



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, OCTOBER 24, 2022 6:30 PM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Hearing RSA 31:95-b III (a) For unanticipated moneys in the amount of \$10,000 or more**
 - 3.1. Public Hearing: RSA 31:95-b III (a) For unanticipated moneys in the amount of \$10,000 or more
4. **Citizens' Forum**
5. **Board Discussion**
 - 5.1. Global Assumptions, including COLA
 - 5.2. Ways & Means Schedule with Individual Departments
6. **Scheduled Appointments**
 - 6.1. Treasurer Report, Liz Overholt
 - 6.2. Amherst German Christmas Market, Lindsay Buchanan
7. **Strategic Plan Presentations**
 - 7.1. Office of Community Development Strategic Plan FY24
8. **Administration**
 - 8.1. MS 434 and MS 535
 - 8.2. Administrative Updates
 - 8.3. Budget update discussion
9. **Staff Reports**

9.1. DPW Part-Time Transfer Station Attendant Hire

10. Approvals

10.1. Assessing

10.2. AP, Payroll and Minutes Approvals

11. Action Items

12. Old/New Business

Adjournment

Next Meeting: November 14, 2022

- 13. 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.**

You are invited to a Zoom webinar.

When: Oct 24, 2022 06:30 PM Eastern Time (US and Canada)

Topic: Amherst NH Board of Selectmen meeting 10/24/2022

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87345556874>

Or Telephone: 1 309 205 3325

Webinar ID: 873 4555 6874

Town of Amherst, NH
BOARD OF SELECTMEN
NOTICE OF PUBLIC HEARING
Barbara Landry Meeting Room, Town Hall – 2 Main Street
Monday, October 24, 2022 6:30 PM

Pursuant to RSA 31:95-b: III (a), the Amherst Board of Selectmen shall hold a public hearing in conjunction with its scheduled meeting for the purpose of accepting unanticipated money in the amount of \$24,150.00. The money is a grant from the New Hampshire Division of Historical Resources, through the Certified Local Government Program, for the Historic District Commission to undertake a design guideline project.

All interested citizens are invited to attend the meeting.

NS/ 10/6/22



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

Title: Ways & Means Schedule with
Individual Departments

Department: Administration

Meeting Date: October 24, 2022

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Departmental Budget Meetings updated 10142022

FY22 BUDGET INDIVIDUAL DEPARTMENTAL MEETINGS SCHEDULE

Department	Ways & Means Committee		Board of Selectmen		Department Head	Meeting Date	Meeting Time	
	Primary Committee Member	Alternate Member				<i>Dept. Head Availability</i>		
Police & Communications					Mark Reams	11/02, 11/04	11/03, Anytime between 1:00 and 4:00	
AFR					Matt Conley	11/01, 11/03	Either day between 1:00 and 3:00	
DPW					Eric Slosek	11/01, 11/02 11/03 11/04	All day 11:30 - 2:00 10:30 - 4:00 All day	
Library					Amy Lapointe	10/28/2022, 10/31, 11/3	9:30 to 3:30 each day	
Recreation					Craig Fraley	11/01, 11/02, 11/03	Between 11:00 and 3:00 each of these days	
General Government					Dean Shankle/ Debbie Bender	10/28/22	09:00 - 1:00	
Taxes/Assessing					Gail Stout	10/25, 10/27	Anytime either day	
Community Development					Nic Strong	Any date and time other than November 1		
Bike & Pedestrian Committee					Chris Buchanan			

Investment Report

Town Treasurer

October 2022

Banks I currently ask for quotes on interest rates:

Bar Harbor, Citizens, Eastern, Enterprise, Leader, Primary, TDBank

Investment of \$15 million of the tax dollars that were collected July 1, 2022.

Invested at TDBank in five three million dollar laddered CDs all opened July 11, 2022 under TDBank's Collateral Program with BONY Mellon FHLB letter of credit program. Penalty if CD needed before it matures is a 6 month interest rate charge.

- #9489 -One three million dollar one month CD matured July 28 at 1% interest. Cash not needed so \$3,005,094.04 money rolled over for one month at 1.55% due August 26. Then on August 26 rolled to 4 month CD due December 28 at 2.1 %
- #9480 -One three million dollar CD matured August 26 at 1.25% interest, \$3,005,094.04 sent to General Fund at Citizens Bank
- #9505 -One three million dollar CD matured September 28 at 1.5% interest, \$3,009,750.00 sent to General Fund at Citizens Bank
- #9513 -One three million dollar CD maturing October 28 at 1.75% interest
- #9521 -One three million dollar CD maturing November 28 at 2% interest
- #9498 -One three million dollar CD maturing December 28 at 2.1% interest

Investment of money considered “excess of funds” per RSA 42:29.

Those funds are comprised of five million dollars of undesignated fund balance and two million dollars of tax money collected before the taxes are due. Recently I changed the 2 million to one million so the total is six million.

In July, 2021 I invested in three two million dollar CDs and one one million dollar CD (total seven million dollars) in 8 month CDs at .55% interest at Bar Harbor Bank. When those CDs matured in March 2022 I reinvested seven million dollars at Bar Harbor at 0.5% interest. TDBank now offered 3.5% for one year CDs, (five other banks offered rates from 1.75 to 2.6 %) so I broke the seven million dollars of CDs at Bar Harbor with a total penalty of \$17,260.49 and invested six million at TDBank after determining it was best to leave one million at Citizen to insure our cash flow was sufficient.

CURRENT balances at the banks I have used to invest. I like to leave a small amount to keep the account open for the next round of interest requests since opening a new account is a long process.

Current balances as of 10/18/2022

\$656.33	Bar Harbor Bank
\$4,696.43	Citizens Bank Investment Account
\$939.25	Eastern Bank
\$1,812.50	Enterprise Bank
\$250,000	Primary Bank

See investment information TDBank

From: [Amherst German Christmas Market](#)
To: [Jennifer Stover](#)
Subject: Re: Board of selectmen meeting
Date: Thursday, October 06, 2022 10:04:50 PM

[External Sender]:

Hi, sure these are the topics. Let me know what you think. Thank you - Lindsay Buchanan

1. We are seeking approval to start setting up items the day before (Friday, Dec. 9) and finish up taking things down on the day after (Sunday, Dec. 9). We intend to set up and remove the vast majority of items on the day of the event, but that day will be very long and our volunteers will be cold, tired, and in the dark when this concludes so it would be good to have some flexibility if we can.
2. In the event of extreme weather conditions, we are seeking a "rain date" for exactly 1 week later on Saturday, Dec. 17.
3. We had this event in 2019 hosted by the Historical Committee of Amherst at the Wigwam museum, and on Middle Street. At that event we had a traditional mulled wine & beer tasting aspect that we would like to repeat during this event. Again, it would be on private property on Middle Street (not on the Village Green). Like last time, it would be regulated by the state, we would obtain a license, insurance, and have a fenced 21+ area for this element. We are already arranging to have police detail at the event regardless of this aspect. We have a member of the Milford Rotary Club / Lion's Club who manages the PumpkinFest Beer Tent who would help in the operation of this. We would like to confirm the approval of this aspect so we can move forward with obtaining insurance, license, etc.

On Mon, Oct 3, 2022 at 11:15 AM Jennifer Stover <jstover@amherstnh.gov> wrote:

Hi Lindsay,
Our next meeting is October 11.

If you don't mind, thank you for sharing those items you would like to bring to the meeting. They may be able to be addressed in another manner.

Thank you,
Jennifer

Jennifer Stover
Executive Assistant, Administration
Town of Amherst
2 Main Street
Amherst, NH 03031
jstover@amherstnh.gov
603/673-6041 Ext. 210

The Right-to-Know Law (RSA 91-A) provides that most email communications, to or from Town employees regarding the business of the Town of Amherst, are government records available to the public upon request. Therefore, this email communication may be subject to public disclosure.

