



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, FEBRUARY 6, 2023 4:00 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Board Appointment, Conservation Committee**
  - 4.1. Volunteer Application for Conservation Commission- Mark Bender
- 5. Scheduled Appointments**
- 6. Administration**
  - 6.1. Administrative updates
- 7. Staff Reports**
  - 7.1. Part-Time Dispatcher Hire
  - 7.2. DPW Ford F550 Bid
  - 7.3. Fire/Rescue - reduction of Comstar Invoice
  - 7.4. Finance Department Staffing
- 8. Approvals**
  - 8.1. Request for use of Town Green: Amherst Junior Womens Club's Annual Easter Egg Hunt 2023
  - 8.2. Hawker and Peddler permit application, Leo Short, Sammich LLC
  - 8.3. Assessing
  - 8.4. Payroll, AP and Meeting Minutes
- 9. Action Items**

**10. Old/New Business**

**11. Non-Public Session**

11.1. RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

11.2. RSA 91-A:3, II (b) The hiring of any person as a public employee.

**Adjournment**

**Next Meeting: February 21, 2023**

You are invited to a Zoom webinar.

When: Feb 6, 2023 04:00 PM Eastern Time (US and Canada)

Topic: Board of Selectmen Meeting 2/6/2023

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81745414885>

Or Telephone: 301 715 8592

Webinar ID: 817 4541 4885



Town of Amherst, NH

# Volunteer Application

Board/Committee/Commission you wish to serve on: CONSERVATION

Applicant Name: MARK BENDER

Residence Address: 20 GRATER ROAD, AMHERST NH 03031

Mailing Address: SAME

Telephone: \_\_\_\_\_  
(Cell) (Home)

E-mail Address: MBENDERNH@GMAIL.COM

Time Available - Hours per month (Circle One): 2 5 10 20 30

Other Boards/Committee/Commission Served On (may include other cities/towns):  
TOWN ADMINISTRATION IN MILFORD, NH  
BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

*Please submit a brief statement 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.*

*Mark Bender*  
Signature

1/24/2023  
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](mailto:jstover@amherstnh.gov)

January 24, 2023

Amherst NH Board of Selectmen

Amherst NH Conservation Commission Members

Greetings Neighbors,

After attending several Amherst Conservation Commission (ACC) meetings during 2022, I was interested in joining the Commission. In August 2022, I agreed to return to my prior role as Town Administrator in Milford on an interim basis. This is a time-consuming position, so I decided to defer my involvement with ACC until my interim position was ending. That time is quickly approaching, so I would like your consideration to serve as a conservation commissioner.

My business and municipal background should be useful to the commission. Protecting our natural resources and the environment for the enjoyment of future generations are important issues. I had many conversations with Bruce Beckley about his service and admired his dedication to the town and conservation. Returning to retired status will afford me the time to devote to the commission and other volunteer activities.

I look forward to working with you.

Best Regards,

Mark Bender



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

**Title:** Administrative updates

**Department:** Administration

**Meeting Date:** February 6, 2023

**Staff Contact:**

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**BACKGROUND INFORMATION:**

General.

Discuss payment of waterline hook ups not covered by state grants.

**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:** Part-Time Dispatcher Hire  
**Meeting Date:** February 6, 2023

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

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## **BACKGROUND INFORMATION:**

On behalf of Amherst Public Safety Communications Center (APSCC), I am requesting that the Board of Selectmen approve the appointment of **Mr. Cameron Stacey** to the position of **Part-Time Dispatcher**. Mr. Stacey comes to the APSCC with prior full-time dispatching experience, and has undergone the agency's extensive pre-employment background investigation. Mr. Stacey's appointment will augment shift coverage as needed within the Communications Center.

Thank you for your consideration. -Chief Reams

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Position will be funded through existing approved APSCC budget line, *Public Safety - Part Time Wages 01-4299-10-1115*.

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Approve

## **SUGGESTED MOTION:**

Move to approve the hiring of Cameron M. Stacey to the position of Part-Time Dispatcher, Grade 6 Step 4 \$23.04, effective February 6, 2023.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. 20230120083913



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** DPW Ford F550 Bid  
**Meeting Date:** February 6, 2023

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

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## **BACKGROUND INFORMATION:**

As per our vehicle replacement plan, we desire to replace Truck 5, a 2011 Ford F550, with a new model 2023 F550. In addition to posting an advertisement to bid on our electronic sites, we directly invited six area Ford dealerships to bid. Of the six dealerships, only Colonial Municipal Group (CMG) sent us a bid. We reached out to the other dealerships we invited to ask why they did not submit bids. Some answers given were they didn't have time to mail it, couldn't procure the accessory equipment, and the order window closed. A few have not responded to our information request. Shortly after advertising our bid, we learned that the Ford order window had closed on Friday, January 13. This is a truck we will need for the 2023-2024 plowing season. The next order window to place an order with Ford does not open up until sometime in June 2023, with orders not likely to be fulfilled until sometime in Spring 2024.

The bid CMG submitted did not include a liquid calcium spray system, or trade in value. We asked CMG to give us an updated proposal including these items. The amended proposal including liquid system and trade in is \$2,197 less, for a total net price of \$93,508.20.

We recommend the BOS approve the amended bid from CMG, for the total purchase price of \$93,508.20. CMG utilizes Massachusetts state bid pricing. The State of NH does not have a state bid price for Ford F550 trucks. If approved, this purchase would be the third truck we have purchased from CMG since 2020. We have had a good experience with CMG. They are responsive and had the lowest pricing for our last two purchases.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

\$93,508.20 from DPW Vehicles and Equipment Acquisition and Replacement CRF

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Recommend to award bid to Colonial Municipal Group (CMG).

