



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, SEPTEMBER 25, 2023 5:45 PM

1. Call to Order

2. Non-Public Session

- 2.1. NH RSA 91-A:3 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- 2.2. NH RSA 91-A:3 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- 2.3. NH RSA 91-A:3 II (1) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

3. Pledge of Allegiance

4. Citizens' Forum

5. Strategic Plan Presentations

- 5.1. BPAC FY25 Strategic Plan Presentation
- 5.2. Parks and Recreation Strategic Plan
- 5.3. Library Strategic Plan FY25
- 5.4. AFR Strategic Plan Update for FY24-FY25

6. Administration

- 6.1. Donation of Easement, Chris and Judy Shank
- 6.2. 2023 Halloween Trick or Treating for Amherst: Tuesday October 31, 6:00pm-8:00pm
- 6.3. Action Items

6.4. Medical Center PILOT Agreement

7. Staff Reports

- 7.1. New Hire, Finance Department Assistant
- 7.2. Town Hall Server Replacement Quote
- 7.3. Recreation Staffing
- 7.4. FY23 Revolving Fund Revenue/Expense Report
- 7.5. Hiring of an EMT
- 7.6. Hiring of a Paramedic
- 7.7. Retirement, Sgt. Patrick Webster
- 7.8. Jordynn Walker, Dispatcher- Change of Status
- 7.9. Amherst Police Department- "Trunk or Treat"

8. Approvals

- 8.1. Addition of Raindate for the Amherst Tree Lighting of Sunday December 10 at 6pm to approved request for Friday December 8 at 6pm.
- 8.2. AP, Payroll and Minutes

9. Action Items

10. Old/New Business

Adjournment

Next Meeting: October 10, 2023

You are invited to a Zoom webinar.

When: Sep 25, 2023 06:30 PM Eastern Time (US and Canada)

Topic: Board of Selectmen Meeting 9/25/2023

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86110801375>

Or Telephone:+1 646 931 3860 US

Webinar ID: 861 1080 1375



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: NH RSA 91-A:3 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Department: Administration

Meeting Date: September 25, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 20230914153627 (1)



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1. 1418_001



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

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ATTACHMENTS:

1. SNHMC 2023 PILOT Agreement Opinion 09-09-23



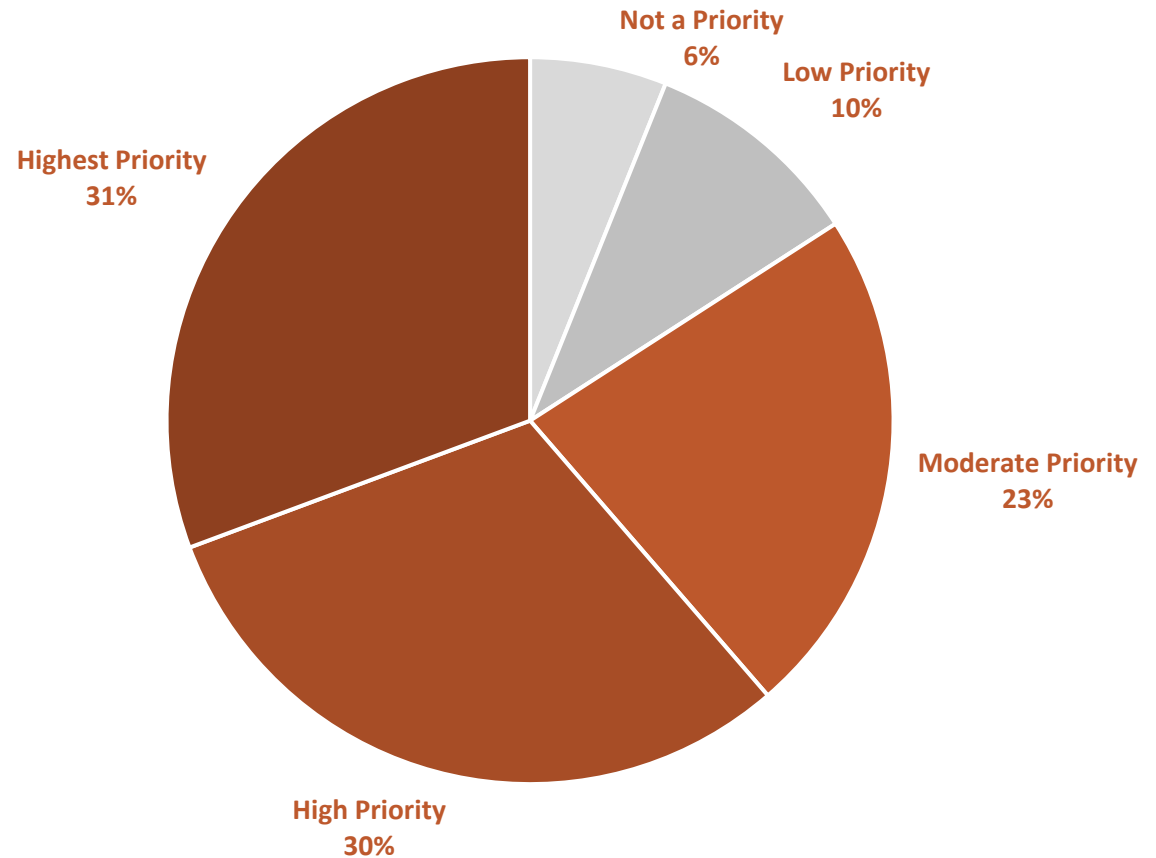
Strategic Plan FY 2025

Amherst Bicycle & Pedestrian Advisory Committee

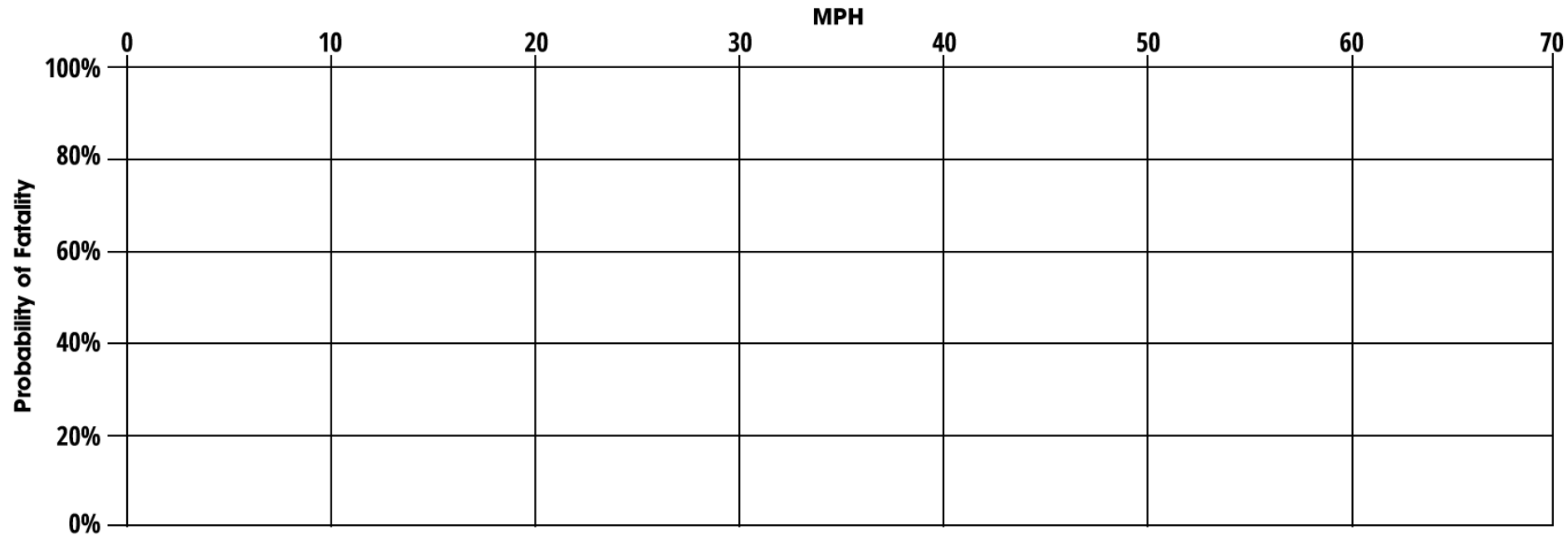
Town Master Plan Survey Results

“How much of a priority are safe pedestrian and biking paths?”

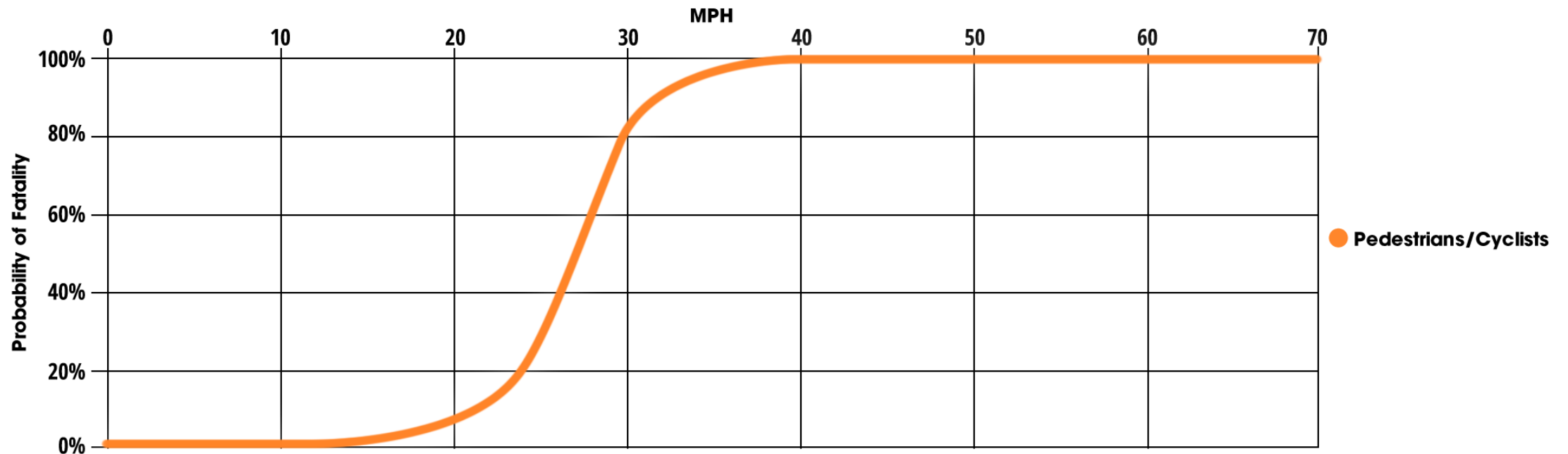
84% consider a safe, livable, walkable, community to be a priority for Amherst



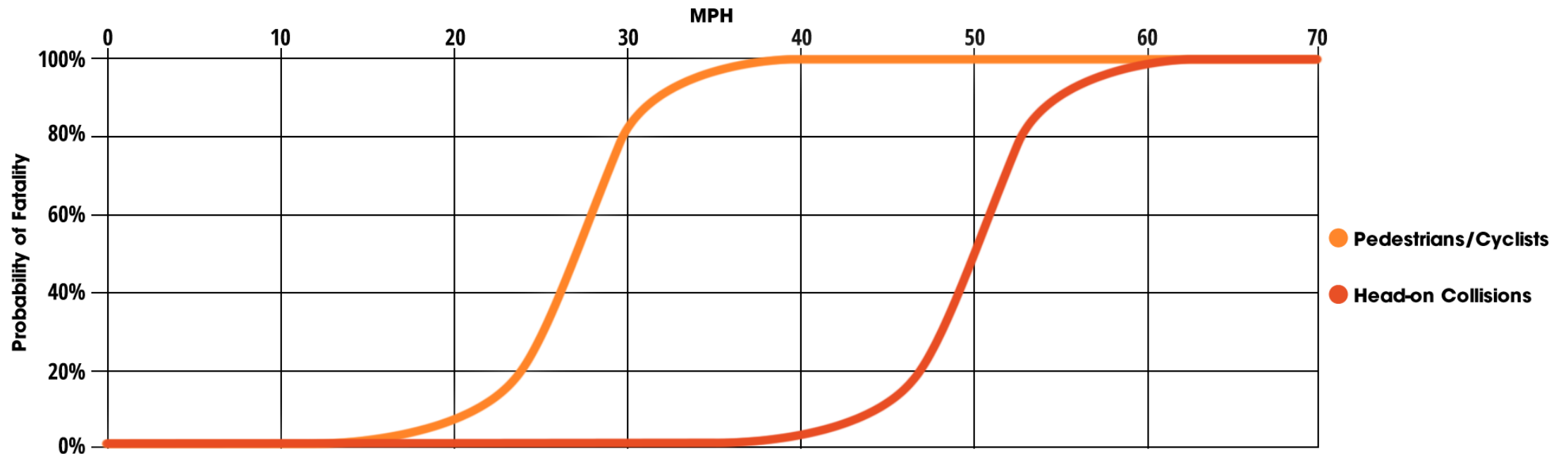
Naturally-Occurring Road Categories: The Physics of Fatal Potential



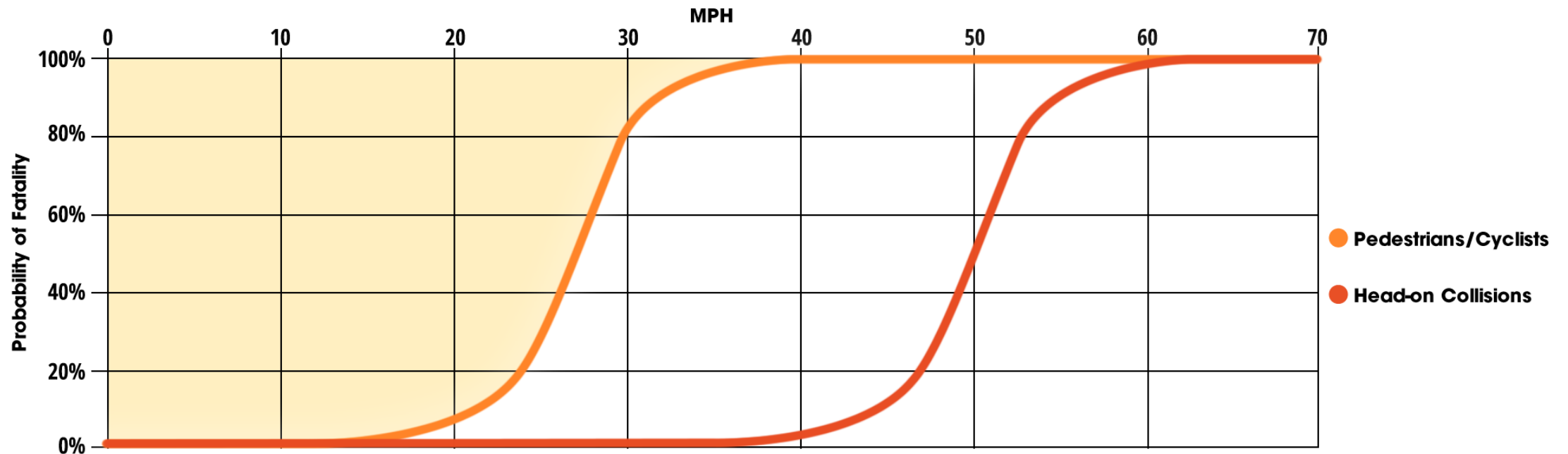
Naturally-Occurring Road Categories: The Physics of Fatal Potential