-----Original Message-----

From: Amherst German Christmas Market <amherstgcm@gmail.com>

Sent: Monday, October 03, 2022 9:34 AM

To: Jennifer Stover <jstover@amherstnh.gov>

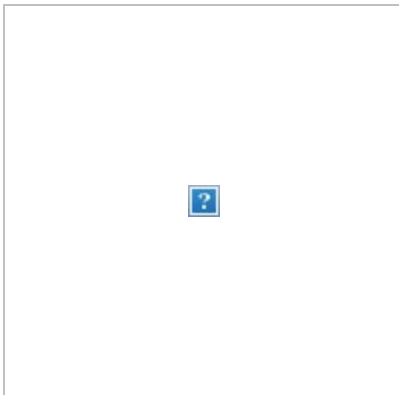
Subject: Board of selectmen meeting

[External Sender]:

Hi, can our committee be added to the next Board of Selectman's meeting to discuss a couple aspects of our Christmas market event? What is the date of the next meeting?

Thanks,
Lindsay Buchanan

--



Amherst German Christmas Market
0 Main St, Amherst, NH, 03031
Dec. 10, 2022 10:00am-7:00pm

Follow us:

www.facebook.com/AmherstGCM

www.instagram.com/amherst_gcm



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



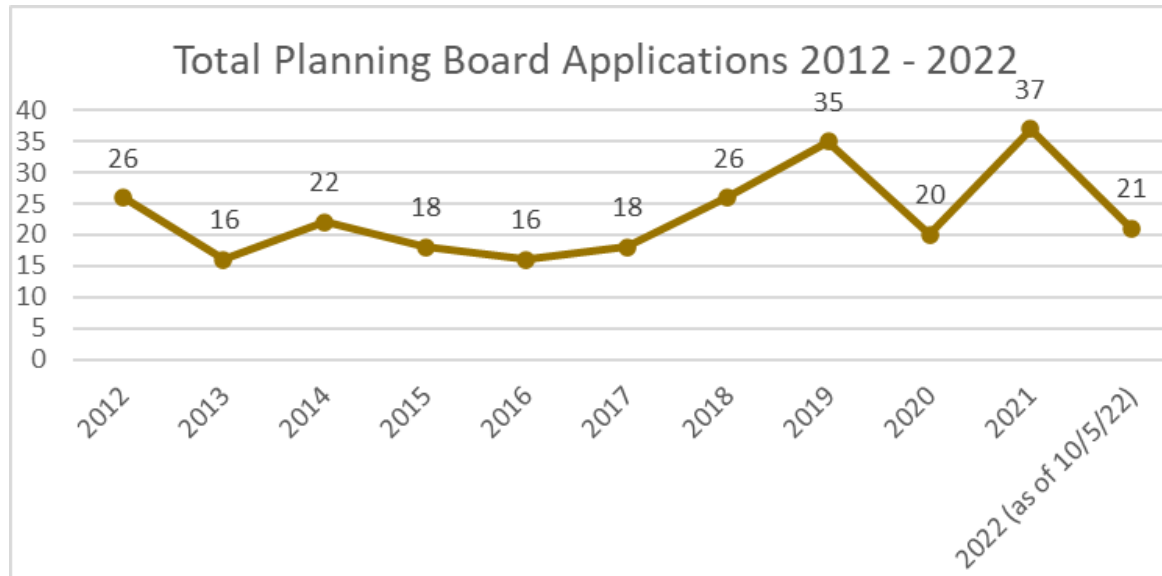
BUILDING PERMIT APPLICATION HISTORY

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



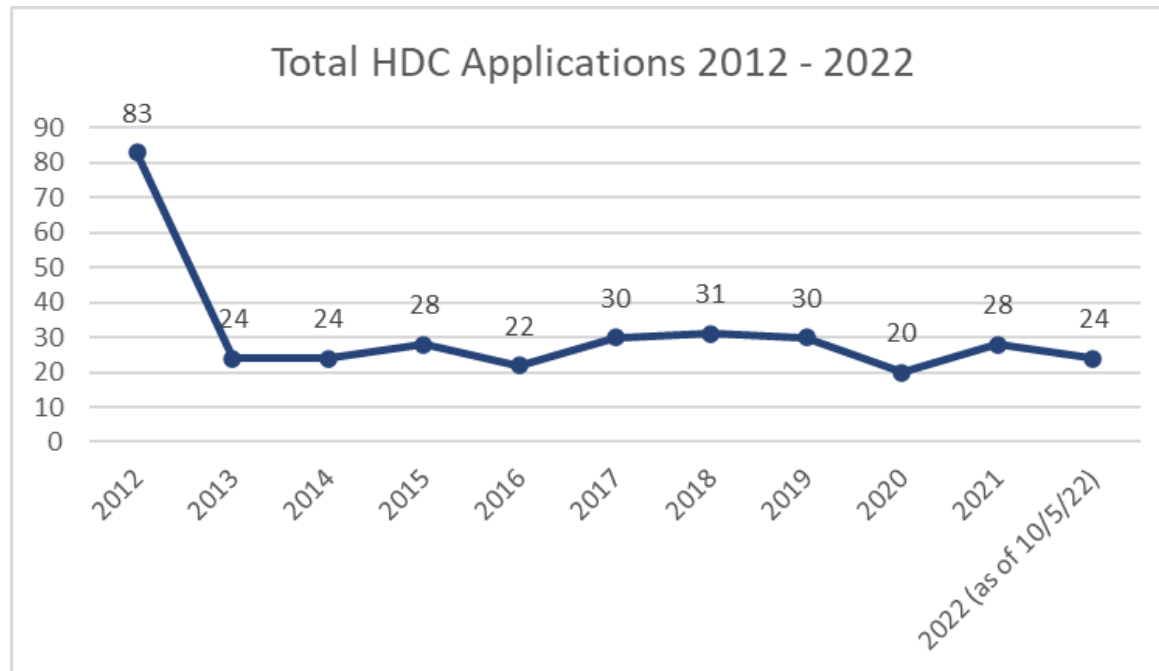
ZONING BOARD OF ADJUSTMENT APPLICATIONS

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

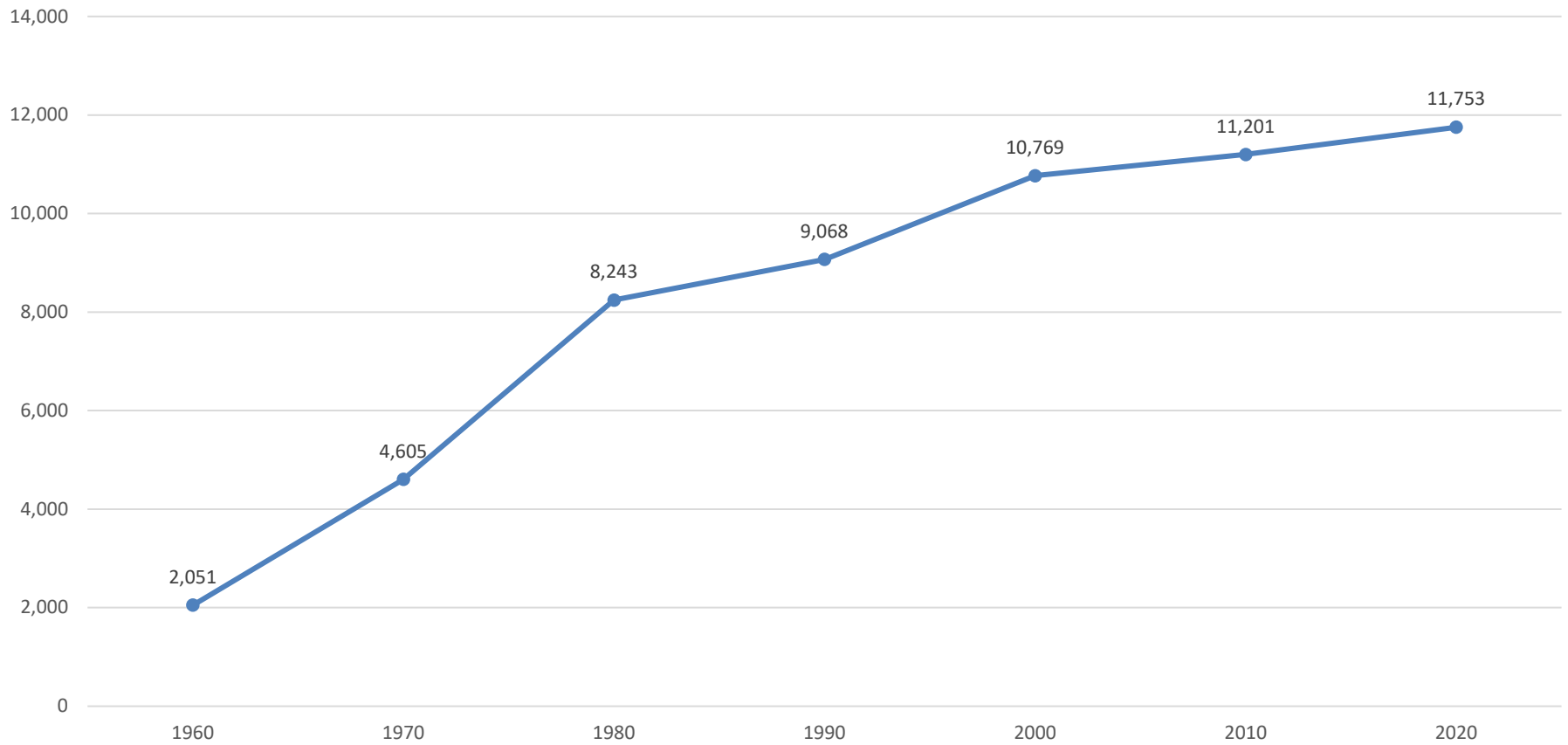
Historic District Commission	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 (as of 10/5/22)
New Building	0	1	1	1	2	0	1	0	0	1	1
Ext. Building Mods/Alterations	36	7	10	14	10	9	14	10	9	20	4
Building Additions	0	0	0	4	5	4	1	1	2	0	3
Tree Removal	31	11	4	0	0	0	0	0	0	0	0
Fence/Landscaping	13	2	0	0	0	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