## **SUGGESTED MOTION:**

I move to approve the purchase of a 2023 model Ford F550, with all associated implements and accessories, and the trade-in of our existing 2011 model Ford F550 with plow and sander, from Colonial Municipal Group, for the net purchase price of \$93,508.20. I further move to authorize the Town Administrator to sign any related documents.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

- 1. CMG Bid 07-23
- 2. Award for 07-23
- 3. Equipment Plan





## DEPARTMENT OF PUBLIC WORKS

22 Dodge Road  
Amherst, NH 03031  
Tel. (603) 673-2317

Eric Slosek – DPW Director

Bid Number 07-23

Ford F-550

### INVITATION TO BID

The Town of Amherst, NH (Federal Tax ID# 02-6000030) is accepting bids at the Town Administrator's Office, 2 Main Street, Amherst, NH for a 2023 Ford Super Duty F-550 DRW (F5H) XL, 4WD, regular cab Truck. Truck shall be priced to include all options and axillary equipment as described in **Attachment A**.

Clearly marked sealed bids stating "2023 F-550, Bid # 07-23" using the bid form provided shall be received at the Town Administrator's office until 11:00 AM, Monday, January 30<sup>th</sup>, 2023. No bid received after this time shall be considered. Bids will be publicly opened and read aloud at any available office or conference room located at Town Hall, 2 Main Street. Bids shall be irrevocable for a period of thirty (30) calendar days following bid-opening date. Electronic proposals will not be opened or accepted. Bids will be reviewed and taken under consideration, and award will be made by the Board of Selectmen at a regular board meeting. 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 interests of the town overall.

The Town of Amherst is exempt from all sales and Federal Excise Taxes. Exemption certificates will be furnished upon request covering taxable items.

Questions concerning this bid specification should be directed to the Public Works Director, Eric Slosek, or his assign, at 603-673-2317, or via email at [eslosek@amherstnh.gov](mailto:eslosek@amherstnh.gov)

# 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 07-23 Municipal Truck replacement bid 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 to execute a contract agreement under this proposal in accordance with such award, on such form and in such manner as is prescribed by the Town and to provide all services needed to perform all the requirements for vehicle sales, in Amherst, NH for the following Unit Prices:

Exceptions to the bid specification: Our proposal does not include the Freedom II control system. This system requires central hydraulics which was not a requested option in this proposal.

2023 – Ford F-550 4X4 Cab:	\$ <u>51,370<sup>20</sup></u>
Optional/accessory Equipment:	\$ <u>44,335</u>
Total Bid	\$ <u>95,705<sup>20</sup></u>

Total Price in longhand: Ninty five thousand seven hundred five

Estimated delivery after order confirmation: 150-200 days

Colonial Ford Inc dba Colonial Municipal  
Name of Dealership

John Welch President  
Print Representative's Name and Title

[Signature]  
Representative's Signature

61 Brigham St  
Street address

Marlboro Ma 01752  
City, State and zip code

774 556 2531  
Telephone

1/27/23  
Date

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

**\*Bid Price should include cost of all fees/cost, and added optional equipment not specified in Attachment A associated with final delivery**

## **Attachment A**

### **Optional Equipment**

#### **Engine/Fuel Type:**

7.3-liter V8/ Gasoline

#### **Item/Package Description**

TGM	Tires: 225/70R19.5 BSW A/T
X8L	Limited Slip w/4.88 Axle ratio
90L	Power Equipment Group
473	Snowplow Prep Package
67B	410 Amp Alternator
52B	Trailer brake controller
62R	Transmission Power Take-Off Provision
18B	Platform Running Boards
61L	Front Wheel Well Liners
872	Rear View Camera & Prep
512	Spare Tire and Wheel
86M	Dual Batteries
68U	Payload Upgrade Package
YZ	Exterior Color - Oxford White

#### **Other Axillary Equipment:**

- 10' Poly Plow
- 9' Dump Body w/electric hydraulics
  - Gravity down
- 9-foot, 3-yard, Electric Poly Sander w/compatible vibrator
- Freedom II spreader control system from Certified Power Inc.
  - With integrated liquid calcium dispensing system (50-gallon capacity)
- Whelen LED IONS (2) grille – Amber
- LED Warning System – 2 front cab shield / 2 rear body / 2 side
- ½ inch Reinforced Plate w/D Rings, Light Plug, Combo Pintle
- Poly Rear Fenders
- Wetherteck Floor mats
- Ventshades
- Canvas Cover – Manual
- Install Rearview Camera
- Optional extended Warranties offered



# Estimate

Date:1-31-23

Estimate#

Customer ID:

To: Town of Amherst  
 Jeff Caswell  
 603-316-4013  
[jjordan@amherstnh.gov](mailto:jjordan@amherstnh.gov)

Salesperson: **Jay Matisko**  
 774-556-2548  
[jmatisko@buycmg.com](mailto:jmatisko@buycmg.com)

BID

Qty	Item #	Description	Unit Price	Line Total
1.00		2023 Ford Super Duty F-550 DRW (F5H) XL 4WD Reg Cab	\$ 48,195.00	\$ 48,195.00
1.00		Color: Oxford White	included	included
1.00		7.3 Gas Engine	included	included
1.00		SYNC	included	included
1.00	TGM	Tires: 225/70R19.5 BSW A/T	\$ 190.00	\$ 186.20
1.00	X8L	Limited Slip w/4.88 Axle Ratio	\$ 395.00	\$ 387.10
1.00	90L	Power Equipment Group	included	included
1.00	473	Snow Plow Prep Package	\$ 250.00	\$ 245.00
1.00	67B	410 Amp Alternator	\$ 115.00	\$ 112.70
1.00	52B	Trailer Brake Controller	included	included
1.00	62R	Transmission Power Take-Off Provision	included	included
1.00	18B	Platform Running Boards	\$ 320.00	\$ 313.60
1.00	61L	Front Wheel Well Liners	\$ 180.00	\$ 176.40
1.00	872	Rear View Camera & Prep	\$ 415.00	\$ 406.70
1.00	512	Spare Tire & Wheel	\$ 350.00	\$ 343.00
1.00	86M	Dual battery	\$ 210.00	\$ 205.80
1.00	68U	Payload Upgrade Package	\$ 815.00	\$ 798.70
1.00		9' Airflow Steel Dump Body with Electric Hydraulics Black Bodydy	\$ 14,690.00	\$ 14,690.00
1.00		1/2" Reinforced Plate w/ D Rings, Light Plug, Combo Pintle	\$ 1,017.00	\$ 1,017.00
1.00		Canvas Cover-Manual	\$ 565.00	\$ 565.00
1.00		Poly Rear Fenders	\$ 1,130.00	\$ 1,130.00
1.00		Fisher 10' Plow	\$ 11,865.00	\$ 11,865.00
1.00		Fisher 9' 3.0 cu yd Stainless Sander Electric	\$ 10,453.00	\$ 10,453.00
1.00		Fisher Vibrator	\$ 1,017.00	\$ 1,017.00
1.00		Whelen LED IONS (2) Grille Amber	\$ 390.00	\$ 390.00
1.00		LED Warning System- 2 Front Cab Shield/ 2 Rear Body 2 Side	\$ 2,260.00	\$ 2,260.00
1.00		Ventshades	\$ 125.00	\$ 125.00
1.00		Weathertech Floor Mats	\$ 145.00	\$ 145.00
1.00		Install Rear View camera	\$ 283.00	\$ 283.00
1.00		Shop Supplies	\$ 395.00	\$ 395.00
1.00		JCM Calcium System 50 Gallon On/Off Electric	\$ 4,803.00	\$ 4,803.00
				\$ -
		<b>Trade In : 2011 F550 1FDUF5HT2BEA95304</b>	\$ (7,000.00)	\$ (7,000.00)
				\$ -
				\$ -