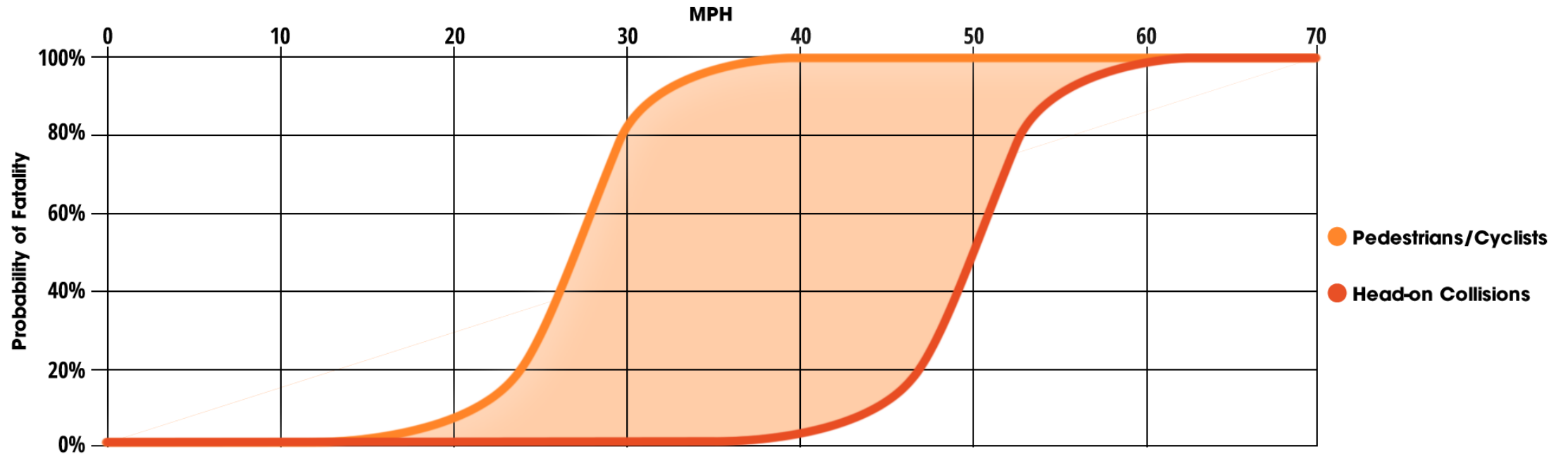
Naturally-Occurring Road Categories: The Physics of Fatal Potential



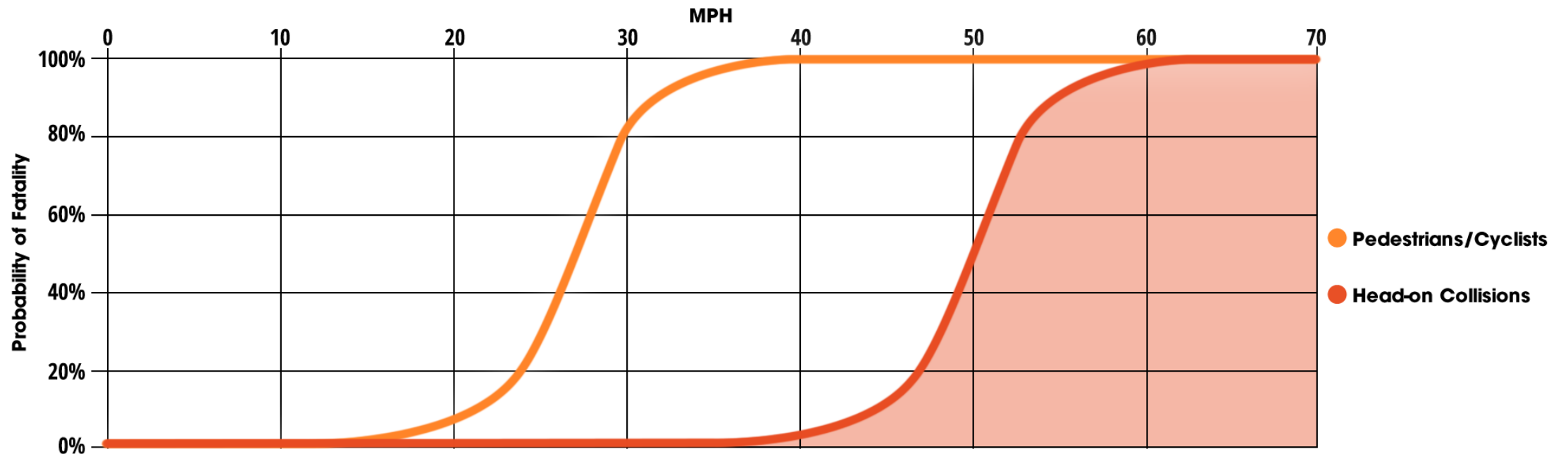
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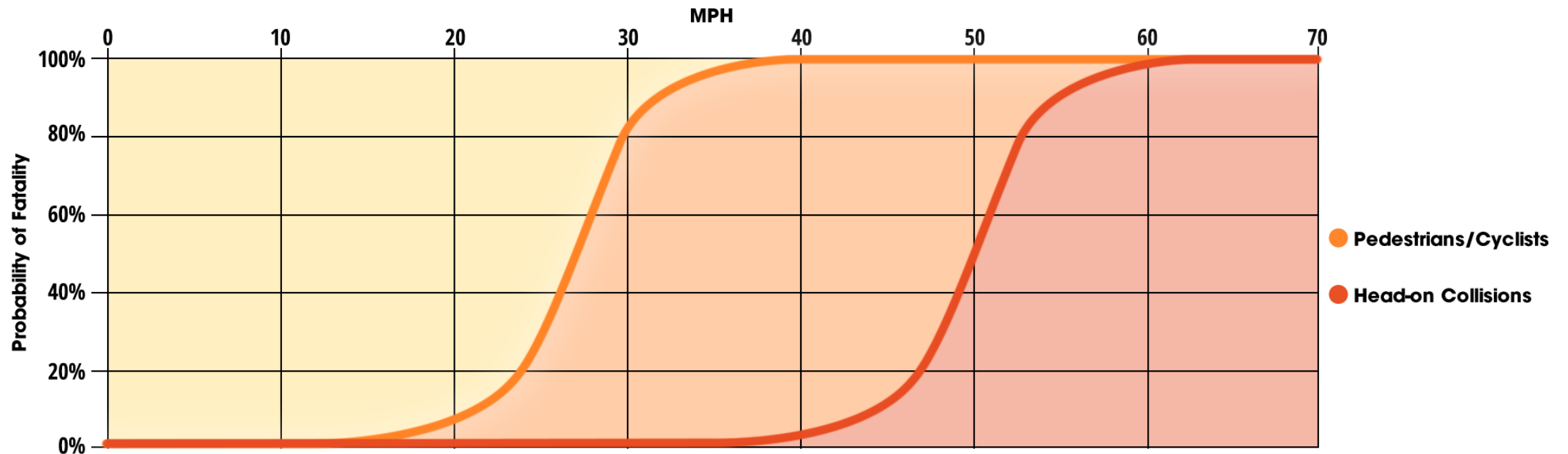
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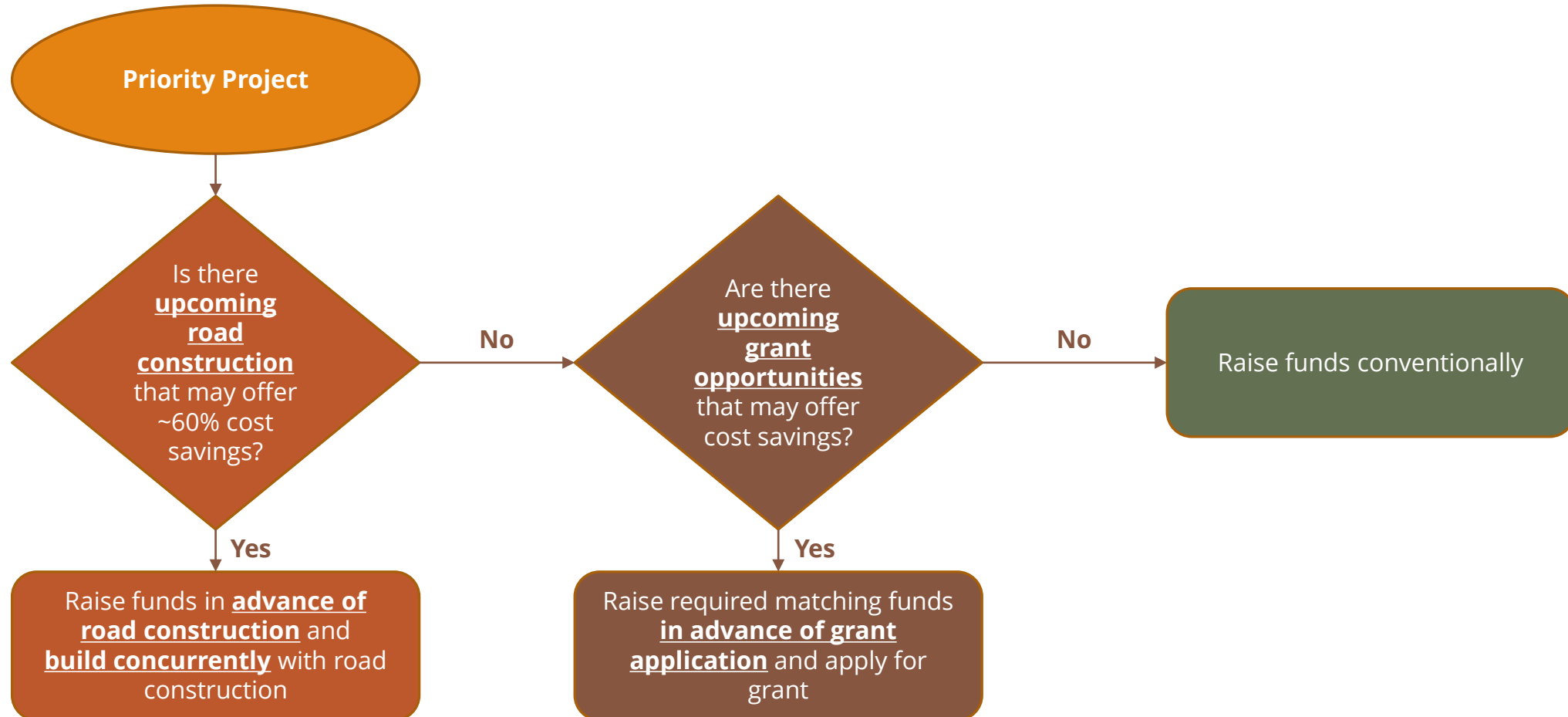
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Our cost-effective approach to pursuing projects

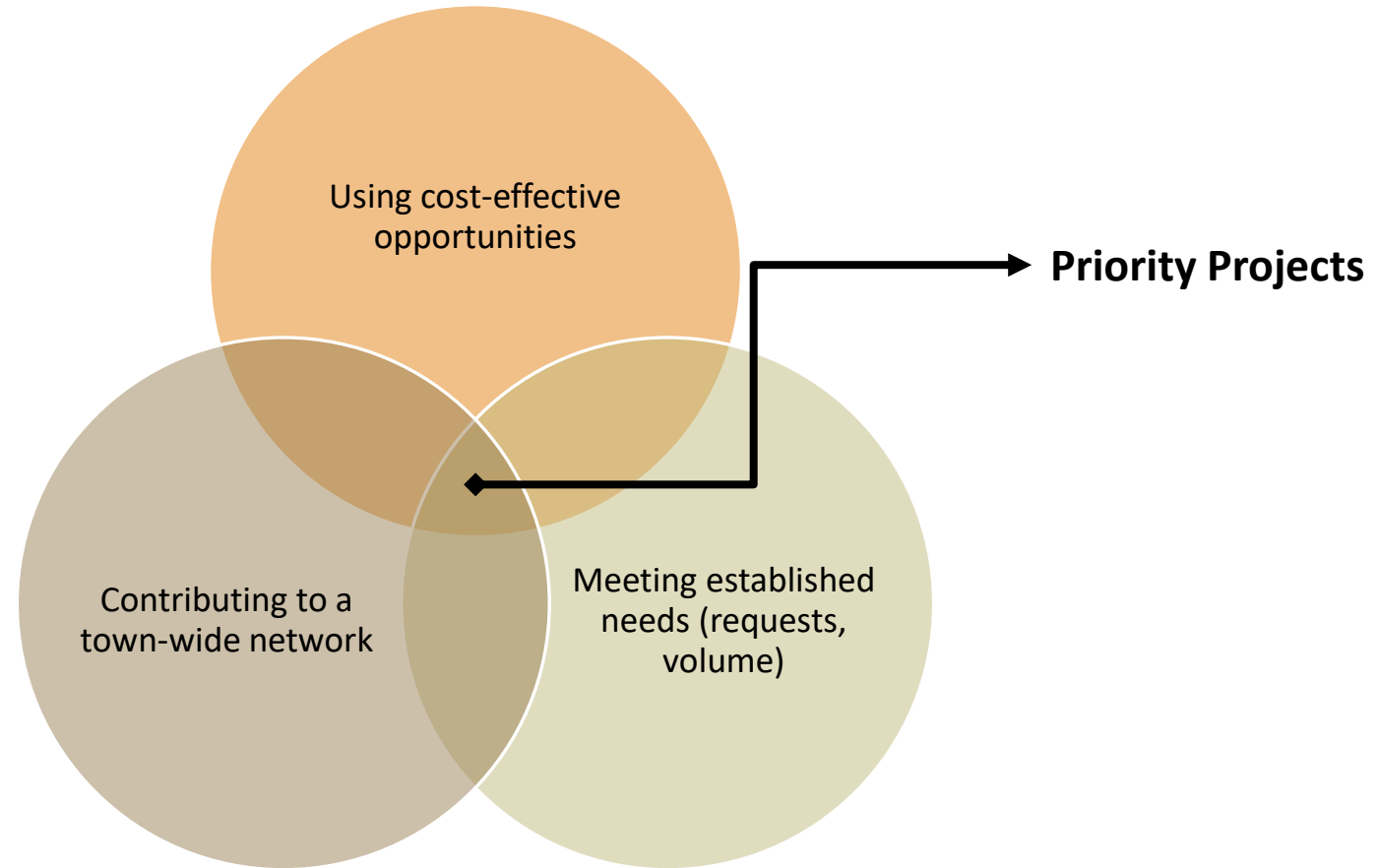


BPAC Infrastructure Grants

Grant	Project	Applied	Status	Budget	Local Match
NH DOT Ten Year Plan	Baboosic Greenway North-02	Fall 2017	Awarded	~\$730,000	~\$146,000
Transportation Alternatives Program (TAP)	AMS/SHS School Campus Project	Mar 2021	Non-select	\$960,000	\$192,000
RAISE	AMS/SHS School Campus Project & Village Special District	Jul 2021	Non-select	\$7,600,000	\$1,520,000
Bean Foundation	Multimodal Counters	Nov 2021	Awarded	\$10,480	\$0
ARPA Travel, Tourism, and Outdoor Recreation	Sidepath (Milford) & Baboosic Greenway North-03	Jan 2022	Funding depleted before application		
FY23 Congressional Designated Spending	AMS/SHS School Campus Project (with bridge)	Apr 2022	Non-select	\$1,698,000	\$0
ARPA Travel, Tourism, and Outdoor Recreation	Sidepath (Milford) & Baboosic Greenway North-03	Jan 2023	Withdrew	\$528,127	\$0
Bean Foundation	Baboosic Greenway North-02, North-03	April 2023	Awarded	\$70,000	\$0
FY24 Congressional Designated Spending	AMS/SHS School Campus Project (with bridge)	Apr 2023	Non-select		
CMAQ	Baboosic Greenway North-03	Jan 2023	Next updates in Jul-Sep 2024	\$1,527,000	\$305,400
TAP	AMS/SHS School Campus Project	Fall 2024		\$1,028,000	\$205,000

Project Updates

How are projects prioritized?



