6	11	6	8	6
Total	26	16	22	18	16	18	26	35	20	37	21



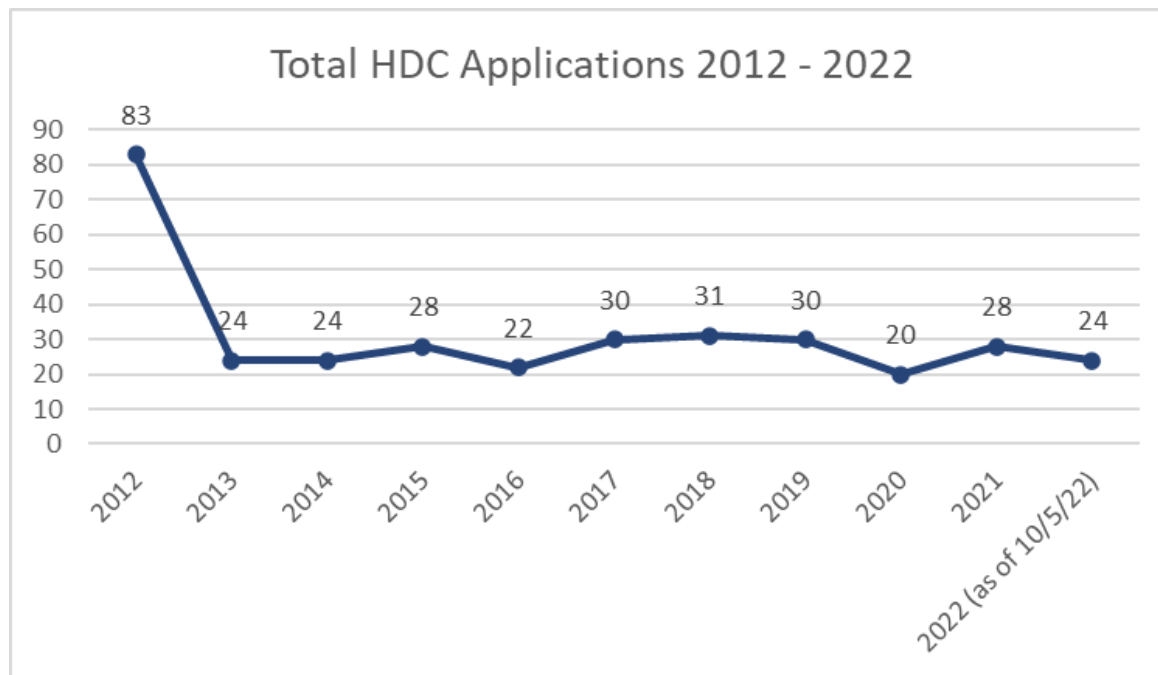
ZONING BOARD OF ADJUSTMENT APPLICATIONS

Zoning Board of Adjustment	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 (as of 10/5/22)
Variance	23	16	27	12	12	14	9	15	10	7	10
Special Exception	2	3	3	0	0	0	0	1	1	0	0
Appeal of Administrative Decision	3	0	1	2	1	0	0	1	1	0	1
Equitable Waiver	1	0	1	0	0	1	1	0	0	0	1
Variance for the Handicapped	1	0	0	0	0	0	0	0	0	0	0
Rehearing Request	~	~	~	~	~	~	~	~	0	0	0
Total	30	19	32	14	13	15	10	17	12	7	12



HISTORIC DISTRICT COMMISSION APPLICATIONS

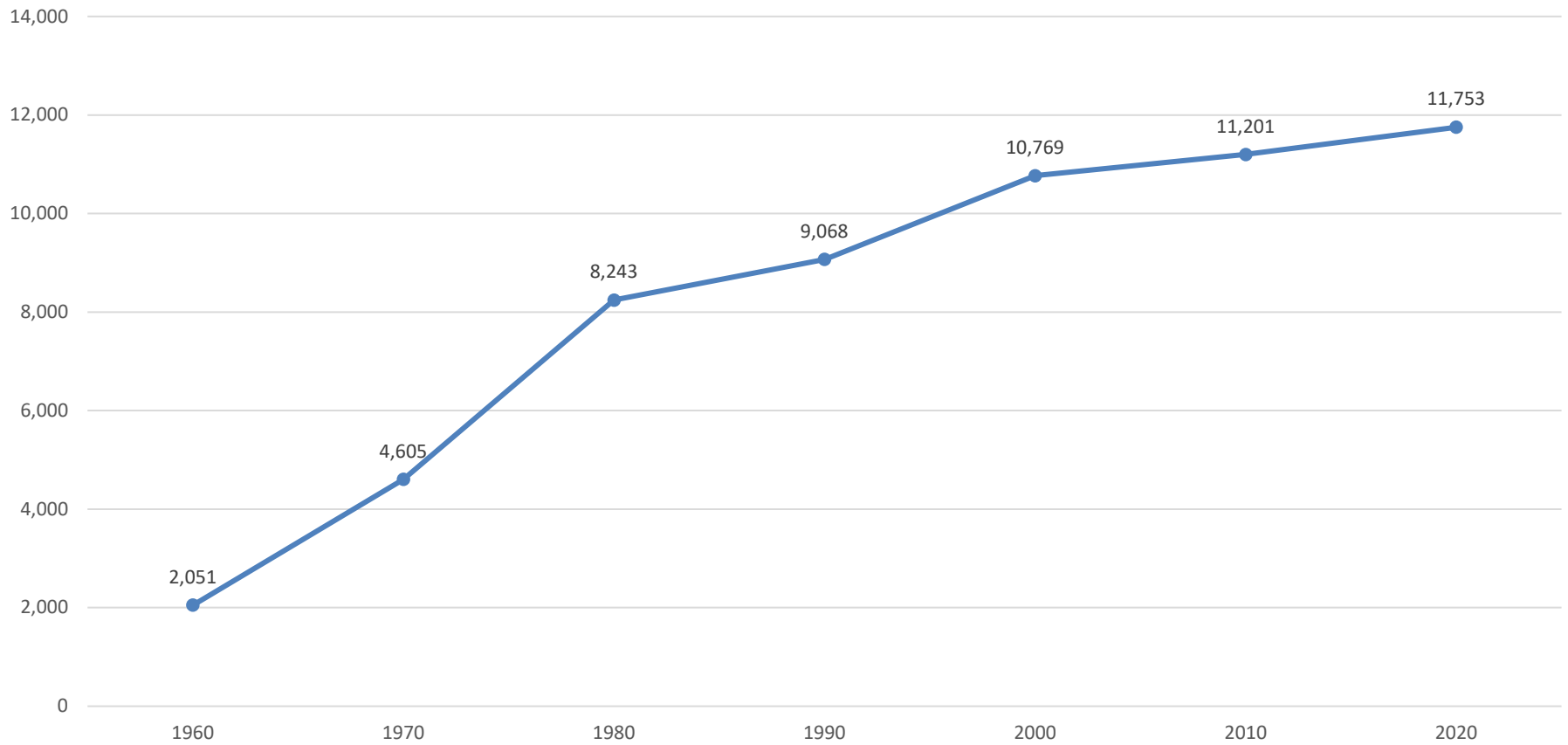
Historic District Commission	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 (as of 10/5/22)
New Building	0	1	1	1	2	0	1	0	0	1	1
Ext. Building Mods/Alterations	36	7	10	14	10	9	14	10	9	20	4
Building Additions	0	0	0	4	5	4	1	1	2	0	3
Tree Removal	31	11	4	0	0	0	0	0	0	0	0
Fence/Landscaping	13	2	0	0	0	0	0	10	0	0	3
Mechanical Equipment	3	2	3	3	1	2	2	2	3	5	6
Demolition	0	1	0	0	0	0	0	0	0	0	3
Sheds/Accessory Structures	0	0	3	2	0	2	9	5	5	2	4
Other	0	0	3	4	4	13	4	2	1	0	0
Total	83	24	24	28	22	30	31	30	20	28	24





POPULATION

Amherst Population



US Census

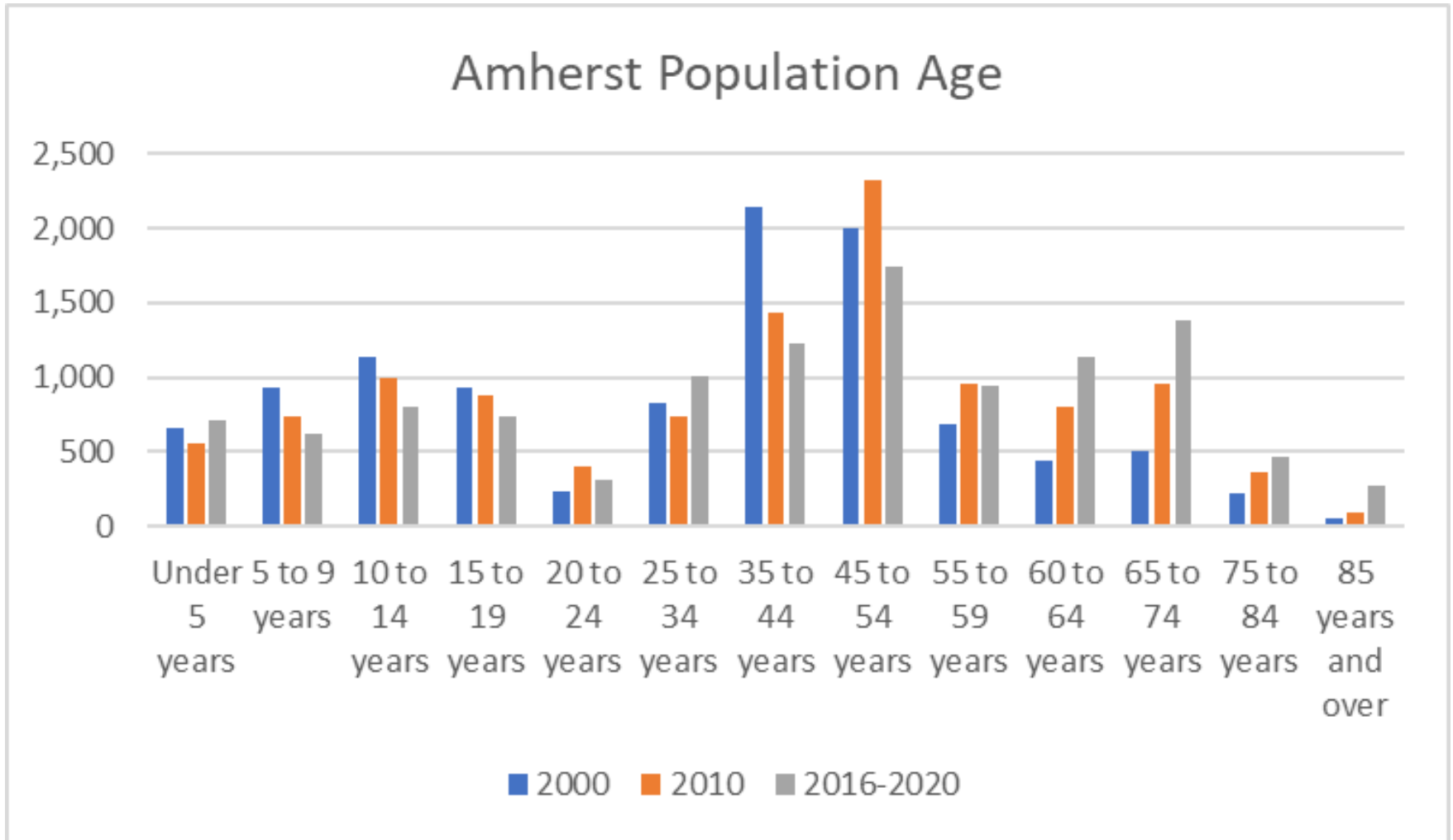


2020 Census

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



AGE OF POPULATION





ENVIRONMENTAL SCAN





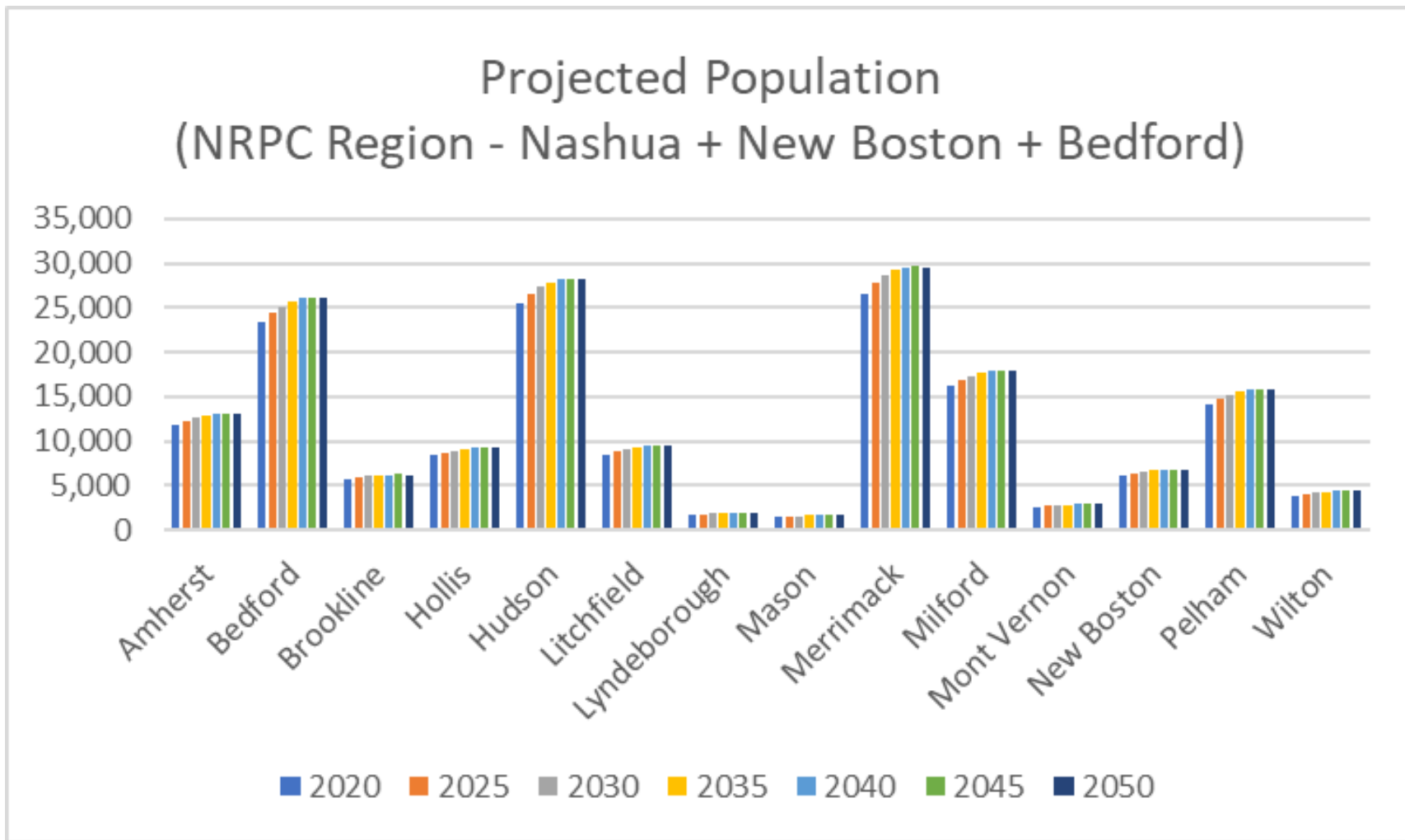
ENVIRONMENTAL SCAN

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





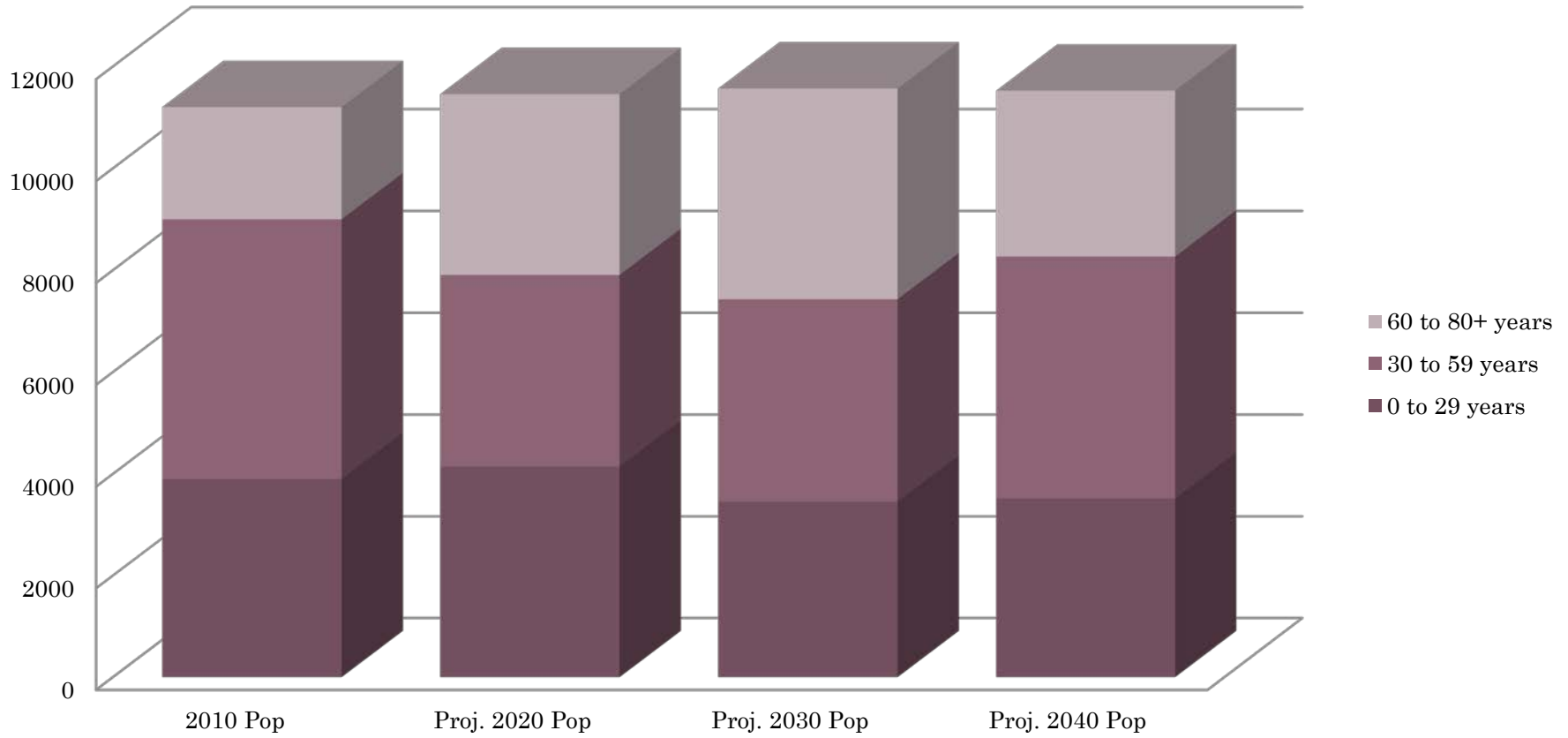
PROJECTED POPULATION





POPULATION PROJECTION BY AGE GROUP

Amherst Population Projections by Age Group





EMPLOYMENT/BUSINESS/DEVELOPMENT

- Changes that have come with Covid.
- Market volatility.
- Environment for new/expanding businesses.
- Supply chain issues for building supplies.
- Mortgage rates / inflation / gas prices.





TECHNOLOGICAL

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





POLITICAL

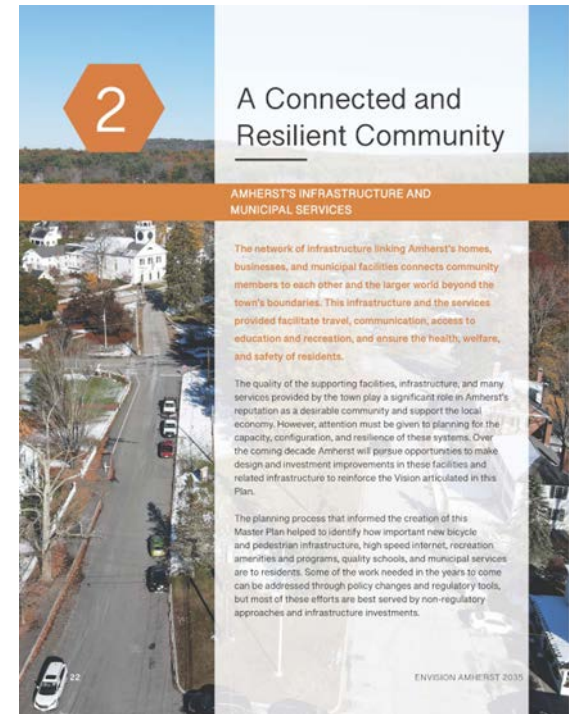
- Legislative changes.
- Board member changes.
- Residents' votes and participation.
- More requirements from EPA relative to MS4.
- Suggestions / requests from Board and Committee members.





MASTER PLAN UPDATE

- The Master Plan Steering Committee has been working on the update since 2020
- Draft plan has been scheduled by the Planning Board for public hearing on December 21, 2022
- Initiatives from the Master Plan may require assistance from Community Development





SWOT

Strengths

- Research skills and planning/zoning knowledge
- Customer service
- Responsive inspection scheduling
- Staff support to Boards and Commissions
- Online permitting
- Inhouse plan review
- One stop shop for building, fire, planning, zoning, historic district, heritage, conservation





SWOT

Weaknesses
<ul style="list-style-type: none">● Staff turnover● Regulations and ordinances in need of update● Filing and accessibility of data; previous digitizing choices● Space needs and office layout● Lack of communication with the public about land use processes/decisions





SWOT

Opportunities

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





SWOT

Threats

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





STAFFING





OFFICE OF COMMUNITY DEVELOPMENT STAFFING

- To maintain service standards and operational efficiency, the Office of Community Development requires four personnel: Community Development Director, Town Planner, Building Inspector/Code Enforcement Officer and Executive Assistant.
- Why is it difficult to attract candidates?
 - No State retirement system
 - Lower salaries than some towns
 - Lack of opportunities for advancement
 - Not as many different opportunities as larger municipalities
- Amherst will always be a training ground for planners who will go on to other roles – because of our size and lack of advancement possibilities.
- What do we have to offer? An historic district, more commercial development than some of our neighbors, possibilities to work with environmental planning, opportunities for a certain level of specialization after initial broad training.
- Being without a planner makes it possible only to keep up with the day to day, application-related tasks and much harder to focus on additional projects.





OFFICE OF COMMUNITY DEVELOPMENT STAFFING

- Space needs – moving some personnel to the Fire Department will free up space in Town Hall and coordinate the permitting / inspection functions between Building and Fire.
- Concerns with long term monitoring and maintenance of approved conditions for site plans and subdivisions – the Town should require applicants to pay for Town Engineer inspections and the regulations should be updated to include long term maintenance requirements.
- There are upcoming mandates for stormwater inspections to be performed by a certified inspector – the Town should require the Town Engineer or other qualified professional to conduct those inspections at the applicants' expense.
- The Board of Selectmen have expressed concerns with other aspects of enforcement in town. Should there be a desire to change from a complaint-based enforcement system to some other model, we will have to evaluate the pros and cons and determine the appropriate way to move forward.
- MS4 requirements – propose use of professional consultant paid from the Stormwater budget line. If in the future there is the need for an employee, we could possibly share with DPW.
- GIS – need to update what data we already have and meet the needs of various departments and Boards / Commissions – propose to contract with NRPC. Each Town entity with GIS needs can budget as they need.





SINGLE POINT OF FAILURE





- Our single point of failure is personnel related. The workload of the department is such that losing one employee creates extra work for the remaining staff and causes delays in some task completion.
- Town Planner retention –
 - Flexibility – telecommuting, days off in lieu of meeting time.
 - Training opportunities as they come up through OPD, NHMA, APA, NHPA, etc.
 - Opportunities to specialize – historic preservation / environmental planning / stormwater management, etc.
 - Possibility of working towards AICP.
 - Grant extra days off (within Town approved parameters).
 - Allow time for volunteer work (within Town approved parameters).