**Special Instructions:**

Custom or Special Orders are Non-Refundable

This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.

Estimate is Based on Current Information From Client About the Project Requirements

Actual Cost May Change Once Project Elements are Finalized

<b>Subtotal</b>	\$	93,508.20
<b>Sales Tax</b>		
<b>Grand Total</b>	\$	93,508.20

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

**TOWN OF AMHERST**

Town Department: DPW

Date: January 31, 2023

Line Item: F550

Budget Amount:

Bid #: 07-23

Item: DPW Vehicle CRF

Date Bid To Be Awarded: February 6, 2023

<u>Vendor</u>	<u>Price</u>	<u>Trade</u>	<u>Total</u>
1. AutoFair Ford	NO BID		
2. Best Ford	NO BID		
3. Colonial Municipal Group	\$100,508.20	-\$7,000.00	\$93,508.20
4. Ford of Londonderry	NO BID		
5. Grappone Automotive Group	NO BID		
6. MHQ Truck & Equipment	NO BID		

Recommend bid be awarded to: Colonial Municipal Group

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

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.  
This bid has been posted on New Hampshire Municipal Association; and the Amherst NH website.

	Model	Useful	Net Repl.	Replace Year (FY)						
Vehicle / Equipment	Year	Life	Cost	2023	2024	2025	2026	2027	2028	2029
Truck 4 - 6 Wheel Dump	2013	10	\$170,092		X					
Truck 2 - 6 Wheel Dump	2017	10	\$182,983					X		
Truck 8 - 6 Wheel Dump	2019	10	\$196,851							
Truck 14 - 6 Wheel Dump	2018	10	\$187,493						X	
Truck 15 - 6 Wheel Dump	2020	10	\$201,703							
Truck 6 - 6 Wheel Dump	2016	10	\$174,285			X				
Truck 17 - 6 Wheel Pickup (new)	2022	10	\$166,000							
Truck 10 - 10 Wheel Dump	2017	10	\$258,189				X			
Loader - DPW	2016	16	\$147,969							X
Loader - Transfer Station	2008	10	\$152,215	X						
Truck 7 - Pickup	2020	10	\$59,292							
Truck 12 - Pickup	2016	10	\$56,000		X					
Truck 16 - Pickup	2015	10	\$55,115					X		
Truck 11 - Pickup (new)	2022	10	\$23,580	X						
Rec 1 - F350 pickup *	2008	10	\$30,000							
Rec 3 - 1 Ton Dump	2016	10	\$50,527						X	
Truck 5 - 1 Ton Dump	2011	10	\$92,768	X						
Truck 9 - 1 Ton Dump	2020	10	\$126,690							
Truck 1 - 1 Ton Dump	2016	10	\$102,259					X		
Ferris - zero turn mower	2016	10	\$12,909				X			
Toro - Zero turn mower	2020	10	\$13,888							X
eX Mark - Zero turn mower	2016	10	\$12,000	X						
Case Back Hoe	2016	10	\$149,404							
Tractor - Trackless	2015	10	\$178,617							
Tractor - Kubota - M5-901 (90HP)	2016	10	\$31,126							



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

**Title:** Fire/Rescue - reduction of Comstar Invoice  
**Department:** Finance Department

**Meeting Date:** February 6, 2023  
**Staff Contact:** Debbie Bender

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**BACKGROUND INFORMATION:**

This is to get approval for a reduction to Comstar Invoice #20-256216.

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

I move to reduce Comstar Invoice #20-256216 by \$719.75 based on the request from Chief Conley and Finance Director Bender.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Payment reduction request (1)





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Finance Department Staffing  
**Meeting Date:** February 6, 2023

**Department:** Finance Department  
**Staff Contact:** Debbie Bender

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## **BACKGROUND INFORMATION:**

We have been looking for an Assistant Finance Director since September 2022 and have not found a qualified applicant. In the meantime, we would really benefit from having another person at least part time to help the department get caught up. I am proposing that we focus our attention on hiring a Finance Department Assistant. This is an existing position in the department. It was what I was hired into, back in 2013. This person would help with data entry, general clerical duties and providing backup to the Accountant and the Finance Director, along with providing support for special projects such as organizing fixed assets. I have said from the beginning that a staff of 2 full-time and one part-time would be the minimum number of people to efficiently run the finance department and also allow for continuity of services with some disruptions. If we went with 3 full-time employees, that would also allow for some flexibility to help out with Administration or some other department as needed.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Lower budget amount for clerk instead of assistant finance director.

