



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, APRIL 24, 2023 6:30 PM**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Hearing: Pursuant to New Hampshire RSA 36-A:5 and 41:14-a**
  - 3.1. Public Hearing: Pursuant to New Hampshire RSA 36-A:5 and 41:14-a, Open Space Bond
4. **Administration**
5. **Approvals**
  - 5.1. AP, Payroll and Minutes
6. **Non-Public Session RSA 91-A:3 (d) - Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.**

**Adjournment**

**Next Meeting: Monday May 8, 2023**

You are invited to a Zoom webinar.

When: Apr 24, 2023 06:30 PM Eastern Time (US and Canada)

Topic: Board of Selectmen: Public Hearing

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86165173503>

Or Telephone: 1 312 626 6799

Webinar ID: 861 6517 3503



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

**NOTICE OF PUBLIC HEARING**

**Barbara Landry Meeting Room, Town Hall – 2 Main Street  
Monday April 24, 2023 6:30 PM**

“Pursuant to New Hampshire RSA 36-A:5 and 41:14-a, The Amherst Board of Selectmen and the Amherst Conservation Commission hereby announce to the citizens of Amherst the convening of a Public Hearing to take input on the acquisition of several properties by the Town, to be held and controlled by the Conservation Commission. The Town is considering the purchase of the following three (3) parcels, with corresponding owner(s) of record, and expected closing dates:

- Tax Map 6, Lot 2; Kevin G. Curran; closing no later than June 30, 2023;
- Tax Map 6, Lot 9; Kevin G. & Claudine B. Curran; closing no later than July 31, 2023;  
and
- Tax Map 6, Lot 7; Kevin G. Curran; closing no later than July 31, 2024.

These 3 parcels are all part of a single plan of conservation, a single Purchase & Sale Agreement with the sellers, and are being purchased at different times to comply with the financing parameters in the 2021 Town Meeting vote authorizing borrowing money for conservation purposes. The Town intends to follow the RSA 41:14-a process once for the 3 lots.

All interested citizens are invited to attend the meeting.



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** AP, Payroll and Minutes  
**Meeting Date:** April 24, 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:**

#### **Approvals:**

##### **Payroll**

**PR1~ I move to approve one (1) FY23 Payroll Manifest in the amount of \$233,279.70 dated April 20, 2023, subject to review and audit.**

##### **Accounts Payable**

**AP1 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$46,984.43 dated April 19, 2023, subject to review and audit. (NH DMV)**

##### **Minutes**

**~ I move to approve the Board of Selectmen meeting minutes of March 27, 2023.**

### **TOWN ADMINISTRATOR RECOMMENDATION:**

#### **ATTACHMENTS:**

1. 2023.03.27 BOS\_DRAFT w.NonPub\_dp



# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Monday, March 27, 2023, 6:30PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,  
2 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 6:00 p.m.

8

9 2. Pledge of Allegiance – led by Selectman Tom Grella.

10

### 11 3. Public Hearing

12 **3.1 Public Hearing: Public Hearing: Pursuant to RSA 31:95-b: III (a), the**  
13 **Amherst Board of Selectmen shall hold a public hearing in conjunction with**  
14 **its scheduled meeting for the purpose of accepting unanticipated money in the**  
15 **amount of \$15,000, donated to the Conservation Commission.**

16

17 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*  
18 *enter into a Public Hearing, pursuant to RSA 31:95-b: III (a).*

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

20

21 Rob Clemens, Chair of the Amherst Conservation Commission, stated that the Commission  
22 received a donation from the Rapf estate several weeks ago for land management and other  
23 conservation activities. This is the Rapf's second generous donation to the Commission. This  
24 will be placed into the Gift Account, which is part of the Conservation Fund.

25

26 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to close*  
27 *the Public Hearing.*

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

29

30 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to accept*  
31 *the \$15,000 donation from the Rapf estate.*

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

33

### 34 4. Citizen's Forum

35 None at this time.

36

### 37 5. Administration

38 5.1. Administrative Updates

39 Town Administrator Shankle reminded everyone that Town elections are tomorrow. Also, the  
40 Village Street project is having a public session on April 6<sup>th</sup> at 7pm at Wilkins School. He  
41 noted that the walking counts conducted by NRPC around the Village should be available by  
42 the end of the month.

## 43 44 **6. Staff Reports**

### 45 **6.1. DPW New Hire**

46 DPW Director Slosek recommended Patrick Ryan for the position of driver/laborer.

47  
48 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to hire*  
49 *Patrick Ryan for the position of DPW Driver/Laborer, starting at Grade 4 Step 1, or \$19.12*  
50 *per hour, under the conditions as stated in the conditional offer letter dated March 9, 2023.*  
51 *Voting: 5-0-0; motion carried unanimously.*

52  
53 In response to a question from Selectman D'Angelo, DPW Director Slosek stated that, now  
54 that this position is filled, the DPW has zero full-time vacancies.

### 55 56 **6.2. Inactive Escrow Accounts**

57 Debbie Bender, Finance Director, explained that these escrow accounts have been around for  
58 a long time and now need to be closed out.

59  
60 Selectman Stoughton asked if the Board has the authority to close these accounts and transfer  
61 the funds to the general ledger. Ms. Bender stated that she believes this is the case.