OFFICE OF COMMUNITY DEVELOPMENT GOALS





OFFICE OF COMMUNITY DEVELOPMENT GOALS

- Once a Town Planner is hired and has been in place for six months to a year, it will be possible to think ahead with meaningful strategic goals for the department.
- What if we can't find a Town Planner?
 - Risk of burnout
 - Increased use of outside consultants for some tasks
 - Consider restructuring position (least preferred – would require reorganizing entire department)





OFFICE OF COMMUNITY DEVELOPMENT GOALS

Goals for 2023/2024

- **Hire / Retain a Town Planner.**
- **Re-evaluate office space.**

Continue to work on moving the Building Inspector/Code Enforcement Officer and Executive Assistant to the Fire Department in order to provide enough space for working, storing files and spreading out plans for review in the Town Hall and to give back space to the Tax Collector and Assessing Department.
- **Continue to provide transparent information to the public.**

Continue to upload documents and information to the website for public access re: land use board meetings. Evaluate ease of use and streamline upload procedures. Prepare an operating procedure to ensure that outdated materials are removed from the website.





OFFICE OF COMMUNITY DEVELOPMENT GOALS

Goals for 2023/2024

- **Contract for MS4 assistance**

Hire outside consultant to work on the requirements of the MS4 permit

- **Contract for GIS assistance**

Work with NRPC to update existing GIS data and provide GIS mapping and data management for future projects





OFFICE OF COMMUNITY DEVELOPMENT GOALS

- Long-term projects
 - Filing system overhaul
 - Create SOPs and FAQs for Office of Community Development
 - Review fee schedules, application forms and checklists
 - Create a map of pending applications for the website with links to associated documentation
 - Improve outreach and engagement to the community
 - Investigate records management software
 - Review and update Land Use Boards Rules of Procedure and Regulations as needed
 - Continue to comply with MS4 requirements
 - Work on Master Plan initiatives as directed
 - Continue staff education and professional development
 - Consider enforcement improvements





BUDGET IMPACT





BUDGET IMPACT

- Costs for contracts for MS4 and GIS being worked on for FY24 budget.
- Possible costs for space reorganization when it is finalized – furniture, use of Microtime for setting up work areas, etc.
- Hiring a planner – money already in budget – any slight increase for new planner can be absorbed from the money not spent while without one.





DISCUSSION





Amherst NH Town Government



Amherst Public Works

Strategic Plan: FY24 (July 2023 – June 2024)

October 11, 2022



Vision

- *To effectively manage the infrastructure placed in our care through efficiency and innovation, providing residents with convenient access to safe, affordable, and durable assets throughout the town.*

Mission

- *To reinvest in and upgrade our roads, bridges, municipal buildings and common grounds in compliance with all federal, state, local and historic regulations • To continuously improve work methods and reduce costs • To manage stormwater, solid waste, and community septic in compliance with all applicable regulations.*





Values Statement

- **Professionalism** – *evidenced in all facets of our work*
- **Integrity** – *the cornerstones for all our decisions are built upon a foundation of integrity, always*
- **Resiliency** – *the very fabric of our team is woven with resiliency*





Public Works Overview

STAFFING

- **Highway**
 - 15 Full-Time
 - 1 Regular Part-Time
 - 1 Part-Time
 - up to 9 seasonal
- **Transfer Station**
 - 1 Full-Time
 - 3 Regular Part-Time
 - 1 Part-Time

AREAS OF RESPONSIBILITY

- Roads, Buildings, Commons, Parks, Cemeteries, Transfer Station, Community Septic





Current Progress (FY22-FY23)

Roads

- Roberge Dr., Horace Greeley Rd., Hubbard Rd., Amherst Street, Crack Sealing (12 miles), RSMS study, Shim lower Mack Hill Rd. & Boston Post Rd. (north)
- FY23 Remaining: Spring Rd. Micro-surfacing

Buildings

- DPW rubber roof, Library steps repair, Buck Meadow windows/door install, Town Hall walkway repairs
- FY23 Remaining: Generator switch for central fire feed, Town Hall ERV install
- FY23- Continue working with state to make sure BLCS is in compliance.

Transfer Station

- Operations plan updates
- FY23 Remaining: Recycling awareness campaign, Compost trial

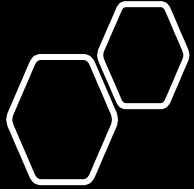
Bridges/Water Crossings

- 485 BPR culvert replacements
- FY23 Remaining: Temporary Bridge (TF1), Mont Vernon Rd. bridge over Caesar's brook, Brook Rd. culvert repairs, Spring Rd. headwall repairs

Management Systems

- Planning for DPW personnel Matrix modifications/reorganization, Continuing to remap computer database, Established front office procedures manual





S.W.O.T Analysis

Strengths

- Knowledge/Longevity of Staff
- Operational Resilience
- Positive Community Relations

Weaknesses

- Ability to Recruit Help/Employee Retention
- Highway often needed at transfer station
- Wages/Benefits (NH State Retirement)
- Equipment Needs (grader, excavator)
- Out of date Facilities (DPW, Transfer Station)

Opportunities

- Improving Culture
- Training for Staff
- Grant Funding (SBA, BLOC, BRIC, ARPA)
- Networking (UNH T2, PW. NET, Other Communities)

Threats

- Neighboring Community Wages/Benefits (NH State Retirement)
- Smaller Applicant Pool for Vacancies
- Difficulty Securing Plowing Contracts/Seasonal Help
- Unpredictable/Substantial Price increases (Fuel, Salt, Contracted Services)



**Single
Point of
Failure**



Employee
retention/recruitment





Targeted Areas

Roads

- Reconstruction, Rehabilitation
- Preservation

Bridges/Culverts

- Replacement
- Preservation/Maintenance

Buildings

Transfer Station

Management Systems



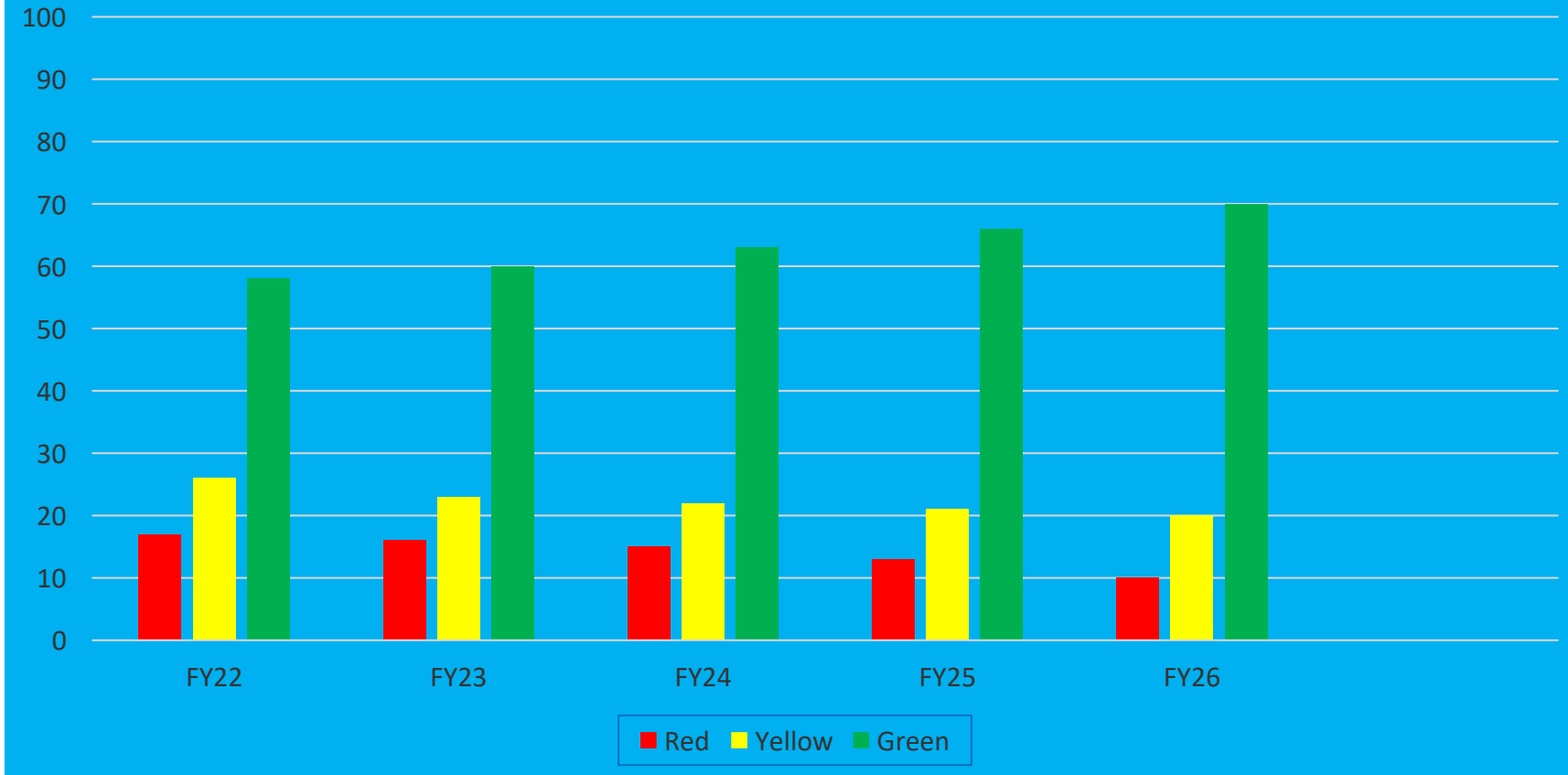
Roads

***Goal:** Over the next five years, increase miles of road receiving treatment annually by continuing to shift road dollar focus to preservation.*





Road System Condition



**Model does not reflect degradation of roads. Progress shown toward goal of 68% green roads is based on assumed road conditions as per 2018 RSMS.*





Road Plan Comparison

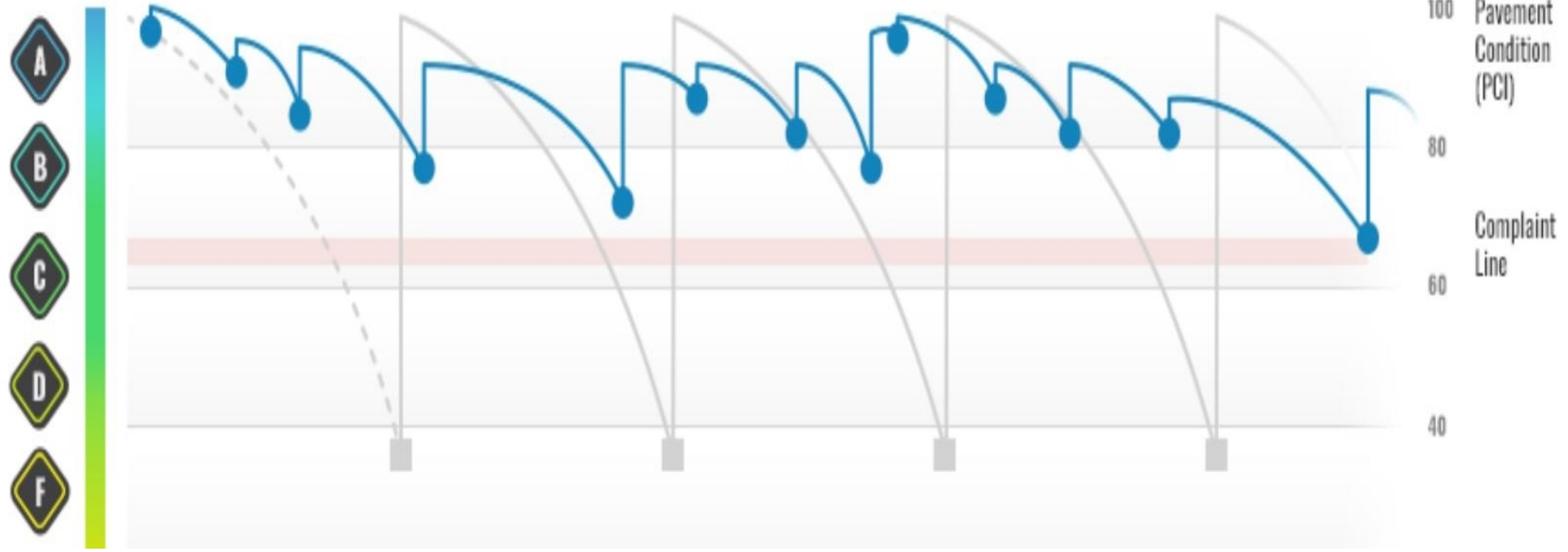
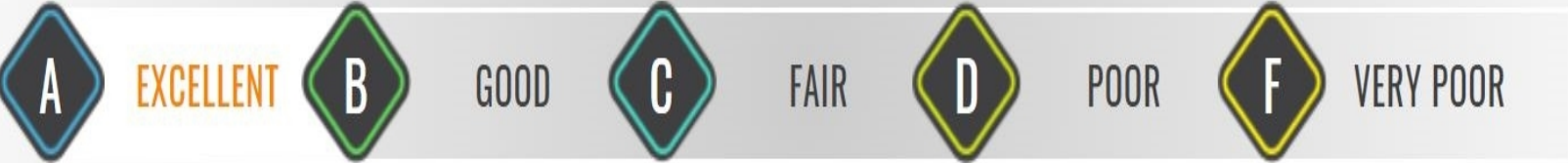
Previous Plan

- 7-year plan prioritizing main/thru roads
- Primary goal was to achieve 68% or better green roads by end of plan (FY26)
- Annual updates for overall road system condition (RSMS) not feasible
 - Only able to assess how many miles of road we addressed
 - Does not account for degradation of yellow and green roads into poorer classifications.
- Plan updated every seven years

New Goal/Plan

- 10-year road plan
 - High degree of confidence in plan over first five years
 - Road plans beyond five years become less certain
 - Years 6-10 will serve as a high-level conceptual plan
- Incorporates roads from former plan into it (first three years of new plan will incorporate previous plan).
 - Will achieve goal of former plan.
- Prioritizes preservation.
 - Preservation is now recognized industry-wide as the most responsible use of road dollars.
- Focuses on addressing a percentage of the road system annually
 - Progress will be more easily measured.
- Plan will be updated every five years to coincide with a new RSMS study.







Remaining Service Life (RSL)

- Amherst Road Network = 116 miles of paved roads (**232 lane-miles**)
- Every year our road network loses 232 lane mile-years of service life
 - To avoid losing ground, we must **ADD** 232 lane mile-years of life or more back into network
 - Achieved by implementing various treatments with varying life extension rates, and varying associated costs.

- **Life Extension Examples**

Process	Years Added (per lane mile)	Cost (per square yard)
Crack Sealing	3 years	\$.26
Micro Surfacing	8 years	\$4.85
Shim	8 years	\$6.10
Shim/Overlay	11 years	\$15.25
Reclaim	25 years	\$26.96
Full Box	25 years	\$52.32





2021 RSL

Total Network Impact



Ouch!

**YOU ONLY ADDED
145 LANE-MILE-YEARS OF LIFE**

87
LANE-MILE-YEAR
NET LOSS

8%
OF ROADS ADDRESSED





2022 RSL

Total Network Impact

Preservation	Rehabilitation	Reconstruction
\$227,091	\$0	\$1,425,264
29 Lane-Miles 117 Lane-Mile-Years	0 Lane-Miles 0 Lane-Mile-Years	5 Lane-Miles 137 Lane-Mile-Years

Congratulations

**YOU ADDED
253 LANE-MILE-YEARS OF LIFE**

21
LANE-MILE-YEAR
NET GAIN

15%
OF ROADS ADDRESSED





Bridges & Culverts



Bridge Initiatives:

- Conduct Town-wide engineering study to evaluate priority bridges and culverts (FY23)
 - Reassess CRF funding according to identified priorities (FY23-24)
- Install TF1 Temporary Bridge (FY23)
- Repair Brook Road Bridge w/DPW forces (FY23)
- Replace Mont Vernon Road Bridge (FY23-24)
- Brook Road Bridge planning (FY24)
- Replace TF1 Bridge (FY24-25)
- Begin transitioning from bridge replacement focus to preservation (FY24-26)

Culvert Initiatives:

- Conduct Town-wide engineering study to evaluate priority bridges and culverts (FY23)
 - Reassess CRF funding according to identified priorities (FY23-24)
- Repair Spring Road Culvert headwalls (FY23-FY24)
- Engineering for 28 TFII Culvert crossing (FY24)



Amherst Bridges:

<u>Priority</u>	<u>State ID#</u>	<u>Location</u>	<u>Material Design</u>	<u>Rating</u>	<u>Year built/rebuilt</u>	<u>Projected Replacemen Date</u>
1	145/106	TF1 over Beaver Bk.	Steel Culvert	1-Closed	1970	2024
2	112/071	MV Rd. over Ceasar's Bk.	Steel Culvert	3-Serious	1956	2023
3	124/087	BPR over Beaver Bk.	Steel Culvert	5-Fair	1970	
4	193/130	BPR over Souhegan River	Steel Multi-Beam	6-Satisfactory	1977	
5	116/091	New Boston Rd. over Beaver Bk.	Aluminum Culvert	5-Fair	2006	
6	063/118	Brook Rd. over Joe English Bk.	Steel Culvert	5-Fair	1985	
7	160/105	BPR over Beaver Bk.	Concrete Box	6-Satisfactory	1984	
8	093/153	Camp Rd. over Baboosic Bk.	Concrete Culvert	6-Satisfactory	1951	
9	087/129	Hor. Grly. Rd. over Joe English Bk.	Steel Multi-Beam	7-Good	1989	
10	109/090	New Boston Rd. over Beaver Bk.	Concrete Frame	7-Good	1996	
11	132/093	BPR over Beaver Bk.	Concrete Frame	8-Very Good	1969	
12	177/108	Merr. Rd. over Beaver Bk.	Concrete Box	7-Good	1986	
13	XXX	Ponemah Hill Rd. over Witches Bk.	In Place Concrete	Not Rated	2017	
14	134/100	Manch. Rd. over Beaver Bk.	In Place Concrete	8-Very Good	2016	
15	060/158	Hor. Grly. Rd. over Pulpit Bk.	In Place Concrete	9-Excellent	2019	
16*	159/105	Historic over Beaver Bk.	Masonry Slab	1-Closed	1900	
17*	092/129	Pine Rd. over Joe English Bk.	Concrete Slab	1-Closed	1940	



Amherst Culverts:

<u>Priority</u>	<u>Location</u>	<u>Material Design</u>	<u>Year built/rebuilt</u>	<u>Projected Replacement / Repair Date</u>
1	75 Spring Rd. Culverts	Steel Culvert	1970s	2023
2	Thornton's Ferry Rd. II/Green Meadow GC	Steel Culvert (Elliptical)		
3	28 Thornton's Ferry Rd. II	Aluminum	1956	2023
4	Northern Blvd.	Steel Culvert		
5	Lynch Farm Rd.	RCP		
6	168 Mack Hill (@ Fearon Pond to Glen Echo Pond)	Steel (Elliptical)		
7	Upham Rd. (@ Knight property)	RCP		
8	3 Fairway Dr.	RCP		
9	6 Dodge Rd.	RCP		
10	29 Austin Rd.	Stone		
11	15 Aglipay Dr.	RCP		
12	82 Amherst Street	RCP		
13	13 Nathaniel Dr.	RCP (24")		
14	64 Dodge Rd.	Stone		
15	64 Stearns Rd.	HDPE (15")		
16	69 Walnut Hill Rd.	HDPE		
17	Merrimack Rd. (@ 2 Holt Rd.)	HDPE	2020	
18	485 Boston Post Rd.	HDPE	2021	
19	78 Horace Greeley Rd.	RCP	2022	
20	8 The Flume	Twin HDPE	2019	
21	116 Spring Rd.	HDPE (15")		





Buildings

***Goal:** By FY27, Amherst will have upgraded and maintained all town facility components, to include electrical, plumbing, heating/cooling, and structural systems, to sufficiently prevent major unplanned repairs.*



Planned FY24 Work:

(Assumes \$150K budget)

- Replace Police Department Roof (\$70K)
- Town Hall AC (\$12K)
- Library ERV Engineering (\$10K)
- Town Hall Brick Repairs (\$10K)
- PMEC Commercial Door (\$2K)
- Upgrade remaining fire panel dialers with wireless technologies
 - (Town Hall, Police Department, Rec Office)

FY25-26 Work:

- Library ERV
- DPW ERV
- PMEC & Buck Meadow ERV engineering
- Town Hall Furnaces
- Library Furnace
- S. Fire Furnace
- Buck Meadow Heating System
- Buck Meadow painting
- Siding/Painting rear of Police Department
- Painting trim at C. Fire
- Buck Meadow Roof



Transfer Station

Goal: Sufficiently address identified weaknesses & external threats by FY26.



FY23 Initiatives:

- Increase public outreach efforts to promote recycling.
 - **Begin Social Media Campaign Q2**
 - Increasing costs
 - Recycling prices down
 - Recycling revenue thru Q2 2022 is exactly half the tonnage while only 25% of the revenue.
 - 2021 = 515 tons totaling \$57,537
 - 2022 = 258 tons totaling \$14,644
 - Best way to reduce solid waste expenses is to limit what ends up in trash
 - Current tipping fee = \$77/ton, increasing to \$90/ton in January.
 - **Beginning composting pilot program in January 2023**

FY24 Initiatives:

- **Seeking to replace a part-time position with a full-time position in FY24.**
- Continue to expand public outreach efforts.
- Review/Amend operating plan as needed.





Full-Time vs. Part-Time

- **Hiring a Full-Time Employee (FTE) will help attract and retain help.**
- Full-Time Employee (FTE) Cost:
 - \$82,000 / salary plus benefits package (Grade 4, Step 2)
 - PTE = \$29,437 /year salary (1534 hours @ Grade 3/Step 2)
- Direct Benefits of FTE
 - **Achieves greater separation between Transfer Station and Highway departments**
 - FTE = 546 more hours of work per year vs. part-time
 - Trained and capable of filling in for lead attendant duties (assistant)
 - Have been using Highway crew to staff absences
 - Would allow TFS attendants to do trash run
- Improves service level to residents
 - Would afford extra help during winter storms
 - Translates to increased probability that TFS remains open during inclement weather
 - Turn compost regularly without highway crew
 - Burn brush without highway crew
 - Keep up with maintenance without highway crew
- Would afford greater level of safety having two employees present on Wednesdays
 - Lead Attendant often works alone on Wednesdays



Management Systems

Goal: Increase resiliency in the department by reevaluating current procedures, researching new technology, increasing training efforts, and retaining employees (our most valuable asset.)





Initiatives:

- Restructure policies, procedures, and staff matrix to address needs and reflect actual operations.
 - FY23 Modify DPW staffing matrix to move one employee to work under Building & Grounds Foreman.
 - FY23 - Investigate opportunities for online permitting.
 - FY24 - Further assess staff matrix.
 - FY24 - Assess Highway staffing level needs.
 - FY24 - Update DPW operations manual.
 - FY24 - Improve MS4 management in coordination with Community Development.
- Increase use of Mobile Management software.
 - Integrate asset management into software.
- Continue reducing paper files and remapping electronic files.