Existing Open Projects

1. Zero or low-cost initiatives
2. Baboosic Greenway North-02
3. Baboosic Greenway North-03
4. AMS/SHS School Campus Project

Zero or low-cost initiatives

- Pursuing these easement donations as a low-cost method of forming contiguous multimodal trail routes
- 9,920 linear feet donated of rail trail south of Amherst St
- Possible “edge lane road” treatment
- Path between AMS/SHS and Buck Meadow

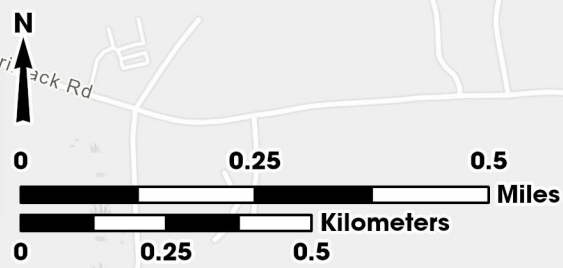
Easement donations along rail bed

(1.87 miles of donated easements)




EAGLE ROCK

Cricket Corner

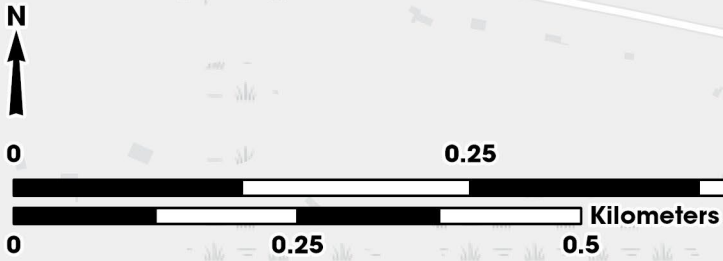


Priority: AMS/SHS School Campus Project

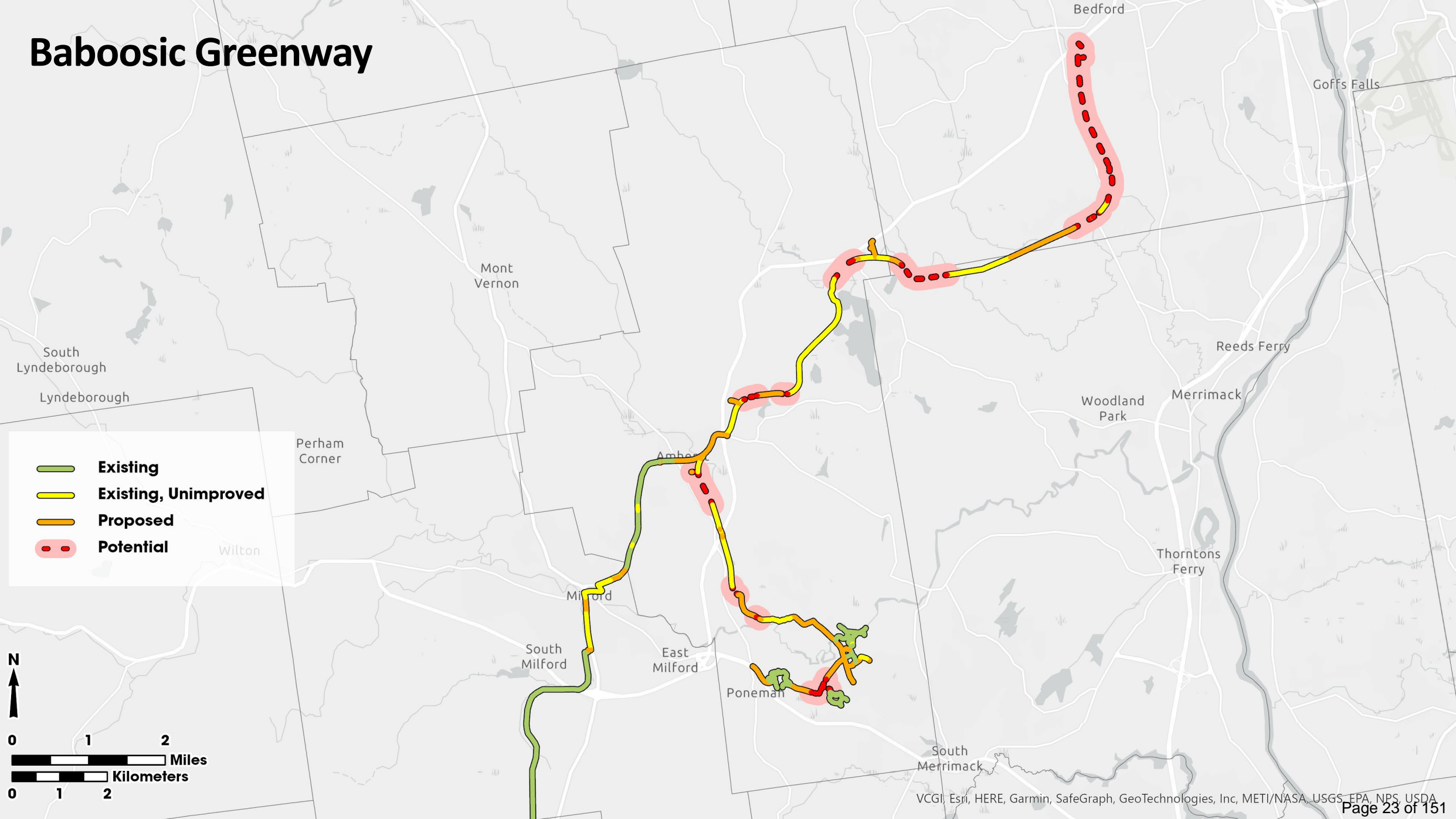
TAP Grant

 **Essential**

 **Extension**



Baboosic Greenway



- Existing
- Existing, Unimproved
- Proposed
- Potential

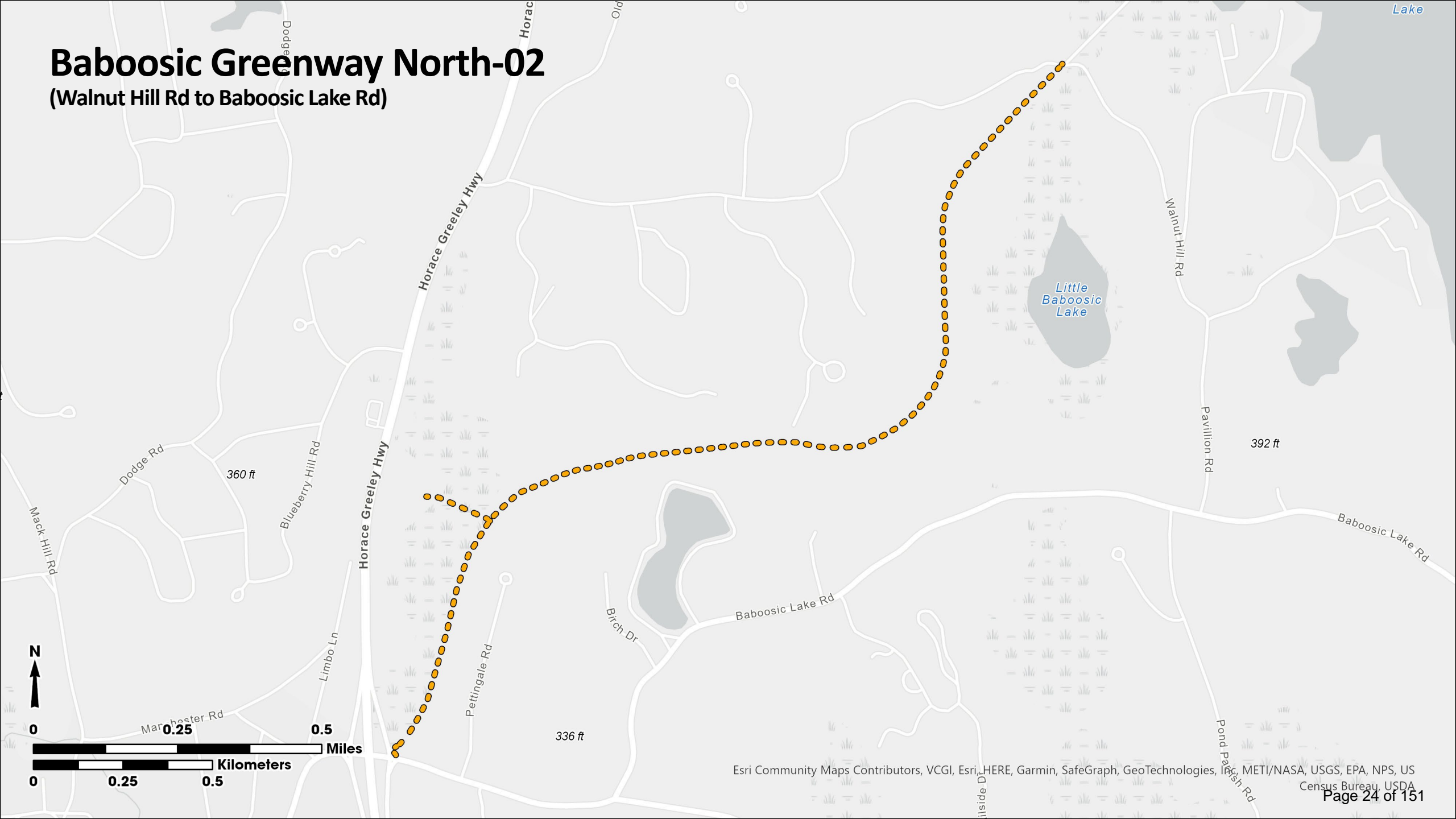
N

0 1 2 Miles

0 1 2 Kilometers

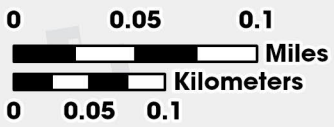
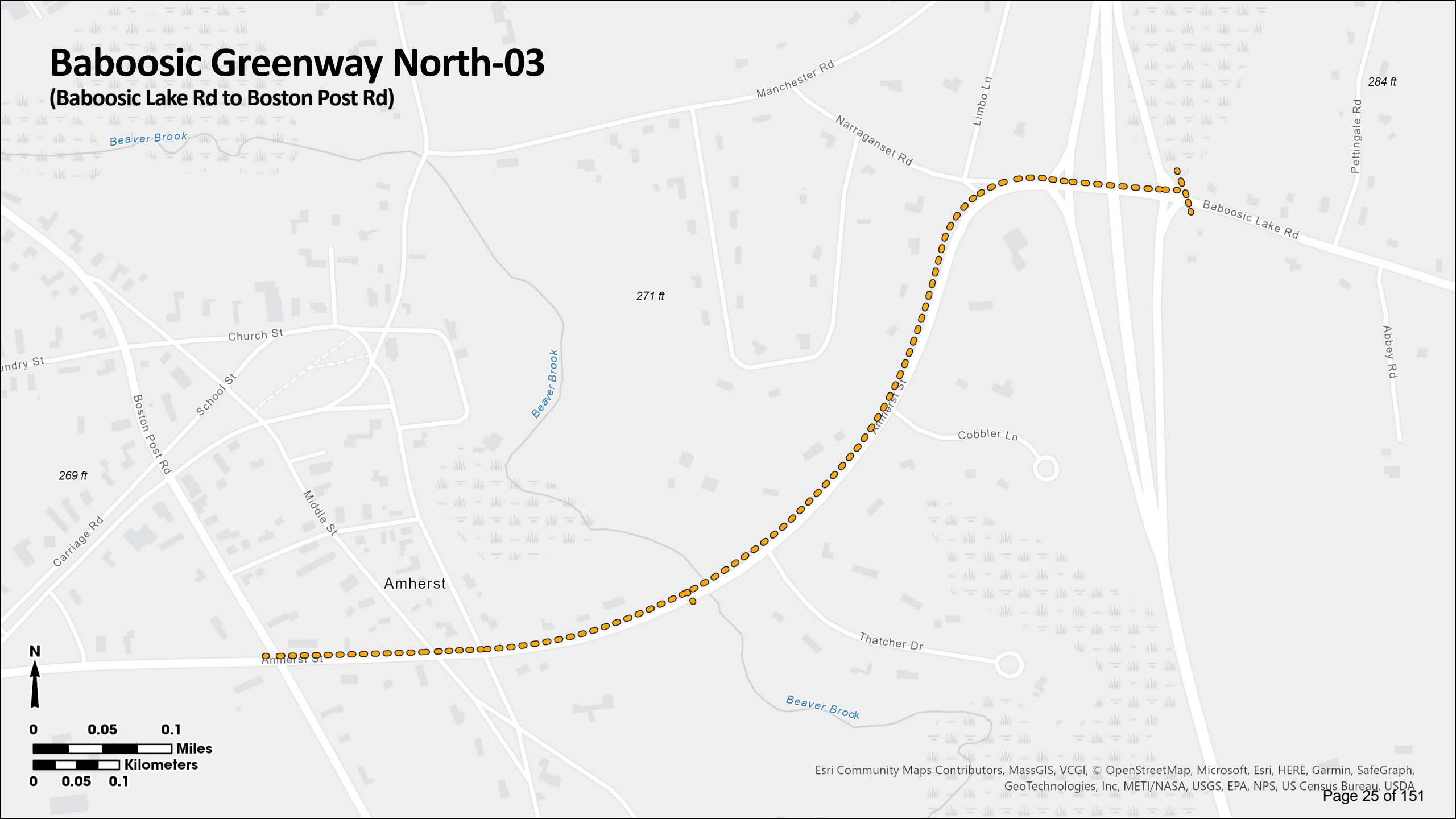
Baboosic Greenway North-02