62  
63 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella that the*  
64 *following 6 escrow accounts, Walmart Septic, Landry Tables, National Grid, Road Open-*  
65 *Laym, TF Morgan Lot 4, and RecycleMobile be closed, and any remaining funds transferred*  
66 *to the general fund.*

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

## 68 69 **7. Approvals**

### 70 **7.1. Assessing**

#### 71 72 **Solar Exemption**

##### 73 **Item A.**

74 The Assessor has reviewed the application for the solar exemption under RSA 72:62 and  
75 recommends approval.

76  
77 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
78 *approve the solar exemption in the amount of \$20,000 for Map 011, Lot 005-001 commencing*  
79 *in tax year 2023.*

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

#### 81 82 **Sales Ratio Report Department of Revenue 2022**

##### 83 **Item B.**

84 The results of the ratio study are as follows; the volume of sales decreased a little over 28%  
85 from 2021 to 2022. However, the average selling price increased 10.8%. The weighted mean

86 is 77.6%. This is the statistic used to determine the town's apportionment of the taxes that are  
87 shared among multiple municipalities (county, state etc.). The median assessment to sale ratio  
88 is 80%. This is the statistic we use for abatements, current use, and utilities. The coefficient of  
89 dispersion (COD) is 12%. This is the statistic used to measure equity among the assessments.  
90 The price related differential (PRD) was 1.04. This statistic indicates a slight bias towards the  
91 higher valued properties. The Assessor has submitted the Department of Revenue Sales Ratio  
92 Survey Study and recommends approval and signatures.

93  
94 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
95 *accept and sign, the 2022 Department of Revenue Sales Ratio Survey Study.*  
96 *Voting: 5-0-0; motion carried unanimously.*  
97

### 98 **BTLA Settlement and Abatement**

#### 99 **Item C.**

100 The Assessor recommends accepting the settlement assessment of \$544,000 from \$586,700  
101 and grant an abatement of \$910.00 for 2021 and \$902.00 for 2022 for Map 004, Lot 161-007.

102  
103 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
104 *accept the settlement and abate \$910.00 for 2021 and \$902.00 for 2022 tax years Map 004-*  
105 *161-007.*  
106 *Voting: 5-0-0; motion carried unanimously.*  
107

#### 108 **Item D.**

109 The Assessor recommends accepting the settlement assessment of \$338,700 from \$372,500  
110 and grant an abatement of \$720.00 for 2021 and \$714.00 for 2022 for Map 010, Lot 035-000.

111  
112 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
113 *accept the settlement and abate \$720.00 for 2021 and \$714.00 for 2022 tax years Map 010-*  
114 *035-000.*  
115 *Voting: 5-0-0; motion carried unanimously.*  
116

### 117 **Disable Exemption**

#### 118 **Item E.**

119 The Assessor has reviewed the application for a Disabled Exemption under RSA 72:37- b and  
120 recommends approval.

121  
122 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
123 *approve the Disabled Exemption for Map 006, Lot 045-005 commencing in Tax Year 2023.*  
124 *Voting: 5-0-0; motion carried unanimously.*  
125

### 126 **Elderly Exemption**

#### 127 **Item F.**

128 The Assessor has reviewed the application for an Elderly Exemption under RSA 72:39-a and  
129 recommends approval.

130  
131 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
132 *approve the Elderly Exemption for Map 004, Lot 018-002 commencing in Tax Year 2023.*

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

134

## 135 **7.2. Payroll, AP, and Meeting Minutes**

136

### 137 **Payroll**

138 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
139 *approve one (1) FY23 Payroll Manifest in the amount of \$235,497.90 dated March 23, 2023,*  
140 *subject to review and audit.*

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

142

### 143 **Accounts Payable**

144 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
145 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$35,552.08 dated March*  
146 *17, 2023, subject to review and audit. (NH DMV)*

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

148

149 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
150 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$717,159.18 dated*  
151 *November 24, 2023, subject to review and audit. (Vendors)*

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

153

### 154 **Minutes**

155 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*  
156 *approve the Board of Selectmen meeting minutes of March 13, 2023, as submitted.*

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

158

## 159 **8. Action Items**

160 The Board reviewed its action items.

161

## 162 **9. Old/New Business**

163 Chairman Lyon noted that Rob Cissel is interested in possibly putting together an Energy  
164 subcommittee of the Board of Selectmen. The Board will likely hear more about this item in  
165 the future.

166

167 Selectman Pray noted that she is working on the Board newsletter.

168

## 169 **19. Non-Public Session**

170 **10.1. RSA 91-A:3 II(d) Consideration of the acquisition, sale, or lease of real or**  
171 **personal property which, if discussed in public, would likely benefit a party or**  
172 **parties whose interests are adverse to those of the general community.**

173

174 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to enter*  
175 *into Non-Public Session at 6:53pm per RSA 91-A:3, II (d).*

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

178



179 Other persons present: Town Administrator Dean Shankle, ACC Chairman Rob Clemens and  
180 Finance Director Deb Bender.

181  
182 A discussion was held regarding the town’s potential purchase/acquisition of 3 parcels of land  
183 for conservation purposes. Financing options were also presented and discussed. No votes  
184 were taken.

185  
186 *A MOTION was made by Selectman D’Angelo and SECONDED by Chairman Lyon to exit*  
187 *Non-Public Session at 7:52pm.*

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

190

191 **13. Adjournment**

192

193 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
194 *adjourn the meeting at 7:53pm.*

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

197

198 **NEXT MEETING: Monday, April 3, 2023**

199

200

201

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

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