Contact Information:

Eric Slosek

Director

Department of Public Works

22 Dodge Road

Amherst, New Hampshire 03031

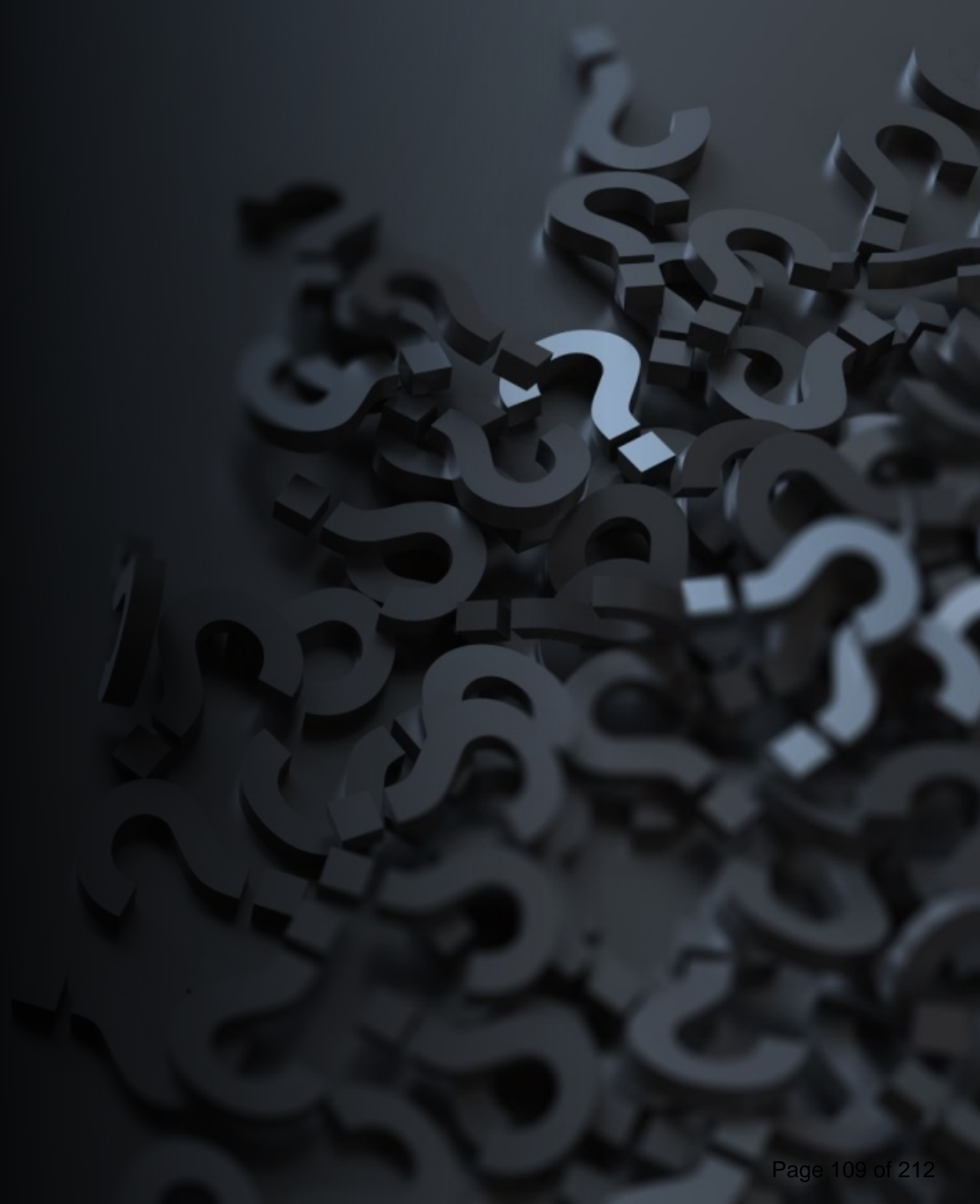
eslosek@amherstnh.gov

(603) 673-2317 ext.402





QUESTIONS





Amherst NH Town Government



Amherst Fire Rescue Strategic Plan Update for FY23-24

October 11, 2022



Mission Statement

- Amherst Fire Rescue is a community all-hazard emergency services organization comprised of members dedicated to the health and well-being of its citizens by providing high quality, prompt, skillful, caring and professional emergency response, prevention education, life safety code enforcement and community support services.





Vision Statement

- It is the vision of Amherst Fire Rescue to be recognized as an all-hazards, all-risk service provider by developing and maintaining strategic community partnerships, hiring and training exceptional people, developing efficiencies in service provision to ensure sustainability for the entire organization and maintaining our core infrastructure.





Philosophy

EXCELLENCE

IS MY

RESPONSIBILITY

- DO YOUR JOB
- TREAT PEOPLE RIGHT
- HAVE AN ALL IN ATTITUDE
- GIVE ALL OUT EFFORT





What *AFR* Does for the Community.....

☐ Amherst Fire Rescue Provides:

- Emergency Medical Services
- Fire suppression
- All hazards mitigation
- Fire prevention, code enforcement and inspections
- Community public education
- Emergency management





Department Overview

☐ Rescue/EMS:

- 34 per diem members:

8 Emergency Medical Technicians (EMT's)

14 Advanced EMT's

12 Paramedics

21 members have fire certifications

■ Vehicles:

- Two Type I Ambulances with 4-wheel drive (2011, 2016)
- One Ford Explorer SUV with 4-wheel drive (2017)





Department Overview (cont.)

- Fire Services:

-  3 career members

-  22 have EMS Certification

-  33 call members

-  Vehicles

- Four Class A Pumpers (1991, 2003, 2015, 2022)
- One Tower Ladder (1997)
- One Tanker (3000 gallons) (2007)
- One Forestry Tanker (all wheel drive) (2002)
- One Forestry (4-wheel drive pick-up) (2006)
- One Ford Pick-up with 4-wheel drive (command) (2008)
- One Chevrolet SUV with 4-wheel drive (command) (2020)

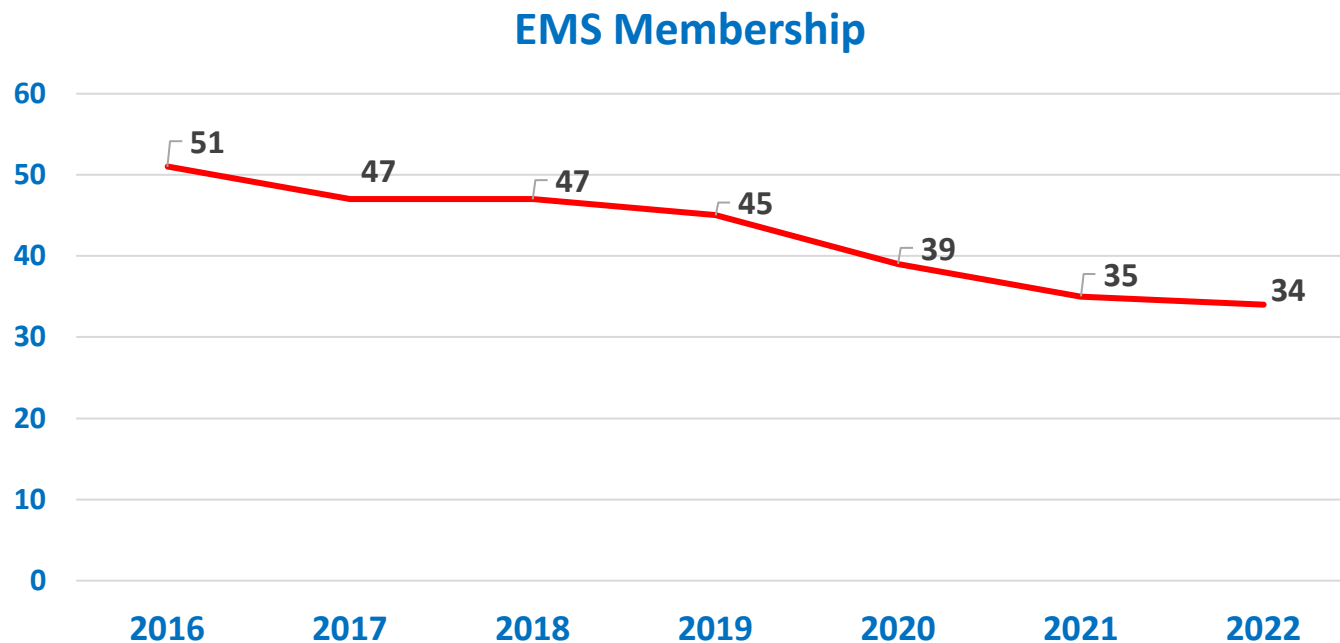




Membership History

☐ Rescue (EMS) Membership trends:

- Supply of per diem professionals proves to be limited

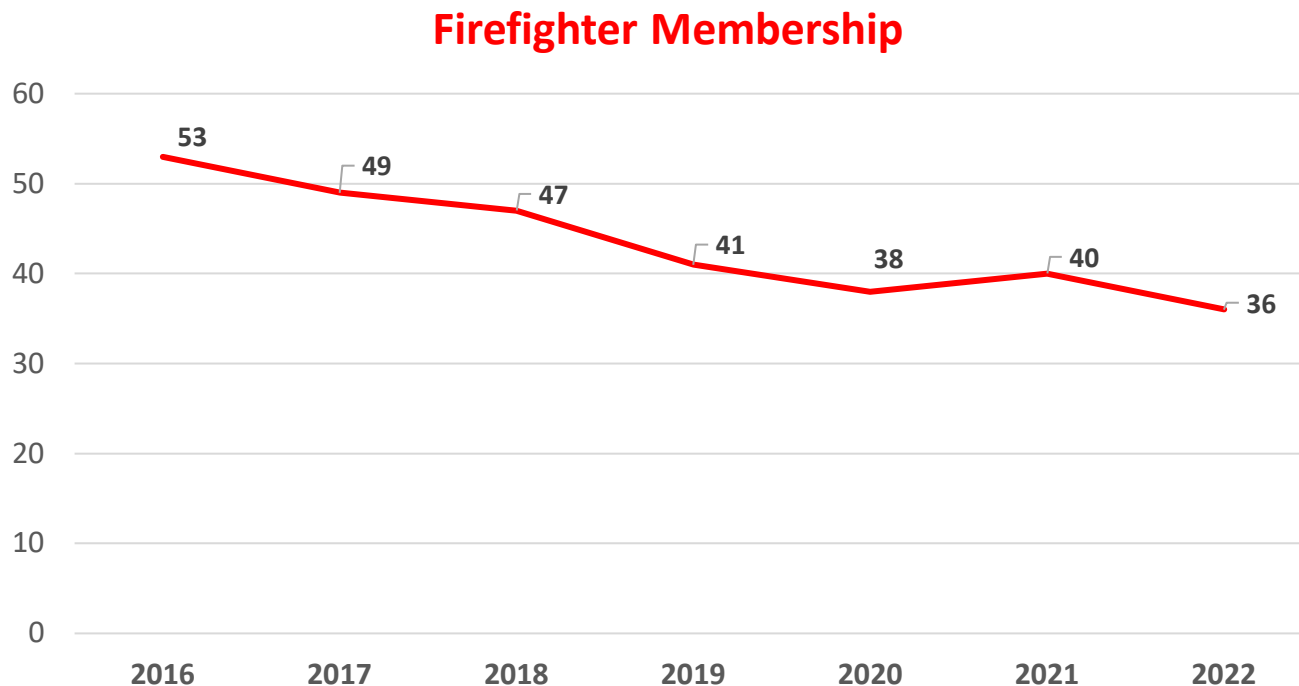




Membership History (cont.)

☐ Fire membership trends:

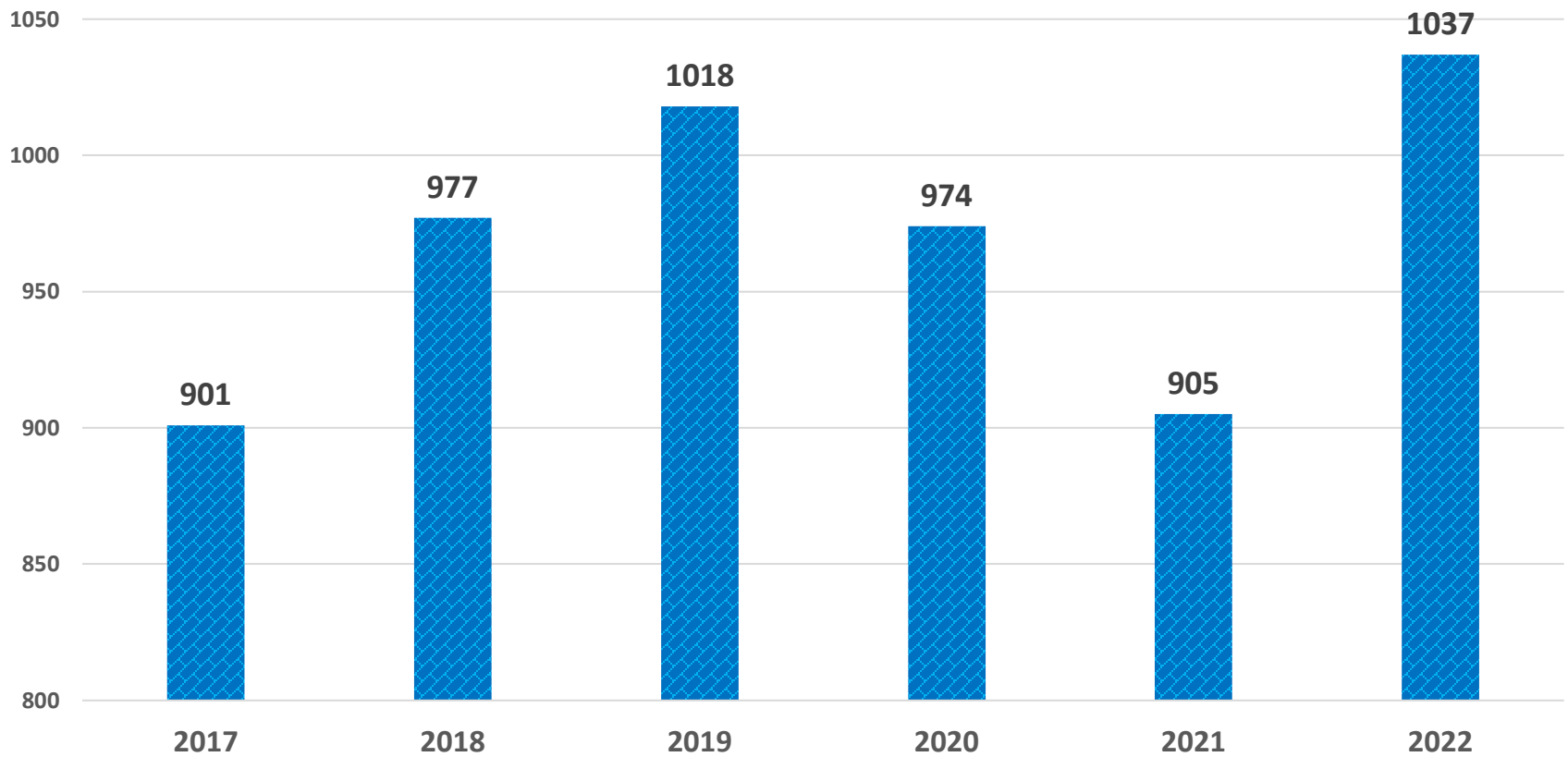
- Call department memberships struggle nationally





Historical Rescue Facts

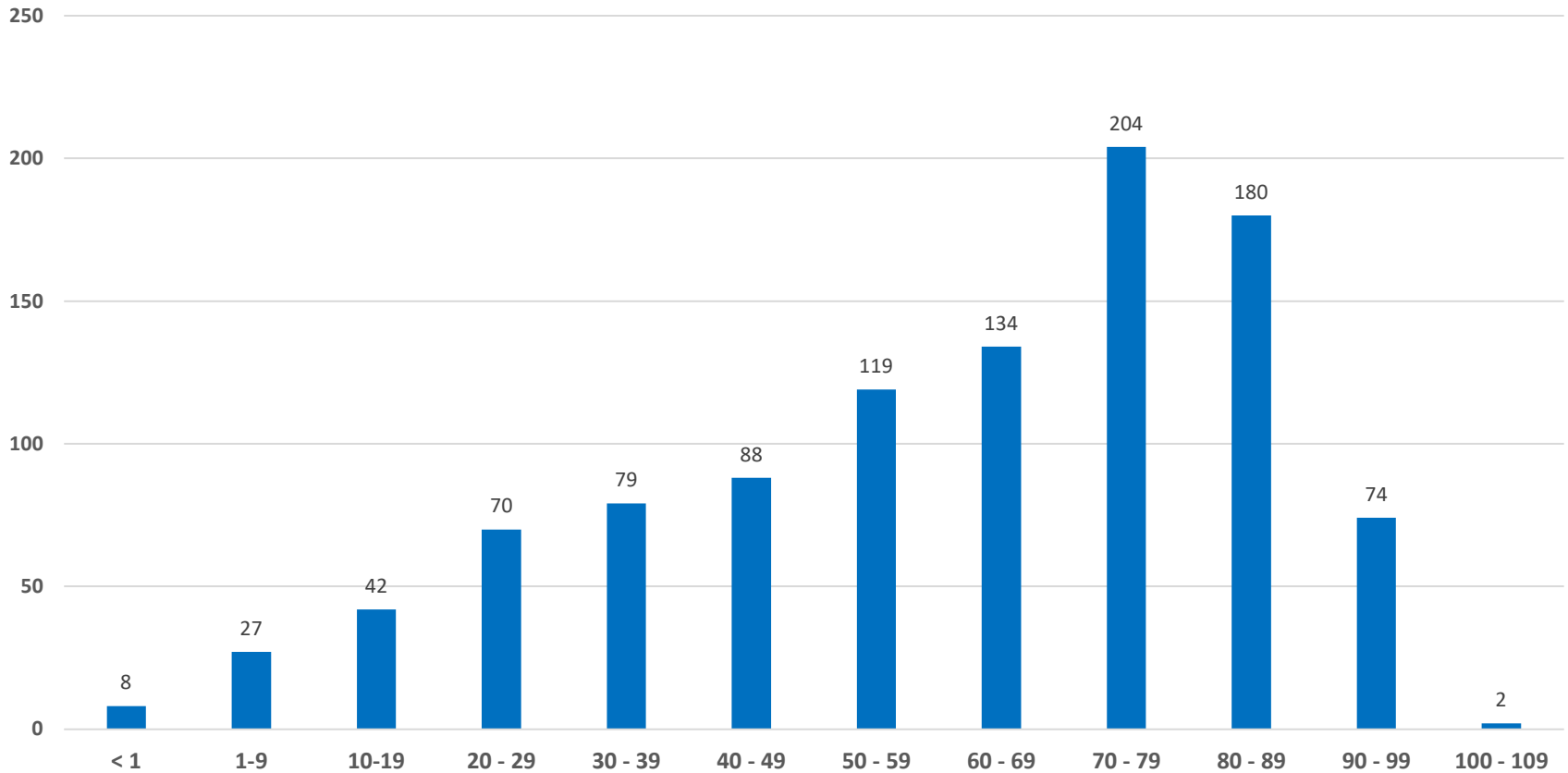
EMS Calls





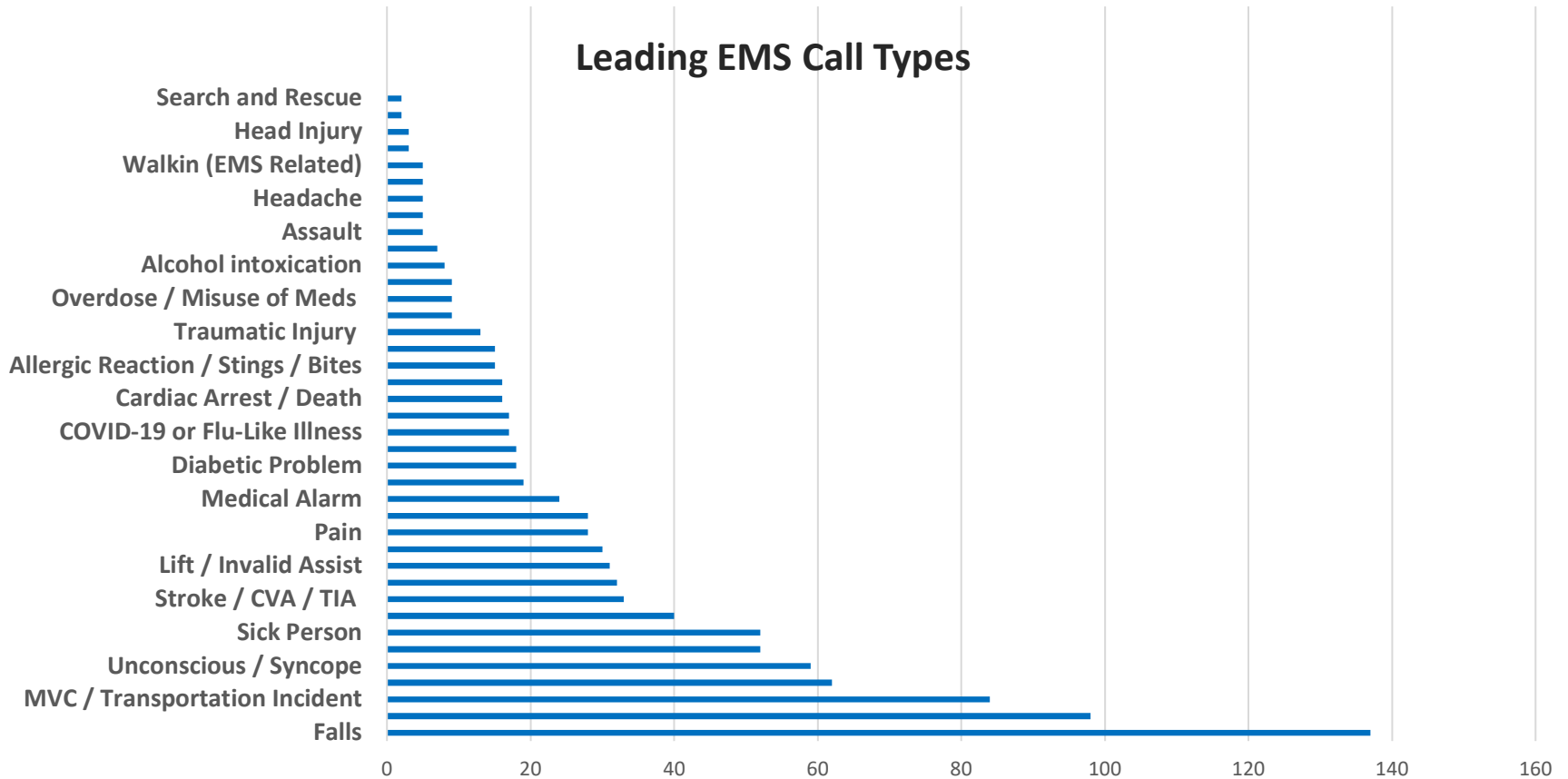
Historical Rescue Facts (cont.)

EMS Calls by Age





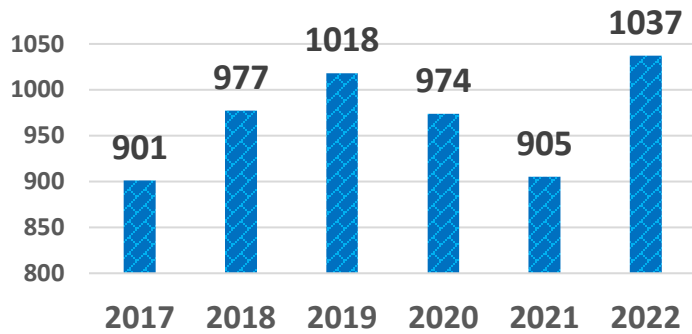
Historical Rescue Facts (cont.)