(Walnut Hill Rd to Baboosic Lake Rd)



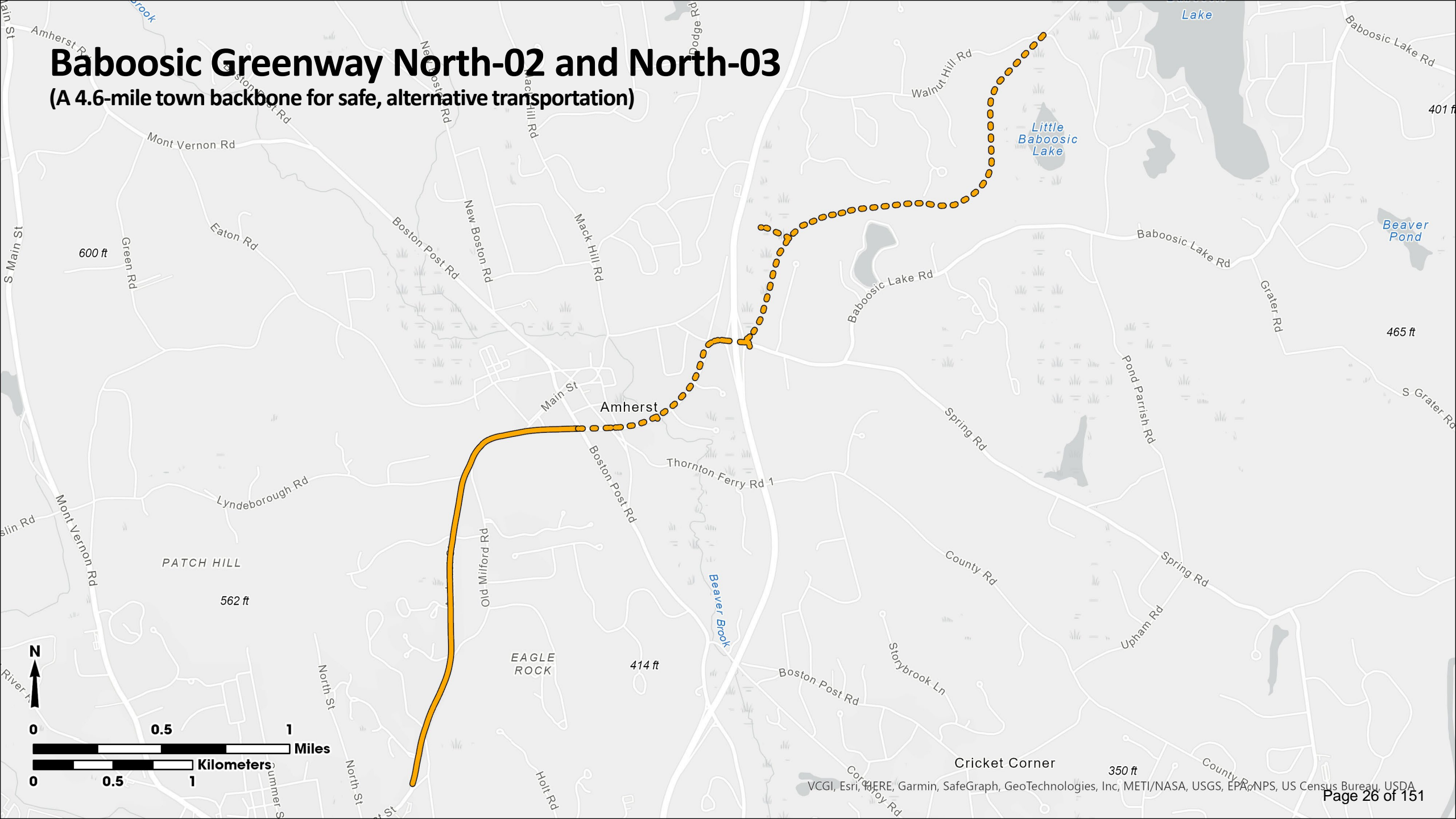
Baboosic Greenway North-03

(Baboosic Lake Rd to Boston Post Rd)



Baboosic Greenway North-02 and North-03

(A 4.6-mile town backbone for safe, alternative transportation)



FY2025 Budget Discussion

Key Points

- Our committee continues to advocate for a cost-effective strategy to form a town-wide multimodal network with projects that are carefully selected to:
 - seize opportunities which offer cost efficiencies;
 - appeal to external funding sources, such as federal grants; and
 - maximize the impact of funding.
- The projects we seek to advance are based on objectively improving safety by reducing the probability of fatality through design

What one needs to secure grant funding

- **Engineering**
- **Local Matching Funds**

Private fundraising to offset local match for Baboosic Greenway North-02, North-03

- **Bean Foundation**
- **Philanthropist**
- **NH Community Development Finance Authority**
- **Private fundraising campaign through the Amherst Community Foundation**

FY2025 Budget Suggestions

- **DPW Budget: \$35,000**
 - Recommendation was made in 2021, 2022
 - Enables incremental improvements to be made
 - Can be regularly multiplied by 5 using state microgrant projects
 - ✓ \$35,000 amount chosen as the receipt of a state RTP micro grant would enable the construction of a small bridge
- **Multimodal Facilities Capital Reserve Fund: \$75,000**
 - Final installment (3/3) for AMS-SHS School Campus

What can a \$35,000 budget accomplish?

- **Monthly expenses of major projects**
- **Project planning**
 - Engineering
 - Survey
- **20% match for annual RTP **microgrants** to build small but otherwise costly improvements**
 - Small bridges, culverts, etc. which often require \$145,000-175,000 to complete would become within reach
 - Rail trail surface improvements such as grading, drainage improvements, crushed stone, etc.
- **Augment annual road work** with multimodal safety improvements
- Easement deed research, purchasing, costs associated with easement donation requirements (landscaping, fences, other items stipulated by the landowner, etc.)
- Smaller infrastructure improvements: street crossing safety improvements, counters, relocating utility poles, etc.
- Petty BPAC costs such as printing, filing with the Hillsborough County Registry of Deeds, etc.

Proposed Warrant Article

Article XX: Multimodal Facilities Capital Reserve Fund.

Shall the Town vote to raise and appropriate the sum of seventy-five thousand dollars (\$75,000) to be added to the Amherst Multimodal Facilities Capital Reserve Fund, previously established, for the purpose of design and construction of multimodal infrastructure and to provide matching funds for state, federal and private grant programs.



Amherst NH Town Government



Amherst Parks & Recreation FY25 and beyond Strategic Plan

September 25, 2023



Mission

To enhance the quality of life for all Amherst residents with high-quality programming in health, leisure, fitness, and outdoor education through a series of well-maintained park(s) and recreational facilities.





Vision

By expanding recreation programs, parks, and facilities, we will take an active role in creating a community that invigorates the active senior, reduces the stress and isolation of working adults, and inspires and teaches youth to become productive community members.





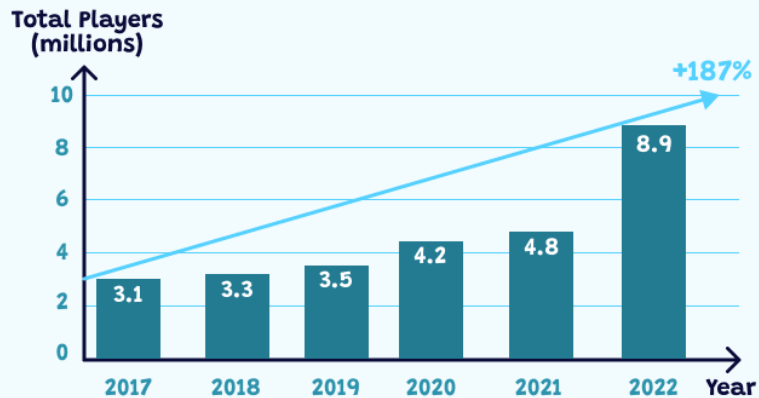
Department Vision

- Develop & Manage Park and Recreation infrastructure available to residents.
- Diversify program offerings to serve residents of all ages.
- Recruiting and maintaining staff in a competitive job market.

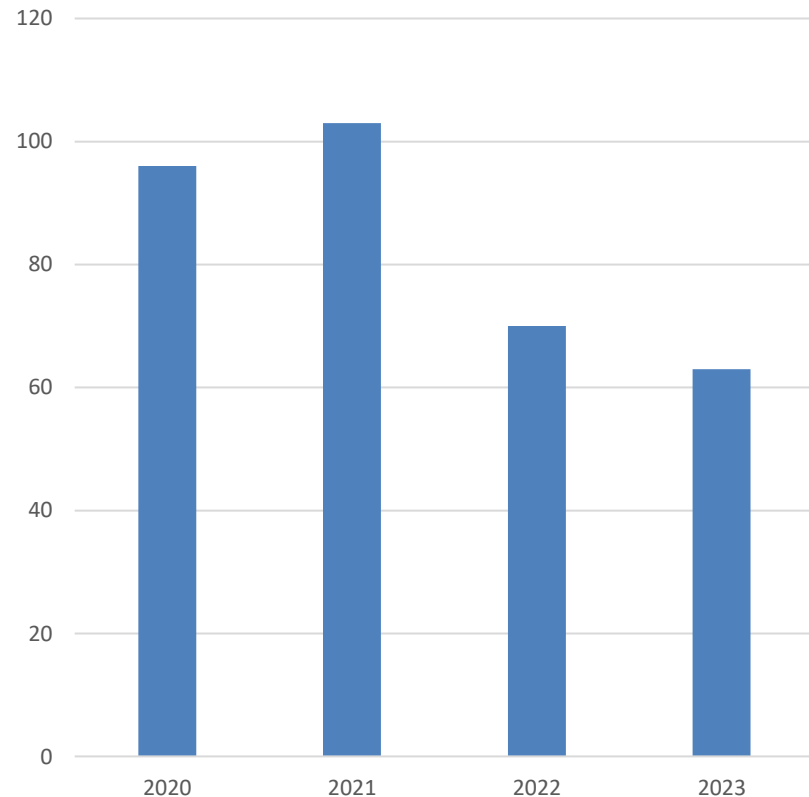


Develop and Manage a Parks and Recreation Infrastructure System

Total Number of Pickleball Players in the US by Year

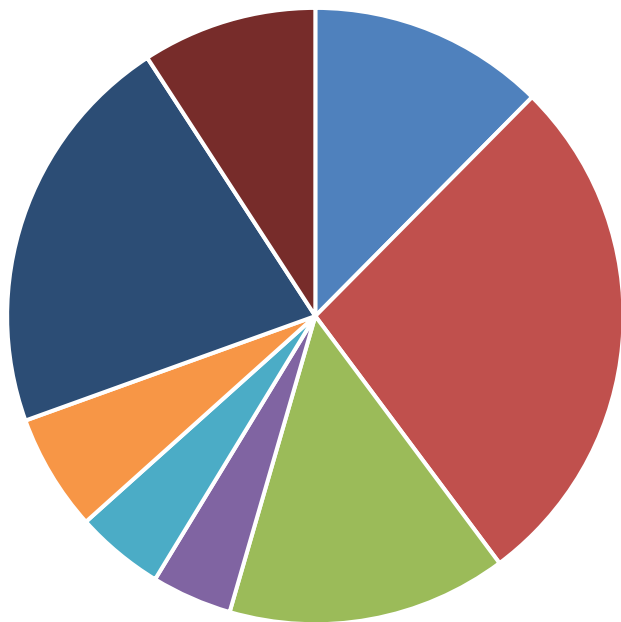


Days Baboosic Lake Town Beach was staffed



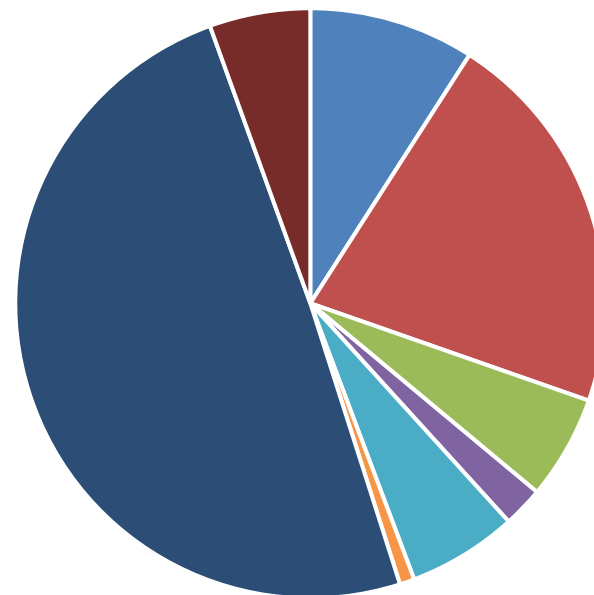
Diversify program offerings to serve citizens of all ages.