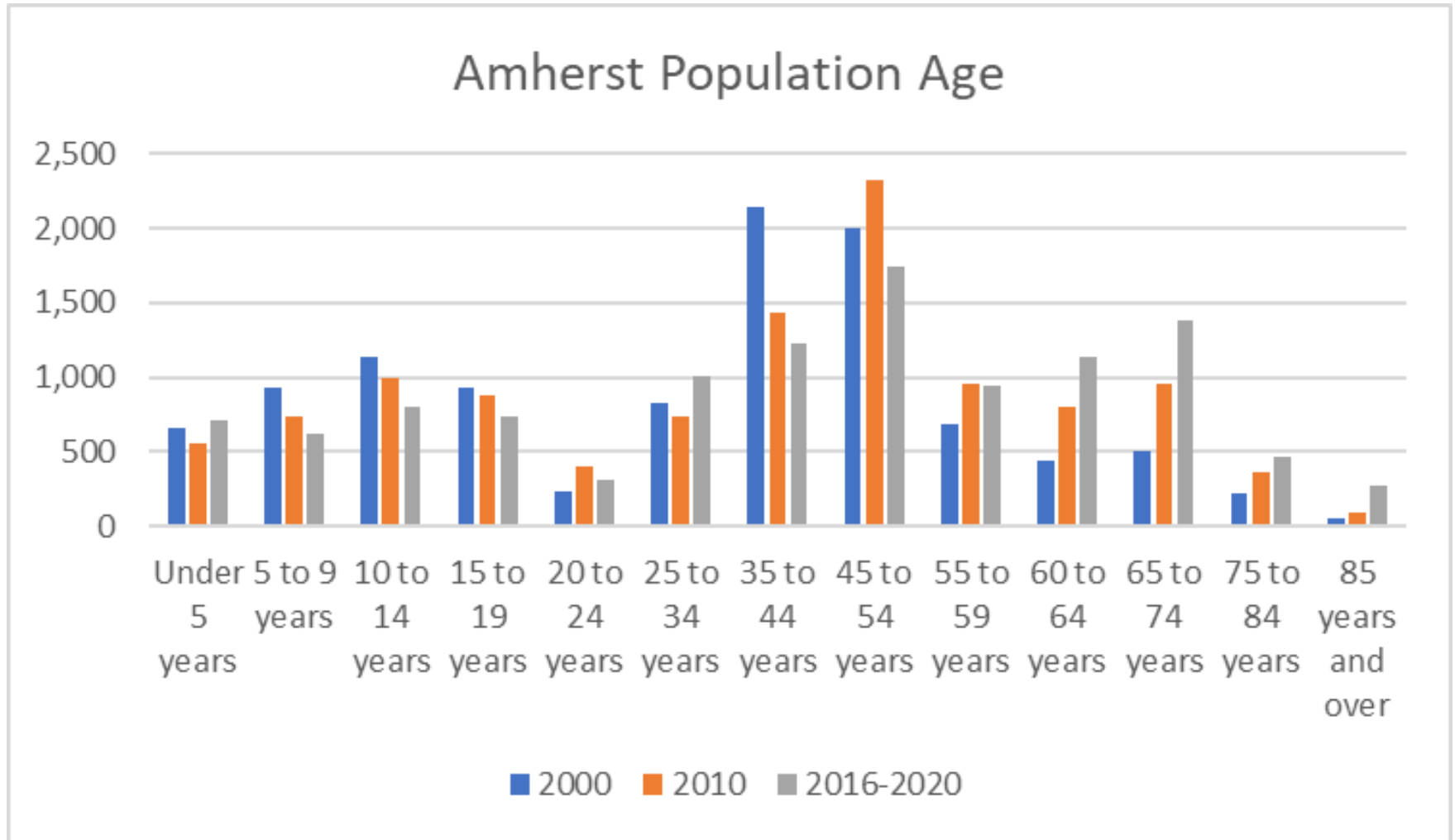


2020 Census

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





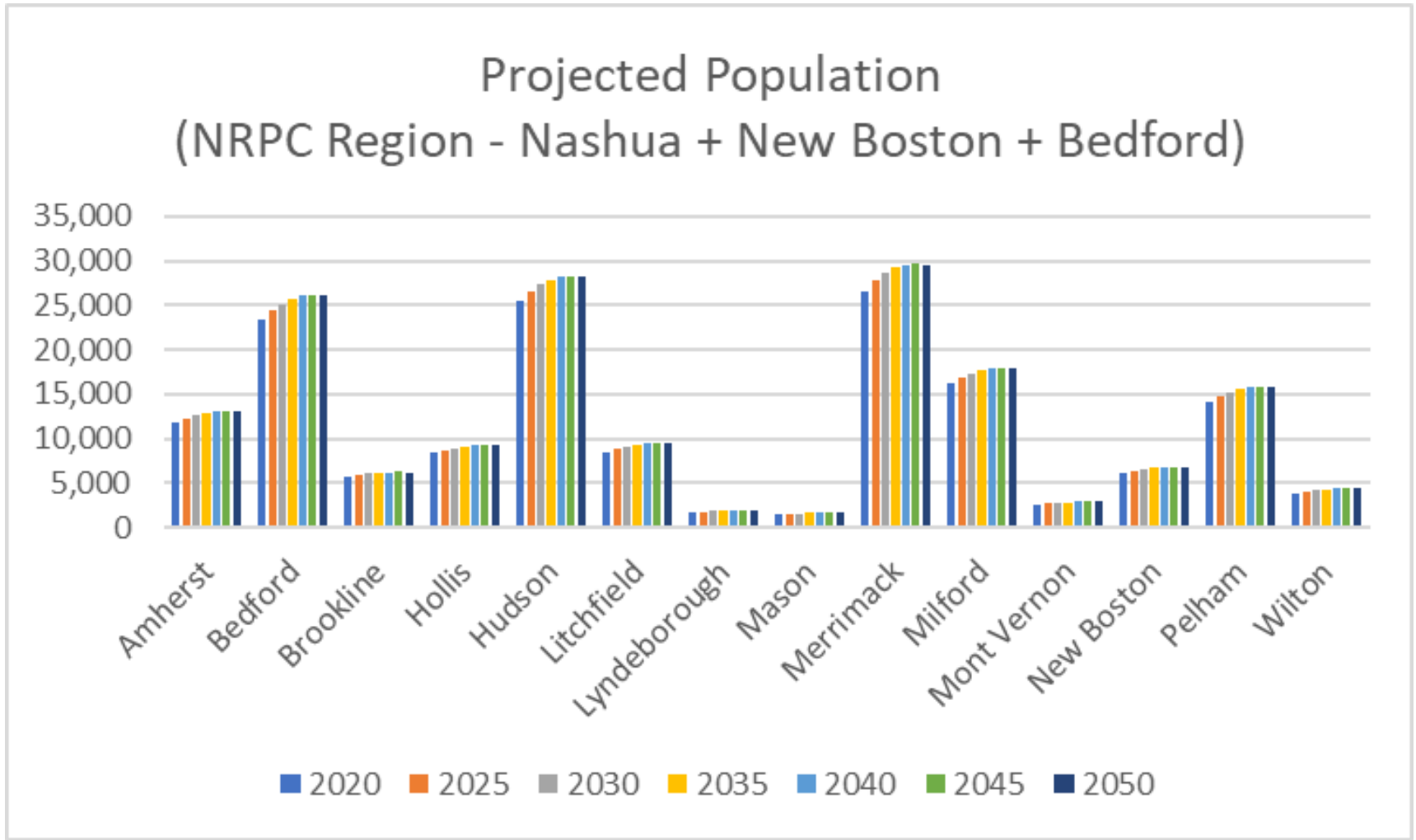
ENVIRONMENTAL SCAN

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.





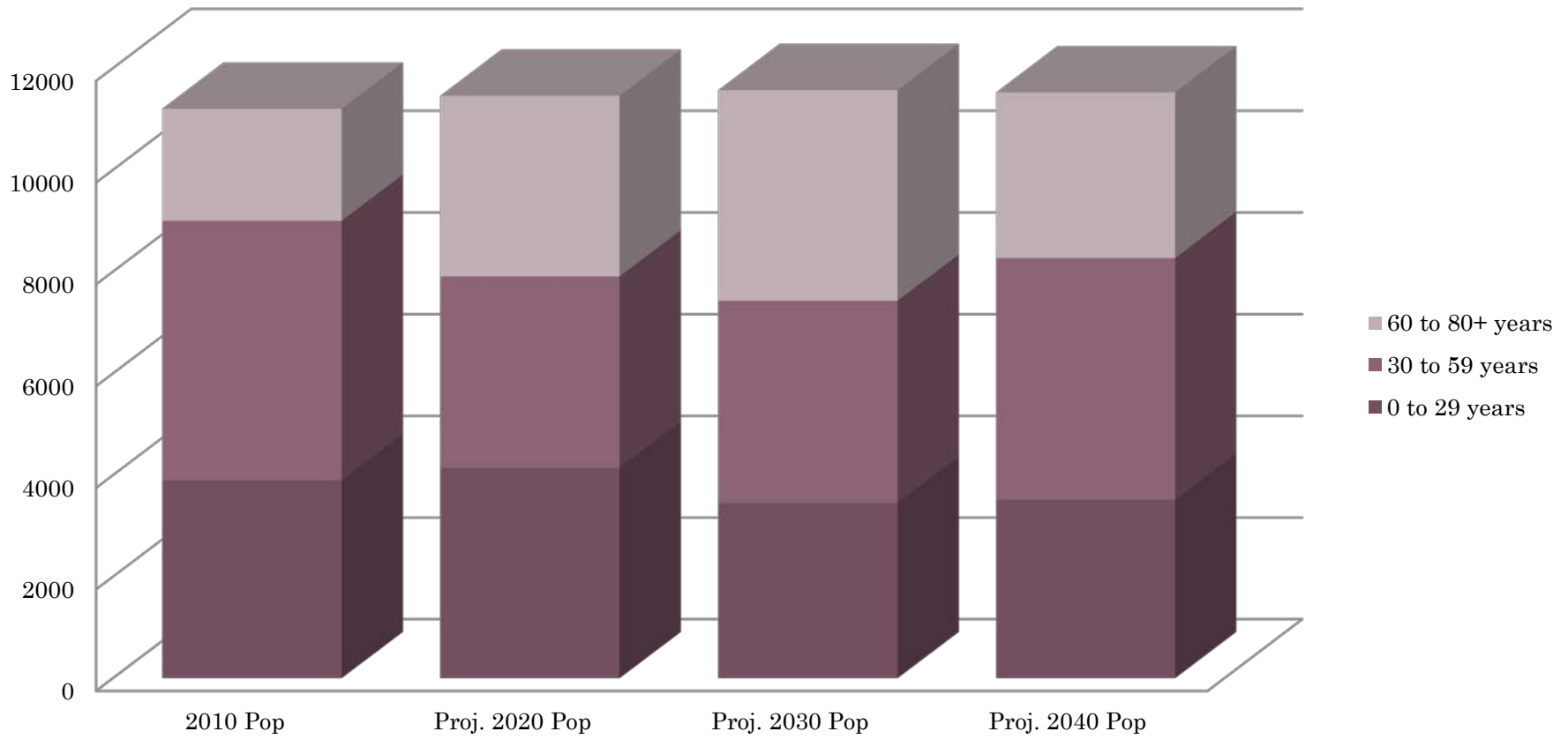
PROJECTED POPULATION





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

2

A Connected and Resilient Community

AMHERST'S INFRASTRUCTURE AND MUNICIPAL SERVICES

The network of infrastructure linking Amherst's homes, businesses, and municipal facilities connects community members to each other and the larger world beyond the town's boundaries. This infrastructure and the services provided facilitate travel, communication, access to education and recreation, and ensure the health, welfare, and safety of residents.

The quality of the supporting facilities, infrastructure, and many services provided by the town play a significant role in Amherst's reputation as a desirable community and support the local economy. However, attention must be given to planning for the capacity, configuration, and resilience of these systems. Over the coming decade Amherst will pursue opportunities to make design and investment improvements in these facilities and related infrastructure to reinforce the Vision articulated in this Plan.

The planning process that informed the creation of this Master Plan helped to identify how important new bicycle and pedestrian infrastructure, high speed internet, recreation amenities and programs, quality schools, and municipal services are to residents. Some of the work needed in the years to come can be addressed through policy changes and regulatory tools, but most of these efforts are best served by non-regulatory approaches and infrastructure investments.