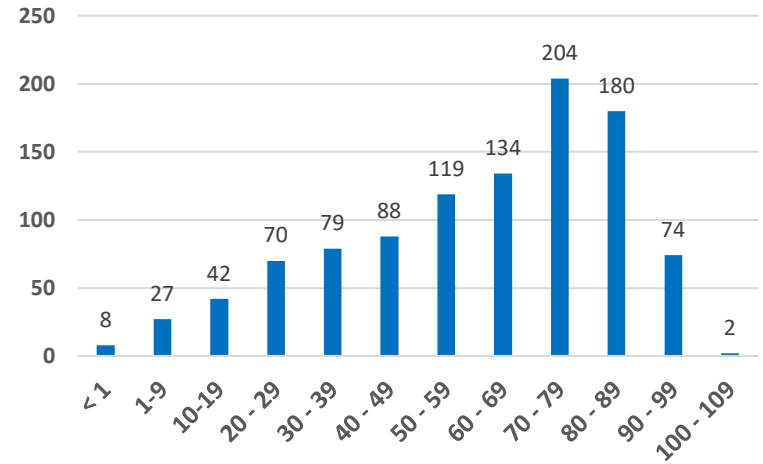


Historical Dashboard

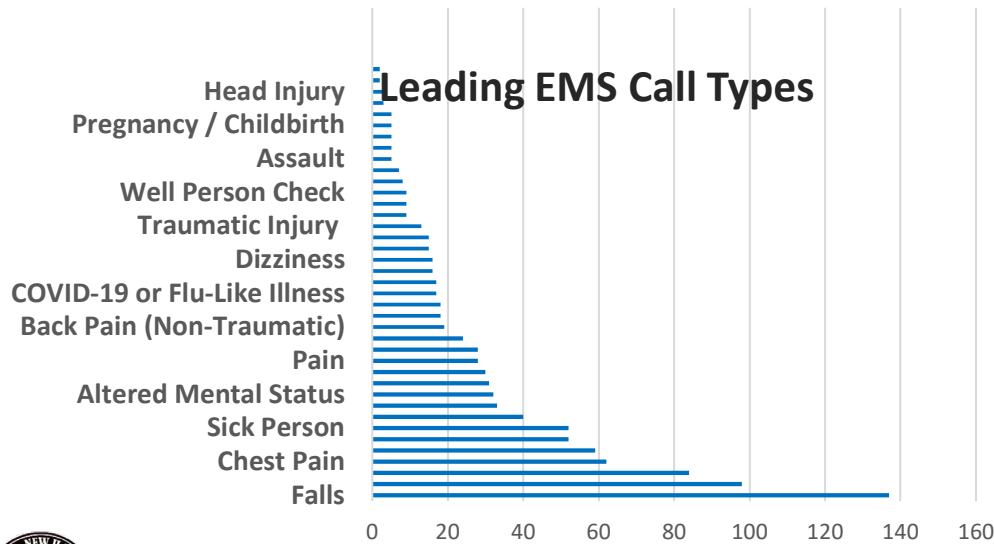
EMS Calls



EMS Calls by Age



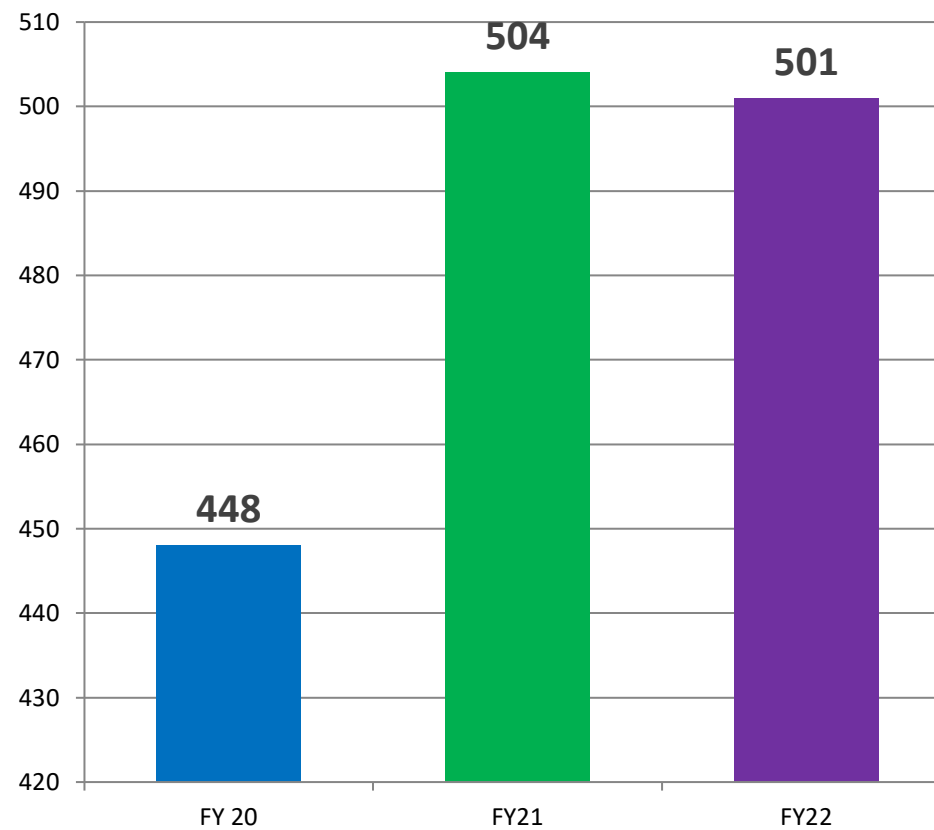
Leading EMS Call Types





Historical Fire facts

- Fire Calls





Historical Fire Facts (cont.)

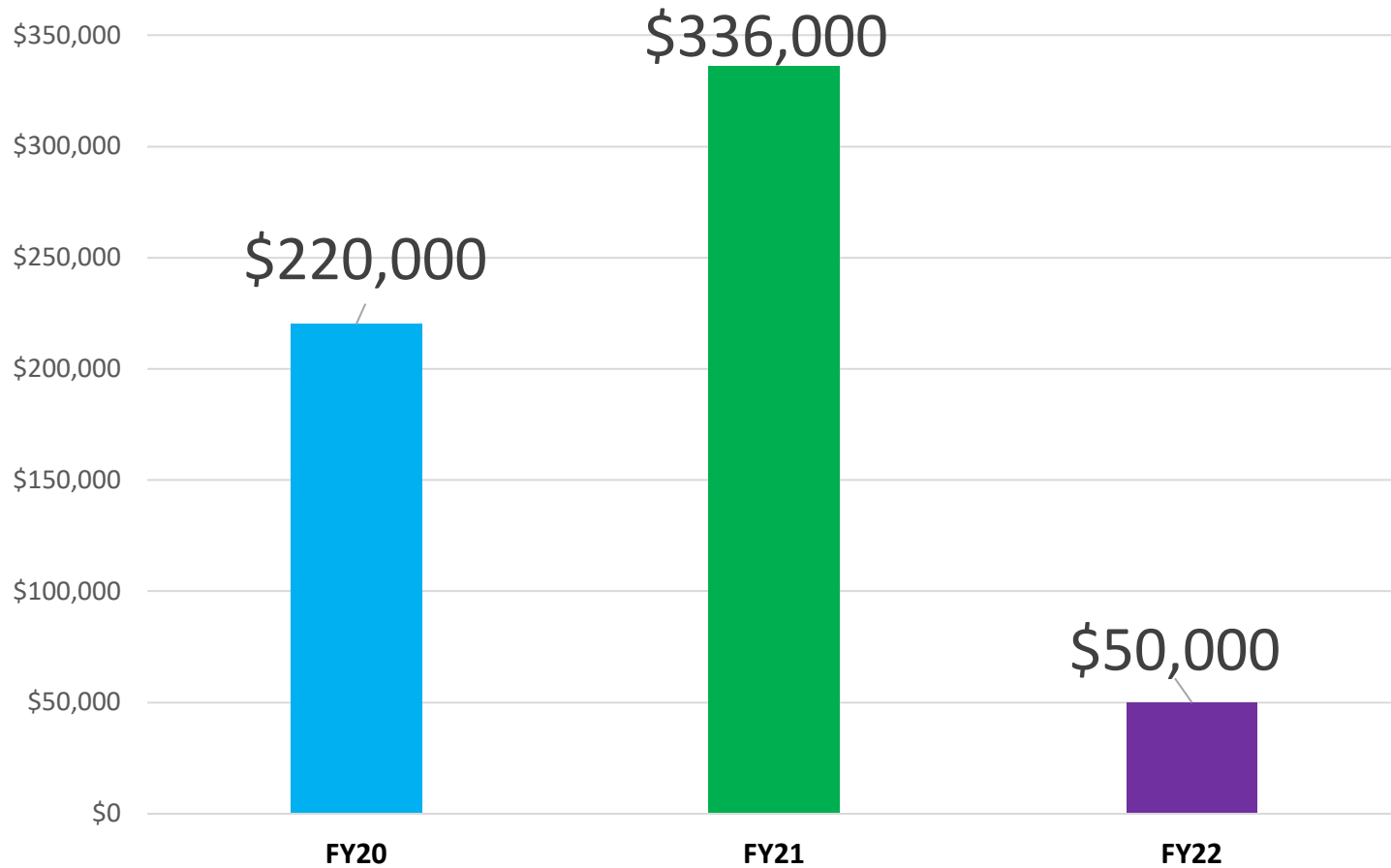
- Fire Call Types and Frequency





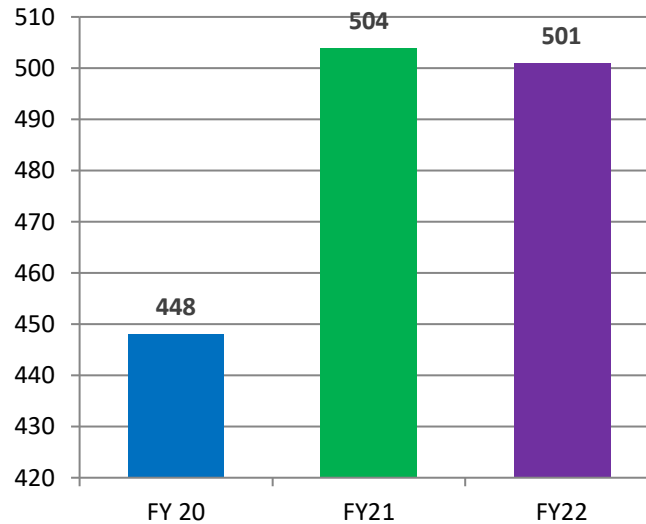
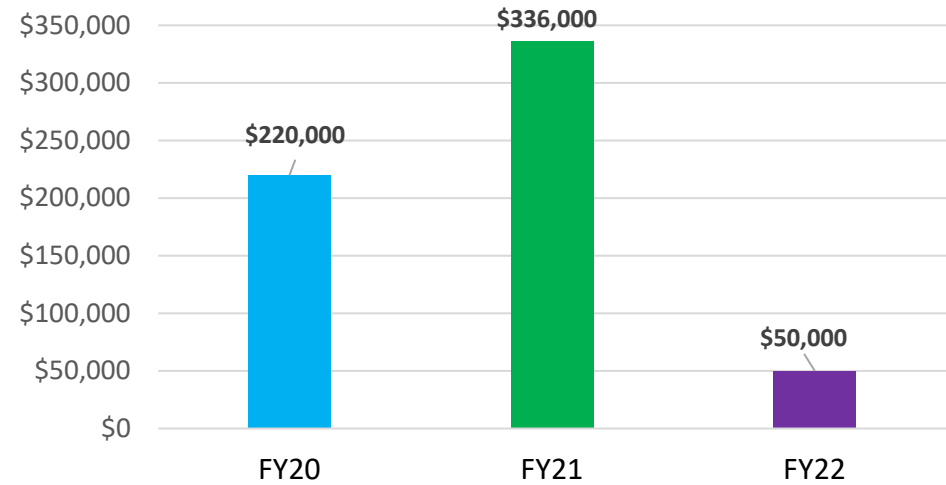
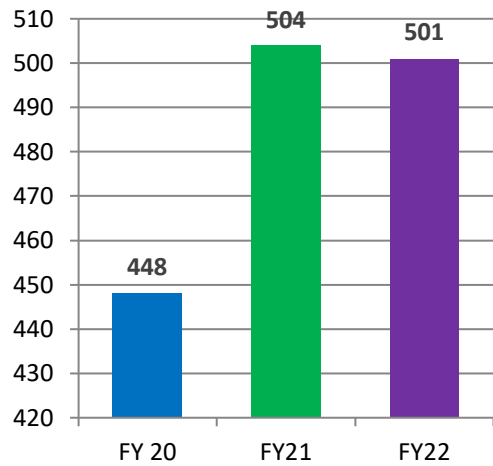
Historical Fire Facts (cont.)

Property Loss





Historical Dashboard





Fire Prevention

☐ Code Enforcement:

- ❖ Building Plan review

- ❖ Site Plan review

- ❖ Inspections

- ❖ Project Consultation

- ❖ Technical Advisory

- ❖ Interagency facilitation

☐ Educating the community:

- ❖ Contact during call responses

- ❖ Inspections

- ❖ Fire Drills

- ❖ Fire/Safety interactive lessons in schools

- ❖ Public safety discussions

- ❖ Station tours





SWOT Analysis

Strengths

- ❖ Diverse work force with well-rounded skills and backgrounds
- ❖ Excellent working relationship with neighboring communities
- ❖ Provide service for an extremely low cost
- ❖ Fire prevention

Weaknesses

- ❖ Average age of our apparatus
- ❖ Potential of increased response times
- ❖ On the low end of staffing for size of town, call volume, hazard load
- ❖ Resource limitations





Opportunities

- ❖ Grant funding
 - Staffing for Adequate Fire and Emergency Response Grant (SAFER)
 - Assistance to Firefighter Grant (AFG)
- ❖ Pursuit of missed cost recovery opportunities

Threats

- ❖ Failing to provide an adequate response.
- ❖ Losing public trust and respect by not meeting expectations
- ❖ Injury or loss of a firefighter due to inadequate staffing or equipment failure





Opportunities

- ❖ Educating town leadership and community of department needs & shortfalls
- ❖ Improved productivity through increased staffing

Threats

- ❖ Injury or loss of a civilian life due to increased response times, short staffing or equipment failure
- ❖ Catastrophic failures of vehicles/apparatus





Goals & Initiatives

□ Goal #1

❖ Continuously monitor adequacy of department resources

- Current staffing model creates holes at times for operational needs

❖ Per diem staffing limitations

- Compensation on the lower end of average; time/credential-based pay matrix
- Limited ability to fill vacancies

❖ Call member response difficulties

- Limited availability

❖ Inadequate administrative assistance

- Fire Prevention
- Administration (department head)





Goals & Initiatives (cont.)

□ Initiatives for goal #1

❖ Encourage time & credential pay scale (matrix)

- Competitive with market
- Rewards longevity in field and AFR
- Attracts higher caliber professionals

❖ Encourage federal grant opportunities for staffing

- SAFER funding for deferred cost of additional coverage
 - All personnel expenses paid by federal dollars for multiple years

❖ Supplement per diem coverage with full time

- Shift officer & EMT – permanent members assigned to shift
- Greater guarantee to fill daily vacancies as they arise
- Continued dependence on per diem with cushion of full-time personnel who can be mandated into open shifts





Goals & Initiatives (cont.)

□ Initiatives for goal #1

- ❖ Continue call member recruitment
- ❖ Additional (4th) provider on duty will contribute to better staffing for incident response (recommendation of career)
 - Career shift officer to fill gaps in officer coverage
- ❖ Increase shared use of Community Development (CD) specialist to assist Amherst Fire Rescue
 - Increased Fire Prevention efficiency with CD in-house managing calls/scheduling
 - Payroll, phones, written/electronic communications, etc
 - Improved focus on specific items currently competing for attention





Goals & Initiatives (cont.)

□ Goal #2

- ❖ Plug financial holes and pursue cost recovery

□ Initiatives for goal #2

- ❖ Encourage self-funding solutions to for protection shortages

- 4th provider daily (FF/EMT) to assist with annual inspections and cross use for emergency calls
 - ❖ Added safety from touring occupancies annually
 - Ability to manage correctable hazards prior to emergency response
 - ❖ Additional public interaction
 - ❖ Cost recovery opportunity through inspection fees



Goals & Initiatives (cont.)

□ Initiatives for goal #2

❖ Introducing permanent coverage into system....

	FF/Paramedic	Lt/AEMT
Salary, benefits (1)	\$90,000	\$100,000
Shifts (4)	\$360,000	\$400,000
Budgeted part time wages	(\$206,911)	\$0
Additional annual cost	\$153,089	\$400,000

❖ How 24-hour coverage

	Shift 1	Shift 2	Shift 3	Shift 4
Career	Lt/Paramedic	Lt/AEMT	Lt/Paramedic	Lt/AEMT
Career	FF/AEMT	FF/Paramedic	FF/AEMT	FF/Paramedic
Per diem	FF/EMT	FF/EMT	FF/EMT	FF/EMT
Per diem	EMT	EMT	EMT	EMT





Goals & Initiatives (cont.)

□ Initiatives for goal #2

- ❖ Revision of mechanical permit fee schedule
 - ❖ On the low end for cost-efficiency
 - ❖ Cost recovery opportunity
 - ❖ Fire prevention revenue to increase when using competitive rates

- ❖ Encourage a Revolving Fund to incorporate EMS transport revenue, Mont Vernon contract fees, and detail fees received





Goals & Initiatives (cont.)

□ Initiatives for goal #2

❖ Encouraging implementation of written EMS contract with Mont Vernon

- Question of contract language currently outlining commitments of Amherst or Mont Vernon

❖ Cost recovery opportunity

- Capital reserve fund supplement
- Operational costs shared proportionately

❖ *Advancement of Intermunicipal agreement process*





Goals & Initiatives (cont.)

□ Goal #3

- ❖ Decrease fleet vulnerability

□ Initiatives for goal #3

- ❖ Evaluate replacement schedule based on extended lead times for vehicles and equipment
 - Adhere to industry recommendations and lead times on capital replacement



Goals & Initiatives (cont.)



Goals & Initiatives (cont.)

Anticipated vehicle replacement costs (from

Vehicle/Equipment	Type	Model Year	Useful Life	Replacement Cost	Rep Year (FY)	Capital Reserve Additions	Capital Reserve Balance
					2022		\$1,252,409
Ambulance 2	Ambulance	2011	10	\$220,000	2023	\$257,000	\$1,032,409
Forestry 2	Pickup	2006	15	\$55,000	2023		\$977,409
Engine 5	Class A Pump	1991	25	\$575,000	2023		\$402,409
Car 2	SUV/Command	2009	12	\$45,000	2023	\$257,000	\$614,409
Forestry 1	Forestry	1982			2024	\$257,000	\$871,409
					2025	\$257,000	\$1,128,409
Car 3	Passenger Car	2016	10	\$0	2026	\$257,000	\$1,385,409
Lucas Device	Auto CPR	2016	10	\$19,600	2026		\$1,365,809
Tower 1	Tower/Ladder	1997	30	\$1,000,000	2027	\$257,000	\$622,809
Ambulance 1	Ambulance	2016	10	\$235,000	2027		\$387,809
Engine 3	Class A Pump	2003	25	\$605,000	2028	\$257,000	\$39,809
Washer Extractor	Gear Washer	2003	25	\$12,000	2028		\$27,809
Car 4	Paramedic SUV	2016	12	\$45,000	2029	\$257,000	\$239,809
Cardiac Monitors	Defibrillators	2019	10	\$31,100	2029		\$208,709
SCBA Fill Station	Air Compressor	2004	25		2029		\$208,709
Dryer	Gear Dryer	2019	10	\$8,100	2029		\$200,609
					2030	\$257,000	\$457,609
Car 1	SUV/Command	2019	12	\$55,000	2031	\$257,000	\$659,609
Tanker 1	Tanker	2007	25	\$500,000	2032	\$257,000	\$416,609



Goals & Initiatives (cont.)

COVID's lasting effects on emergency services....





Goals & Initiatives (cont.)

□ Goal #4

- ❖ Working through & beyond COVID-19

□ Initiative for Goal #4

- ❖ Manage obvious burnout affecting all professions

- Global shift in willingness to remain in healthcare
- Personal protective equipment (PPE) requirements
- Delays of patient transfer at overflowing hospitals

- ❖ Call volume fluctuations

- Increase/decrease based on all variables/unknowns
- Consistently inconsistent





Intermunicipal Agreement

- ❖ Contract EMS coverage with neighboring community
- ❖ Shared cost for the use of resources
- ❖ Efficient use of municipal resources in cost recovery
- ❖ Opportunities to grow departments through added revenue and better utilization of personnel/equipment
- ❖ Concept is utilized by many municipalities across state
 - Generally calculated by percentage of call volume (actual calls)
 - Sometimes calculated by percentage of population (potential calls)
 - Commonality of being a cost sharing venture
 - ❖ Percentage (%) of department operating budget





Intermunicipal Agreement (cont.)

Mont Vernon:

- ❖ 100-120 calls per year
- ❖ 10-12% of Amherst Fire Rescue call volume (EMS)
- ❖ Consumes any necessary personnel for EMS calls
 - First (A1) calls – use of daily EMS staffing (3)
 - Second (A2) calls – use of remaining EMS staff, Admin, call force
 - Use of all AFR transport vehicles in honoring commitment
- ❖ \$17,000 current annual payment for Amherst availability
 - \$46.57 per day
 - Disproportionate to cost & consumption of resources

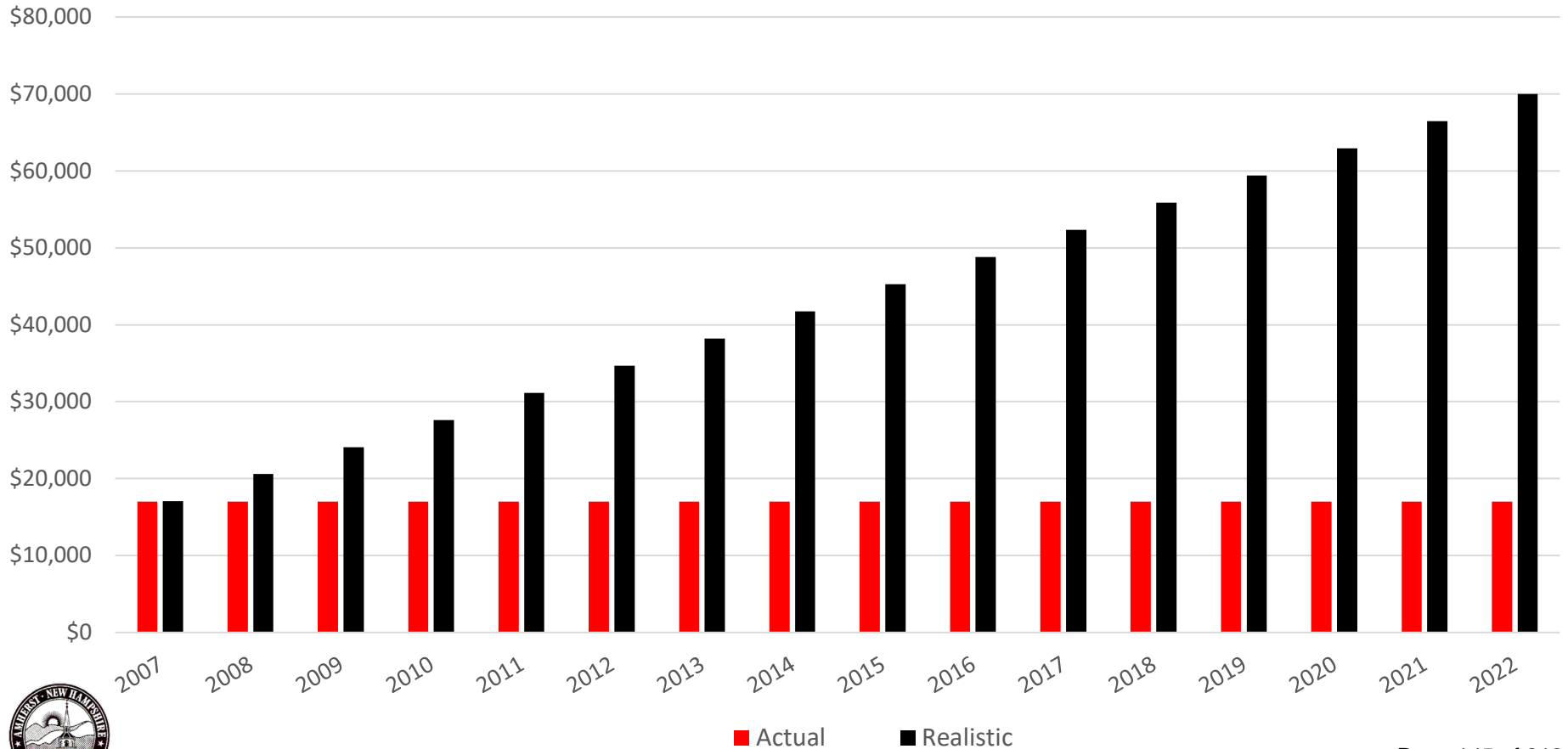




Intermunicipal Agreement (cont.)