FY16- Total Participation 4,291



- Adult Programming
- Youth Sports
- Camps
- Pre School
- Senior
- Trips
- Baboosic Lake Programming
- P MEC Programming

FY23 – Total Participation 7,652

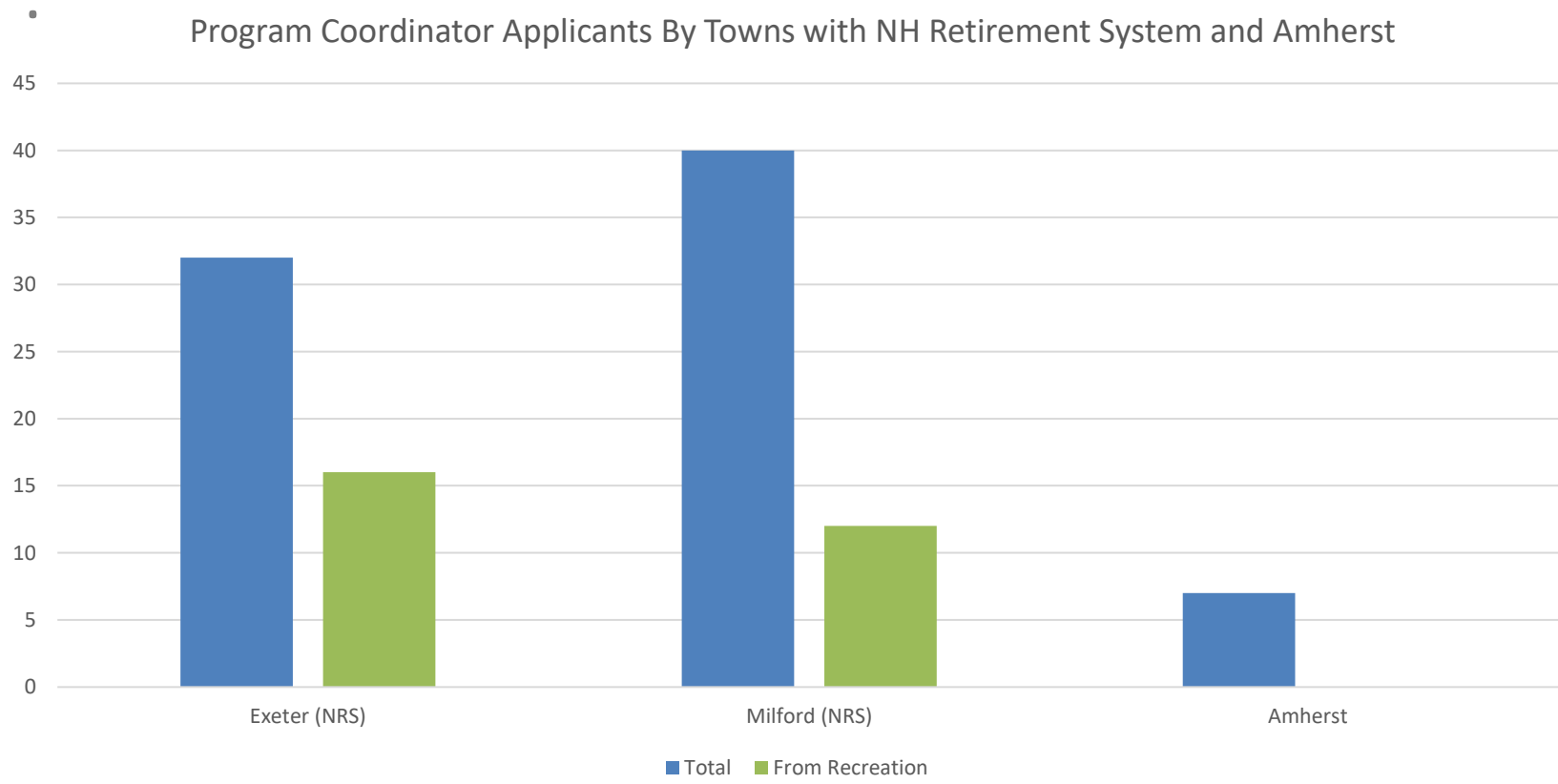


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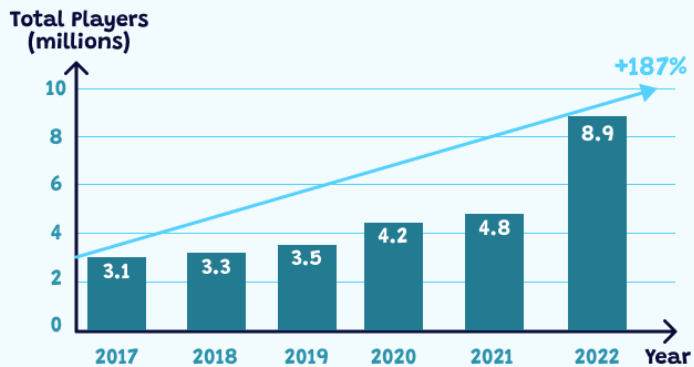


Recruiting and maintaining staff in a competitive job market.

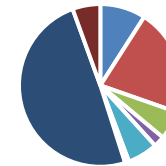


Vision Dashboard

Total Number of Pickleball Players in the US by Year

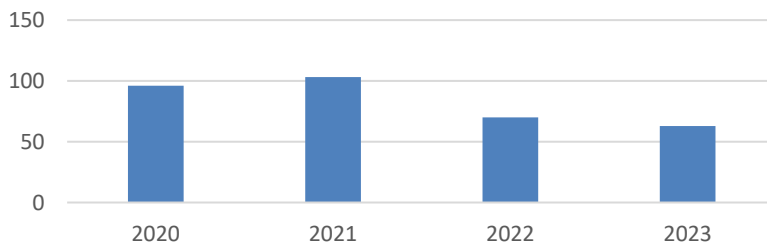


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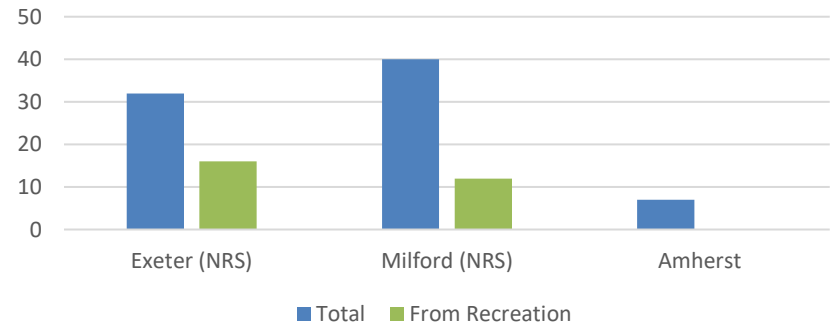


- Adult Programming
- Youth Sports
- Camps
- Pre School
- Senior
- Trips
- Baboosic Lake Programming
- PMEC Programming

Days Baboosic Lake Town Beach was staffed



Program Coordinator Applicants





Vision 1: SWOT for Recreation Infrastructure

Strengths

- Parks are in great condition.
- Added inside space allows for small indoor programming.
- Parks look clean and tidy and well kept.
- Updated Buck Meadow Building.

Weakness

- Lack of facilities for prominent programs (basketball gym space, baseball fields).
- Low budget for building improvements.
- No pickleball or outdoor b-ball courts.
- Current fields are overused .

Opportunities

- Buck Meadow masterplan.
- Update buildings to create more indoor space for winter programs.
- New school on the horizon.

Threats

- Lack of water for proper field irrigation.
- Town Budgets
- Water quality at Baboosic Lake Town Beach.





Goal 1 Infrastructure – Buck Meadow

- Contract Engineering designs for construction phase of Buck Meadow FY24.
- Apply for Land Water Conservation Fund Grant for field construction–FY24 – FY25
- Fundraise/work with groups to build other pieces of the Buck Meadow Masterplan.
- Installation of Pickle Ball Courts FY25
- Goal to have Buck Meadow project completed by FY27.





Goal 1 Infrastructure – Buck Meadow

- Apply for LWCF grant in next grant round for Buck Meadow field/park design. FY24-25.
- Use ARPA funds and impact fees to assist with infrastructure needs.





Goal 2 Infrastructure – AMS Courts

- Replace AMS tennis courts with updated basketball/tennis courts.
- Use Revolving Fund money to complete project.
- \$85,000





Goal 3 Infrastructure – Baboosic Lake

- Cyanobacteria has been prevalent in Baboosic Lake for the past two summers starting mid July.
- Ask via warrant article for \$50,000 to be used in conjunction with Baboosic Lake Association money to pay for treatment.
- Treatment should last at least 30 years.
- More Information coming...





Goal 4 Infrastructure – Community Center

- Amherst is in dire need of more indoor space for indoor sports as well as gathering/meeting space.
- 32 basketball teams utilizing 2 full size gyms & 1 cafeteria with basketball hoops.
- The request for many seasonal youth sports to go year round.
- Create a Community Center CRF to soften the hit of a new building of this magnitude.



Vision 2: SWOT for diversifying programming

Strengths

- Reaching the needs of community with camps & youth sport programs.
- Free community events.
- PMEC as a facility for programming.
- Ability to provide transportation.

Weakness

- More exercise programming.
- Lack of senior and adult programs.
- Staff/instructor availability.
- Lack of available indoor space to offer programs at opportune times.
- Single Youth sports taking too much time from department
- Marketing of programs – No Amherst Citizen.

Opportunities

- Contract out more programming.
- Re-adjusting responsibilities amongst ARD staff to offer more programming.
- Utilize Buck Meadow Clubhouse for Adult/Senior programming.
- Diversifying programming allows for better revenue generating opportunities.

Threats

- Location of PMEC.
- “More competitive” sport leagues.
- Coaches/volunteers not understanding the “Rec” philosophy.
- Lack of volunteerism.
- More specialized needs among participants.





Vision 2 - Diversifying programming

- Create an active seniors group as an ad hoc to the Recreation Commission to work on creating more program offerings to the older adults of Amherst.
- Hire part time Senior Program Coordinator to work on senior programming (paid out of 02 Revolving Fund, funded by said senior programs).
- Continue to evaluate ongoing programs to make sure they are meeting the needs of the residents of Amherst.



Vision 3: SWOT for Recruiting and keeping staff

Strengths

- Current year-round staff is well trained/knowledgeable.
- Continually having enough strong seasonal staff.
- Staff culture.

Weakness

- Year-round staff are at capacity for what we as a staff can do.
- Seasonal pay rates.
- Lack of NH Retirement system for FTE's.

Opportunities

- Training potential summer staff through the Junior Counselor/Junior Lifeguard programs.
- Increased staff training with seasonal staff.

Threats

- Similar facilities offering better wages.
- Staff getting burnt out.
- Not enough staff within the department.
- Staff turnover at the beach.
- Low wages/benefits for FTE's to comparable towns.
- FTE's who are retiring in the next three years/ lack of succession plan.





Vision 3: Recruiting and maintain staff

Now...

- Lifeguard recruitment program/in-house lifeguard training program in conjunction with Milford Recreation Department.
- CIT/Junior Counselor program.
- 12 seasonal staff were once participants/campers.





Vision 3: SWOT for Staff Recruitment

FY25-FY26

- Staying on top of cutting-edge equipment that further helps with staffing needs.
- Continue to create a continuum between summer camp programs and summer staffing needs.
- Amherst entering the NH Retirement System to allow for better retention and recruitment (Exeter, Milford example).





Amherst Town Library

Professional service with a personal touch

Strategic Plan September 2023



Mission

The Amherst Town Library enhances quality of life for Amherst residents.

We are an accessible resource for people of all ages and backgrounds, and are committed to caring, innovation, quality, and professionalism.

Vision

By connecting people, stories and ideas, we enrich people's lives.

We support informational, educational and recreational needs by providing a diverse collection in a variety of formats, as well as various types of programs for all ages.

Our facility and technology infrastructure support both individual and collective use.

We engage with the community to ensure that our services are responsive to their changing needs.



Our Priorities



Fostering early literacy and a lifelong love of reading.



Providing engaging, interesting, and entertaining opportunities to learn and recreate.



Enhancing and affirming a sense of community.

Overview

- open to the public 61 hours/ week
- physical collection of 55k items + eMaterials, museum passes, ILL, GMILCS
- 25 staff (7 f/t, 9 p/t, 9 pages)
- research services, bookclub assistance, local history, article retrieval
- computers, printers, wifi, copier, fax, microfilm, notary
- educational and recreational programs and events for children, teens, and adults
- public meeting room space

SWOT Analysis (2022)

Strengths

staff
services
collection
GMILCS

Weaknesses

parking
signage
hiring/ recruiting
website & catalog

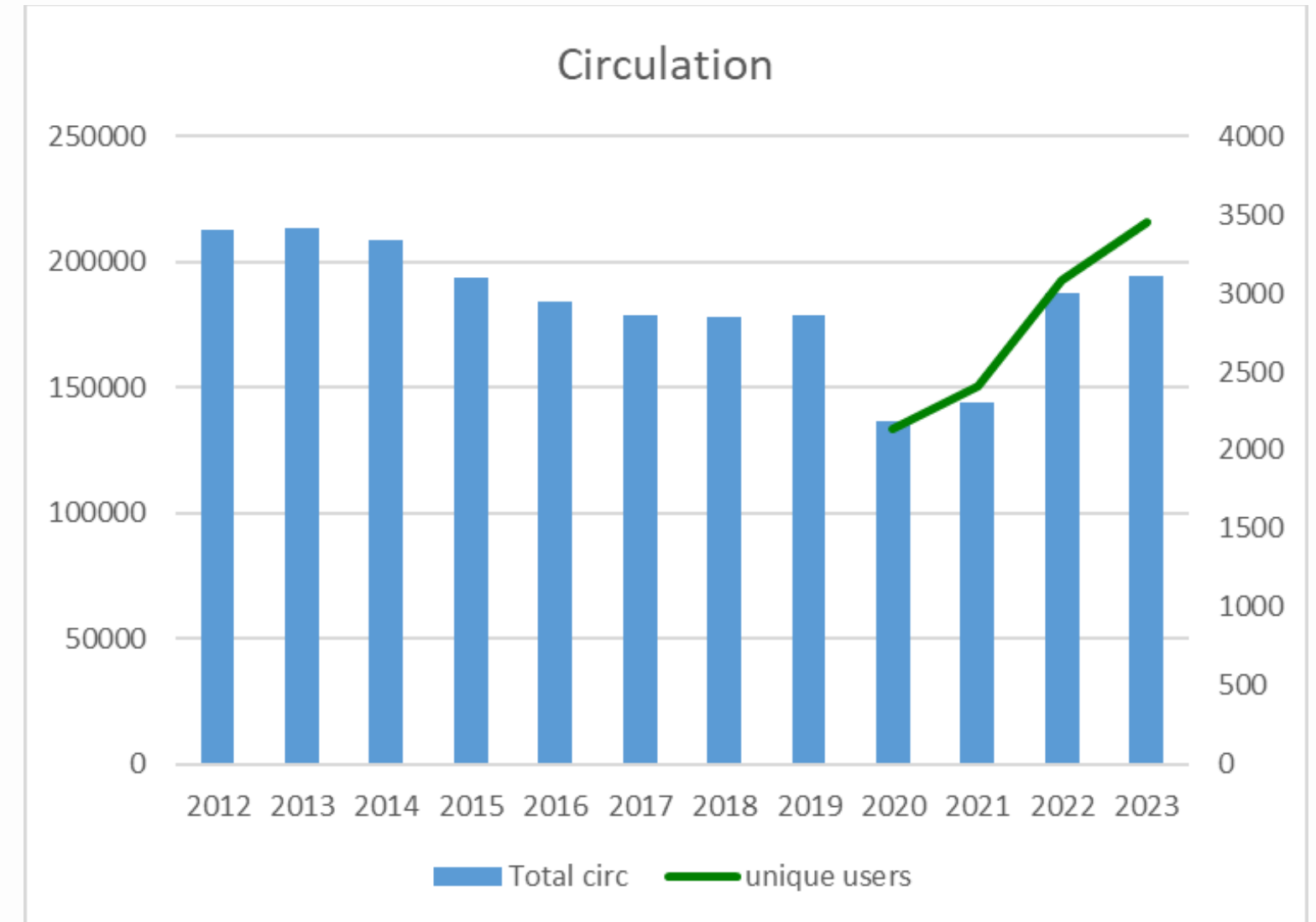
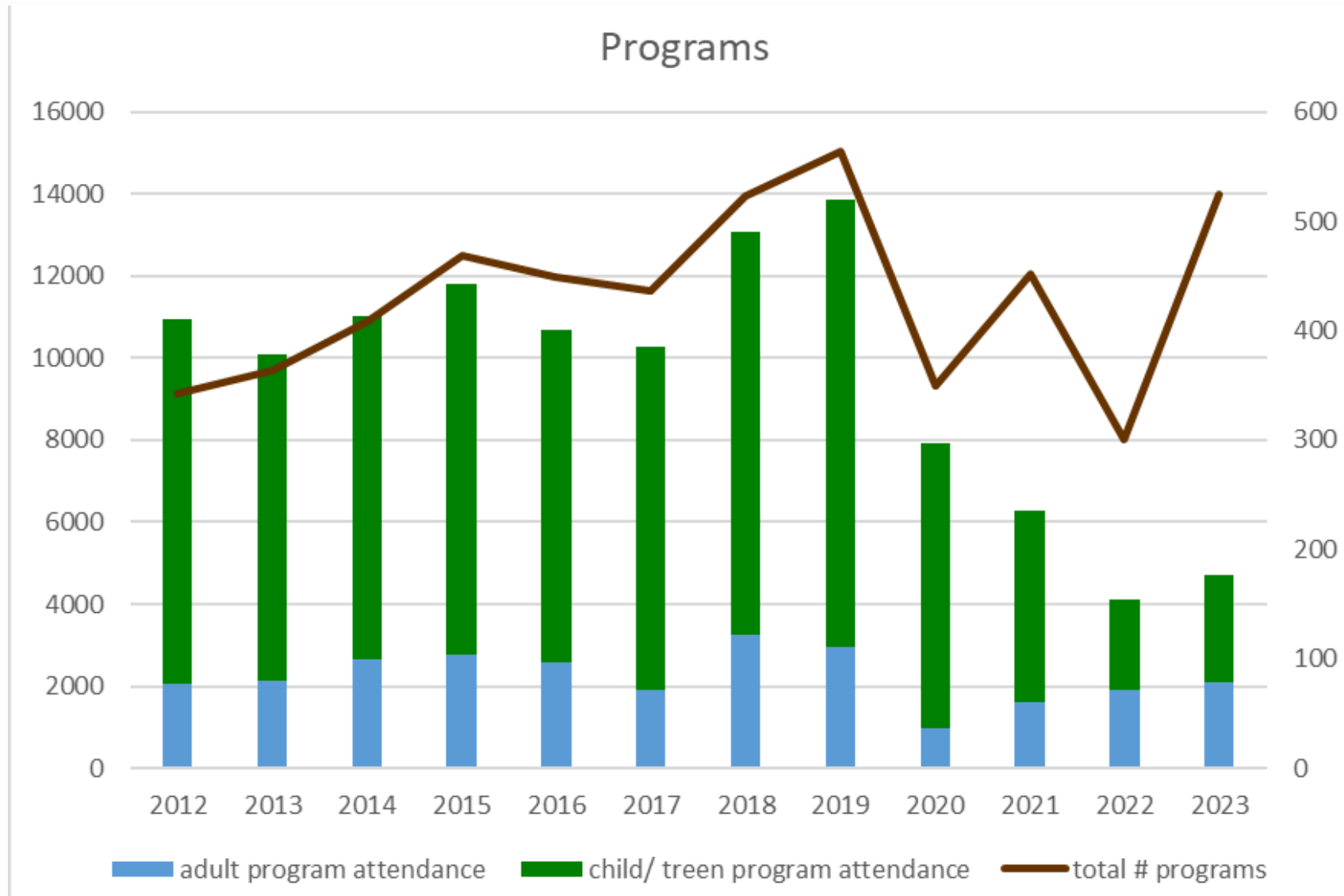
Opportunities