ENVISION AMHERST 2035





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

- 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





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

Title: MS 434 and MS 535

Department: Administration

Meeting Date: October 24, 2022

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2022 MS-434



Revised Estimated Revenues

Amherst

(RSA 21-J:34)

For the period beginning July 1, 2022 and ending June 30, 2023

PREPARER'S CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name

Position

Signature

[Signature line]

DRAFT

THIS IS A DRAFT REPORT FOR REVIEW PURPOSES ONLY
THE REVISED ESTIMATED REVENUES PROCESS MUST BE COMPLETED IN
THE TAX RATE SETTING PORTAL BEFORE A FINAL REPORT CAN BE
GENERATED

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



Revised Estimated Revenues

Account	Source	Article	Estimated Revenue
Taxes			
3120	Land Use Change Tax - General Fund		\$0
3180	Resident Tax		\$0
3185	Yield Tax	22	\$2,000
3186	Payment in Lieu of Taxes	22	\$30,000
3187	Excavation Tax	22	\$100
3189	Other Taxes	22	\$0
3190	Interest and Penalties on Delinquent Taxes	22	\$45,000
9991	Inventory Penalties		\$0
Taxes Subtotal			\$77,100
Licenses, Permits, and Fees			
3210	Business Licenses and Permits	22	\$200,000
3220	Motor Vehicle Permit Fees	22	\$2,900,000
3230	Building Permits	22	\$150,000
3290	Other Licenses, Permits, and Fees	22	\$140,000
3311-3319	From Federal Government		\$0
Licenses, Permits, and Fees Subtotal			\$3,390,000
State Sources			
3351	Municipal Aid/Shared Revenues		\$0
3352	Meals and Rooms Tax Distribution	22	\$856,238
3353	Highway Block Grant	22	\$323,652
3354	Water Pollution Grant	22	\$78,000
3355	Housing and Community Development		\$0
3356	State and Federal Forest Land Reimbursement	22	\$11
3357	Flood Control Reimbursement		\$0
3359	Other (Including Railroad Tax)	22	\$18,000
3379	From Other Governments	22	\$100,000
State Sources Subtotal			\$1,375,901
Charges for Services			
3401-3406	Income from Departments	22	\$550,000
3409	Other Charges		\$0
Charges for Services Subtotal			\$550,000
Miscellaneous Revenues			
3501	Sale of Municipal Property	22	\$14,000
3502	Interest on Investments	22	\$60,000
3503-3509	Other	22	\$156,000
Miscellaneous Revenues Subtotal			\$230,000



Revised Estimated Revenues

Account	Source	Article	Estimated Revenue
Interfund Operating Transfers In			
3912	From Special Revenue Funds		\$0
3913	From Capital Projects Funds		\$0
3914A	From Enterprise Funds: Airport (Offset)		\$0
3914E	From Enterprise Funds: Electric (Offset)		\$0
3914O	From Enterprise Funds: Other (Offset)		\$0
3914S	From Enterprise Funds: Sewer (Offset)		\$0
3914W	From Enterprise Funds: Water (Offset)		\$0
3915	From Capital Reserve Funds		\$40,000
3916	From Trust and Fiduciary Funds		\$0
3917	From Conservation Funds		\$0
Interfund Operating Transfers In Subtotal			\$40,000
Other Financing Sources			
3934	Proceeds from Long Term Bonds and Notes		\$0
Other Financing Sources Subtotal			\$0
Total Revised Estimated Revenues and Credits			\$5,663,001



Revised Estimated Revenues Summary

Subtotal of Revenues	\$5,663,001
Unassigned Fund Balance (Unreserved)	\$0
(Less) Emergency Appropriations (RSA 32:11)	\$0
(Less) Voted from Fund Balance	\$120,000
(Less) Fund Balance to Reduce Taxes	\$0
Fund Balance Retained	(\$120,000)
Total Revenues and Credits	\$5,783,001
<hr/>	
Requested Overlay	\$0



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

Title: Administrative Updates

Department: Administration

Meeting Date: October 24, 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: Budget update discussion
Meeting Date: October 24, 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: DPW Part-Time Transfer Station
Attendant Hire

Department: Public Works

Meeting Date: October 24, 2022

Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

After receipt of an application, and satisfactory completion of an interview, we are pleased to recommend the hire of Michael Hurley to fill our vacant part-time attendant position at the transfer station. This position is a regular part-time position earning pro-rated benefits as per the Town of Amherst employee handbook. This position will not average more than 29.5 hours of work per week annually.

BUDGET IMPACT:

(Include general ledger account numbers)

This position is fully funded in the FY23 budget.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend hiring Michael Hurley.

SUGGESTED MOTION:

I move that we hire Michael Hurley for the position of part-time transfer station attendant, at Grade 3 Step 1, equaling \$18.43 per hour.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Conditional offer letter
2. PAR 10-19-22



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: October 24, 2022

Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Service-Connected Disabled Veteran Tax Credit

Item A. I have reviewed the attached Service-Connected Disabled Veteran Tax Credit Application provided and the applicant doesn't qualify for the Tax Credit under RSA 72:35 for the 2023 tax year. The applicant is not permanently disabled according to his paperwork from the VA.

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends denying this credit because the applicant does not meet the requirements for approval, as described in more detail in the Assessor's memo. Therefore, for the reasons stated by the Assessor, I move to deny the Service-Connected Disabled Veteran Tax Credit for Map 005, Lot 059-021 for tax year 2023.

Veteran Tax Credit

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

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for Map 005, Lot 059-021 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:

The attached application has been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for Map 005, Lot 160-005 commencing in Tax Year 2023.

All Veterans' Tax Credit

Item D. I have reviewed the attached All Veterans' Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28-b for the 2023 tax year.

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends approval. Therefore, I move to approve the Veterans' Tax Credit for Map 006, Lot 097-000 commencing in Tax Year 2023.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

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



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AP, Payroll and Minutes Approvals

Department: Administration

Meeting Date: October 24, 2022

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 \$237,890.03 dated October 20, 2022, subject to review and audit.

Accounts Payable

AP2 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$33,750.02 dated October 17, 2022, subject to review and audit. (NH DMV)

AP3 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$423,643.15 dated October 11, 2022, subject to review and audit. (Vendors)

Minutes

~ I move to approve the Board of Selectmen meeting minutes of September 30, 2022.

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

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2022.09.30 BOS_DRAFT
2. 2022.10.11 BOS_DRAFT_dp



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Friday, September 30, 2022, 4:00PM

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
5 Patenaude

6

7 **1. Call to Order**

8 Chairman Peter Lyon called the meeting to order at 4:00 p.m.

9

10 **2. Board Discussion**

11 **2.1 Pennichuck Water Construction: Thatcher Drive and Cobbler Lane**

12

13 Chairman Lyon explained that issues have recently arisen with the scheduling of this water
14 construction in regard to funding available through the State grant. The State grant requires a
15 completed environmental study before the \$1.5M in funding will be dispersed to the Town.
16 Pennichuck has informed the Town that it is ready to start construction around October 11th.
17 Unfortunately, the environmental study, contracted through Pennichuck, will not be able to
18 begin until mid-November. If Pennichuck begins its work in October, the Town will not be
19 eligible to receive \$1.5M in grant funding for this project. There is a possibility that other
20 roads will need to be connected to Pennichuck through the process of this study, and this
21 could become a larger project than initially thought. The Town can still move forward with
22 this project without the State funding, but this cost would be borne by the taxpayers.

23

24 Town Administrator Shankle explained that an email received from the State specifically
25 states that the Town may not start construction prior to a completed environmental study.
26 Pennichuck is working with CSSI regarding construction of this project. If the Town delays
27 the project in order to receive the completed study, there is a chance that CSSI will decide to
28 bid on other projects and this item may have to wait until the spring. Delaying until the spring
29 could also lead to additional costs for the project. He explained that the Town has been trying
30 to move this project along as quickly as possible but has also continued to receive more
31 potential streets to include in this project through the State, with the last email including
32 additional streets being received on September 15th. The focused site investigation is proposed
33 to be complete in January 2023. The Town cannot push forward the environmental study, as
34 the State has 30-day review periods of the study for a number of its departments.

35

36 Selectman Stoughton stated that the Board is committed to move this project along as quickly
37 as possible in order to help the residents on the affected streets. However, if the Town passes
38 up the State grant, it will then be asking taxpayers to fund this project. He explained that a

39 \$450,000 project would lead to an increase of \$100 on the average tax bill. This project could
40 potentially cost more than \$600,000. He apologized to those affected by this but stated that he
41 does not believe the Town should pass up the opportunity for this grant.

42
43 Selectman Grella agreed that he believes it is the right thing to do to wait for the grant money.