- **Amherst / Mont Vernon**

Actual vs Realistic

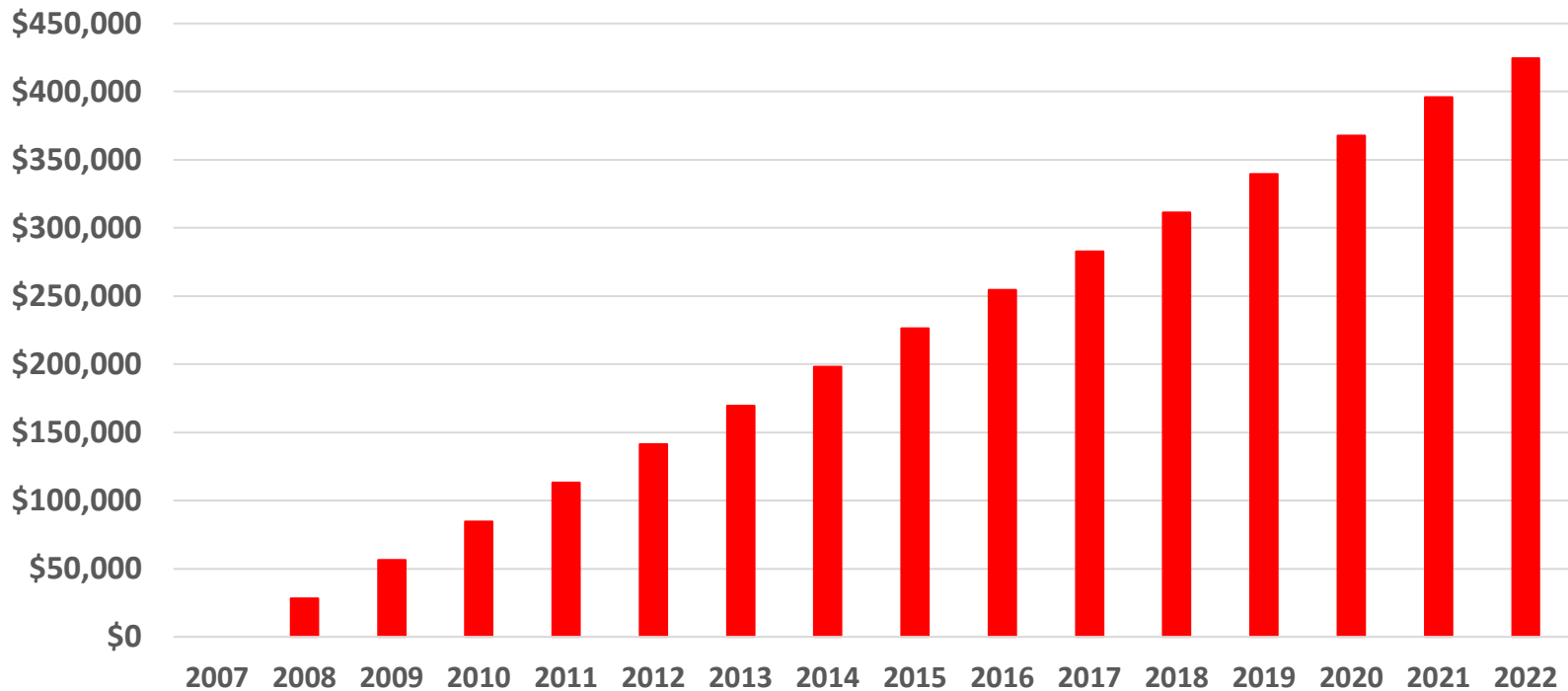




Intermunicipal Agreement (cont.)

- Amherst / Mont Vernon

Cumulative Revenue Potential





Intermunicipal Agreement (cont.)

❖ Increased Revenue utilization

❖ Supplement to capital reserve fund

- Offset capital purchases
- Shared financial responsibility for Amherst capital

❖ Personnel coverage

- Existing personnel
- Additional personnel

❖ Offset to equipment depreciation





Intermunicipal Agreement (cont.)

❖ Recommendation:

- Address inadequate contract fee with Mont Vernon
- Pursue appropriate contract agreement
 - ❖ Calculation based on call percentage as directly linked to AFR operational cost percentage
 - ❖ **\$70,000** annual contract fee, evaluated every 3 years
 - Significant savings to Mont Vernon over a population-based contract (2,793 or 19.5% of total population served)
 - Consistency with statewide trends
 - Appropriate fee for operational readiness



Intermunicipal Agreement (cont.)

Franklin:

- Coverage to Andover
- *Percentage of calls*

- Breakdown:
- 130 calls per year
- 6.8% of call volume in Andover
- \$80,000 or 6.8% of EMS budget

Wilton:

- Coverage to Lyndeborough, Greenfield
- *Percentage of calls*

- Breakdown:
- Wilton \$231,000 (56%, 275 calls)
- Greenfield \$103,000 (25%, 125 calls)
- Lyndeborough \$75,000 (18%, 90 calls)

Hopkinton:

- Coverage to Warner & Webster
- *Percentage of actual EMS costs (payroll, ambulances, supplies, equipment) over 3 years shared by percentage of use*

- Breakdown:
- Webster 10%
- Warner 33%
- Hopkinton 57%





- Amherst

DRAFT

*Proposed
contract
available
in its
entirety*

**AMBULANCE SERVICE AGREEMENT BETWEEN THE
TOWN OF AMHERST, NH
AND THE
TOWN OF MONT VERNON, NH**

This AGREEMENT shall be effective on the **1st** day of **January, 2023** by and between the Town of Amherst, NH and the Town of Mont Vernon, NH. This 3-year AGREEMENT shall remain in effect until **December 31, 2025** at midnight.

(Section 1.0) Purpose

- 1.1 The purpose of this agreement is for the Town of Amherst, NH to provide emergency medical services to the Town of Mont Vernon, NH.

Content and Responsibilities

(Section 2.0) Responsibilities of the Town of Amherst

- 2.1 The Town of Amherst shall operate an ambulance service, under the direction of Amherst Fire Rescue, on behalf of the Town of Mont Vernon. The service shall be licensed by the State of New Hampshire, Department of Safety and Bureau of EMS. The ambulance shall respond to emergencies in accordance with section five (5.0) of this agreement.





AFR Strategic Plan

Discussion





Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Ventrak Vacuum Collection System
Bid

Department: Parks & Recreation
Department

Meeting Date: October 11, 2022

Staff Contact: Craig Fraley

BACKGROUND INFORMATION:

The Recreation Department purchased a Ventrak 4500 tractor/mower in 2018. There are several attachments for the Ventrak and one of them is a leaf collection system that allows for better efficiency for the user. Ventrak is owned by the company MTE so units can only be purchased from an MTE company store. We have gotten three quotes from the three closest stores to Amherst and they all have the same price. We recommend purchasing from the Derry NH location as they are closest to Amherst. We currently have two mowers that have bagging capabilities, but one of those mowers is scheduled to be replaced within a year. The newer mower that we are looking at does not come with a bagging system, so we are looking to add a system to the Ventrak mower. For more information on the specific system, please follow the attached link. <https://www.ventrac.com/products/attachments/rv602>

BUDGET IMPACT:

(Include general ledger account numbers)

This collection system will be paid for out of the 02 revolving fund.

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

I recommend the purchase of the ventrac collection system to be used by our parks crew.

SUGGESTED MOTION:

I move that we accept the purchase of the Ventrak Vacuum Collection System for a price of \$8,807.10 from MTE Turf Solutions located in Derry NH.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Bid Documents for Ventrak

TOWN OF AMHERST

Town Department: Recreation

Date: October 11, 2022

Line Item: 02-4520-70-2740 – New Equipment Capital

Budget Amount:

Bid #: Item: Ventrac Leaf Collection System

Date Bid To Be Awarded: October 11, 2022

VENDOR Name and Address PRICE/UNIT TOTAL OTHER CONSIDERATIONS

MTE Turf Equipment Solutions
115 Franklin Street Ext.
Derry, NH 03038

\$8,807.10

MTE Turf and Equipment
Solutions
10 Green Mountain Dr.
Cohoes, NY 12047

\$8,807.10

MTE Turf and Equipment
Solutions
17 Pickett District Rd
New Milford CT 06776

\$8,807.10

Recommend bid be awarded to:

MTE Turf Equipment Solutions Derry
NH Store

Signature of Town Administrator/ Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.
Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to the meeting of the Board of Selectmen.



115 Franklin St. Ext.
 Derry, NH 03038
 Phone: (603) 404-2286
 Fax: (603) 216-1278
 mteequipmentsolutions.com

QUOTE - DO NOT PAY

Quote: 03-57034 PO:
 Date: 9/30/2022 CustId: AMHERST NH

Cust Email: lkimball@amherstnh.gov
 Phone: (603) 673-6248
 Salesperson: eburke
 User: eburke

Bill To: Town of Amherst , Recreation Dept Craig Fraley lkimball@amherstnh.gov Amherst, NH 03031 US	Ship To: Town of Amherst NH Keith Trott 4 Cross Road Amherst, NH 03031 US
---	---

Rick Hammond
 978-771-3545
 rick.hammond1@aol.com
 FAC 116 Pricing

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
59397	UN	Ventrac VNT.39.55361 Yr: 2022 S/N: RV602-AB01751 VNT - RV602 Collection Vac, High Lift	1.0000		\$8,995.00		\$8,995.00
VNT.70.8210	PA	WG - Kit, Vac Boot MS/MT Mowers	1.0000		\$475.00		\$475.00
Total:							\$9,470.00

Totals	Sub Total:	\$9,470.00
	Discount: 7.00%	(\$662.90)
	Total Tax:	\$0.00
	Invoice Total:	\$8,807.10

Signature: _____

PLEASE SIGN AND RETURN TO EXECUTE THIS CONTRACT. ALL PRICES QUOTED ARE REFLECTIVE OF A 3% CASH DISCOUNT. THERE WILL BE A 3% NON-CASH ADJUSTMENT ADDED FOR ANY NON-CASH PURCHASES. PAYMENT MUST BE MADE AT OR PRIOR TO DELIVERY. FOR ADDITIONAL TERMS AND CONDITIONS, PLEASE VISIT MTE.US.COM. FAX: 585-334-6332 OR EMAIL: BHOLMAN@MTE.US.COM. THIS DOCUMENT CONSTITUTES A LEGAL BINDING AGREEMENT.



QUOTE - DO NOT PAY

Quote: 03-57051

PO:

Date: 9/30/2022

CustId: AMHERST NH

Cust Email: lkimball@amherstnh.gov
 Phone: (603) 673-6248
 Salesperson: Idoucette
 User: Idoucette

10 Green Mountain Dr. Cohoes,
 NY 12047 1-518-783-0668

Bill To:

Town of Amherst , Recreation Dept
 Craig Fraley
 lkimball@amherstnh.gov
 Amherst, NH 03031 US

Ship To:

Town of Amherst NH
 Keith Trott
 4 Cross Road
 Amherst, NH 03031 US

FAC116 Contract Pricing

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
59397	UN	Ventrac VNT.39.55361 Yr: 2022 S/N: RV602-AB01751	1.0000	Y	\$8,995.00		\$8,995.00
VNT.70.8210	PA	VNT - RV602 Collection Vac, High Lift WG - Kit, Vac Boot MS/MT Mowers	1.0000		\$475.00		\$475.00
Total:							\$9,470.00

Totals	
	Sub Total: \$9,470.00
	Discount: 7.00% (\$662.90)
	Total Tax: \$0.00
	Invoice Total: \$8,807.10

Signature: _____

PLEASE SIGN AND RETURN TO EXECUTE THIS CONTRACT. ALL PRICES QUOTED ARE REFLECTIVE OF A 3% CASH DISCOUNT. THERE WILL BE A 3% NON-CASH ADJUSTMENT ADDED FOR ANY NON-CASH PURCHASES. PAYMENT MUST BE MADE AT OR PRIOR TO DELIVERY. FOR ADDITIONAL TERMS AND CONDITIONS, PLEASE VISIT MTE.US.COM. FAX: 585-334-6332 OR EMAIL: BHOLMAN@MTE.US.COM. THIS DOCUMENT CONSTITUTES A LEGAL BINDING AGREEMENT.



QUOTE - DO NOT PAY

Quote: 03-57047
Date: 9/30/2022

PO:
CustId: AMHERST NH

Cust Email: lkimball@amherstnh.gov
Phone: (603) 673-6248
Salesperson: SSmith
User: SSmith

17 Pickett District Rd Building
6 , New Milford CT 06776 1-
860-799-7555

Bill To:
Town of Amherst , Recreation Dept
Craig Fraley
lkimball@amherstnh.gov
Amherst, NH 03031 US

Ship To:
Town of Amherst NH
Keith Trott
4 Cross Road
Amherst, NH 03031 US

FAC116 Contract Pricing

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
59397	UN	Ventrac VNT.39.55361 Yr: 2022 S/N: RV602-AB01751	1.0000	Y	\$8,995.00		\$8,995.00
VNT.70.8210	PA	VNT - RV602 Collection Vac, High Lift WG - Kit, Vac Boot MS/MT Mowers	1.0000		\$475.00		\$475.00
						Total:	\$9,470.00

Totals	
Sub Total:	\$9,470.00
Discount: 7.00%	(\$662.90)
Total Tax:	\$0.00
Invoice Total:	\$8,807.10

Signature: _____

PLEASE SIGN AND RETURN TO EXECUTE THIS CONTRACT. ALL PRICES QUOTED ARE REFLECTIVE OF A 3% CASH DISCOUNT. THERE WILL BE A 3% NON-CASH ADJUSTMENT ADDED FOR ANY NON-CASH PURCHASES. PAYMENT MUST BE MADE AT OR PRIOR TO DELIVERY. FOR ADDITIONAL TERMS AND CONDITIONS, PLEASE VISIT MTE.US.COM. FAX: 585-334-6332 OR EMAIL: BHOLMAN@MTE.US.COM. THIS DOCUMENT CONSTITUTES A LEGAL BINDING AGREEMENT.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: New Hire - Part Time PMEC
Coordinator

Department: Parks & Recreation
Department

Meeting Date: October 11, 2022

Staff Contact: Craig Fraley

BACKGROUND INFORMATION:

The Parks and Recreation Department would like to hire Celina Dutremble as the new PMEC Coordinator Effective October 30, 2022. Celina has been an educator at PMEC since 2018. In that time, Celina created a number of new programs as well as taught the curriculums created for school enrichment programs. Celina is very creative and comes with a background in Parks and Recreation Management. Celina was the only internal candidate who applied for the position and we are very excited she is interested. This position is considered regular part-time and Celina will not work more than an average of 29.5 hours annually.

BUDGET IMPACT:

(Include general ledger account numbers)

This position is paid out of the 02 Revolving Fund.

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

Celina will be a great new addition to the Parks & Recreation Department.

SUGGESTED MOTION:

I move that we hire Celina Dutremble for the position of PMEC Coordinator, at Grade 5 Step 4 equaling \$21.93 per hour.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 20221006144800



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Crushed Gravel Bids
Meeting Date: October 11, 2022

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The DPW received bids for crushing our recycled asphalt/gravel pile to produce a finished crushed gravel product. We received two bids. Northeast Earth Mechanics, LLC submitted a price of \$6.85/ton for both 1 1/2" and 1 1/4" gravel. Kevin J. Grasset submitted a price of \$5.50/ton for 1 1/2" gravel, and \$6.60/ton for 1 1/4" gravel.

We recommend awarding the bid to Kevin J. Grasset for \$22,000 (4,000 tons @ \$5.50/ton).

BUDGET IMPACT:

(Include general ledger account numbers)

\$22,000 from 01-4312-60-2665 (Gravel)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Award bid to Kevin J. Grasset.

SUGGESTED MOTION:

I move to award bid# 06-23, "Crushed Gravel", for 4,000 tons of 1 1/2" crushed gravel, to Kevin J. Grasset for the amount of \$22,000, or \$5.50/ton.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. award 06-23
2. Kevin J Grasset Excavation LLC
3. Kevin Grasset_pricing_supplement
4. Northeast Earth Mechanics LLC
5. Northeast Earth email
6. crush gravel 06-23 bid documents

TOWN OF AMHERST

Town Department: DPW

Date: September 16, 2022

Line Item: 01-4312-60-2665

Budget Amount: 12,000.00

Bid #: 06-23 Item: Crushed Gravel

Date Bid To Be Awarded: September 26, 2022

<u>Vendor</u>	<u>Price</u>	<u>Total</u>	<u>Other Considerations</u>
1. Kevin J. Grasset Excavation LLC	5.50 per ton		\$6.60 per ton for 1¼" : \$5.50 per ton for 1½"
2. Northeast Earth Mechanics LLC	6.85 per ton		\$6.85 per ton for 1 ¼" and 1 ½"
3.			
4.			
5.			
6			

Recommend bid be awarded to: The DPW recommends that this bid be awarded to
Kevin J. Grasset Excavation, LLC

Signature of Town Administrator / Date

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

This bid has been posted on Construction Summary; Dodge Data & Analytics; New Hampshire Municipal Association; Associated General Contractor of New Hampshire and the Amherst NH website..

Kevin J. Grasset Excavation LLC

75 Merrimack Road ♦ Amherst, NH 03031
Phone 603-673-1483 ♦ Fax 603-673-1483

Department of Public Works
22 Dodge rd
Amherst NH 03031

Attn: Eric Slosek

Eric, Here is the additional pricing you requested for the crushing of asphalt at the DPW garage.

For 1 ¼" sized material it is \$6.60 per ton.

That is six dollars and 60/100 per ton

Should you have any other questions please feel free to contact me.

Respectfully,

Kevin J Grasset

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

BID NUMBER #05-23
CONTRACTOR'S PROPOSAL

To: Town of Amherst, NH:

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 06-23 Crushed Gravel with the General Provisions, Specifications and other bid documents and binds himself/herself and his/her company on award to them by the Board of Selectmen.

The Bidder herein agrees to supply the materials, equipment, and labor necessary to complete the items as stated below in accordance with the Town of Amherst's accepted standards and procedures to the satisfaction of the Director of Public Works for "Crushed Gravel" as described on the Specification Sheet.

No security bonds will be required however payment will not be made unless signed load slips are included with the statement. Payment will be made on or within 15 days of the approved amount of the invoice.

Additionally, the availability of service is a critical part of vendor consideration and selection. Should the lowest responsible bidder selected not be capable of meeting the delivery dates as established by the Amherst Public Works Department, then the Director of Public Works may select the next lowest responsible bidder for providing the service requested.

Crushed Gravel Produced:

Price per Ton (numerical)

\$ 6.85 / TON

Price per Ton (written words)

SIX DOLLARS EIGHTY FIVE CENTS / TON

Print Bidder/Contractor's Name NORTHEAST EARTH MECHANICS, LLC

JIMMY LOCKE PRESIDENT

Print Representative's Name and Title

Representative's Signature

159 BARNSTEAD ROAD

PITTSFIELD, NH 03063

Street

City, State and Zip Code

Eric Slosek

From: Jimmy Locke <jimmyl@neearth.com>
Sent: Tuesday, September 20, 2022 2:01 PM
To: Eric Slosek
Subject: Crushing

Follow Up Flag: Follow up
Flag Status: Flagged

[External Sender]:

Eric,

I took another look at it, and because the process is the same, and only the size of the screens we use would change, our price to crush 1-1/2" minus would be the same as our bid for 1-1/4" minus, \$6.85/ton.

For that matter, we could crush 1" minus for the same \$6.85/ton if desired.

As discussed, in the future, one of the best ways to drive the price per ton down is to do more tons per mobilization.

One last thought, if you went to a 2" minus, we could remove the screen from the process to save \$ (\$1.00/ton), but this is probably not a good idea, as the screen removes a lot of trash and undesirables, in addition to sizing.

Thanks for calling!

Jimmy Locke
603-234-4243

Town of Amherst

Department of Public Works



Crushed Gravel

Bid Document and Technical Specifications

06-23

By: Eric Slosek



DEPARTMENT OF PUBLIC WORKS

22 Dodge Road
Amherst, NH 03031
Tel. (603) 673-2317
eslosek@amherstnh.gov

Invitation to Bid

The Town of Amherst, Department of Public Works seeks sealed bids from qualified bidders to enter into an agreement ending June 30th, 2023, with a contractor who can produce by means of a portable crusher, crushed gravel on site.

Each bid shall be submitted in a sealed envelope clearly identified with the Bidder's name and marked on the outside **Town of Amherst bid #06-23 "Crushed Gravel"** and will be received at the Town Administrator's office, 2 Main Street, Amherst, NH 03031, until **1PM on Friday, September 16, 2022**. Bids submitted after this time will not be accepted.

Shortly thereafter, Bids will be publicly opened and read aloud from any available office or conference room, Town Hall, 2 Main Street, Amherst, NH. Bids when opened shall be irrevocable for a period of thirty (30) calendar days following bid-opening date. Following a review of the Bids, a recommendation will be made to the Board of Selectmen who will award the Bid at a regular public meeting.

Bidding Documents may be obtained, at no charge, at the Public Works Office at 22 Dodge Road in Amherst, NH or on the Amherst town website:
<https://www.amherstnh.gov/public-works/news/bid-opportunities>.

Bids shall be submitted on the bid form furnished herewith and shall exclude state and federal tax not applicable to municipalities.

The initial contract is to commence with the signing of this agreement, and end on June 30th, 2023. The contract term generally coincides with the Town's fiscal year 2023 (July 2022-June 2023). Thereafter, the contract may be renewed by mutual agreement for a period not to exceed one (1) additional fiscal year.

The Town of Amherst reserves the right to reject any or all proposals, waive irregularities, to advertise for new proposals, and to make awards as may be deemed to be in the best interest of the town overall.

Appointments can be made to look at the material to be crushed by calling the DPW office at 603-673-2317.

Crushed Gravel **SPECIFICATIONS**

In general, the *Scope of work* under this contract includes:

- Within sixteen weeks of contact, the contractor shall make available at 22 Dodge Road in Amherst portable crushing equipment and manufacture approximately 4,000 tons of crushed gravel per appointment (unless a lesser amount is agreed by both parties). At a minimum, the crushed gravel shall be produced as follows:
 - Turnkey closed circuit crushing system capable of reducing two-foot rock, recycled asphalt, bank run gravel, brick, and concrete block, to produce a processed 1 ¼ minus gravel rap material.
 - Calibrated belt scale for tonnage measure

Telephone and FAX Number Date

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

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

AGREEMENT

This AGREEMENT is made September _____, 2022, BETWEEN the Owner: Town of Amherst

and the Contractor: _____ for the

following Project: **“Town of Amherst Bid #06-23 Crushed Gravel”**.

The Owner and Contractor agree as follows:

**ARTICLE I
THE CONTRACT DOCUMENTS**

The contractor shall complete the Work described in the Contract Documents for the project. The Contract documents consist of:

- 1) Invitation to Bid.
- 2) Specifications dated August 29, 2022.
- 3) Contractor’s Proposal.
- 4) Any issued addenda.
- 5) This agreement signed by the Owner and the Contractor.
- 6) Written change orders or orders for minor changes in the Work issued after execution of this Agreement.

**ARTICLE II
DATE OF COMMENCEMENT AND FINAL COMPLETION DATE**

The date of commencement shall be the date of this Agreement. The Contractor will produce through crushing approximately 4,000 tons of crushed gravel after request by the town is made and complete the work no later than June 30th, 2023.

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

**ARTICLE III
CONTRACT SUM**

Subject to additions and deductions by Change Order, the Contract Sum for crushed gravel is:

Crushed Gravel Produced:

Price per Ton (numerical) \$ _____

Price per Ton (written words) _____

**ARTICLE IV
PAYMENT**

Based on the Contractor's Application for Payment for completed work, certified by the Owner or the Owner's Agent, the Owner shall pay the Contractor as follows:

1. Submittal shall be for completed work only.
2. All invoices must be accompanied by a signed load slip.
3. Work shall be certified, and payment made, on or within 15 days of the approved amount of the invoice.
4. Performance-Payment Security shall not be required.