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Yes

## **SUGGESTED MOTION:**

I motion that we allow the Finance Director to hire a Finance Department Assistant, Grade 6.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. FY23 Town Wage Scale
2. Finance Assistant 1.25.2018

FY23 PAY SCALE	4 Percent COLA Adjustment	Effective 7/1/22 to 6/30/23																					
		Step 1		Step 2		Step 3		Step 4		Step 5		Step 6		Step 7		Step 8		Step 9		Step 10		Step 11	
GRADE	POSITIONS	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23
1	Library Page	11.39	11.85	11.61	12.07	11.83	12.30	12.08	12.56	12.31	12.80	12.57	13.07	12.82	13.33	13.07	13.59	13.34	13.87	13.60	14.14	13.88	14.44
2	PT REC Maintenance, PT Labor	14.39	14.97	14.68	15.27	14.97	15.57	15.28	15.89	15.58	16.20	15.89	16.53	16.20	16.85	16.52	17.18	16.87	17.54	17.20	17.89	17.55	18.25
3	Library Assist, Tech Services Librarian, Dispatch Trainee, PT Police Officer, Transfer Station Attendant, Crossing Guard, Assist Clerk	17.72	18.43	18.09	18.81	18.45	19.19	18.80	19.55	19.18	19.95	19.57	20.35	19.97	20.77	20.36	21.17	20.77	21.60	21.18	22.03	21.61	22.47
4	Laborer/Truck Driver, Grounds Keeper, Libr Assist II	18.38	19.12	18.76	19.51	19.12	19.88	19.52	20.30	19.90	20.70	20.30	21.11	20.71	21.54	21.12	21.96	21.55	22.41	21.97	22.85	22.40	23.30
5	PT Secretary, Administrative Fire Lieutenant	19.87	20.66	20.27	21.08	20.68	21.51	21.09	21.93	21.53	22.39	21.95	22.83	22.39	23.29	22.83	23.74	23.28	24.21	23.75	24.70	24.24	25.21
6	Department Assistant, Assessing Technician, Dispatcher, Secretary	20.88	21.72	21.27	22.12	21.71	22.58	22.15	23.04	22.59	23.49	23.05	23.97	23.52	24.46	23.96	24.92	24.46	25.44	24.94	25.94	25.44	26.46
7	Light Equipmt Operator, Assist Dispatch Coord	21.26	22.11	21.70	22.57	22.14	23.03	22.58	23.48	23.04	23.96	23.50	24.44	23.95	24.91	24.42	25.40	24.93	25.93	25.43	26.45	25.93	26.97
8	Police Assistant, Dispatch Coordinator	21.92	22.80	22.36	23.25	22.81	23.72	23.26	24.19	23.73	24.68	24.21	25.18	24.68	25.67	25.19	26.20	25.70	26.73	26.22	27.27	26.75	27.82
9	Light Equip/Mechanic	22.13	23.02	22.58	23.48	23.02	23.94	23.48	24.42	23.94	24.90	24.42	25.40	24.92	25.92	25.42	26.44	25.92	26.96	26.44	27.50	26.97	28.05
10	Heavy Equipment Operator	22.33	23.22	22.79	23.70	23.23	24.16	23.71	24.66	24.19	25.16	24.66	25.65	25.17	26.18	25.67	26.70	26.18	27.23	26.69	27.76	27.23	28.32
11	Senior Heavy Equipment Operator, Rec. Program Coordinator	22.78	23.69	23.23	24.16	23.70	24.65	24.17	25.14	24.65	25.64	25.16	26.17	25.67	26.70	26.17	27.22	26.68	27.75	27.22	28.31	27.76	28.87
12	Executive Assistant, PT Building Inspector, Accountant, Deputy Town Clerk, Town Planner,	24.16	25.13	24.64	25.63	25.15	26.16	25.64	26.67	26.15	27.20	26.67	27.74	27.21	28.30	27.75	28.86	28.29	29.42	28.89	30.05	29.46	30.64
13	Fire Inspector, Comm. Center Supervisor, FT Bldg. Inspector	25.36	26.37	25.87	26.90	26.40	27.46	26.92	28.00	27.46	28.56	28.01	29.13	28.56	29.70	29.13	30.30	29.72	30.91	30.31	31.52	30.93	32.17
14	Town Clerk, Tax Collector, Library Dept. Head, Foreman	26.60	27.66	27.16	28.25	27.71	28.82	28.27	29.40	28.84	29.99	29.42	30.60	29.99	31.19	30.59	31.81	31.20	32.45	31.84	33.11	32.46	33.76
15	Zoning Administrator	29.36	30.53	29.96	31.16	30.56	31.78	31.16	32.41	31.77	33.04	32.42	33.72	33.07	34.39	33.74	35.09	34.40	35.78	35.09	36.49	35.80	37.23
16	Clerk of Works (Roads)	30.84	32.07	31.47	32.73	32.08	33.36	32.72	34.03	33.37	34.70	34.04	35.40	34.72	36.11	35.43	36.85	36.12	37.56	36.84	38.31	37.60	39.10
17	Police Lieutenant, Captain Fire Rescue	34.00	35.36	34.68	36.07	35.38	36.80	36.07	37.51	36.80	38.27	37.56	39.06	38.30	39.83	39.06	40.62	39.85	41.44	40.64	42.27	41.45	43.11
18	Deputy Chief, Assistant DPW Director, Police Captain	36.60	38.06	37.32	38.81	38.08	39.60	38.84	40.39	39.63	41.22	40.41	42.03	41.22	42.87	42.04	43.72	42.88	44.60	43.75	45.50	44.60	46.38
19	DPW Director, Police Chief, Fire Chief, Library Director, Community Development Director, Finance Director, Recreation Director	39.35	40.92	40.14	41.75	40.95	42.59	41.75	43.42	42.59	44.29	43.43	45.17	44.31	46.08	45.21	47.02	46.09	47.93	47.02	48.90	47.97	49.89
20	Town Administrator	43.85	45.60	44.72	46.51	45.61	47.43	46.53	48.39	47.47	49.37	48.42	50.36	49.38	51.36	50.35	52.36	51.37	53.42	52.39	54.49	53.44	55.58

Amherst, NH  
January 2018

## **Job Description**

### **FINANCE DEPARTMENT ASSISTANT**

**DEPARTMENT:** FINANCE

**SUPERVISOR:** FINANCE DIRECTOR

**SALARY CLASSIFICATION:** FULL TIME

### **JOB SUMMARY**

This full-time position is responsible for processing and maintaining all payroll, accounts payable, cash receipts and accounts receivable. Performs additional routine accounting and clerical duties. This job description is meant to be illustrative and is no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