collaboration
technology
communication
programs

Threats

economy
digital world
politics
changing society

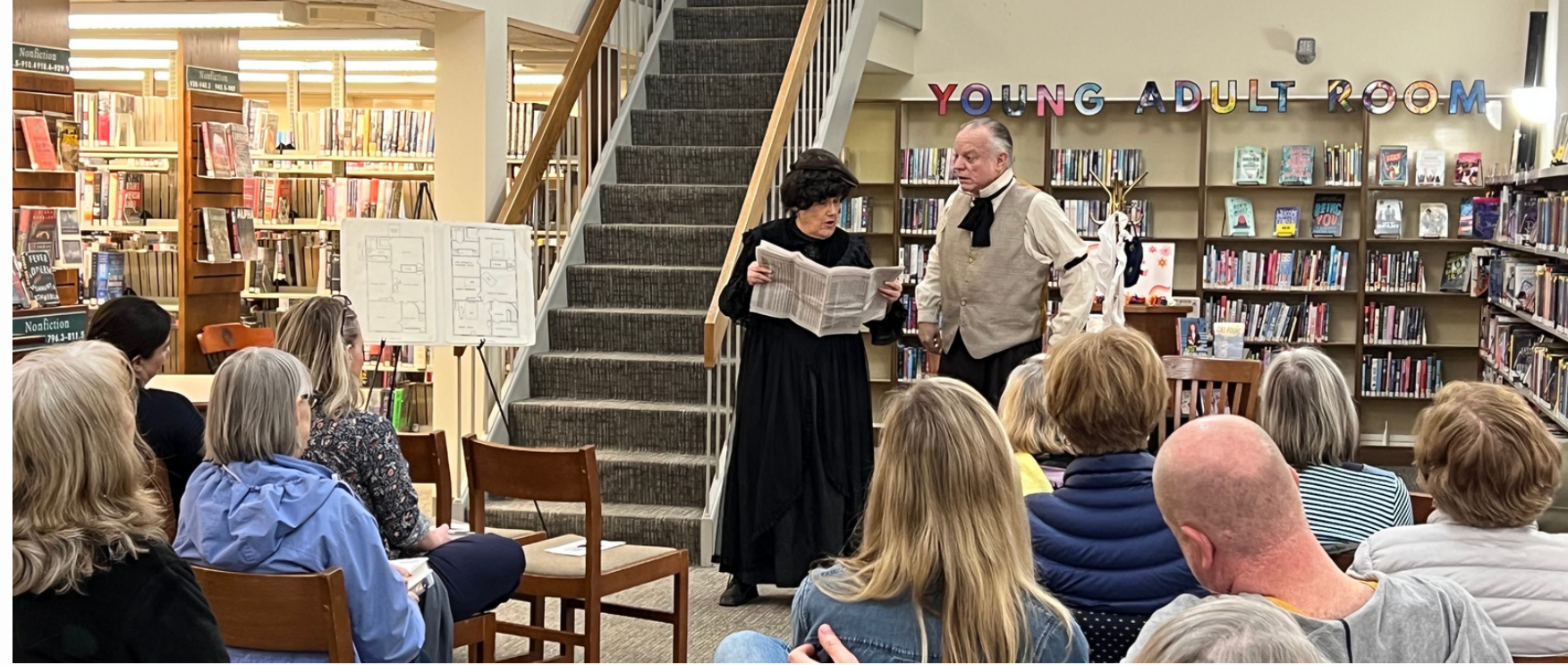
Dashboard Statistics



But what about a qualitative measure?

Goals



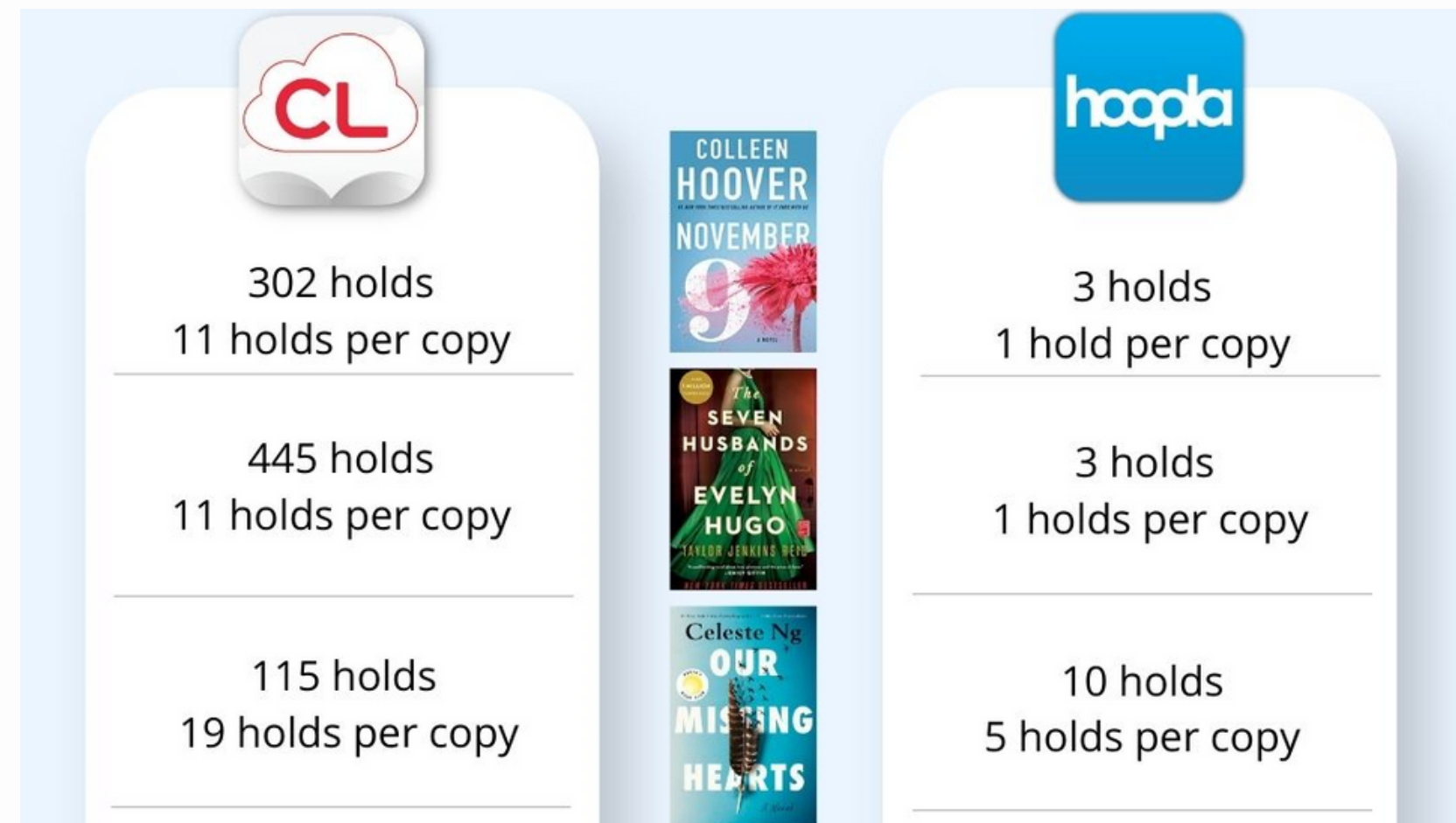
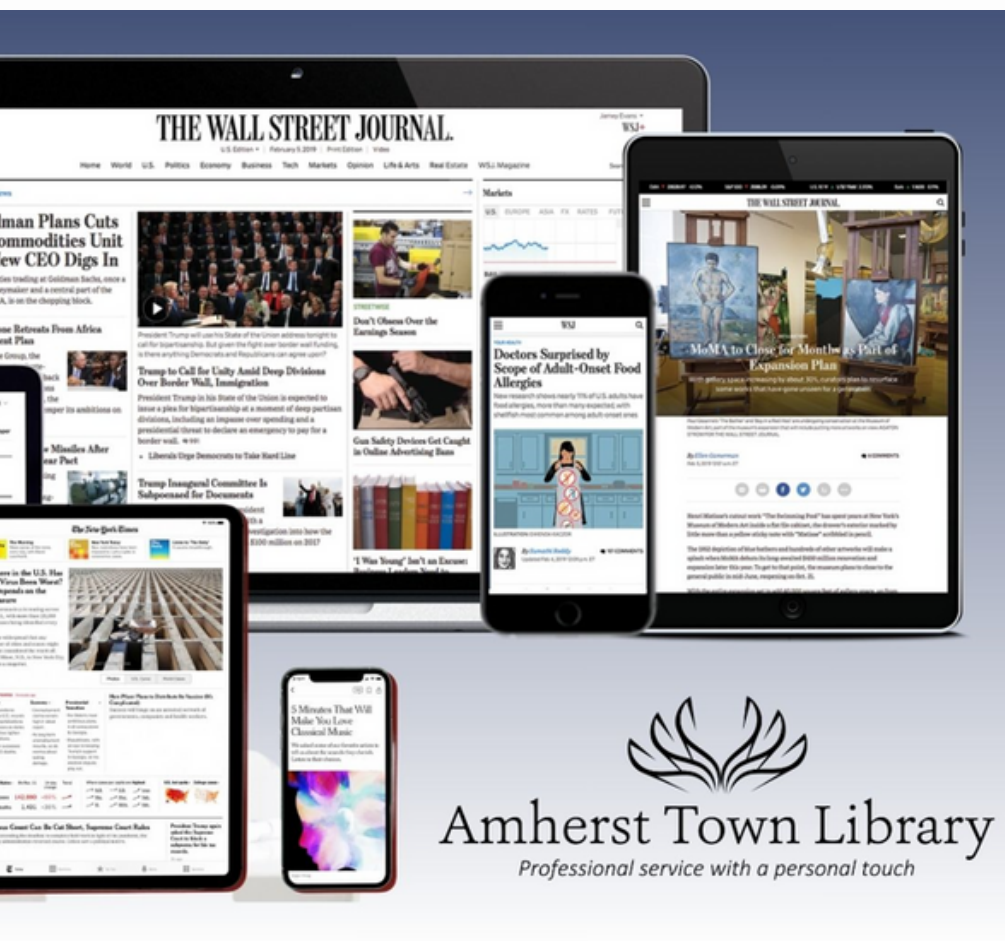


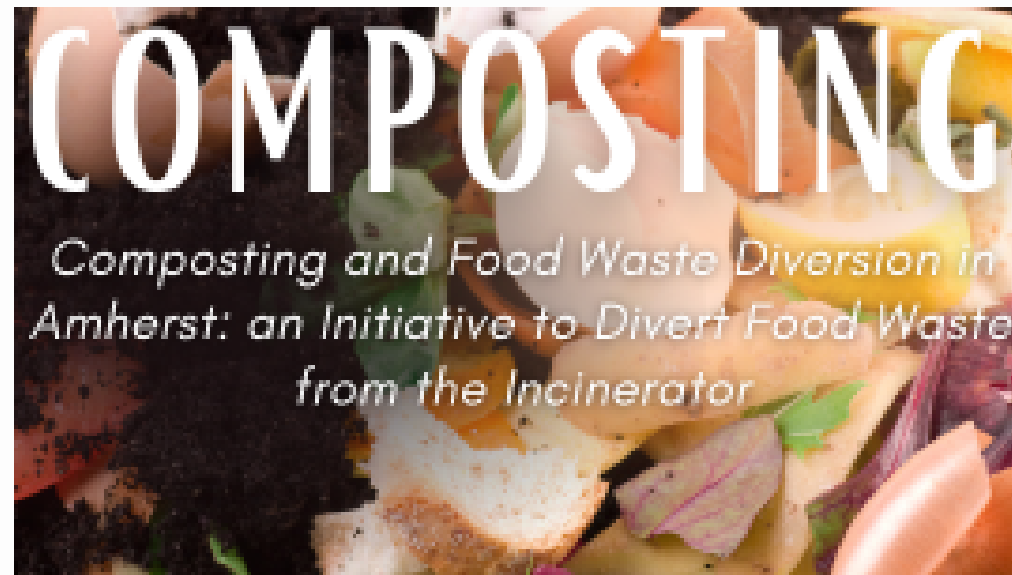
Restoring programming and activities to pre-Covid levels



Collection analysis and accessibility

Do we have the right materials and are they easy to use?