**ARTICLE V
INSURANCE**

The Contractor shall provide satisfactory evidence of both Contractor's Liability and Workers Compensation Insurance.

OWNER, by its Selectmen

CONTRACTOR

Peter Lyon, Chair

(Signature of Company Executive)

Thomas Grella, Vice Chair

Printed name, title, and address

Danielle Pray, clerk

Telephone Number

Will Stoughton, Member

Fax line number

John D'Angelo, Member

-OR-

Dean E. Shankle, Jr., Ph. D, Town Administrator



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Bridge Contracts Update

Department: Public Works

Meeting Date: October 11, 2022

Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The DPW Director would like to reaffirm the Board's position to authorize the Town Administrator to sign documents related to the ongoing bridge projects in Amherst. The Board last approved the TA to sign related documents at the July 24, 2017 meeting.

An update of the latest information regarding the Thornton Ferry Rd. 1 bridge closure will also be provided.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. bos_minutes_07-24-17
2. 4593_001

36 Beach Enhancements

37
38 Town Administrator O’Mara went through a memorandum sent to the Board listing a number of
39 beach traffic enhancements as follows:

- 40
- 41 • The Police Department will drive Broadway at least once between noon and 2:00 p.m. to
- 42 ensure the roads are passable.
- 43 • Fire Rescue will have A-1 drive Broadway a couple of times during the 6:00 a.m. – 6:00 p.m.
- 44 shift. Any weekend fire apparatus driver training will include the Broadway loop.
- 45 • Recreation Department Director will assign a gate guard as a parking attendant in the lot.
- 46 There are 96 parking spaces.
- 47 • The beach director or assistant will notify the communications center when the lot is full.
- 48 • They will install the “temporary police order” of no parking sign from the corner of the parking
- 49 lot driveway exit closest to the building to the town’s right of way on the shore side of
- 50 Broadway.
- 51 • An advisory beach exit sign, using an arrow or hand, recommending those exiting the beach
- 52 parking lot turn left will be installed.
- 53 • Staff will review all town land around the beach and create drawings of the current parking
- 54 layout and propose more effective use of town land as it relates to street parking.
- 55 • As a more long-term solution, a subcommittee of the Highway Safety Committee convened
- 56 and their recommendation is that the Board pass a no parking ordinance as soon as possible
- 57 consistent with the temporary measure in the previous bullet.
- 58

59 The Board asked Town Administrator O’Mara to schedule two required public hearings to receive
60 comments on the possible creation of a “No Parking” ordinance for the town beach area.
61 Administrator O’Mara will post the public hearings, the first of which will be held on August 14th.
62 Selectman Lyon thanked the police chief, town administrator and others for their good work on the
63 matter.

64
65 **Chairman Brew adjusted the agenda to take up agenda items 5.2 and 5.3.**

66
67 5.2 Town Bridge Engineering

68
69 Director of Public Works, Bruce Berry, came forward to seek the Board’s approval to move
70 forward on the Mont Vernon Road Bridge work. He went through the scope of services as listed
71 in an agreement between the town and Hoyle, Tanner & Associates, Inc. described as follows:
72 preparation of an engineering study for replacement of the Mont Vernon Road Bridge and
73 associated roadway approach work. The total length of the project is approximately 500 feet.
74 Additional services include the necessary topographic survey, hydraulic and hydrologic analysis,
75 geotechnical and preliminary cultural resources coordination. The project will be administered
76 through the NHDOT Municipal Bridge Aid Program.

77
78 Vice Chairman Jensen moved, second by Selectman Grella, to accept the agreement with Hoyle,
79 Tanner & Associates, Inc. for bridge engineering at the Mont Vernon Road Bridge over Ceasar’s
80 Brook and the Thornton Ferry Road Bridge over Beaver Brook and to authorize the Town
81 Administrator to sign related documents on behalf of the Board of Selectmen. Motion passed
82 unanimously, 4-0. Selectman Lyon pointed out that the first bridge cost equals about \$61,000; the
83 second bridge cost \$73,000 with 80 percent of the cost being returned to the town from the state.
84 Chairman Brew indicated that it will be a couple of years before they receive reimbursement.

**STATE BRIDGE AID PROGRAM
PROJECT AGREEMENT
FOR**

TOWN OF AMHERST

STATE PROJECT #: 40654
STATE VENDOR #: 177351
UNIQUE ENTITY IDENTIFIER #: VGY1L6J86KA9

THIS AGREEMENT, made and entered into this ____ day of _____, 2022, between the State of New Hampshire, acting through its Department of Transportation, hereinafter called the "DEPARTMENT", and the Town of Amherst, hereinafter called the "PROJECT SPONSOR".

WHEREAS, the DEPARTMENT and the PROJECT SPONSOR have determined that a project to replace the Mont Vernon Road bridge over Ceasars Brook (Br. #112/071) in the Town of Amherst is an eligible project for funding under the State Bridge Aid Program created under RSA 234; and

WHEREAS, the DEPARTMENT has established Project #40654 (the "Project") for the project, with the project funding and target ad year as represented in the table below; and

Programmed Year of Advertisement	Participating State Share 80%	Participating Local Share 20%	Additional Non- Participating Funds	Total Budget
2023	\$817,630.40	\$204,407.60	\$0.00	\$1,022,038.00

WHEREAS, the PROJECT SPONSOR has submitted an Application to sponsor the Project (the "Application") and the DEPARTMENT has accepted the Application; and

WHEREAS, the Application, by reference, is hereby made a part of this AGREEMENT; and

WHEREAS, the PROJECT SPONSOR desires to act as Sponsor and Manager of the Project; and

WHEREAS, the DEPARTMENT desires to cooperate with the PROJECT SPONSOR in accomplishing the Project;

NOW, THEREFORE, in consideration of the above premises and in further consideration of the agreements herein set forth by and between the parties hereto, it is mutually agreed as follows:

I. DUTIES AND RESPONSIBILITIES OF THE PROJECT SPONSOR:

- A. The PROJECT SPONSOR shall comply with all Federal and State of New Hampshire laws and rules, regulations, and policies as applicable under the State Bridge Aid Program.
- B. The PROJECT SPONSOR shall manage the design, environmental study, right-of-way acquisition and construction of the Project. This management is described in the current version of the DEPARTMENT's document titled "New Hampshire Department of Transportation Process for Municipally-Managed State Bridge Aid Program Projects", as it may be amended from time to time, and by reference is hereby incorporated and made a part of this AGREEMENT.

- C. The PROJECT SPONSOR shall provide or cause to provide for both the maintenance of the Project during construction and subsequent maintenance of all Project elements once the work under this AGREEMENT is completed.
- D. In accordance with TRA 501.13, the PROJECT SPONSOR shall submit invoices to the DEPARTMENT for reimbursement of its share of the amounts paid to engineering, environmental and/or right-of-way consultants and construction contractors for the performance of the work set forth and agreed upon at the scoping meeting. The invoice structure shall include details of work completed consistent with the Scope of Work as defined in the Application, as well as backup information to support the charges. The PROJECT SPONSOR shall certify that the invoices properly represent payment for work that has been completed and paid for by the PROJECT SPONSOR.
- E. The PROJECT SPONSOR agrees to maintain financial records pertinent to the development of the Project for three (3) years beyond the date of the Project's final reimbursement letter from the DEPARTMENT, and to make the records available to the DEPARTMENT upon request.
- F. The PROJECT SPONSOR shall defend, indemnify and hold harmless the DEPARTMENT and its officials, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any act or omission of the PROJECT SPONSOR or its subcontractors in the performance of this AGREEMENT. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State of New Hampshire or the DEPARTMENT, which immunity is hereby reserved. This covenant shall survive the termination of this AGREEMENT.
- G. If the PROJECT SPONSOR defaults or fails to fulfill any part of this AGREEMENT, the PROJECT SPONSOR shall be required to reimburse the DEPARTMENT for all funds expended under this Project.

II. DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT:

- A. The DEPARTMENT shall review the Project plans, environmental documents, and contract documents.
- B. The DEPARTMENT shall reimburse its share to the PROJECT SPONSOR after receipt and approval of properly documented invoices that have been certified by the PROJECT SPONSOR as properly representing work that has been completed and paid for by the PROJECT SPONSOR. Reimbursements will be made in accordance with the "New Hampshire Department of Transportation Process for Municipally-Managed State Bridge Aid Program Projects" as referenced in this Agreement in Section IB.

III. IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE DEPARTMENT AND THE PROJECT SPONSOR:

- A. That the PROJECT SPONSOR will not incur any Project costs nor enter into any agreement with any third party, including but not limited to consultants, contractors, or engineers until such time that it receives a written notice to proceed from the DEPARTMENT to do so.

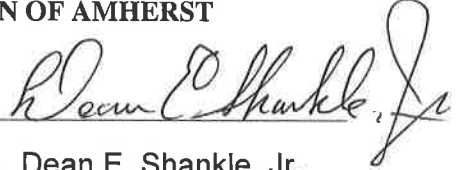
- B. That the maximum amount of funds available for this Project for reimbursement under this AGREEMENT from the DEPARTMENT shall be as set forth in the Table on page 1 herein. As the scope of the Project is finalized, should the costs for the Project exceed the amount budgeted, the DEPARTMENT agrees to review Project costs for consideration of additional funding. The DEPARTMENT will not be responsible for any expenses or costs incurred by the PROJECT SPONSOR under this AGREEMENT in excess of the above amount unless the DEPARTMENT expressly authorizes additional funding prior to the work being performed.
- C. That the PROJECT SPONSOR agrees to commence the Project at least two (2) years prior to the Programmed Year of Advertisement as set forth in the Table on page 1 unless the Programmed Year of Advertisement is less than 2 years from the date of this agreement, and substantially complete the Project 2 years after the Programmed Year of Advertisement as set forth in the Table on page 1, unless earlier terminated as provided herein. The PROJECT SPONSOR may apply to the DEPARTMENT for an extension to either deadline. Such application for extension must be made in writing, providing an explanation of the reasons for the delay, and proposing a revised schedule. Failure to meet any deadline without good cause may cause the DEPARTMENT to cancel its participation in this Project at its sole discretion, in which case any remaining funds will be forfeited. The PROJECT SPONSOR is responsible for informing and coordinating a new Project completion date that will need to be approved by the DEPARTMENT if any condition arises that may result in deadline being unattainable.
- D. This AGREEMENT may be amended to incorporate changes in project scope, schedule and/or budget that may arise through the development and design stages of the project, pursuant to approval by the Governor and Executive Council as Item No. 47 on March 23, 2022. Such amendments will be effective upon execution of an instrument in writing signed by both parties hereto. Otherwise, this AGREEMENT may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver of discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.
- E. This AGREEMENT is contingent upon the appropriation of sufficient funds from the State of New Hampshire Legislature. If sufficient funds are not appropriated, the DEPARTMENT may terminate this AGREEMENT upon thirty (30) days' written notice to the PROJECT SPONSOR. Such termination shall relieve the DEPARTMENT and the PROJECT SPONSOR from obligations under this AGREEMENT after the termination date.
- F. Pursuant to authorization by the Governor and the Executive Council, as Item No. 47 on March 23, 2022, this AGREEMENT is effective upon the date shown on page one of this AGREEMENT. The DEPARTMENT will include this AGREEMENT in its annual report to the Governor and the Executive Council on the status of all active State Bridge Aid projects.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the date first written above.

**NEW HAMPSHIRE DEPARTMENT
OF TRANSPORTATION**

By: _____
Victoria F. Sheehan
Commissioner
State of New Hampshire
Department of Transportation

TOWN OF AMHERST

Signature: 
Name (typed): Dean E. Shankle, Jr.
Title: Town Administrator



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Hiring of a Call Firefighter
Meeting Date: October 11, 2022

Department: Fire Rescue
Staff Contact: Matt Conley

BACKGROUND INFORMATION:

In order to continue our call firefighter system of providing Fire Rescue services to the community, we periodically need to add to the roster.

BUDGET IMPACT:

(Include general ledger account numbers)

With the schedule set at 24/7 - 365 there is no change to adding another employee.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

To continue with consistency on our operation I recommend adding this applicant to our roster.

SUGGESTED MOTION:

For the BOS to approve the hiring of William White to the current roster and position of Probationary Call Firefighter for Amherst Fire Rescue at the recommendation of Chief Matthew Conley. His hourly rate is \$11.44.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. White, William



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Rescue Pumper Purchase
Meeting Date: October 11, 2022

Department: Fire Rescue
Staff Contact: Matt Conley

BACKGROUND INFORMATION:

As part of our Capital Improvement Plan, this purchase is to replace the 1991 Engine.

BUDGET IMPACT:

(Include general ledger account numbers)

Payment comes from CIP

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

To award the purchase of the new Rescue Pumper from Toyne Fire Apparatus for the amount of \$706,796.08.

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Amherst Arrow XT Pumper 10.6.2022
2. Toyne Fire Apparatus 10.6.2022
3. Rescue Pumper Bid Document 10.5.2022

October 6th, 2022

John Bowler
Lieutenant
Amherst Fire Department
177 Amherst St.
Amherst, NH 03031

Lt. Bowler,

As you know, Cummins has increased the pricing of their motors industry wide on October 1st 2022. Below is an updated quote for the ArrowXT Pumper.

Pierce ArrowXT Pumper - **\$779,990.00**

100% Prepay Discount – **-\$27,724.00**

If a contract is signed before end of business day on October 31st 2022, deduct: **\$41,812.00**

This price will expire end of business day on November 30th 2022. I look forward to hearing back from you soon.

Sincerely,



Nick Hilton
Allegiance Fire & Rescue
New Hampshire Sales Representative
NHilton@allegiancefr.com
Cell: 508-245-4509





**PROPOSAL
TO FURNISH FIRE APPARATUS**

TO: Amherst Fire-Rescue
177 Amherst Street
Amherst, NH 03031

DATE: 09/12/2022

DEALER: Eastern Fire Apparatus, LLC

Toyne, Inc. hereby proposes to manufacture and furnish you, subject to your acceptance of this proposal and the proper signing and execution of the attached contract or purchase order, by the parties thereto, the apparatus and equipment herein described and for the following prices listed below. In the event the uses his own purchase order or its own contract pages in lieu of signing the attached contract, it shall be understood by all parties that all terms and conditions of the attached contract and addendum(s) shall take precedence over any and all other documents.

One (1) Toyne 1000 gallon Bolted Stainless Pumper on a Spartan MetroStar chassis, for the sum of:

Seven hundred twenty-one thousand six hundred sixty-four dollars and thirty-six cents

\$721,664.36

No federal, state or local taxes are included.

Delivery shall commence within 500 calendar days

All apparatus and equipment shall be manufactured in accordance with the attached specifications with the same specifications becoming a part of the contract. Delivery shall be made within the time specified below after receipt and acceptance by TOYNE, INC. of the properly signed and executed contract and addendum(s). The delivery time indicated is based on the best delivery knowledge available at this time. Delivery shall be contingent upon delays or failure to deliver from our suppliers, delays caused by, or resulting from labor problems, chassis shortages, strikes, fire, flood, accidents or other acts of God, or any other circumstances which are beyond the control of this corporation.

TERMS OF PAYMENT: All apparatus shall be paid NET UPON DELIVERY AND ACCEPTANCE. In the event equipment shortages occur, the PURCHASER is to pay full purchase price less a 5% retainage for such shortage. Any amount deducted is then payable upon receipt and acceptance of such shortages.

All prices or quotations are subject to change or withdrawal unless accepted within 45 days from the date herein set forth.

BY: Gerald McKay

Gerald McKay

Authorized Sales Representative, Toyne, Inc.



**PROPOSAL
TO FURNISH FIRE APPARATUS**

TO: Amherst Fire-Rescue
177 Amherst Street
Amherst, NH 03031

DATE: 09/12/2022

DEALER: Eastern Fire Apparatus, LLC

Toyne, Inc. hereby proposes to manufacture and furnish you, subject to your acceptance of this proposal and the proper signing and execution of the attached contract or purchase order, by the parties thereto, the apparatus and equipment herein described and for the following prices listed below. In the event the uses his own purchase order or its own contract pages in lieu of signing the attached contract, it shall be understood by all parties that all terms and conditions of the attached contract and addendum(s) shall take precedence over any and all other documents.

One (1) Toyne 1000 gallon Bolted Stainless Pumper on a Spartan MetroStar chassis, for the sum of:

Seven hundred six thousand seven hundred ninety-six dollars and eight cents

\$706,796.08

This price is calculated with a 100% prepayment made at signing of contract

No federal, state or local taxes are included.

Delivery shall commence within 500 calendar days

All apparatus and equipment shall be manufactured in accordance with the attached specifications with the same specifications becoming a part of the contract. Delivery shall be made within the time specified below after receipt and acceptance by TOYNE, INC. of the properly signed and executed contract and addendum(s). The delivery time indicated is based on the best delivery knowledge available at this time. Delivery shall be contingent upon delays or failure to deliver from our suppliers, delays caused by, or resulting from labor problems, chassis shortages, strikes, fire, flood, accidents or other acts of God, or any other circumstances which are beyond the control of this corporation.

TERMS OF PAYMENT: All apparatus shall be paid NET UPON DELIVERY AND ACCEPTANCE. In the event equipment shortages occur, the PURCHASER is to pay full purchase price less a 5% retainage for such shortage. Any amount deducted is then payable upon receipt and acceptance of such shortages.

All prices or quotations are subject to change or withdrawal unless accepted within 45 days from the date herein set forth.

BY:

Gerald McKay

Authorized Sales Representative, Toyne, Inc.

TOWN OF AMHERST

Town Department: Fire Rescue

Date: 10/5/2022

General Ledger Account Number/Description:

Budget Amount:

Bid #:

Item:

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
Toyne Fire Apparatus 104 Granite Street Breda, Iowa 51436	\$721,664.36		Pay in advance \$706,796.08 Radios at a later date with different vendor.
Pierce Manufacturing 2600 American Drive Appleton, WI 54914	\$779,990.00		Pay in advance \$738,178.00 Radios at a later date with different vendor.

Recommend bid be awarded to: Toyne Fire Apparatus

Signature of Town Administrator/Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder. Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Town Administrator at least one week prior to the Board of Selectmen meeting.



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

Title: Town Common Use Request: Annual Amherst Tree Lighting
Department: Administration

Meeting Date: October 11, 2022

Staff Contact:

BACKGROUND INFORMATION:

The Annual Amherst Tree Lighting has been set for Friday December 9, 2022 .

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the request for use of the Town Common for the Annual Amherst Tree Lighting, scheduled for Friday December 9, 2022 from 5-7pm.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Tree Lighting Request Dec 9 2022 - signed

**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: Amherst Tree Lighting Ceremony Contact Name: Michelle Arbogast

Contact Phone Number: 603-459-5427 Contact e-mail: marbogast@gmail.com

Date of Event: 12/9/2022 Hours (from/ to): ~5-7 pm Number of est. participants: 150

Will you need Electricity? Yes If so, for what? Lights and sound

Wish to bring anything onto the Commons ? IF so, what? Boy Scouts will bring cocoa and chestnuts, church will bring cookies

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) Not sell

Brief Description of event.:

Amherst citizens gather to watch a roughly 30 minute tree lighting ceremony performed by local groups/individuals.

We typically borrow the Town's sound system and DPW sets up the stage and lights. We light the former memory tree on the Town Hall side of the green.

An Amherst police officer brings Santa to the Green.

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

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

Applicant Signature: Michelle Arbogast Date: 9/28/22

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

Chief of Police Approval: Signature  Date: Oct 3, 2022
Mark O. Reams (Oct 3, 2022 13:51 EDT)

Fire/ Rescue Chief Approval: Signature  Date: Oct 3, 2022
Matthew Conley (Oct 3, 2022 13:55 EDT)

Public Works Director Approval: Signature  Date: Oct 4, 2022
Eric M. Slosek (Oct 4, 2022 06:58 EDT)

BOS Approval: Chair's Signature _____ Date: _____












Tree Lighting Request, Dec 9, 2022


Final Audit Report

2022-10-04


Created:	2022-10-03
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMr1X5firkGlt5UiZ6JBeAeS0Ckt9G6Q8

"Tree Lighting Request, Dec 9, 2022" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)
2022-10-03 - 5:45:32 PM GMT
-  Document emailed to mreams@amherstnh.gov for signature
2022-10-03 - 5:46:02 PM GMT
-  Email viewed by mreams@amherstnh.gov
2022-10-03 - 5:51:33 PM GMT
-  Signer mreams@amherstnh.gov entered name at signing as Mark O. Reams
2022-10-03 - 5:51:52 PM GMT
-  Document e-signed by Mark O. Reams (mreams@amherstnh.gov)
Signature Date: 2022-10-03 - 5:51:53 PM GMT - Time Source: server
-  Document emailed to Matthew Conley (mconley@amherstnh.gov) for signature
2022-10-03 - 5:51:55 PM GMT
-  Email viewed by Matthew Conley (mconley@amherstnh.gov)
2022-10-03 - 5:54:55 PM GMT
-  Document e-signed by Matthew Conley (mconley@amherstnh.gov)
Signature Date: 2022-10-03 - 5:55:23 PM GMT - Time Source: server
-  Document emailed to eslosek@amherstnh.gov for signature
2022-10-03 - 5:55:25 PM GMT
-  Email viewed by eslosek@amherstnh.gov
2022-10-04 - 10:56:47 AM GMT
-  Signer eslosek@amherstnh.gov entered name at signing as Eric M. Slosek
2022-10-04 - 10:58:04 AM GMT

 Document e-signed by Eric M. Slosek (eslosek@amherstnh.gov)

Signature Date: 2022-10-04 - 10:58:05 AM GMT - Time Source: server- Signature captured from device with phone number XXXXXXX5576

 Agreement completed.

2022-10-04 - 10:58:05 AM GMT



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: October 11, 2022

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Veteran Tax Credit

Item A. I have reviewed the attached Veteran Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2023 tax year.

Suggested Motion:

Our Assessor has reviewed the application for the Veteran Tax Credit under RSA 72:28 and recommends approval. Therefore, I move to approve the Veteran Tax Credit for Map 005, Lot 111-009 commencing in tax year 2023.

Service-Connected total Disability Tax Credit

Item B. I have reviewed the attached Service-Connected Total Disability Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:35 for the 2023 tax year.

Suggested Motion:

The Assessor has reviewed the application for the Service-Connected Total Disability Tax Credit under RSA 72:35 and recommends approval. Therefore, I move to approve the Service-Connected Total Disability Tax Credit for Map 005, Lot 111-009 commencing in tax year 2023.

Veteran Tax Credit

Item C. I have reviewed the attached Veteran Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2023 tax year.

Suggested Motion:

Our Assessor has reviewed the application for the Veteran Tax Credit under RSA 72:28 and recommends approval. Therefore, I move to approve the Veteran Tax Credit for Map 007, Lot 010-000 commencing in tax year 2023.

Service-Connected Total Disability Veteran Tax Credit

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

Suggested Motion:

Our Assessor has reviewed the applications for the Service-Connected Total Disability Tax Credit under RSA 72:35 and recommends approval. Therefore, I move to approve the 2023 Service-Connected Total Disability Tax Credit for Map 007, Lot 010-000 commencing in tax year 2023.

Timber Tax Levy Yield Tax

Item E. The attached is a Timber Tax Levy and Certification of Yield Tax to be collected by the Tax Collector for the cutting of timber. The Department of Revenue provides the stumpage values that are used to calculate the tax.