### **ESSENTIAL JOB FUNCTIONS**

1. Processes, reviews, corrects, verifies, and maintains general financial information for accounts payable, accounts receivable, and all payroll functions to include monthly and yearly reporting to state and federal government agencies.
2. Monitors fund balances for the general, conservation, and recreation funds and special town projects.
3. Examines purchase orders, daily cash sheets, paid bills, and receipts for accuracy and consistency.
4. Prepares checks for warrants, posts payments, statements, and lists to various hard copy and computer-based ledgers, registers and/or journals.
5. Performs various financial applications, does word processing, develops spreadsheets and/or database files.
6. Prepares routine financial and budget reports and statements.
7. Answers questions and provides instructions requiring a working knowledge of municipal laws, rules, and regulations, bookkeeping and office procedures.
8. Answers telephone, and responds to personal inquires, service requests,

- complaints and correspondence from customers in a helpful, courteous, and efficient manner.
9. Prepares financial reports as directed to aid in decision-making, public disclosure, or compliance with legal requirements.
  10. Assists with other office job functions in the event a coworker is absent or during peak customer times.
  11. Performs related work as required by the Finance Director and Town Administrator.

### **KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS**

- Knowledge of the principles, methods, and practices of bookkeeping.
- Working knowledge of laws, ordinances, and regulations governing municipal finance.
- Strong planning, organizational, performance and evaluation skills over financial operations.
- Knowledge of modern office methods and procedures including the use of computer based financial applications.
- Knowledge of cash handling and cash reconciliation procedures.
- Ability to maintain effective relationships with other employees, municipal officials, and customers.
- Ability to prepare complex financial reports and handle multiple tasks.
- Ability to perform mathematical calculations with speed and accuracy using a calculator and/or computer.
- Ability to keep and maintain financial records of significant complexity.
- Skill in the operation of data processing equipment, typewriters, adding machines, copiers, and office equipment.
- Ability to communicate effectively orally, in writing and by listening in the activities of conversation, discussion, notes, memorandum, and reports.

## **EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS**

High School Diploma or GED is required with supplemental training in bookkeeping. College level courses or an Associates Degree in accounting or other related financial discipline preferred. Two or more years of experience in bookkeeping or related financial work desired. Knowledge of Business Management Systems software, Microsoft Access, Word, and Excel required.

## **WORK LOCATION AND HOURS**

The Town Office is located at 2 Main Street, and the hours of operation are from 8:00 AM to 4:00 PM.

## **PHYSICAL EXERTION / ENVIRONMENTAL CONDITIONS**

Some physical effort involving lifting and filing boxes in the archives during research. Working conditions include data entry. Job often entails routine and repetitive tasks that, once learned, can be executed under general supervision. Senior department personnel to insure accuracy and completeness of assignments may check work.



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

**Title:** Request for use of Town Green:  
Amherst Junior Womens Club's Annual  
Easter Egg Hunt 2023

**Department:** Administration

**Meeting Date:** February 6, 2023

**Staff Contact:**

---

**BACKGROUND INFORMATION:**

**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 Green for the Amherst Junior Women Club's Annual Easter Egg Hunt April 1, 2023 from 8:30am-noon.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Amherst Junior Women's Club Easter Egg Hunt 2023 Permit request - 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 Junior Commons Club Contact Name: Lori Longley  
Contact Phone Number: 603-661-6573 Contact e-mail: llongley@comcast.net  
Date of Event: 4-1-23 Hours (from/ to): 8:30-noon Number of est. participants: 100

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

Wish to bring anything onto the Commons ? IF so, what? pop-up tents, tables, plastic easter eggs

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) wrapped candy in eggs

Brief Description of event.:  
Annual ASJJC Easter Egg hunt. Approximately 300 filled plastic eggs will be placed/hidden on the green for local children to find. There will also be craft tables setup for small children's crafts.

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: 1/20/23

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: 1/21/23  
Mark O. Reams (Jan 22, 2023 11:31 EST)

Fire/ Rescue Chief Approval: Signature Matthew Conley Date: 1/24/2023  
Matthew Conley (Jan 24, 2023 14:46 EST)

Public Works Director Approval: Signature Eric Slosek Date: 1-27-2023  
Eric Slosek (Jan 27, 2023 14:59 EST)

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











# Amherst Junior Women's Club, Easter Egg Hunt 2023 Permit request

Final Audit Report

2023-01-27

Created:	2023-01-20
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsJVJz8RfUCQIDY4ttilkX9aLPdQrMJEP

## "Amherst Junior Women's Club, Easter Egg Hunt 2023 Permit request" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)  
2023-01-20 - 6:31:26 PM GMT
-  Document emailed to mreams@amherstnh.gov for signature  
2023-01-20 - 6:32:07 PM GMT
-  Email viewed by mreams@amherstnh.gov  
2023-01-22 - 4:30:42 PM GMT
-  Signer mreams@amherstnh.gov entered name at signing as Mark O. Reams  
2023-01-22 - 4:31:11 PM GMT
-  Document e-signed by Mark O. Reams (mreams@amherstnh.gov)  
Signature Date: 2023-01-22 - 4:31:13 PM GMT - Time Source: server
-  Document emailed to Matthew Conley (mconley@amherstnh.gov) for signature  
2023-01-22 - 4:31:14 PM GMT
-  Email viewed by Matthew Conley (mconley@amherstnh.gov)  
2023-01-24 - 7:45:55 PM GMT
-  Document e-signed by Matthew Conley (mconley@amherstnh.gov)  
Signature Date: 2023-01-24 - 7:46:27 PM GMT - Time Source: server
-  Document emailed to Eric Slosek (eslosek@amherstnh.gov) for signature  
2023-01-24 - 7:46:28 PM GMT
-  Email viewed by Eric Slosek (eslosek@amherstnh.gov)  
2023-01-27 - 7:58:38 PM GMT



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

Signature Date: 2023-01-27 - 7:59:42 PM GMT - Time Source: server

 Agreement completed.