Strengthening community partnerships

leverage connections for marketing and engagement



Questions?

alapointe@amherstlibrary.org





Amherst NH Town Government



Amherst Fire Rescue

Strategic Plan Update for FY24-FY25

September 25, 2023



Mission & Vision Statements

Mission

- *Provide skillful, prompt, and professional emergency response, public service and education, life safety code enforcement and all other community support.*

Vision

- *To continuously enhance capabilities as an all-hazards response department through community partnerships, professional relationships, and supporting constant growth of our greatest asset, our personnel.*



What AFR Does For The Community

☐ Amherst Fire Rescue

Provides:

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



Department Overview

☐ Amherst Fire Rescue personnel:

- 61 members:



3 Career officers

33 Per diem EMT's & firefighter EMT's

34 Call firefighters



1 Emergency Medical Responder (EMR)



13 Emergency Medical Technicians (EMT's)



14 Advanced EMT's



13 Paramedics



48 Firefighter Certified





Department Overview (cont.)

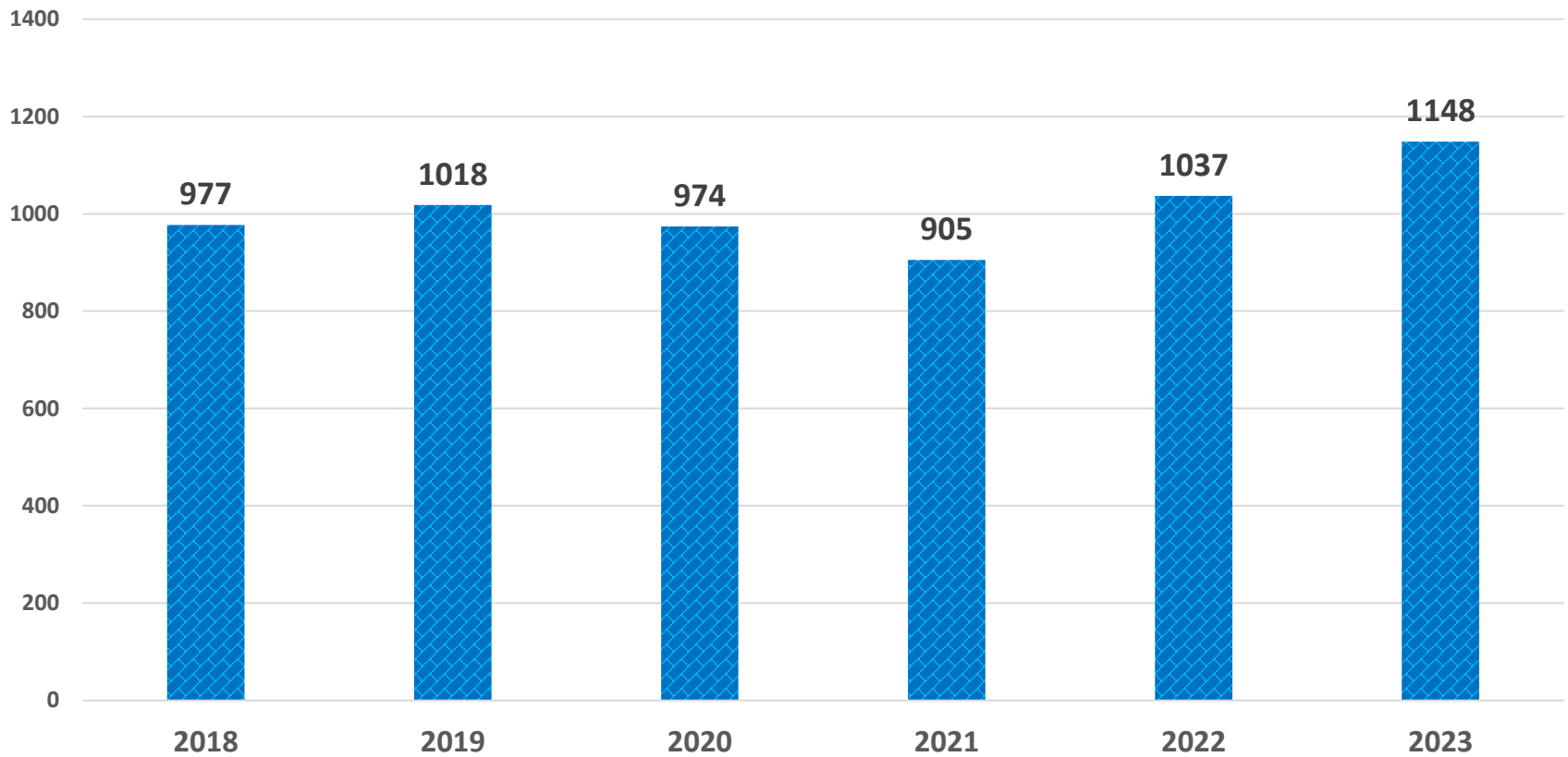
- Amherst Fire Rescue Apparatus:
- Three Type I Ambulances (2011, 2016, 2022)
- One Ford Explorer Paramedic SUV (2017)
- Four Class A Pumpers (1991, 2003, 2015, 2022)
- One Tower Ladder (1997)
- One Tanker (3000 gal), (2007)
- One Forestry Tanker (2002)
- One Forestry Pick-Up (four-wheel drive) (2006)
- One Pick-Up (command)(four-wheel drive) (2008)
- One Large SUV (command) (four-wheel drive)(2020)





Historical Rescue Facts

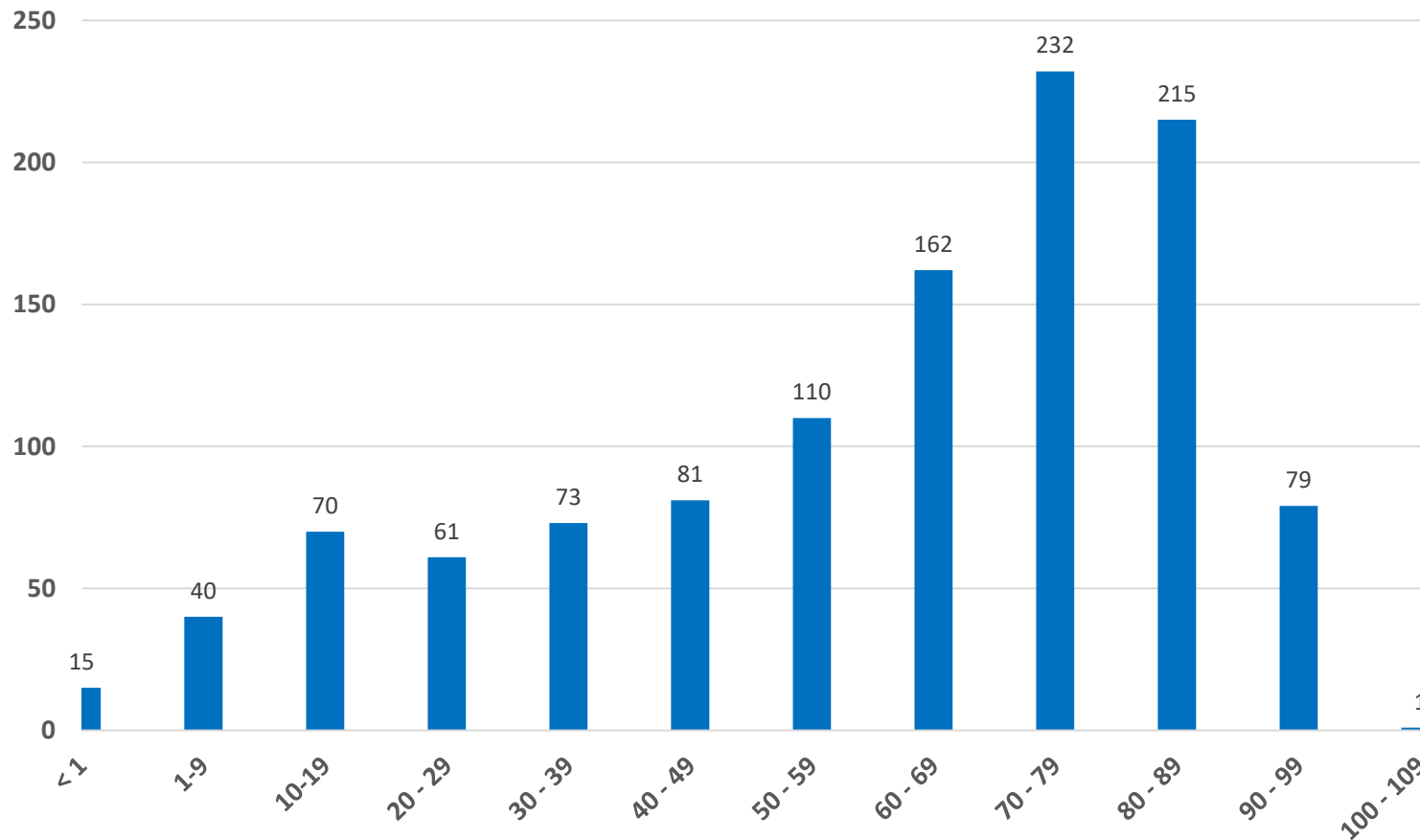
EMS Calls





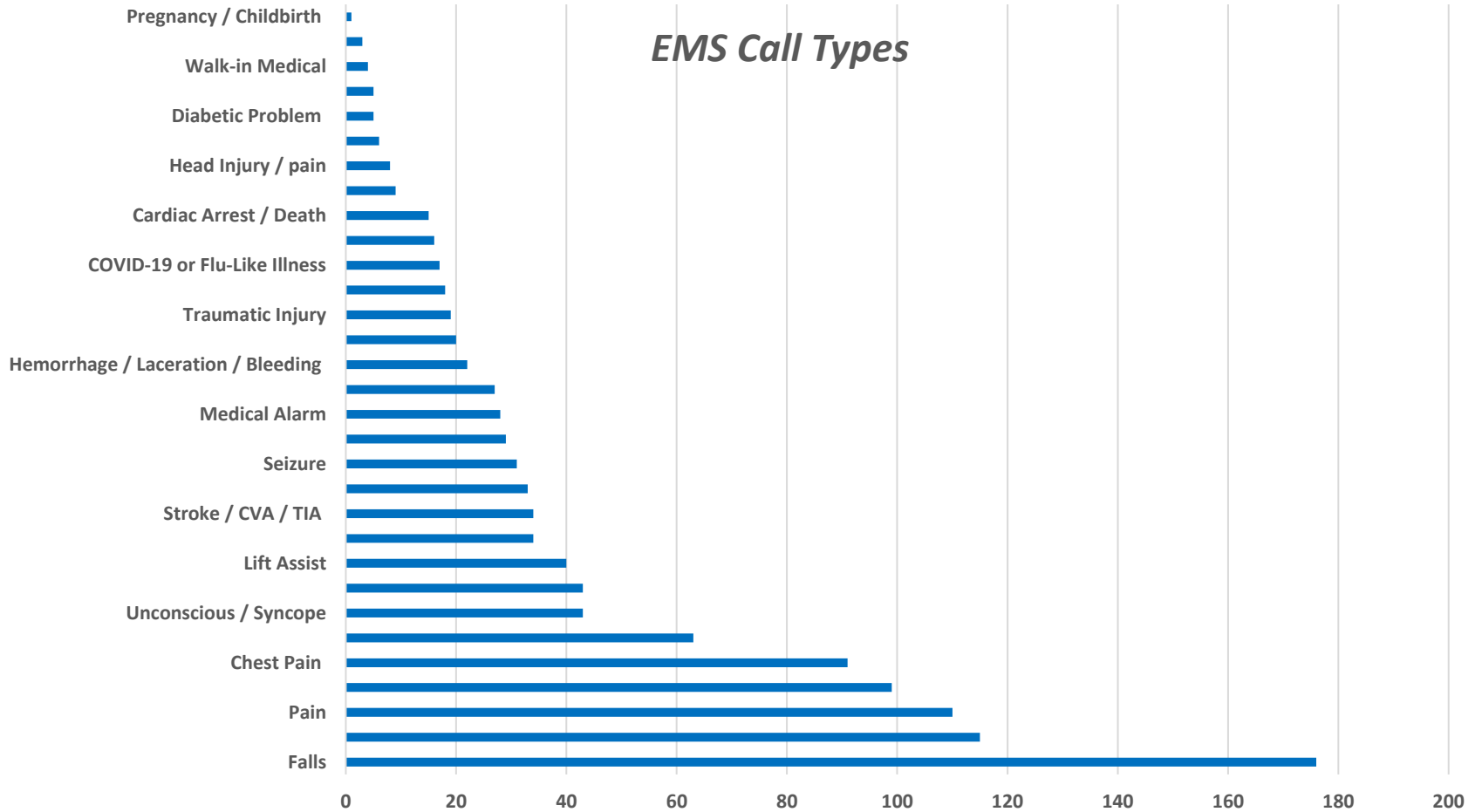
Historical Rescue Facts (cont.)