44
45 Selectman D'Angelo agreed that it would be irresponsible for the Board to place this burden
46 on all other taxpayers in order to get this project completed months faster than it will be
47 completed.

48
49 Selectman Pray stated that this is a situation no one wants to be in. The Town moved this item
50 forward as fast as it could, but the holdup is at the State level. The grant funding for this
51 project will make a large difference in the overall tax rate for residents of the Town.

52
53 In response to a question from Fred Miller, 9 Thatcher Drive, Chairman Lyon explained that
54 the Town asked DES if it would be possible to seek a waiver from the environmental study.
55 The Town was told that the environmental study requirement must be complied with before
56 the grant would be given.

57
58 In response to a question from Fred Miller, 9 Thatcher Drive, Chairman Lyon explained that
59 Pennichuck is the one that bid the project out to CSSI. It is not within the Town's ability to
60 change vendors for the project. Town Administrator Shankle explained that Pennichuck chose
61 CSSI because it had an opening to do the project this year. Many of the other bidders wanted
62 to wait until the spring.

63
64 Dave Petropulos, 6 Thatcher Drive, stated that the Board has been very proactive in its
65 response to this issue. The project seems to be held up by DES at this point in time. He stated
66 that he understands that the Board must wait for the grant, as it has a responsibility to all
67 taxpayers in Town. He does not believe the Board has much of a choice but to wait for the
68 study to be completed and receive the grant funding. He also noted that he would prefer the
69 construction be delayed until the spring, instead of being done during the winter months.

70
71 Chairman Lyon stated that the Board would speak with Pennichuck to clarify if the work will
72 likely be able to be completed in the fall or would have to wait until the spring. The Board
73 will communicate with Pennichuck that it will wait for the study to be completed and that it
74 would like the project done as soon as possible after that time.

75
76 Selectman D'Angelo suggested that this agreement be subject to the fact that, once work has
77 begun, it must be completed this year, or the work should wait until the spring.

78
79 Chairman Lyon noted that the State grant is not a guaranteed item. The Town has been
80 encouraged to believe it will be supported through the process. Town Administrator Shankle
81 noted that the State is willing to bestow the grant, with the understanding that the Town will
82 complete the environmental study for only Thatcher Drive and Cobbler Lane at this time. If
83 the focused site investigation shows that more areas should be included in this project, the
84 Town can consider adding onto the grant at that time.

85

86 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to defer
87 construction on the water main project until the environmental study is complete, in order to
88 be eligible for the State grant.

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

90

91 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to
92 adjourn the meeting at 4:32pm.

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

94

95 **NEXT MEETING: Monday, October 11, 2022**

96

97

98

99

Selectman Danielle Pray

Date



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Tuesday, October 11, 2022, 6:30PM

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

3
4 Also present: Town Administrator Dean Shankle, and Recording Secretary Kristan Patenaude

5
6 **1. Call to Order**

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

8
9 **2. Pledge of Allegiance** – led by Fire Chief Conley.

10
11 **3. Citizen's Forum**

12 None at this time.

13
14 **4. Board Discussion**

15 **5.1 Fourth of July Committee Appointment – Cerise Bienvenue**

16 Cerise Bienvenue introduced herself to the Board and gave a brief background as to why she
17 is interested in the position. Peter Giannakopoulos, Chair of the Fourth of July Committee,
18 voiced his endorsement of Ms. Bienvenue.

19
20 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
21 *appoint Cerise Bienvenue as a member of the Fourth of July Committee, term ending 2025.*
22 *Voting: 5-0-0; motion carried unanimously.*

23
24 **5. Scheduled Appointments**

25 **5.1 Scott Courtemanche, Town Common Use Request, Oct 22 & Nov 5, 2022**

26 Scott Courtemanche explained that this is a request to use the Green for a Republican
27 candidate meet-and-greet. The proposal is for two dates: October 22, 2022, from 10am-1pm,
28 and November 5, 2022, from 11am-3:30pm. He also requested a rain date of November 6,
29 2022, if possible.

30
31 In response to a question from Chairman Lyon, Scott Courtemanche explained that the
32 Republican Committee requested use of the Green last year for a similar event. The Board
33 granted permission, but this was rained out.

34
35 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to grant*
36 *permission for the Amherst Republican Committee to use the Town Common on October 22,*
37 *2022, from 10am-1pm, and November 5, 2022, from 11am-3:30pm, with a rain date of*
38 *November 6, 2022..*

39 *Voting: 4-0-1; motion carried [D. Pray abstaining].*
40

41 **5.2 Microtime Review, Steve Wolsky, Jack Lincourt and Christine Blais**

42 Steve Wolsky and Jack Lincourt gave a brief presentation to the Board. Steve Wolsky
43 explained that all entities will be hacked at some point, at some level. The important thing is
44 to have a plan in place for when this does occur. Microtime has a number of processes in
45 place to make it through an event of this kind for the Town. He explained that two items, two-
46 factor email authentication and Zero Trust security, are next generation tools which are being
47 rolled out to some initial customers at this time.

48
49 In response to a question from Selectman Stoughton, Mr. Wolsky explained that two-factor
50 authentication for everything, not just email, is a further step that can be taken. This is
51 currently in place for the Police Department.

52
53 In response to a question from Selectman Stoughton, Mr. Wolsky explained that risks are
54 always greater when personal devices are being used by employees. He would suggest that the
55 Town purchase devices for its employees which has Microtime security already on it.

56
57 Mr. Wolsky noted that there are tools in place through Microtime to examine if employees
58 will click on bad links or emails. Once this occurs, a video is sent to the employee to show
59 what happened and how to prevent it in the future. It has been shown that these videos reduce
60 this risk from approximately 70% to 10%.

61
62 In response to a question from Chairman Lyon regarding the Town's current hardware,
63 Christine Blais stated that she is working with Jennifer Stover to create a plan to review the
64 aged workstations in Town. She will work to determine the appropriate asset rotation and plan
65 for extra backup devices. A new server will also soon be needed for Town Hall.

66 **6. Strategic Plan Presentations - *The Board took up this item at this time.***

67 **6.1. Conservation Commission FY24 Strategic Plan**

68
69
70 Rob Clemens, Chair of the Amherst Conservation Commission (ACC), presented the ACC's
71 Strategic Plan to the Board.

72
73 In response to a question from Selectman Pray, Rob Clemens explained that the Souhegan
74 Watershed Association is currently looking to run a DNA-analysis for E.coli in the Souhegan
75 River. This data will be used to determine the source of the bacteria. The ACC would like to
76 help fund some of this work.

77
78 In response to a question from Selectman Grella, Rob Clemens explained that Hollis has
79 approximately 32% open space. Amherst has approximately 13%, Bedford has approximately
80 9%, and Merrimack has approximately 8%. If the Town was able to spend all of the money
81 allocated through the previous open space warrant article to purchase land, this would equate
82 to approximately 800 acres of land, potentially bringing Amherst up to 17%-18% protected
83 open space.
84

85 Chairman Lyon commended the ACC on the amount of work it does entirely through
86 volunteer labor. He believes this is unequaled by any other group in Town. He noted that the
87 lack of land purchases through the previously approved warrant article is not due to lack of
88 effort, but simply a difficult process.

89

90 In response to a question from Selectman Stoughton, Rob Clemens explained that the source
91 water protection grants available often are linked to water suppliers. As the Town does not
92 have one, this becomes difficult. Rob Clemens noted that any help with grant writing would
93 be welcomed by the ACC.

94

95 **6.2 Office of Community Development FY24 Strategic Plan**

96 *This item will be addressed at the next Board meeting.*

97

98 **6.3. DPW Strategic Plan Presentation**

99 DPW Director, Eric Slosek, presented his Department's Strategic Plan to the Board.

100

101 In response to a question from Chairman Lyon, Eric Slosek explained that the intention for
102 FY24 is to change a position at the Transfer Station from part-time to full-time. At a future
103 date, he will formally request moving one of the Highway Department employees to a new
104 position in the Building Department.