2023-01-27 - 7:59:42 PM GMT



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

**Title:** Hawker and Peddler permit application, Leo Short, Sammich LLC

**Department:** Administration

**Meeting Date:** February 6, 2023

**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Leo Short, Sammich LLC Hawkers and Peddlers application Jan 2023

RECEIVED  
JAN 17 2023

DATE RECEIVED

POLICE DEPT  
AMHERST, NH

TOWN OF AMHERST  
APPLICATION FOR HAWKERS, PEDDLERS & VENDORS PERMIT

NAME OF APPLICANT LEO W. SHORT DOB 12-29-71  
RESIDENCE ADDRESS 30 IRIS RD. TOWN MILFORD, NH  
PHONE NO. (603) 475-7514  
LENGTH OF TIME AT THIS ADDRESS 8 YEARS  
PREVIOUS ADDRESS IF ABOVE IS LESS THAN THREE YEARS \_\_\_\_\_

PHYSICAL DESCRIPTION:

HEIGHT 6' 2" WEIGHT 225 HAIR BROWN EYES GREEN

NAME, ADDRESS OF PERSON, FIRM, OR CORPORATION OR ASSOCIATION WHOM  
APPLICANT IS EMPLOYED BY OR REPRESENTS:

NAME SAME (OWNER-OPERATOR, SAMMICH, LLC)  
ADDRESS SAME

PHONE NO. SAME LENGTH OF EMPLOYMENT/REPRESENTATION 1.75 YRS.

NAME, ADDRESS OF EMPLOYER DURING PAST THREE YEARS, IF OTHER THAN  
PRESENT EMPLOYER:

NAME ST. JOSEPH HOSPITAL  
ADDRESS 172 KINSLEY ST.  
NASHUA, NH.

HAWKERS & PEDDLERS STATE LICENSE NO. 2022-422 EXP. DATE 10-21-2023  
(REQUIRED)

DESCRIPTION OF PRODUCT AND METHOD/LOCATION OF SALE FOOD ITEMS

PREPARED IN NH LICENSED COOK UNIT # FA0007643  
LOCATION: AMHERST GARDEN CENTER

NOTE: IF YOU ARE AT A LOCATION, OTHER THAN YOUR OWN, YOU NEED WRITTEN  
PERMISSION FROM THE PROPERTY OWNER GIVING YOU AUTHORIZATION TO BE ON  
HIS/HER PROPERTY.

PERIOD OF TIME FOR WHICH PERMIT IS APPLIED ONGOING 2/1/23 - 12/31/23

DATE OR APPROXIMATE DATE OF LATEST PREVIOUS APPLICATION FOR PERMIT UNDER THIS ORDINANCE, IF ANY N/A

HAS A PERMIT ISSUED TO THE APPLICANT UNDER THIS ORDINANCE EVERY BEEN REVOKED?

YES \_\_\_\_\_ NO

HAS THE APPLICANT EVER BEEN CONVICTED OF A MISDEMEANOR OR A FELONY UNDER THE LAWS OF THIS STATE OR ANY STATE OR FEDERAL LAWS OF THE UNITED STATES?

YES \_\_\_\_\_ NO

IN THE EVENT THAT THE PRODUCT WHICH IS THE SUBJECT OF THE APPLICATION IS A PERISHABLE OR A FOOD COMMODITY, THE APPLICANT IS DIRECTED TO THE STATE OF NEW HAMPSHIRE PUBLIC HEALTH DEPARTMENT FOR APPROVAL OF THE PROPOSED OPERATION AND CERTIFICATION FROM SAID PUBLIC HEALTH DEPARTMENT THAT THE PROPOSAL MEETS STATE HEALTH REGULATIONS.

THE APPLICANT WILL BE REQUIRED TO PRESENT DETAILS OF THE OPERATION SUCH AS THE LOCATION FROM WHICH THE SALES WILL BE CONDUCTED, HOURS OF OPERATION, DATES OF OPERATION, AS WELL AS A CERTIFICATION THAT THE PROPOSAL HAS BEEN REVIEWED BY THE CHIEF OF POLICE AND THAT THE APPLICANT HAS COMPLIED WITH ANY REQUESTS BY THE CHIEF OF POLICE WITH RESPECT TO THE ACCOMMODATION OF PARKING AND/OR TRAFFIC CONSIDERATIONS.



SIGNATURE OF APPLICANT

1-14-2023

DATE



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Assessing

**Department:** Assessing

**Meeting Date:** February 6, 2023

**Staff Contact:** Michele Boudreau

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## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Land Use Change Tax**

**Item A.** This property no longer qualifies for current use under RSA 79-a. It no longer meets the 10-acre minimum to qualify. The property sold on March 15, 2022, which is the date it no longer qualified. The LUCT was determined by taking the ad-valorem assessment and dividing it by the preliminary 2022 equalization ratio of 80.1% ( $\$231,000 / .801 = \$288,400$  rounded). This is very close to the purchase price of \$290,000.

#### **Suggested Motion:**

This is a Land Use Change Tax Release for Map 005, Lot 059-032. This lot no longer qualifies for current use under RSA 79-a due to a sale and insufficient acreage. Our Assessor has determined the Land Use Change Tax in the amount of \$28,840.00 represents 10% of the full and true market value of \$288,400. Therefore, I move to approve the Land Use Change Tax in the amount of \$28,840.00 for Map 005, Lot 059-032.

#### **All Service Veterans' Tax Credit**

**Item B.** I have reviewed the attached All Service 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:**

Our Assessor has reviewed the application for the All Service Veterans' Tax Credit under RSA 72:28-b and recommends approval. Therefore, I move to approve the All-Service Veterans' Tax Credit for Map 025, Lot 064-000 commencing in tax year 2023.

**Item C.** I have reviewed the attached All Service Veterans' Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28-b for the 2024 tax year.

**Suggested Motion:**

Our Assessor has reviewed the application for the All Service Veterans' Tax Credit under RSA 72:28-b and recommends approval. Therefore, I move to approve the All-Service Veterans' Tax Credit for Map 017, Lot 116-000 commencing in tax year 2024.