Suggested Motion:

Therefore, I move to approve and sign the Timber Tax Levy and Certification of Yield Tax in the amount of \$195.14 for Map 008, Lot 077-076.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Item A Confidential
2. Item B Confidential
3. Item C Confidential
4. Item D Confidential
5. Item E Timber Tax Levy



OFFICE OF THE ASSESSOR
2 Main Street
Amherst, NH 03031
Michele Boudreau Executive Asst.
Tel. (603) 673-6041 ex. 202 Fax (603) 673-4138

TIMBER TAX LEVY (Item E in Cover Memo)

To: Board of Selectmen
Dr. Dean Shankle, Town Administrator

From: Michele Boudreau, Executive Assistant, Assessing

Date: September 28, 2022

RE: Yield Tax, Map 008, Lot 077-076

The attached is a Timber Tax Levy and Certification of Yield Tax to be collected by the Tax Collector for the cutting of timber. The Department of Revenue provides the stumpage values that are used to calculate the tax.

Suggested Motion:

Therefore, I move to approve and sign the Timber Tax Levy and Certification of Yield Tax in the amount of \$195.14 for Map 008, Lot 077-076.

TOWN / CITY: AMHERST
 COUNTY: HILLSBOROUGH
 OWNER: NORTH RIVER ROAD LLC
 COMPANY / OWNER 2:
 ADDRESS: 215 NORTH RIVER RD
 TOWN / STATE / ZIP: MILFORD NH 03055

INTENT FILED DURING TAX YEAR: April 1, 2022 September 30, 2022
 ACCOUNT & SERIAL #: 1450
 TAX MAP & LOT #: 008-077-076
 OPERATION #: 22-013-01-T
 DATE OF BILLING: OCTOBER 14, 2022

SPECIES	LOW	HIGH	CORDS		RANGE DIFFERENCE	RATING %	STUMPAGE VALUE*	BOARD FEET (In Thousands)	#TONS	#CORDS
	MBF	MBF	LOW	HIGH						
WHITE PINE	\$100.00	\$200.00			\$100.00	0.33	\$ 133.00	10.765		
HEMLOCK	\$25.00	\$65.00			\$40.00	1.00	\$ 65.00	0.000		
RED PINE	\$20.00	\$60.00			\$40.00	1.00	\$ 60.00	0.000		
SPRUCE & FIR	\$60.00	\$125.00			\$65.00	1.00	\$ 125.00	0.000		
HARD MAPLE	\$140.00	\$400.00			\$260.00	1.00	\$ 400.00	0.000		
WHITE BIRCH	\$50.00	\$100.00			\$50.00	1.00	\$ 100.00	0.000		
YELLOW BIRCH	\$75.00	\$250.00			\$175.00	0.33	\$ 132.75	0.035		
OAK	\$200.00	\$500.00			\$300.00	0.33	\$ 299.00	0.215		
ASH	\$75.00	\$200.00			\$125.00	0.33	\$ 116.25	0.445		
SOFT MAPLE	\$50.00	\$150.00			\$100.00	0.33	\$ 83.00	0.305		
BEECH/PALLET/TIE LOGS	\$25.00	\$75.00			\$50.00	0.33	\$ 41.50	7.505		
PINE BOX / PALLET	\$5.00	\$25.00			\$20.00	1.00	\$ 25.00	0.000		
OTHER: Hickory	\$25.00	\$75.00			\$50.00	0.33	\$ 41.50	0.335		
OTHER:	\$0.00	\$0.00			\$0.00	1.00	\$ -	0.000		
OTHER:	\$0.00	\$0.00			\$0.00	1.00	\$ -	0.000		
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	RATING %	STUMPAGE VALUE TONS	STUMPAGE VALUE CORDS	#TONS	#CORDS
SPRUCE & FIR	\$0.00	\$1.00			\$1.00	0.00	\$ -		0.000	
HARDWOOD & ASPEN	\$1.00	\$4.00			\$3.00	0.33	\$ 1.99		19.170	
PINE	\$0.00	\$0.50			\$0.50	0.00	\$ -		0.000	
HEMLOCK	\$0.00	\$3.00			\$3.00	0.00	\$ -		0.000	
BIOMASS CHIPS	\$0.00	\$1.00			\$1.00	0.33	\$ 0.33		30.340	
HIGH GRADE SPRUCE	\$20.00	\$30.00			\$10.00	0.00	\$ 20.00		0.000	
CORD WOOD/FUELWOOD			\$8.00	\$18.00	\$10.00	0.00	\$ -	\$ 8.00		0

* STUMPAGE VALUE = % RATING X RANGE DIFFERENCE + LOW RANGE VALUE

**CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2022 September 30, 2022**

TOWN / CITY OF: AMHERST
 COUNTY OF: HILLSBOROUGH
 DATE OF BILLING: OCTOBER 14, 2022

SEND SIGNED COPY TO:
 NH DEPARTMENT OF REVENUE ADMINISTRATION
 MUNICIPAL AND PROPERTY DIVISION
 PO BOX 487
 CONCORD, NH 03302-0487
 or E-mail to timber@dra.nh.gov

_____ Selectman/Assessor	_____ Date
_____ Selectman/Assessor	_____ Date
_____ Selectman/Assessor	_____ Date
_____ Selectman/Assessor	_____ Date

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET (In Thousands)	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VALUE	TAX AT 10 %	
NORTH RIVER ROAD LLC 215 NORTH RIVER RD MILFORD NH 03055	WHITE PINE	10.765			\$133.00	\$1,431.75	\$143.18	Subtotal of TAXES Due (Col. #9) \$195.14
	HEMLOCK				\$65.00			
	RED PINE				\$60.00			
	SPRUCE & FIR				\$125.00			
	HARD MAPLE				\$400.00			
DESIGNATED ON NOTICE OF INTENT TO CUT	WHITE BIRCH	0.035			\$100.00	\$4.65	\$0.47	Less bond or amount previously paid, if applicable
	OAK	0.215			\$132.75	\$64.29	\$6.43	
	ASH	0.445			\$116.25	\$51.73	\$5.17	
	SOFT MAPLE	0.305			\$83.00	\$25.32	\$2.53	
	BEECH/PALLET/TIE LOGS	7.505			\$41.50	\$311.46	\$31.15	
MAP & LOT NUMBER 008-077-076	PINE BOX / PALLET				\$25.00	\$311.46	\$31.15	
	OTHER: Hickory	0.335			\$41.50	\$13.90	\$1.39	
# 3 OPERATION NUMBER 22-013-01-T	OTHER:							Total Amount Due \$195.14
	SPRUCE & FIR					\$ -		
ACCOUNT OR SERIAL #: 1450	HARDWOOD & ASPEN		19.17			\$ 1.99	\$38.15	\$3.82
	PINE					\$ -		
	HEMLOCK					\$ -		
	BIOMASS CHIPS		30.34			\$ 0.33	\$10.01	\$1.00
	HIGH GRADE SPRUCE					\$ 20.00		
	CORDWOOD					\$ 8.00		
						\$1,951.26	\$195.14	

**ORIGINAL WARRANT
YIELD TAX LEVY
OCTOBER 14, 2022
THE STATE OF NEW HAMPSHIRE**

HILLSBOROUGH

COUNTY OF:

GAIL P STOUT, Collector of Taxes for Town of: AMHERST, in said County.

In the name of said State, you are hereby directed to collect on or before thirty (30) days from the date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the yield tax due, below, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00, or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at *ENTER TOWN or CITY NAME*,

Selectman/Assessor PETER LYON
Date

Selectman/Assessor THOMAS P GRELLA
Date

Selectman/Assessor DANIELLE PRAY
Date

Selectman/Assessor JOHN D'ANGELO
Date

Selectman/Assessor WILLIAM STOUGHTON
Date

DATE OF BILLING: OCTOBER 14, 2022

YIELD TAX DUE	OPERATION #	TAX MAP & LOT	NAME & ADDRESS
\$195.14	22-013-01-T	008-077-076	NORTH RIVER ROAD LLC 215 NORTH RIVER RD MILFORD NH 03055
YIELD TAX DUE	DATE YIELD TAX DUE:		
			November 14, 2022

TOWN OF AMHERST

2 MAIN STREET

AMHERST, NH 03031

(603) 673-6041

NORTH RIVER ROAD LLC

215 NORTH RIVER RD

MILFORD NH 03055

YIELD TAX ON TIMBER CUT

Account & Serial #:

1450

Tax Map & Lot #:

008-077-076

Operation #:

22-013-01-T

Date of Billing:

OCTOBER 14, 2022

Subtotal of Taxes Due:

\$195.14

Less bond or amount previously paid, if applicable:

Amount Committed to me for Collection Per RSA 79:

\$195.14

18% APR interest will be charged on unpaid taxes after:

November 14, 2022

APPEAL: An owner may, within 90 days of Notice of Tax, appeal to the assessing officials in writing for an abatement from the original assessment, but no owner shall be entitled to an abatement unless he has complied with the provisions of RSA 79:10 and 11. (RSA 79:8)

TAX COLLECTOR OFFICE HOURS:

MONDAY - FRIDAY 9AM TILL 3PM.

Sincerely,

GAIL P STOUT

Tax Collector

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
REPORT OF WOOD OR TIMBER CUT
RSA 79:11

461946

See instructions on back of form

OPERATION # 22-013-01-T

For Tax Year April 1, 2022 to March 31, 2023

Mailing Address:

CHRIS BROWN
NORTH RIVER ROAD PROPERTIES
215 N RIVER RD
MILFORD NH 03055-4219

8. Description of Wood or Timber Cut

SPECIES	EXACT SCALE CUT USE INTERNATIONAL 1/4 RULE LOG SCALE			
	MBF = (THOUSAND BOARD FEET)			
White Pine			10.765	
Hemlock			.	
Red Pine			.	
Spruce & Fir			.	
Hard Maple			.	
White Birch			.	
Yellow Birch			.035	
Oak			.215	
Ash <i>white oak</i>			.445	
Soft Maple			.305	
Beech/ Pallet/ Tie Logs			7.505	
Others (Specify) <i>Hickory</i>			.335	
PULPWOOD		TONS		
Spruce & Fir			.	
Hardwood & Aspen			19.17	
Pine			.	
Hemlock			.	
Biomass Chips			30.34	
MISCELLANEOUS:				
High Grade Spruce/Fir =TONS			.	
Cordwood & Fuelwood =CORDS			.	

- City/Town of: AMHERST
- Tax Map/Lot # or USFS sale name/unit #: 8 / 77 / 76
- Exact Acreage of Cut: 1
- Is the cutting complete? Yes No
- If yes, date cutting was completed? 7/7/2022
- Names of ALL purchasers that the forest products were sold to:

Pleasant River Lumber
NAME
HHP Excaliber
NAME
Cousincau
NAME
NAME

7. I hereby report the wood or timber cut under penalty of perjury.
(If a corporation, an officer must sign)

SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE
Chris Brown

SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE
Chris Brown

CORPORATE OFFICER NAME AND TITLE DATE
North River Road Properties

PRINT OWNER(S) NAME - (Attach a signature page for additional owners).
215 North River Road

MAILING ADDRESS
Milford CITY / TOWN NH STATE 03055 ZIP CODE

TELE NO.:

9. Species and Amount of Wood or Timber for Personal Use or Exempt. See exemptions on back of form.

Species: <u>Fuel chips</u>	Amount <u>30 ton</u>
-------------------------------	-------------------------

10. Under penalty of perjury, I (the logger/forester or person responsible for cutting) declare that all information in Sections 6, 8, & 9 are true and correct.

SIGNATURE (IN INK) OF LOGGER/FORESTER RESPONSIBLE FOR CUTTING
[Signature]
DATE: 8/23/2022

PENALTY: Pursuant to RSA 21-J:39, a person who fails to file a Report of Wood or Timber Cut with the proper assessing officials or fails to send copies to the Department of Revenue administration, in accordance with RSA 79:11, may be guilty of a misdemeanor.
DOOMAGE: If an owner neglects to file a report or willfully falsifies a report, the assessing officials shall assess dooamage which is two times what the tax would have been if the report has been properly filed. Refer to RSA 79:12 for the complete statute on dooamage.



OFFICE OF THE ASSESSOR
 2 Main Street, PO Box 960
 Amherst, NH 03031
 Michele Crowley Executive Asst.
 Tel. (603) 673-6041 ex. 202 Fax (603) 673-4138

TIMBER TAX ASSESSMENT WORKSHEET

Town: Amherst Owner: Chris Brown NRR Properties
 Oper. # 22-013-01 T Tax Year: 2022/23
 Acreage: 1 Map/Lot #: 8-77-76

Quality of Timber
 (Height, diameter, defect) 0 Poor 1 Avg. 2 Good

Location of Timber
 (Access, restrictions, Geography) 0 Poor 1 Avg. 2 Good

Size of Sale
 (Acreage of lot, Volume per acre) 0 Poor 1 Avg. 2 Good

(Please circle the rating that applies to the operation.)

Rating	Percentage within range
0	0%
1	17%
2	33%
3	50%
4	66%
5	83%
6	100%

Landclearing Project less than one acre, Owner
 paid for tree removal & chipping to cover mobilization
 of equipment and access improvement.

(Assigned by Municipality)

YR TOWN OP# 22 - CFB - 011 - T

For Tax Year April 1, 2022 to March 31, 2023

PLEASE TYPE OR PRINT (If filling in form on-line; use TAB Key to move through fields)

- 1. Town/City of: AMHERST
2. Tax Map/Block/Lot or USFS Sale Name & Unit No. 8-77-76
3. Intent Type: Original [X] Supplemental []
4. Name of Access Road: GEORGETOWN
5a. Acreage of Lot: 1.5 Acreage of Cut: 1.5
5b. Anticipated Start Date: May 2022
6. Type of ownership (check only one):
a. Owner of Land and Stumpage (Sole Owner) [X]
b. Owner of Land and Stumpage (Joint Tenants) []
c. Owner of Land and Stumpage (Tenants in Common) []
d. Previous owner retaining deeded timber rights []
e. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements []

8. Description of Wood or Timber To Be Cut

Table with 2 columns: Species, Estimated Amount To Be Cut. Rows include White Pine (7 MBF), Hemlock (MBF), Red Pine (MBF), Spruce & Fir (MBF), Hard Maple (MBF), White Birch (MBF), Yellow Birch (.5 MBF), Oak (4 MBF), Ash (.5 MBF), Soft Maple (2 MBF), Beech/Pallet/Tie & Mat Logs/Pine Box (5 MBF), Other (Specify) (MBF), Pulpwood (Tons), Spruce & Fir, Hardwood & Aspen, Pine, Hemlock, Biomass Chips (120), Miscellaneous, High Grade Spruce/Fir (Tons), Cordwood & Fuelwood (12 Cords).

REPORT OF CUT / CERTIFICATE TO BE SENT TO: OWNER [] OR LOGGER / FORESTER [X] BY MAIL [] OR E-MAIL [X]

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)

Attach a signature page for additional owners.

Signature: Chris Brown, Date: 5-7-22. SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED CHRIS BROWN PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Table with 2 columns: Species, Amount.

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner, and certifies that they are familiar with RSA 227-J, the timber harvest laws.

Signature: Patrick Kenney, Date: 5/16/2022. SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE PATRICK KENNEY - FORESTER FORT MOUNTAIN TRUCKING CO PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT 168 GRANITE STREET MAILING ADDRESS ALLENSTOWN NH 03275 CITY OR TOWN STATE ZIPCODE (603) 485-4459 patrick@nhforestry.com PHONE NUMBER E-MAIL ADDRESS

Signature and address information for North River Road Properties, 215 North River Road, Milford, NH 03055.

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

- The Selectmen/Municipal Assessing Officials hereby certify that:
1. All owners of record have signed the Intent;
2. The land is not under the Current Use Unproductive category;
3. The form is complete and accurate; and
4. Any timber tax bond required has been received. \$ Date:
5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
6. This form to be forwarded to DRA within 30 days.

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

cc: DRA, ACC, DPW 5/16/22

CURRENT OWNER		TOPO	UTILITIES	STRT / ROAD	LOCATION	CURRENT ASSESSMENT	
NORTH RIVER ROAD LLC		4 Rolling	7 No Utilities	1 Paved	3 Rural	Code	Assessed
215 NORTH RIVER RD		SUPPLEMENTAL DATA				1310	71,900
MILFORD NH 03055		Alt Pctd ID	Keyed	Y		Assessed	
		Exemption	1450			71,900	
		Ref 1	B2534P0341			2001	
		Ref 2	DOCKET #2000-1373			AMHERST, NH	
		Phone	0000000000			VISION	
		ZONE 2	FLAG				
		GIS ID	Assoc Pctd#				

RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	Q/U	V/I	SALE PRICE	VC
NORTH RIVER ROAD LLC	9610	2228	04-27-2022	Q	V	100,000	00
HILLER MORGAN	8961	2072	04-21-2017	Q	V	300,000	1
BYRAM MELANIE A	8656	2816	05-01-2014	U	V	234,900	1
HEINEKE TRUSTEE JANE E	7864	0972	06-22-2007	U	I	0	1
HEINEKE JANE E	2534	0341		U	I	0	00

EXEMPTIONS		OTHER ASSESSMENTS	
Year	Description	Code	Description
		Number	Amount
		Comm Int	

ASSESSING NEIGHBORHOOD	
Nbhd	03
Nbhd Name	B
Tracing	Batch

BUILDING PERMIT RECORD								
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments
NON-BUILDABLE								

VISIT / CHANGE HISTORY					
Date	Id	Type	Is	Cd	Purpost/Result
05-14-2021	SW			14	Residential Field Review
02-08-2021	JS			77	KRT Cyclical Land
05-06-2016	KH			14	Residential Field Review
07-15-2011	RK			14	Residential Field Review
02-21-2008	RD			62	Quarterly Ext.
09-20-2002	SS			40	Hearing No Change
10-15-2000	JA			00	Measur+Listed

LAND LINE VALUATION SECTION														
B Use Code	Description	Zone	Land Type	Land Units	Unit Price	Size Adj	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes	Location Adjustment	Adj Unit P	Land Value
1	1310 RES VAC PB	RR		1.500 AC	137,500	0.69696	5	0.50	50	1,000	RESTRICT	1,0000	47,918.75	71,900
Total Card Land Units 2 AC Parcel Total Land Area 2														
Total Land Value 71,900														



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AP, Payroll, and Minutes
Meeting Date: October 11, 2022

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Approvals:

Payroll

PR1~ I move to approve one (1) FY23 Payroll Manifest in the amount of \$230,918.24 dated October 6, 2022, subject to review and audit.

Accounts Payable

AP3 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$44,713.29 dated September 30, 2022, subject to review and audit. (NH DMV)

AP4 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$3,260,150.00 dated October 1, 2022, subject to review and audit. (Schools)

AP5 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$78,518.15 dated September 27, 2022, subject to review and audit. (Vendors)

Minutes

~ I move to approve the Board of Selectmen meeting minutes of September 26, 2022.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2022.09.26 BOS_DRAFT - dp2



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street

Monday, September 26, 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 Dan Veilleux

11

12 **3. Public Hearing**

13 **3.1 Public Hearing: Pursuant to RSA 31:95-b: III (a), the Amherst Board of**
14 **Selectmen shall hold a public hearing in conjunction with its scheduled meeting**
15 **for the purpose of accepting unanticipated money in the amount of \$25,786.75**
16 **from NH Interlocal Trust for Return of Surplus from FY2014, 2015 and 2016.**

17

18 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to enter*
19 *into the Public Hearing.*

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

21

22 Finance Director Debbie Bender explained that this is money from NH Interlocal Trust as a
23 Return of Surplus. This amount of money was submitted from FY14, FY15, and FY16. These
24 funds were already received for the most recent fiscal year.

25

26 There was no public comment at this time.

27

28 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
29 *close the Public Hearing.*

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

31

32 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to accept*
33 *the unanticipated revenue on behalf of the Town of Amherst.*

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

35

36 **4. Citizen's Forum**

37 None at this time.

38

39 **5. Board Discussion**

40 **5.1 HDC Board Member Application – Nicole Crawford**

41 Nicole Crawford explained that she has a general interest in historic preservation and
42 historical architecture. She has some experience with municipal permitting as a civil engineer.

43
44 Selectman Grella, Board rep to the Historic District Commission (HDC), stated that the HDC
45 can have two alternates.

46
47 Doug Chabinsky, Chair of the HDC, stated that the HDC can have up to 7 regular members
48 and is currently at 5. He would like to bring on Ms. Crawford as an alternate member at this
49 time.

50
51 *A MOTION was made by Selectman Grella and SECONDED by Selectman D’Angelo to*
52 *appoint Nicole Crawford as an alternate member of the Historic District Commission, term*
53 *ending March 2025.*

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

55
56 **6. Scheduled Appointments**

57 **6.1 SRLD Update – Bruce Bowler, Dan Veilleux, Eric Slosek**

58 Eric Slosek stated that the solid waste industry is effected by inflation and market conditions.
59 The SRLD is trying to incentivize recycling in Town. Trash tipping fees are currently \$77/ton
60 and are increasing to \$90/ton in January. There are many reductions in revenue for recycled
61 items that have been seen over the past year. From August 2021 to August 2022, mixed paper
62 has decreased from \$75/ton to \$30/ton, cardboard has decreased from \$200/ton to \$95/ton,
63 and clear plastic has reduced from \$240/ton to \$0/ton. In addition to reducing the number of
64 trips/hauling fees, the best way to offset disposal expenses is to recycle more. With the per/ton
65 prices for recycling dropping, if the Town’s tonnage remains the same, the total revenue will
66 drop. Increasing recycling participation among residents is critical. The SRLD is considering
67 ways to reduce the tonnage of trash. Some initiatives include building a kiosk to place at the
68 Transfer Station for residents to review information about the operation. The SRLD is
69 considering putting out monthly information to inform residents about the impact recycling
70 has on reducing taxes. The SRLD will also be making regular posts on its social media
71 platform to educate residents. The SRLD is examining opportunities to start composting food
72 scraps that are currently being paid to dispose of.

73
74 Bruce Bowler stated that the SRLD has purchased a new compactor to reduce the amount of
75 time running with only one trash compactor. The district will remove the old unit and replace
76 it with the new unit, in 2-3 days. Once the old unit has been removed, that unit will be
77 refurbished. The SRLD is in its budget season and is trying to keep its budget on target. This
78 has put some projects on hold. The SRLD has been hit hard with fuel surcharges, as well as
79 having to haul trash to Fitchburg a few times when the incinerator was closed due to fires.
80 An increase in the budget is anticipated for next year. He noted that some recyclables can
81 generate returns. Several pieces of equipment need work, and this will be budgeted for. The
82 SRLD is also hoping to get a second trailer for Mont Vernon in order to reduce the number of
83 trips needed to haul the town’s trash. This will enable Mont Vernon to increase the weights in
84 the trailers and, in turn, reduce trips/hauling fees.

86 Dan Veilleux stated that the Transfer Station has an opportunity to begin a pilot program to
87 test the feasibility of and the community's interest in composting food waste. Agri-Cycle, a
88 company based in Exeter, Maine, provides compost collection services throughout New
89 England. The company is building collection routes in this area, but currently have limited
90 capacity and can only commit to providing service in Amherst. Agri-Cycle will provide as
91 many 64-gallon totes with plastic liners as needed and provide service up to two times per
92 week. After the food waste is collected, it is transported to Exeter, Maine where it is processed
93 to remove any packaging or contaminants. It is then turned into a slurry and transferred into
94 an anaerobic digester. During this process, the waste generates methane gas that is used to
95 generate electricity. Once the digestion process has completed, the remains are processed
96 again to remove any remaining contaminants and dried to be used for fertilizer or bedding for
97 dairy cows. The SRLD, like many municipalities, has been exploring the idea of composting
98 for several years. Processing compost internally would require a State permit, staff training,
99 acquiring specialized equipment, dedicating a significant amount of land, and dealing with the
100 potential odor and vector issues that could arise. Using a service such as Agri-Cycle, allows
101 the Transfer Station a low-risk opportunity to offer residents an environmentally responsible
102 alternative for food waste. Currently, the fees for the service are similar to, or slightly more
103 than, sending this waste to the incinerator, depending on the amount collected. Part of the fee
104 structure involves fixed costs, so the more food waste diverted, the more competitive the
105 price. Moreover, as rates for disposal at the incinerator are increasing dramatically and
106 commodity prices for recyclable materials are extremely volatile, it is more and more
107 important to explore alternative ways to divert waste.