105

106 **6.4. AFR Strategic Plan Presentation**

107 Fire Chief Conley presented his Department's Strategic Plan to the Board.

108

109 In response to a question from Selectman Grella, Fire Chief Conley stated that it is unclear if
110 Mont Vernon's Fire personnel could be trained to handle the same calls that Amherst
111 currently cooperates with them on. Mont Vernon's roster is approximately 12 people, and they
112 are not licensed as a non-transport facility.

113

114 Selectman D'Angelo asked why the Fire Department's membership dropped from 53 in 2016,
115 to 36 in 2022. This is a 40% drop in enrollment. Fire Chief Conley stated that the Department
116 has been looking into new ways to recruit members. He believes some of the drop off may be
117 due to time commitment and family dynamics.

118

119 In response to a question from Selectman D'Angelo, Fire Chief Conley stated that the current
120 force has an age mix of people in their 50's and 30's mostly.

121

122 Fire Captain Kevin Hevey stated that he believes the largest barrier to recruitment in Town is
123 that Amherst's housing prices do not attract homeowners in their 20's. This cuts down the
124 applicant pool significantly. Chief Conley agreed that not many in the 20's and 30's can
125 afford million-dollar homes.

126

127 In response to a question from Selectman D'Angelo, Fire Chief Conley stated that a full-time,
128 staffed Fire Department would likely increase the Department's budget by approximately
129 \$1.5M-\$1.7M.

130

131 Selectman Stoughton stated that he was okay with reviewing the arrangement Amherst has
132 with Mont Vernon for services. He noted that he would like to see some call metrics in order
133 to support some of the items mentioned on the plan. He stated that it would also be helpful for
134 the vehicle replacement information to be up to date.

135
136 **8. Administration**

137 **8.1 Administrative Update**

138 Town Administrator Shankle explained that, if the environmental study is complete in time,
139 Pennichuck and CSSI are prepared to begin the water project in November. The focused site
140 investigation is still proposed to be completed by Sanborn Head by January 2023.

141
142 **8.2 Highway Safety Committee Meeting, Sept 29, 2022**

143 Police Chief Mark Reams explained that the Highway Safety Committee met on September
144 29, 2022, regarding the proposed stop sign at Cricket Corner Road and Boston Post Road.
145 This suggestion was evaluated based on a number of criteria, such as accident/crash data at
146 the intersection for the past year, of which there have been five at this intersection in that last
147 17 years. The traffic volume on this road is not sufficient to include additional stop signs. It is
148 also an inherent safety hazard to install two additional stop signs at a location that has
149 previously had free travel. Although the Committee recognizes and sympathizes with this
150 proposal, it recommends no action be taken at this time. Per a suggestion from Selectman
151 D'Angelo, shrubs will be cut back to improve sight distances from the existing stop signs at
152 the intersection.

153
154 In response to a question from Selectman Stoughton, Chief Reams stated that additional stop
155 signs at this intersection for Boston Post Road would not have altered the crash at the heart of
156 this proposal. The accident was not intersection related.

157
158 Chairman Lyon stated that everyone involved would like to change something in this
159 situation, but the addition of stop signs will not change the crash that occurred and likely will
160 not prevent similar crashes in the future.

161
162 **8.3 Cable Franchise Agreement**

163 Steve Frades explained that the Internet Committee last met in September 2018. He
164 recommended that, if the Town pursues a new cable franchise agreement with Comcast, that it
165 only signs a 5-year agreement and not a 10-year agreement. This recommendation is proposed
166 to not lock the Town into a long-term agreement when technology and operating
167 environments are rapidly changing. For example, Consolidated Communications is installing
168 fiber and beginning to compete with Comcast in Town. The new franchise agreement does not
169 match with the Committee's recommendation. It is only beneficial to Comcast and not the
170 Town or its residents. Any requests made by the Committee to be included in this agreement
171 were denied. He stated that Comcast is pushing PEG technology, which is not desirable to
172 continue, as the hardware is becoming obsolete. PEG is also not widely used by residents. A
173 survey completed in 2017 showed that approximately 80% of the Town never uses the PEG
174 TV channel. PEG technology is proprietary to Comcast and not accessible by residents who
175 use streaming services. He noted that other organizations in Town, such as the SAU, use
176 streaming technology and he would like to see the Town move toward that direction.

178 In response to a question from Selectman Pray, Steve Frades stated that the Committee last
179 met four years ago, but he recently contacted each member and received the updated opinion
180 he is presenting this evening.

181
182 Selectman Pray expressed concern with losing Channel 20 for the Town if the franchise
183 agreement is not signed.

184
185 Selectman Stoughton agreed that PEG technology is becoming obsolete. However, part of the
186 franchise agreement looks to give \$60,000 back to the Town from funds already collected
187 from residents. This money can be used to upgrade some of the Town's equipment. Replacing
188 some of this equipment will allow for improved viewing for residents both through channel 20
189 and via streaming services. It will also improve services for boards/committees having
190 meetings inside Town Hall. He would propose signing the 5-year agreement and telling
191 Comcast to not continue to take \$10,000/year from rate payers in Town in the future. This will
192 also give the Town time to come up with a technology plan for the future.

193
194 Steve Frades stated that he never said not to sign the agreement but recommends only signing
195 the 5-year contract.

196
197 Selectman D'Angelo stated that he does not want to lose channel 20, as some may still use it
198 to access information about the Town. However, PEG technology is obsolete and proprietary
199 to Comcast. He has previously suggested the Town look into a YouTube channel for
200 streaming all broadcasts but believes that this cannot currently be done due to the Town's
201 technology not being compatible. He would like to see all of the recorded meetings online so
202 that residents can search through them.

203
204 In response to a question from Chairman Lyon, Town Administrator Shankle explained that
205 the difference between the 5-year and 10-year agreements, is that Comcast agreed to swap out
206 some of the Town's old technology with a 10-year agreement. He noted that all 200+
207 board/committee meetings are available for viewing on the Town's Vimeo channel.

208
209 Joe Cummings, ACTV, stated that the technology that Comcast is willing to upgrade for the
210 Town is the modulator. The Town's technology currently only uses an analog signal, not
211 digital. He noted that this meeting, like all others, is currently being live stream onto the
212 internet and recorded. The improvements proposed by Comcast will catchup the Town's
213 technology.

214
215 Selectman Stoughton noted that the contract is a non-exclusive agreement. Chairman Lyon
216 stated that the contract does not allow the Town to offer a second contract to another TV
217 company.

218
219 Steve Frades suggested signing the 5-year contract or a month-to-month contract.

220
221 Town Administrator Shankle stated that he would review some of the questions posed this
222 evening and bring this back to the Board at its next meeting.

223
224

8.4 Houvener request on easement to town property

225 Bob Houvener, 13 Washer Cove Road, addressed the Board regarding this proposal.

226

227 Chairman Lyon noted that the updated proposal shows an explicit easement to the Town-
228 owned parcel across Mr. Houvener's property, if the Town agrees to give up its rights to the
229 paper streets. He noted that paper streets must be accepted by a vote of the residents. He could
230 not find any information indicating that this was done for the paper streets in question.

231

232 Mr. Houvener agreed that he would make the proposed easement express and will work to
233 legally create this easement for the Town.

234

235 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
236 *recognize the dedication of the street between Lots 25-21, 25-19, and 25-20 is terminated*
237 *upon the owners of these lots recording an express easement to the Town-owned Lots 25-28*
238 *and 25-29 that is satisfactory to Town Counsel; further, the Board recognizes that the*
239 *dedication of the street between Lots 25-32, -34, -36, -37, -37-1, and -23 is terminated.*
240 *Voting: 5-0-0; motion carried unanimously.*

241

242

8.5 Thornton Ferry I town owned property discussion

243

244 Selectman Stoughton explained that the Town was considering donating this property to
245 Habitat for Humanity in order to create affordable housing. Town Counsel spoke to a legal
246 representative for Habitat for Humanity, and it was indicated that the Town cannot donate a
247 tax-deeded property. A similar sentiment was expressed by NHMA. The Board can instead
248 consider asking the voters how best to dispose of this property, including auctioning the
249 property off and mandating the buyer to construct affordable housing, while reserving a
250 trailhead easement on the property. The language for the affordable house could be based off
251 that used by Habitat for Humanity. Alternatively, the Town could keep the land for other
252 purposes, or auction it outright.