**Blind Exemption**

**Item D.** The applicant has applied for a Blind Exemption and meets the qualification for RSA 72:37.

**Suggested Motion:** The Assessor has reviewed the application for Blind Exemption under RSA 72:37 and recommends approval. Therefore, I move to approve the Blind Exemption for Map 005, Lot 016-014 commencing in Tax Year 2023.

**Service-Connected Disabled Veteran Tax Credit**

**Item E.** I have reviewed the attached Service-Connected Total Disabled Veteran Tax Credit Application provided and the applicant does qualify for the Tax Credit under RSA 72:35 for the 2024 tax year.

**Suggested Motion:**

Our Assessor has reviewed the application for the Service-Connected Total Disabled Tax Credit under RSA 72:35 and recommends approval. Therefore, I move to approve the Service-Connected Total Disabled Tax Credit for Map 010, Lot 057-000 commencing in tax year 2024.

**Veteran Tax Credit**

**Item F.** I have reviewed the attached Veteran Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2024 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 010, Lot 057-000 commencing in Tax Year 2024.

**Item G.** I have reviewed the attached Veteran Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2024 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 010, Lot 057-000 commencing in Tax Year 2024.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

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



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Payroll, AP and Meeting Minutes  
**Meeting Date:** February 6, 2023

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

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## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Payroll**

PR1~ I move to approve one (1) FY23 Payroll Manifest in the amount of \$244,497.90 dated January 26, 2023, subject to review and audit.

#### **Accounts Payable**

AP1 ~I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$335,123.63 dated January 31, 2023, subject to review and audit. (Vendors)

#### **Minutes**

~ I move to approve the Board of Selectmen meeting minutes of January 17, 2023.

~ I move to approve the Board of Selectmen meeting minutes of January 23, 2023.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

#### **ATTACHMENTS:**

1. 2023.01.17 BOS\_DRAFT\_NonPub\_dp
2. 2023.01.23 BOS\_DRAFT\_dp





# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Tuesday, January 17, 2022, 4:00PM

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

3  
4 Also present: Town Administrator Dean Shankle, ACC Chair Rob Clemens, Jared Hardner,  
5 ACC member, Jamin Warren, Open Space Advisory Committee (OSAC)

### 6 7 **1. Call to Order**

8  
9 Chairman Peter Lyon called the meeting to order at 4:00 p.m. A motion to enter Nonpublic  
10 Session was made by Selectman D'Angelo and seconded by Selectman Grella.

11 Roll call vote: Chairman Lyon – aye; Selectman D'Angelo – aye; Selectman Pray – aye;  
12 Selectman Stoughton – aye; Selectman Grella – aye. Motion carried unanimously.

13 Entered nonpublic session at 4:01 p.m.

14  
15 Specific statutory reasons cited as foundation for the nonpublic session:

16  
17 Non-Public pursuant to RSA 91-A:3, II, (d) Consideration of the acquisition, sale, or lease of  
18 real or personal property which, if discussed in public, would likely benefit a party or parties  
19 whose interests are adverse to those of the general community, (l) Consideration of legal  
20 advice provided by legal counsel, either in writing or orally, to one or more members of the  
21 public body, even where legal counsel is not present.

### 22 23 **2. Non-Public Session**

24  
25 RSA 91-A:3 II(d)

26 A discussion was held by the BOS and ACC members and OSAC regarding opportunities for  
27 open space land acquisition in Amherst. No decisions were made, and no votes were taken.

28  
29 RSA 91-A:3 II(l)

30 (ACC and ASOC members exited the meeting room).

31 A discussion was held regarding legal advice provided to the Board. No votes were taken.

32  
33 A motion to leave nonpublic session and return to public session was made by Chairman Lyon  
34 and seconded by Selectman D'Angelo. Motion passed 5-0-0.

35  
36 Public session reconvened at 5:35 p.m.

### 37 38 **3. Old/New Business**

39 No old or new business.

40

41 A motion to adjourn was made by Selectman Grella and seconded by Selectman  
42 D'Angelo. Motion passed 5-0-0.

43

44 Meeting adjourned at 5:35 p.m.

45

46 **NEXT MEETING: Monday, January 23, 2023**

47

48

49

50

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

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

52

53

54 *These Meeting Minutes recorded by Selectman Danielle Pray, Clerk.*



# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Monday, January 23, 2023, 6:30PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton (via phone), Selectman John  
2 D'Angelo, Selectman Grella, and Selectman Danielle Pray

3

4 Also present: Town Administrator Dean Shankle

5

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

7 Chairman Peter Lyon called the meeting to order at 6:30 p.m. He noted that, due to an internet  
8 outage, a Zoom meeting is not available for this meeting. Also, Selectman Stoughton joined  
9 the meeting via phone.

10

11 **2. Pledge of Allegiance** – led by Peter Lyon.

12

### 13 **3. Citizen's Forum**

14 None at this time.

15

### 16 **4. Scheduled Appointments**

17 None at this time.

18

### 19 **5. Administration**

20 Town Administrator Shankle stated that Sanborn Head will send in its report to the State this  
21 week. Town Hall was closed today due to a winter storm and associated power outages. He  
22 noted that the State has explained that the State will only pay for houses to be hooked up to  
23 Town water that have overages in PFAS levels. This will account for nine of the fifteen  
24 properties effected. If the EPA changes its regulations, the State will go back and potentially  
25 retroactively pay for these properties.

26

### 27 **6. Staff Reports**

#### 28 **6.1. New Hire – Program Coordinator**

29 Recreation Director, Craig Fraley, stated that the Recreation Department is recommending  
30 Amy Hull as the new Recreation Program Coordinator. Ms. Hull previously worked for the  
31 department as the P MEC Coordinator and left the position in October of 2022 to seek full-  
32 time work. The process for hiring the Program Coordinator has been a long one. The position  
33 was posted in November and received many applicants. Most of the applicants did not show  
34 the necessary skills for the position. The position was re-posted in January of 2023. At that  
35 time, Amy Hull applied within a couple of days. He stated that he believes Ms. Hull will be  
36 great addition in the Program Coordinator position. She has a lot of institutional knowledge of  
37 the department and will require minimal training compared to someone from outside of our  
38 organization.

39 A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to accept the  
40 Recreation Director's nomination and hire Amy Hull as the full-time Program Coordinator  
41 for the Recreation Department.