108
109 Eric Slosek stated that the State seems to be pushing for composting across all towns. This is a
110 good opportunity to try it out at little cost to the Town.

111
112 In response to a question from Selectman Stoughton, Dan Veilleux stated that he would
113 suggest a container for the food waste containers that could be bear-proof.

114
115 In response to a question from Selectman Stoughton, Bruce Bowler explained that businesses
116 are not allowed to bring tonnage to the Transfer Station. They are allowed to bring recycling
117 only. Contractors from residential jobs can bring demolition items. The Town is trying to
118 cover the cost to dispose of these items, and it has been working so far. There does not really
119 seem to be any opportunity to expand its services and reduce costs.

120
121 In response to a question from Selectman Pray, Eric Slosek stated that no additional space or
122 staffing at the Transfer Station will be needed to start the food waste program.

123
124 Chairman Lyon stated that he believes there is a real appetite in Town to do the right thing
125 with trash, regardless of savings or not, and is interested in pursuing the food waste program.

126
127 **7. Strategic Plan Presentations**

128 Chairman Lyon explained that the Board met to discuss its horizontal priorities between
129 departments with Mike Akillian. This discussion was regarding setting the Board's priorities
130 for its time and money. Several categories, such as public safety, infrastructure, financial
131 condition, community, Town character, environment, historic, housing, and recreation were
132 discussed as items that need the Board's attention in the coming fiscal year. At the top of the

133 Board's list was solidifying the Finance Department. Part of that includes staffing needs for
134 all Town departments, such as potentially entering into the NH Retirement System.
135 Digitization of records, outward facing communication, and roads in Town are also important
136 topics. The Board works to balance the needs of the Town and the budget. It also notes that
137 the Town budget is often compared next to the school budgets.
138

139 **7.3 FY24 Bicycle & Pedestrian Advisory Committee Strategic Plan**

140 *The Board took up this item at this time.*
141

142 Chris Buchanan, Chair of the Bicycle & Pedestrian Advisory Committee (BPAC), stated that,
143 per the recent Town-wide Master Plan Survey, 84% of residents consider a safe, livable,
144 walkable, community to be a priority for Amherst. The BPAC's cost effective approach to
145 pursuing projects includes choosing priority projects and determining if the area is in an area
146 of upcoming road reconstruction, and/or if there are upcoming grant opportunities which may
147 offer cost savings. If these items are not options, funds can be gradually raised over time. This
148 latter option is the only strategy many other town's bike/ped committees utilize. This past
149 year, the BPAC saw the construction of the Amherst Street Sidepath, as part of the Baboosic
150 Greenway, installed privately donated benches in Town, saw voters approve the Village
151 Engineering Study, was awarded \$10,480 for multimodal counters by the Bean Foundation,
152 submitted seven projects to the NH DOT Ten Year Plan, applied for \$1,698,000 in federal
153 infrastructure funds, and advocated for and secured \$15,997,428 in safety improvements for
154 NH Route 101. He explained that the Transportation Alternatives Program (TAP) will be one
155 of the next major funding opportunities for the BPAC to pursue. Some of the BPAC's existing
156 open projects include a number of zero or low-cost initiatives, such as completion of a "Public
157 Trails on Private Land" document to aide Amherst landowners in the consideration of
158 donating easements to the Town, pursuing easement donations as a low-cost method of
159 forming contiguous multimodal trail routes, the *Friends of the Souhegan Valley Rail Trail* has
160 raised \$15,000 through private donation for an engineering feasibility study, amendment of
161 the NH Recreational Use Statutes in order to advance the use of railroad and utility corridors,
162 such as the *Souhegan Valley Rail Trail*, pursuit of an edge lane road" treatment along Old
163 Manchester Rd, and a path between the middle school/high school and Buck Meadow. The
164 BPAC is also pursuing the Baboosic Greenway project, a project along Route 122 from
165 Courthouse Road to Birch Park, a multijurisdictional project with Milford along Amherst
166 Street, the Village Engineering Project, and a priority project for the middle school/high
167 school School Campus Project.
168

169 George Bower, member of the BPAC, stated that the amount of federal funding currently
170 available or being released in the next few years is significant. The Committee's priority
171 project, the Amherst Street sidepath, was approved by the community, funded, and is
172 approximately 97% complete. The BPAC is trying to be competitive with other larger towns
173 and cities for grant funding opportunities. The Town continues to perform very well on its
174 applications for this funding, but certain holes include a detailed level of engineering, and a
175 Town match, which is generally 20% of the project. The BPAC continues to advocate for a
176 cost-effective strategy to form a Town- wide multimodal network with projects that are
177 carefully selected to seize opportunities which offer cost efficiencies, appeal to external
178 funding sources, such as federal grants; and maximize the impact of funding. The projects it
179 seeks to advance are based on objectively improving safety by reducing the probability of

180 fatality through design. Regarding the BPAC's FY24 budget suggestions, it is recommending
181 that \$100,000 be added to the DPW Budget. This recommendation was originally made in
182 2021, and feedback from the Board and Ways & Means was generally positive. The initial use
183 for this funding was intended for village engineering project, but a decision was made to get
184 voter consent specifically for this project and a warrant article was passed in 2022. The BPAC
185 is also suggesting a warrant article to add \$150,000 to the Multimodal Facilities Capital
186 Reserve Fund. This amount is explicitly based on a recent congressional funding request
187 (AMS/SHS School Campus).

188

189 George Bower explained that the BPAC received the following feedback from the FY23 grant
190 funding application attempt: the submitted project is a strong application and made it through
191 many rounds of competition to the final stage. It is uncommon for transportation projects to be
192 selected without some local match, and the goal is 20%. Projects with completed engineering
193 (or as close to it as possible) are deemed more feasible and less risky. Projects in the state *Ten*
194 *Year Plan* and *Short-Term Infrastructure Plan* (NRPC) perform better on these grant
195 applications. A suggestion was made to consider a multijurisdictional application for a
196 regional project with Milford's (Amherst St) submission.

197

198 Selectman Grella stated that he is pleased to hear that the BPAC is placing importance on
199 engineering, prior to starting projects. He believes the proposed warrant article is justified.

200

201 Selectman D'Angelo agreed with placing a line item in the DPW budget in order to help make
202 these projects shovel ready. He expressed concern with placing too many warrant articles for
203 multimodal funding on the ballot.

204

205 Selectman Pray stated that the feedback received regarding the grant application helps to
206 explain why the proposed project was not awarded the funding. She expressed concern with
207 doubling the amount proposed for the warrant article for the Capital Reserve Fund (CRF) but
208 recognized that the original request to the voters was for a 3 year ask for funds to complete the
209 project. She noted that it needs to be clear this is for a match for another congressional grant
210 opportunity and matches the original total request to the voters over a three year period.

211

212 George Bower explained that the feedback received from the grant application are items that
213 are within control of the Town and its voters.

214

215 In response to a question from Selectman Stoughton regarding what the BPAC would do if
216 awarded congressionally directed funding, George Bower stated that this would open the
217 BPAC up for more grant opportunities and place the Town in a better light for applications.

218

219 Selectman Stoughton noted that the BPAC's warrant article was voted down last year by the
220 residents. He asked how the Committee will explain that it is now asking for more. Chris
221 Buchanan stated that he believes the feedback received from the application changed the
222 perspective of the BPAC regarding the amount of funding needed. Also, while it is impossible
223 to know why people voted as they did, it seems that items associated with school-related
224 requests failed. This project was marketed to be aligned with the schools. The year before, the
225 same article passed by a wide margin. This project has been quite popular in Town since

226 2017. 500 local residents previously turned out and overwhelmingly identified the School
227 Campus project as a priority.

228
229 Selectman Stoughton asked that the BPAC not only hear the reinforcing comments, but also
230 the concerns of those along Old Manchester Road regarding the proposed striping.

231
232 In response to a question from Selectman Stoughton, Chris Buchanan noted that CSX has
233 acquired the entire Hillsborough County railbed but has asked for requests regarding the land
234 to be deferred for a year. Selectman Stoughton stated that the potential for a rail trail in this
235 part of Town will likely be an item of interest. Chris Buchanan explained that a feasibility
236 study is in progress regarding if a rail-width trail can fit within the right of way of this land.

237
238 Chairman Lyon asked what the BPAC will consider spending the CRF funding on, if
239 received, in a couple of years if it does not receive federal funding. George Bower stated that
240 the BPAC has discussed removing the School Campus sidepath from the equation and
241 building the bridge over the Souhegan River, as that is the critical link between the schools
242 and the Village center and will increase the ability of students to bike or walk to school.

243
244 In response to a question from Ways & Means member Russ Hodgkins , Chris Buchanan
245 explained that the intention is to enter into a contractual agreement with a local engineering
246 company in order to begin design engineering for these projects. Eric Slosek agreed that this
247 work would mostly be outsourced. Chris Buchanan explained that this is part of what the
248 requested increase in the DPW budget would be used for.

249
250

7.1 Recreation Department Strategic Plan

251 Craig Fraley, Recreation Department Director, explained that the vision for the Department is
252 to take an active role in creating a community that invigorates the active senior, reduces the
253 stress and isolation of working adults, and inspires and teaches youth to become productive
254 community members. The vision leads to the following actions, to develop & manage Park
255 and Recreation infrastructure available to citizens, to diversify program offerings to serve
256 citizens of all ages, and the maximize staffing efficiency to alleviate the need for staff with
257 specific skill sets in a competitive job market. The Department currently manages 65 acres of
258 parkland in Town. While this acreage has increased over the years, the Department's staffing
259 has not. A paint robot was recently leased-purchased that can be used to reach the goal of
260 maximizing staffing.

261
262 Craig Fraley stated that, in regard to developing and managing infrastructure, some of the
263 strengths of the Department include the condition of its parks, additional indoor space for
264 activities, and an updated Buck Meadow facility. Weaknesses include a lack of facilities for
265 prominent programs, low budget for facility improvements, and no pickleball or outdoor
266 basketball courts. There are opportunities to create a master plan for Buck Meadow, update
267 buildings to create more indoor space, and the potential for a new school in Town. Threats to
268 the Department include a lack of water for proper field irrigation, lack of access to school
269 facilities, Town budgets, and the water quality at Baboosic Lake beach.

270
271 Craig Fraley explained that the Buck Meadow master plan should be completed by
272 November. The Department intends to apply for a Land Water Conservation Fund grant for

273 field construction in the spring of FY23. The Department also intends to ask taxpayers for
274 \$50,000 for the third installment of a matching grant in Field CRF. He suggested that the
275 Department could use ARPA funds and impact fees to assist with infrastructure needs. A
276 second goal would be to replace the Amherst Middle School tennis courts with updated
277 basketball/tennis courts. The intention is to use Revolving Fund money at an approximately
278 cost of \$85,000.

279
280 Regarding diversifying programming, strengths include reaching the needs of community with
281 camps & youth sport programs, hosting free community events, utilizing PMEC as a facility
282 for programming, and the Department's ability to provide transportation. Weaknesses include
283 more exercise programming, lack of senior and adult programs, staff/instructor availability, a
284 lack of available indoor space to offer programs at opportune times, and the marketing of
285 programs. Opportunities include contracting out more programming, re-adjusting
286 responsibilities amongst Department staff to offer more programming, utilizing the Buck
287 Meadow Clubhouse for Adult/Senior programming, and diversified programming allows for
288 better revenue generating opportunities. Threats include the location of PMEC, "more
289 competitive" sport leagues such as the Nashua YMCA and Boys & Girls Clubs, COVID or a
290 different pandemic, lack of volunteerism, and more specialized needs among participants.

291
292 To reach the goal of diversifying programming, the Department is looking to create an active
293 seniors group as an ad hoc to the Recreation Commission to work on creating more program
294 offerings to the older adults of Amherst, to create a once-a-year mailer that goes out to the
295 senior population of Amherst and work with retirement communities on getting the word out
296 about programs, and to continue to evaluate ongoing programs to make sure they are meeting
297 the needs of the residents of Amherst.

298
299 Regarding maximizing staff efficiency, Craig Fraley stated that some of the strengths include
300 that the current year-round staff is well trained/knowledgeable, the Department continually
301 has strong seasonal staff, and the Department's staff culture. Weaknesses include that it is
302 hard to recruit new staff who have the knowledge/skills/desire for the position, that year-
303 round staff is at capacity for what they can do, seasonal pay rates, opportunities for training
304 potential summer staff through the Junior Counselor/Junior Lifeguard programs, and
305 increased staff training with seasonal staff. Threats to this goal include similar facilities
306 offering better wages, staff turnover at the beach, full-time employees who are retiring in the
307 next three years/ lack of succession plan, and a lack of NH Retirement system for full-time
308 employees. The intention for this goal into the future is to stay on top of cutting-edge
309 equipment that further helps with staffing needs, continue to create a continuum between
310 summer camp programs and summer staffing needs, and work with colleges/universities to
311 offer internships for future professionals in the field of Parks & Recreation.

312
313 Selectman D'Angelo stated that the Department will likely need to come to the Board to
314 request additional money for staffing. This is best done by showing what can be done with the
315 additional staff. One of the major issues for the Department is lack of facilities. The
316 presentation did not mention a potential senior center. If a case is not made for this facility, it
317 will never occur. The Board may not agree to these items, but there is no way to know without
318 asking.

319

320 Selectman Pray commended the Department for the amount of outreach it does, even in
321 difficult circumstances.

322

323 Wendy Rannenberg noted that the State is putting together a program to determine what to do
324 about the cyanobacteria found in several area lakes. Craig Fraley explained that stormwater
325 runoff is the main issue at Baboosic Lake Beach. The DPW has done some work on this, but
326 the issue is that the beach is in a cove where the water just sits.

327

328 **7.2 Library Strategic Plan**

329 Amy Lapointe, Library Director, stated that the Library and Recreation Department have a lot
330 of overlap in goals. The Library's vision is to connect people, stories, and ideas, and enrich
331 people's lives. The Library supports informational, educational, and recreational needs by
332 providing a diverse collection in a variety of formats, as well as various types of programs for
333 all ages. The facility and technology infrastructure support both individual and collective use.
334 The Library engages with the community to ensure that our services are responsive to their
335 changing needs. The Library's priorities include fostering early literacy and a lifelong love of
336 reading, providing engaging, interesting, and entertaining opportunities to learn and recreate,
337 and enhancing and affirming a sense of community. The Library is open to the public 61
338 hours/week and has a physical collection of 55,000+ items. The Library's strengths include
339 its staff, services, collection, and GMILCS. Weaknesses include parking, signage,
340 hiring/recruiting, and the website/catalog. Opportunities include collaboration,
341 communication, technology, and programs. Threats include the economy (though this could
342 also become an opportunity), digital world, politics, and the changing society. Programming
343 and circulation seem to be down this year, but she noted that these are not cumulative number.
344 She explained that circulating fewer items does not necessarily equate to satisfaction with the
345 Library.

346

347 Selectman Pray noted that the Library Trustees are also an asset to the Library.

348

349 Selectman Stoughton noted that collaboration with the Recreation Department may help the
350 Library to get the word out about its programs and the Recreation Department with some of
351 its facility spacing issues.

352

353 There were no additional comments at this time.

354

355 **7.3 FY24 Bicycle & Pedestrian Advisory Committee Strategic Plan**

356 *This item was previously addressed.*

357

358 **8. Administrative Update**

359

360 **8.1 Janssen NH State-Wide Settlement Agreement**

361

362 Chairman Lyon stated that joining into this settlement could allow the Town to apply for State
363 grants made available through this settlement.

363

364 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to join*
365 *the Janssen Opioid Settlement, as requested by the Attorney General's Office, and to*

366 authorize the Town Administrator to execute the requested release and any other
367 documentation.

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

369

370 **9. Staff Reports**

371 **9.1. Acceptance of Highway Safety Grant Funding**

372 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to accept
373 \$5,000 in NH state grant funding for municipal traffic enforcement patrols and equipment.

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

375

376 **9.2. PMEC Coordinator Resignation**

377 Craig Fraley noted that PMEC Coordinator Amy Hull has submitted her letter of resignation
378 effective October 28, 2022, due to the fact that she requires a full-time position. He asked if
379 this position could be posted internally, as there may be an existing employee for the position.

380

381 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to
382 accept with regret Amy Hull's resignation from the PMEC Coordinator Position.

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

384

385 **9.3. Contribution Assurance Program (CAP) Agreement for WC and PL**

386 Debbie Bender explained that Primex routinely offers CAP agreements to their members. In
387 order to qualify, the Town must agree to stay with Primex during the three-year time period.

388 One item is for worker's compensation, and one is for property and liability. The CAPs are in
389 alignment with the most recent agreements.

390

391 Selectman Stoughton stated that there are alternatives to PRIMEX that the Town could
392 consider. Debbie Bender explained that this is true, however PRIMEX is a reasonable choice
393 and does have rates that go down over time.

394

395 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to
396 authorize the Town Administrator to sign the PRIMEX CAP Agreement on behalf of the
397 Board.

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

399

400 **9.4. Investment Policy FY23 - DRAFT**

401 Debbie Bender explained that the last time an Investment Policy was signed by the Board was
402 2009. Updates have been made to the draft to make it more readable. In Section 8, under
403 reporting, the Treasurer is supposed to report to the Board at least annually on any investment
404 activity for that year. This is something that has been done in the past and should probably be
405 continued on a more regular basis.

406

407 Selectman Pray stated that she would like for the Board to discuss considering adding items
408 regarding diversification, maturities, and collateralization. Liz Overholt, Treasurer, stated that
409 most of these items are within the Town Treasurer's RSA and in the appendix for this policy.
410 Selectman Pray stated that she wants to make sure all the Board's bases are covered.

411

412 Selectman Stoughton noted that the Board is supposed to review this item each year. The
413 topics suggested by Selectman Pray should be covered in the policy.

414
415 In response to a question from Selectman Stoughton, Liz Overholt stated that the Town's
416 primary banking institution is Citizen's Bank. Selectman Stoughton stated that the Board is
417 noted in the policy to be involved with choosing with primary banking institution. He would
418 like to make sure this is done in the future.

419
420 The Board agreed to discuss this policy again in four weeks.

421
422 Liz Overholt stated that she would like to come back before the Board more frequently to
423 report on her activities. She would like to come before the Board on December 1st and July 1st
424 annually.

425
426 **9.5. Town Hall ERV Bid**

427 Eric Slosek explained that he received bids for the Town Hall ERV project. This is the second
428 time this project was put out to bid. Northeast Climate, LLC, the sole company to bid on this
429 project during the first bid invitation, was the only company to respond to the second
430 invitation. He recommended awarding this work to Northeast Climate, LLC, in the amount of
431 \$49,800.00.

432
433 In response to a question from Selectman Pray, Eric Slosek stated that the bidder's price did
434 not change between bid periods.

435
436 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
437 *award bid number 02-23, Town Hall ERV, to Northeast Climate, LLC for \$49,800.00.*
438 *Voting: 5-0-0; motion carried unanimously.*

439
440 **9.6. DPW Winter Sand Bids**

441 Eric Slosek stated that the DPW received bids for the purchase and delivery of winter sand.
442 He recommended awarding bid number 05-23 for winter sand to Leighton A. White, Inc., the
443 lowest bidder, at \$12.75/ton, for a total of \$12,750 for 1,000 tons.

444
445 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
446 *award bid number 05-23, winter sand, to Leighton A. White, Inc, for the amount of*
447 *\$12,750.00.*

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

449
450 **9.7. Nuisance Trees**

451 Eric Slosek explained that the DPW has identified two trees of concern that, in the DPW's
452 opinion and that of the tree warden, Perry Day, constitute a nuisance to the public and pose an
453 imminent hazard. The tree warden consulted a local arborist who recommended the trees be
454 taken down. Mike Gagnon, the Hillsborough County forester, also looked at the two trees in
455 question. The forester did not contradict the arborist's recommendation to remove the trees.
456 The first tree of concern is a red maple located in the right of way at #6 Mack Hill Road. This
457 tree has extensive rot in a large limb overhanging the travel lane. The second tree of concern
458 is a dead ash located in the right of way at #14 Mack Hill Road. This tree is completely dead

459 with extensive damage from the emerald ash borer. It has large dead limbs overhanging the
460 road. Both trees are located on a scenic road as defined in NH RSA 231:157. As per NH RSA
461 231:158, par. II, "...a road agent or his designee may, without such hearing, but only with the
462 written permission of the selectmen, remove trees or portions of trees which have been
463 declared a public nuisance pursuant to RSA 231:145 and 231:146, when such trees or portions
464 of such trees pose an imminent threat to safety or property..." The tree warden has spoken
465 with both private property abutters and has their consent for removal of the trees.
466 He respectfully requested that the Board declare said trees a public nuisance and imminent
467 hazard, pursuant to RSA 231:145 & 231:146 and permit the DPW to remove the same as soon
468 as is practicable.

469
470 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
471 *declare the red maple flagged at #6 Mack Hill Rd., and the flagged dead ash located at #14*
472 *Mack Hill Rd., as imminent hazards, and nuisances, and permit the DPW to remove the same*
473 *as soon as is practicable.*

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

475

476 **10. Approvals**

477 **10.1 Use of Town Common Request- Annual Boy Scout Troop 613 Halloween** 478 **chili and hot dog sale, Monday October 31, 2022**

479

480 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
481 *approve the request from Boy Scout Troop 613 for use of the Town Common for their Annual*
482 *Halloween Chili and Hot Dog Sale for October 31, 2022 from 12pm - 10 pm.*

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

484

485 **10.2. Use of Town Common Request- Amherst Junior Women's Club for their** 486 **Annual Trot Off Your Turkey 5K and Fun Run, Saturday November 26, 2022**

487

488 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to approve*
489 *the request from the Amherst Junior Women's Club for use of the Town Common for their*
490 *Annual Trot Off Your Turkey 5K and Fun Run, November 26, 2022, from 7am - 11am.*

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

492

493 **10.3 AP, PR, and Minutes**

494 **Payroll**

495 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
496 *approve one (1) FY23 Payroll Manifest in the amount of \$336.73 dated September 17, 2022,*
497 *subject to review and audit.*

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

499

500 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
501 *approve one (1) FY23 Payroll Manifest in the amount of \$235,711.80 dated September 22,*
502 *2022, subject to review and audit.*

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

504

505 **Accounts Payable**

506 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
507 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$33,231.78 dated*
508 *September 16 2022, subject to review and audit. (NH DMV)*
509 *Voting: 5-0-0; motion carried unanimously.*

510
511 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
512 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$463.75 dated August 18,*
513 *2022, subject to review and audit. (Vendor)*
514 *Voting: 5-0-0; motion carried unanimously.*

515
516 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
517 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$349.00 dated September*
518 *9, 2022, subject to review and audit. (Vendors)*
519 *Voting: 5-0-0; motion carried unanimously.*

520
521 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
522 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$394,173.99 dated*
523 *September 13, 2022, subject to review and audit. (Vendors)*
524 *Voting: 5-0-0; motion carried unanimously.*

525
526 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*
527 *approve the Board of Selectmen meeting minutes of August 19, 2022, as submitted.*
528 *Voting: 5-0-0; motion carried unanimously.*

529
530 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*
531 *approve the Board of Selectmen meeting minutes of August 29, 2022, as submitted.*
532 *Voting: 5-0-0; motion carried unanimously.*

533
534 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*
535 *approve the Board of Selectmen meeting minutes of September 12, 2022, as submitted.*
536 *Voting: 5-0-0; motion carried unanimously.*

537
538 **10. Action Items**
539 The Board reviewed its action items.

540
541 **11. Old/New Business**
542 Selectman Pray stated that the NPRC Commission heard a presentation regarding NH housing
543 grants, of which she believes a demolition grant could be pursued by the Town regarding the
544 Thornton Ferry Road I property. Chairman Lyon stated that this would be a good item to
545 pursue, as the earlier proposed donation of the land to Habitat for Humanity may not be
546 possible. The Board agreed to seek more information regarding the grant.

547
548 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
549 *adjourn the meeting at 9:36pm.*
550 *Voting: 5-0-0; motion carried unanimously.*

551
552 **NEXT MEETING: Monday, October 11, 2022**

553
554
555
556

Selectman Danielle Pray

Date