252

253 Selectman D'Angelo stated that he likes the suggestion, as long as it is time limited.

254

255 Town Administrator Shankle stated that he will plan to write a demolition grant application
256 for the lot, with the intention of creating affordable housing on the property.

257

258

9. Staff Reports

259

9.5. Hiring of a Call Firefighter - *The Board took up this item at this time.*

260

261 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to approve*
262 *the hiring of William White to the current roster and position of Probationary*
263 *Call Firefighter for Amherst Fire Rescue at the recommendation of Chief Matthew Conley, at*
264 *an hourly rate of \$11.44.*

265

266

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

267

9.6. Rescue Pumper Purchase - *The Board took up this item at this time.*

268

269 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
270 *award the purchase of the new Rescue Pumper from Toyne Fire Apparatus for the amount of*
271 *\$706,796.08.*

270

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

271

272 A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to
273 authorize the Town Administrator to sign all necessary documents required to purchase this
274 pumper .

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

276

277

9.1. Ventrak Vacuum Collection System Bid

278 Craig Fraley, Recreation Department Director, noted that he received three bids for this item,
279 although they were all the same amount as this is a sole proprietor.

280

281 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman accept the
282 purchase of the Ventrac Vacuum Collection System for a price of \$8,807.10 from MTE Turf
283 Solutions located in Derry NH.

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

285

286

9.2. New Hire – Part Time PMEC Coordinator

287 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to hire
288 Celina Dutremble for the position of PMEC Coordinator, at Grade 5 Step 4, equaling \$21.93
289 per hour.

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

291

292

9.3. DPW Crushed Gravel Bids

293 A MOTION was made by Selectman Grella and SECONDED by Selectman Stoughton to
294 award bid# 06-23, "Crushed Gravel", for 4,000 tons of 1 1/2" crushed gravel, to Kevin J.
295 Grassett for the amount of \$22,000, or \$5.50/ton.

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

297

298

9.4. Bridge Contracts Update

299 DPW Director Eric Slosek noted that he would like to reaffirm the Board's position to
300 authorize the Town Administrator to sign documents related to the ongoing bridge projects in
301 Amherst. The Board last approved the TA to sign related documents at the July 24, 2017
302 meeting.

303

304

305 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to
306 authorize the Town Administrator to sign all necessary documents related to the ongoing
307 bridge projects in Town.

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

309

310

311 DPW Director Slosek explained that he is working to expedite the work on the Thornton Ferry
312 Road I bridge. At this time, it appears that construction may begin in November/December.

313

314

9.5. Hiring of a Call Firefighter

315 This item was already addressed.

316

317

9.6. Rescue Pumper Purchase

318 This item was already addressed.

319

320

10. Approvals

319 **10.1 Town Common Use Request- Annual Amherst Tree Lighting**
320 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to approve*
321 *the request for use of the Town Common for the Annual Amherst Tree Lighting, scheduled for*
322 *Friday December 9, 2022 from 5-7pm.*
323 *Voting: 5-0-0; motion carried unanimously.*
324

325 **10.2. Assessing**

326 **Veteran Tax Credit**

327 **Item A.**

328 The Assessor has reviewed the application for the Veteran Tax Credit under RSA 72:28
329 and recommends approval.

330
331 *Therefore, Selectman Stoughton moved and SECONDED by Selectman Grella to approve the*
332 *Veteran Tax Credit for Map 005, Lot 111-009 commencing in tax year 2023.*
333 *Voting: 5-0-0; motion carried unanimously.*
334

335 **Service-Connected total Disability Tax Credit**

336 **Item B.**

337 The Assessor has reviewed the application for the Service-Connected Total Disability
338 Tax Credit under RSA 72:35 and recommends approval.

339
340 *Therefore, Selectman Stoughton moved and SECONDED by Selectman Grella approve the*
341 *Service-Connected Total Disability Tax Credit for Map 005, Lot 111-009 commencing in tax*
342 *year 2023.*
343 *Voting: 5-0-0; motion carried unanimously.*
344

345 **Veteran Tax Credit**

346 **Item C.**

347 The Assessor has reviewed the application for the Veteran Tax Credit under RSA 72:28
348 and recommends approval.

349
350 *Therefore, Selectman Stoughton moved and SECONDED by Selectman Grella to approve the*
351 *Veteran Tax Credit for Map 007, Lot 010-000 commencing in tax year 2023.*
352 *Voting: 5-0-0; motion carried unanimously.*
353

354 **Service-Connected Total Disability Veteran Tax Credit**

355 **Item D.**

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

358
359 *Therefore, Selectman Stoughton moved and SECONDED by Selectman Grella to approve*
360 *the 2023 Service-Connected Total Disability Tax Credit for Map 007, Lot 010-000*
361 *commencing in tax year 2023.*
362 *Voting: 5-0-0; motion carried unanimously.*
363

364 **Timber Tax Levy Yield Tax**

365 **Item E.**

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

369

370 *Therefore, Selectman Stoughton moved and SECONDED by Selectman Grella to approve and*
371 *sign the Timber Tax Levy and Certification of Yield Tax in the amount of \$195.14 for Map*
372 *008, Lot 077-076.*

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

374

375 **10.3 AP, PR, and Minutes**

376 **Payroll**

377 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
378 *approve one (1) FY23 Payroll Manifest in the amount of \$230,918.24 dated October 6, 2022,*
379 *subject to review and audit.*

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

381

382 **Accounts Payable**

383 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
384 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$44,713.29 dated*
385 *September 30, 2022, subject to review and audit. (NH DMV)*

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

387

388 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
389 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$3,260,150.00 dated*
390 *October 1, 2022, subject to review and audit. (Schools)*

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

392

393 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman to approve one*
394 *(1) FY23 Accounts Payable Manifest in the amount of \$78,518.15 dated September 27, 2022,*
395 *subject to review and audit. (Vendors)*

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

397

398 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*
399 *approve the Board of Selectmen meeting minutes of September 26, 2022, as submitted.*

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

401

402 **10. Action Items**

403 *The Board reviewed its action items.*

404

405 **11. Old/New Business**

406 *Selectman D'Angelo noted that there will be a stakeholder's meeting regarding the proposed*
407 *Village streets engineering study on Tuesday, October 18, 2022 at 9am. There will also be a*
408 *Wilkins School open house meeting that evening at 7pm.*

409

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

413
414 *A MOTION was made by Chairman Lyon and SECONDED by Selectman D'Angelo to enter*
415 *Non-Public Session pursuant to RSA 91-A:3 II (c) at 10:41pm.*
416 *Roll Call vote: Selectman Grella – aye; Selectman Stoughton – aye; Selectman D'Angelo -*
417 *aye; Selectman Pray - aye; and Chairman Lyon – aye: 5-0-0; motion carried unanimously.*
418

419 Other persons present during nonpublic session: Town Administrator Dean Shankle.

420
421 No motions were made, no votes were taken.

422
423 *A MOTION to leave nonpublic session and return to public session was made by Selectman*
424 *D'Angelo and SECONDED by Selectman Stoughton at 11:09pm.*
425 *Motion Passed, 5-0.*

426
427 Public session reconvened at 11:09pm.

428
429 Meeting adjourned at 11:10pm.

430

431

432

433 **NEXT MEETING: Monday, October 24, 2022**

434

435

436

437

Selectman Danielle Pray

Date