42 Roll Call Voting: Selectman Grella – aye; Selectman D'Angelo – aye; Selectman Pray – aye;  
43 Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.

44

## 45 **6.2 EMT Hiring**

46

47 A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to approve  
48 the hiring of EMT Jessica Lewis to the current roster of EMS providers for Amherst Fire  
49 Rescue and at the hourly rate of \$18.40.

50 Roll Call Voting: Selectman Grella – aye; Selectman D'Angelo – aye; Selectman Pray – aye;  
51 Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.

52

## 53 **6.3 CRF Withdrawal Request**

54 Fire Chief Conley stated that this is a request to withdraw \$706,796.08 from the Amherst Fire  
55 Rescue Vehicle & Equipment Purchase & Repair CRF for the purchase of the 2024 Spartan  
56 Metro Star Pumper Truck. This will reimburse the payment made to Toyne, Inc. from the  
57 general fund.

58

59 A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to withdraw  
60 \$706,796.08 from the Amherst Fire Rescue Vehicle & Equipment Purchase & Repair Capital  
61 Reserve Fund to reimburse the Town for the purchase of the 2024 Spartan Metro Star Pumper  
62 Truck.

63 Roll Call Voting: Selectman Grella – aye; Selectman D'Angelo – aye; Selectman Pray – aye;  
64 Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.

65

## 66 **7. Approvals**

67

### 68 **7.1 Payroll, AP, and Minutes**

69

#### 70 **Payroll**

71 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
72 approve one (1) FY23 Payroll Manifest in the amount of \$246,331.57 dated January 12, 2023,  
73 subject to review and audit.

74 Roll Call Voting: Selectman Grella – aye; Selectman D'Angelo – aye; Selectman Pray – aye;  
75 Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.

76

77 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
78 approve one (1) FY23 Payroll Manifest in the amount of \$296.44 dated January 13, 2023,  
79 subject to review and audit.

80 Roll Call Voting: Selectman Grella – aye; Selectman D'Angelo – aye; Selectman Pray – aye;  
81 Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.

82

#### 83 **Accounts Payable**

84 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to  
85 approve one (1) FY23 Accounts Payable Manifest in the amount of \$26,239.95 dated  
December 31, 2022, subject to review and audit. (NH DMV)

86 *Roll Call Voting: Selectman Grella – aye; Selectman D’Angelo – aye; Selectman Pray – aye;*  
87 *Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.*

88  
89 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to*  
90 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$28,892.37 dated January*  
91 *17, 2023 subject to review and audit. (NH DMV)*

92 *Roll Call Voting: Selectman Grella – aye; Selectman D’Angelo – aye; Selectman Pray – aye;*  
93 *Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.*

94  
95 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to*  
96 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$294,742.80 dated*  
97 *January 3, 2023, subject to review and audit. (Vendors)*

98 *Roll Call Voting: Selectman Grella – aye; Selectman D’Angelo – aye; Selectman Pray – aye;*  
99 *Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.*

100  
101 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to*  
102 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$116,023.55 dated*  
103 *January 5, 2023, subject to review and audit. (Vendors)*

104 *Roll Call Voting: Selectman Grella – aye; Selectman D’Angelo – aye; Selectman Pray – aye;*  
105 *Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.*

106  
107 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to*  
108 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$70,000.00 dated January*  
109 *12, 2023, subject to review and audit. (Vendors)*

110 *Roll Call Voting: Selectman Grella – aye; Selectman D’Angelo – aye; Selectman Pray – aye;*  
111 *Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.*

112  
113 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to*  
114 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$554,884.07 dated*  
115 *January 17, 2023, subject to review and audit. (Vendors)*

116 *Roll Call Voting: Selectman Grella – aye; Selectman D’Angelo – aye; Selectman Pray – aye;*  
117 *Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.*

118  
119 **Minutes**

120 *A MOTION was made by Selectman Pray and SECONDED by Selectman D’Angelo to*  
121 *approve the Board of Selectmen meeting minutes of January 9, 2023, as amended.*

122 *Roll Call Voting: Selectman Grella – aye; Selectman D’Angelo – aye; Selectman Pray – aye;*  
123 *Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.*

124  
125 **8. Action Items**

126 The Board reviewed its action items.

127  
128 **9. Old/New Business**

129 Selectman D’Angelo stated that the Joint Facilities Advisory Committee (JFAC) will be  
130 holding an information session at 6pm tomorrow.

131

132 Selectman Pray stated that she has a draft newsletter which she will send to Board members  
133 for review. She noted that the next scheduled Board meeting is also the night of a school  
134 deliberative session. Chairman Lyon stated that he would review this timing.

135  
136 **10. Non-Public Session**  
137

138 *A MOTION was made by Chairman Lyon and SECONDED by Selectman Pray to enter into*  
139 *Non-Public Session, per RSA 91-A:3, II (b) The hiring of any person as a public employee,*  
140 *and also per RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect*  
141 *adversely the reputation of any person, other than a member of the public body itself, unless*  
142 *such person requests an open meeting. This exemption shall extend to any application for*  
143 *assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay*  
144 *or poverty of the applicant.*

145 *Roll Call Voting: Selectman Grella – aye; Selectman D’Angelo – aye; Selectman Pray – aye;*  
146 *Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.*  
147

148 **10.1 RSA 91-A:3, II (b) The hiring of any person as a public employee**  
149

150 **10.2. RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect**  
151 **adversely the reputation of any person, other than a member of the public body**  
152 **itself, unless such person requests an open meeting. This exemption shall extend**  
153 **to any application for assistance or tax abatement or waiver of a fee, fine, or other**  
154 **levy, if based on inability to pay or poverty of the applicant.**  
155

156 **11. Adjournment**  
157

158 *A MOTION was made by Selectman Grella and SECONDED by Selectman D’Angelo to*  
159 *adjourn the meeting at 7:55pm.*

160 *Roll Call Voting: Selectman Grella – aye; Selectman D’Angelo – aye; Selectman Pray – aye;*  
161 *Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.*  
162

163 **NEXT MEETING: Monday, February 6, 2023**  
164

165 \_\_\_\_\_  
166 *Selectman Danielle Pray*

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