EMS Calls by Age





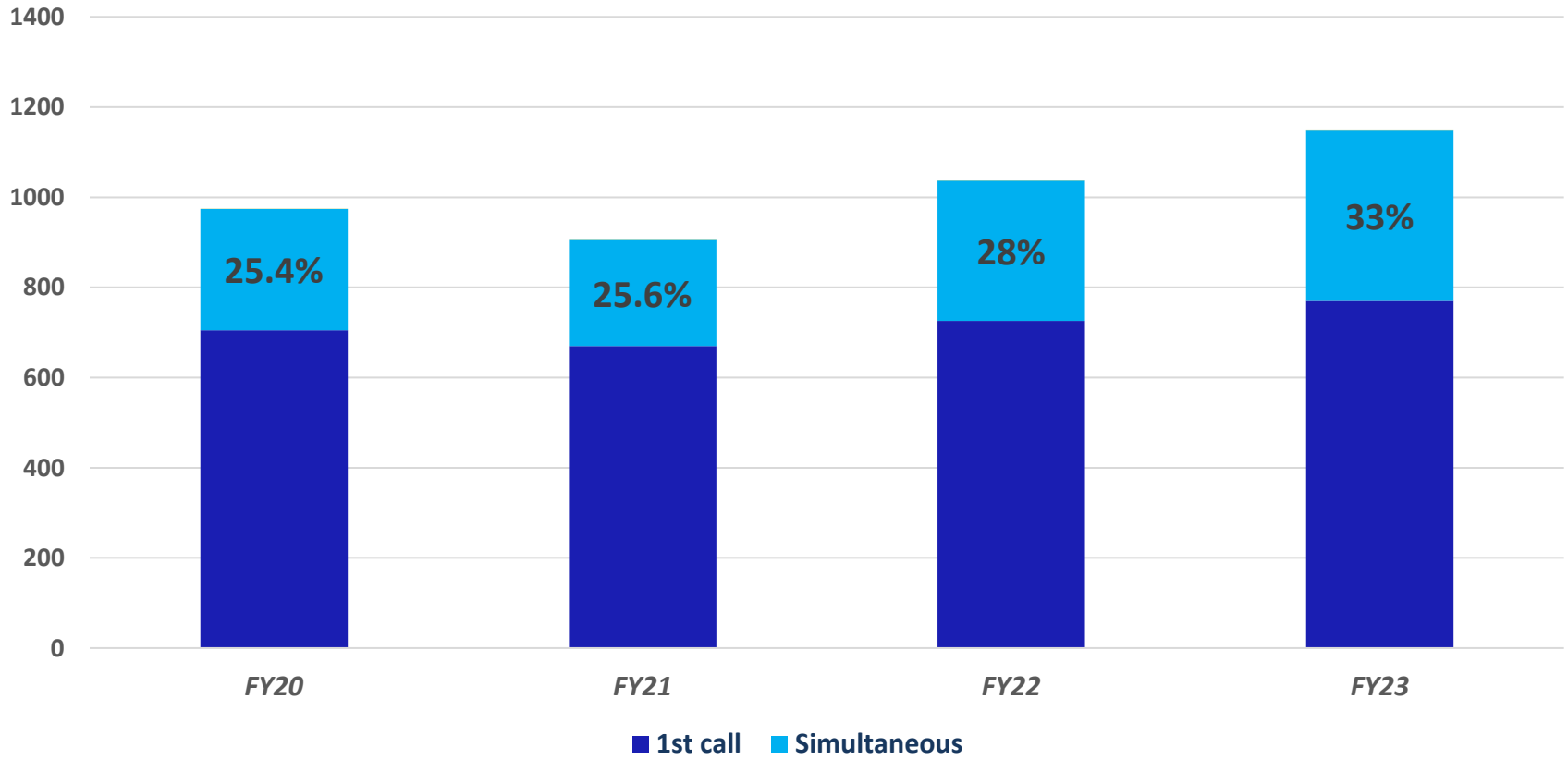
Historical Rescue Facts (cont.)





Historical Rescue Facts

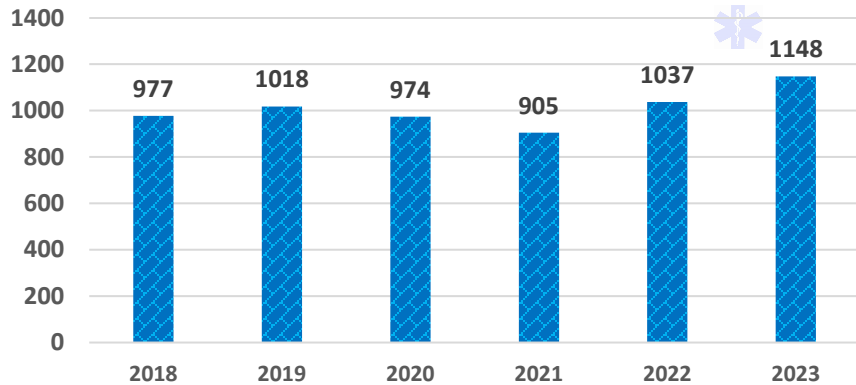
Simultaneous Calls



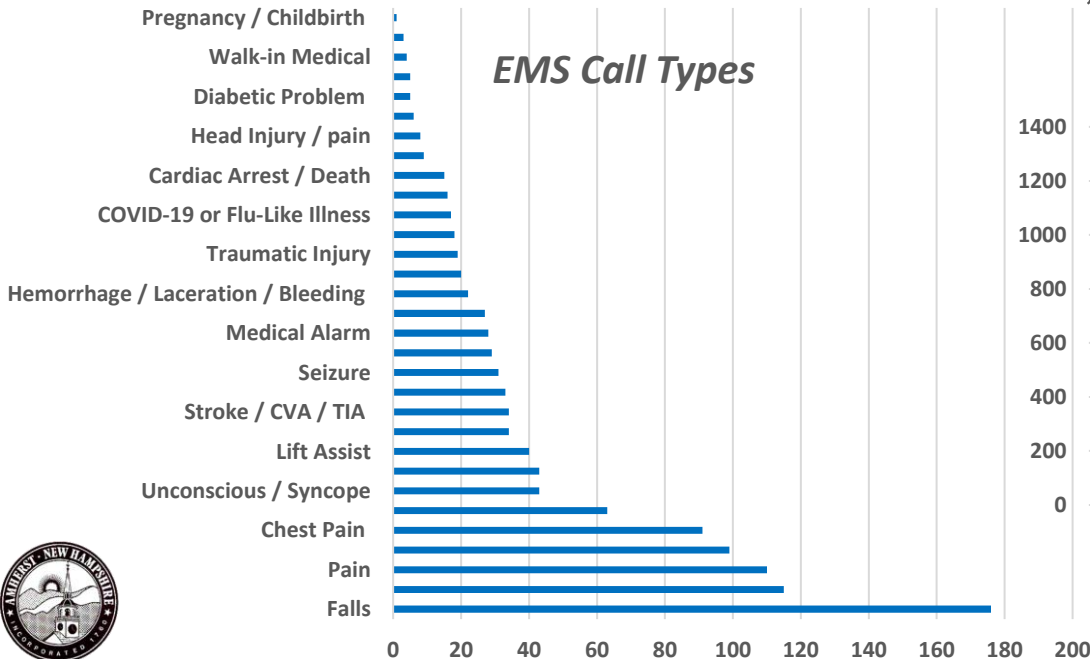
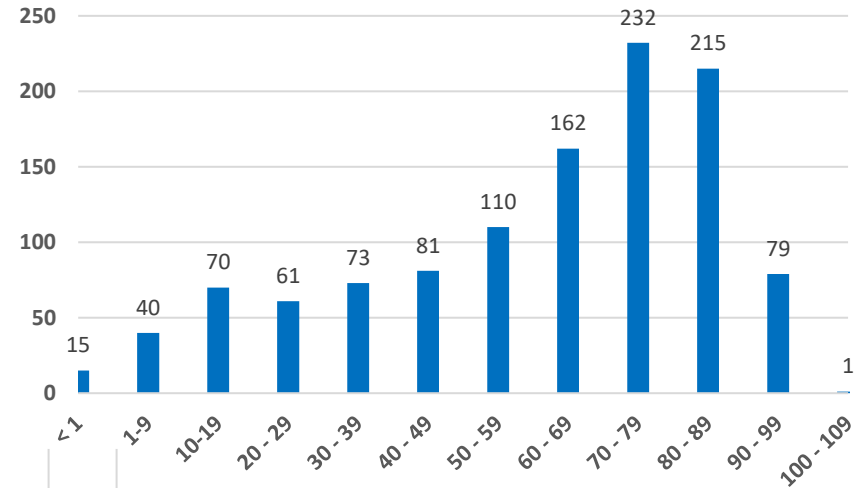


Historical Dashboard

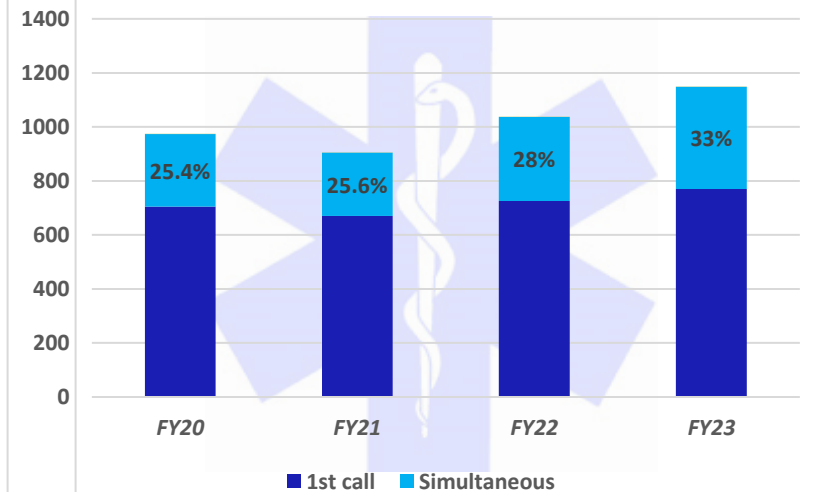
EMS Calls



EMS Calls by Age



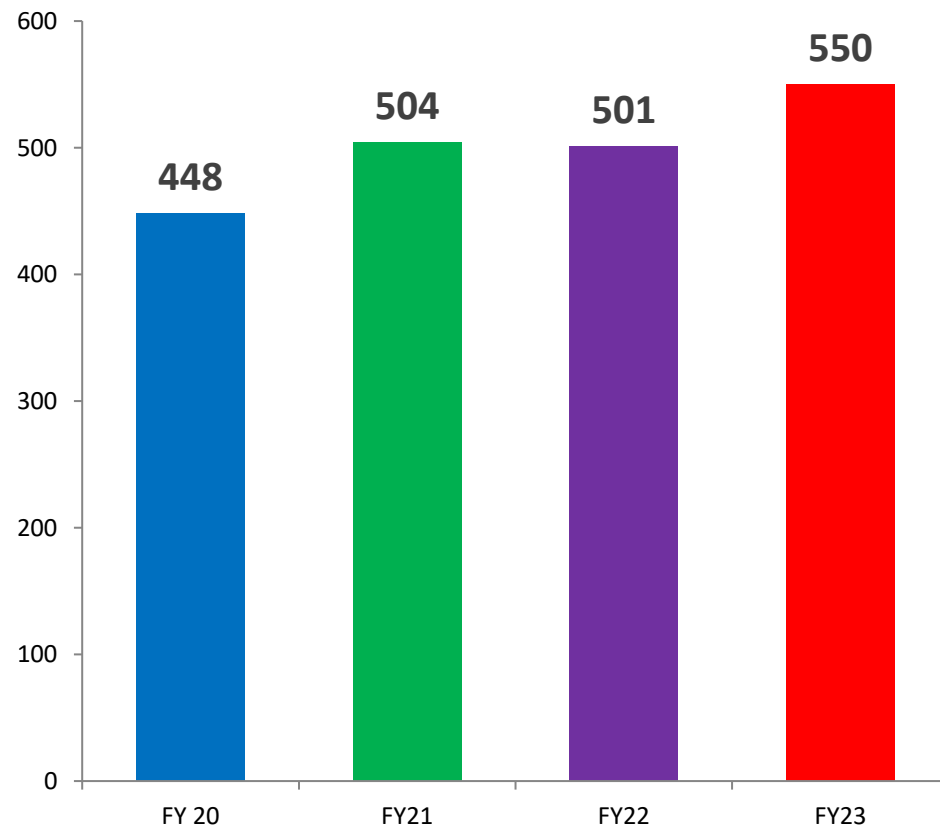
Simultaneous Calls





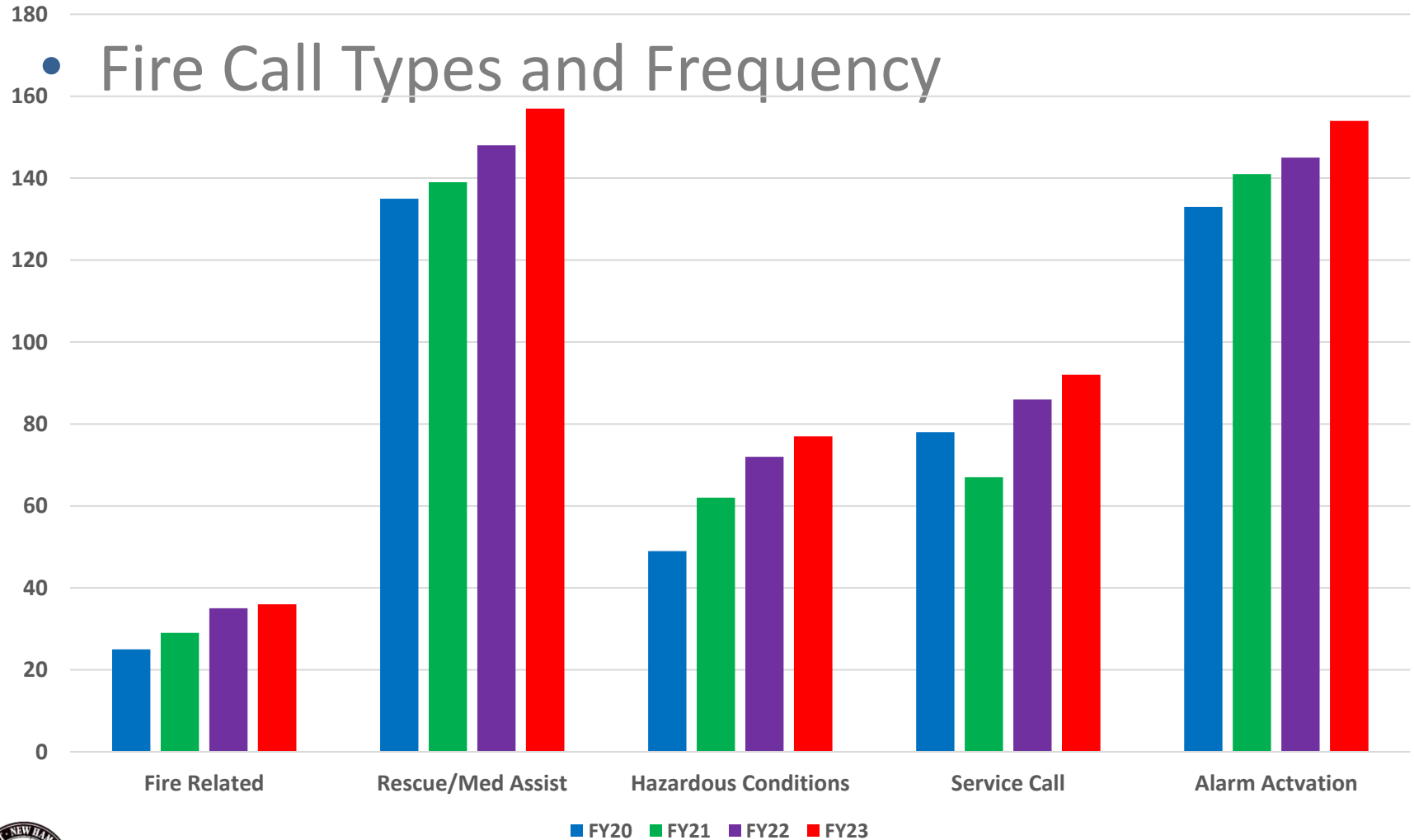
Historical Fire facts

- Fire Calls





Historical Fire Facts (cont.)



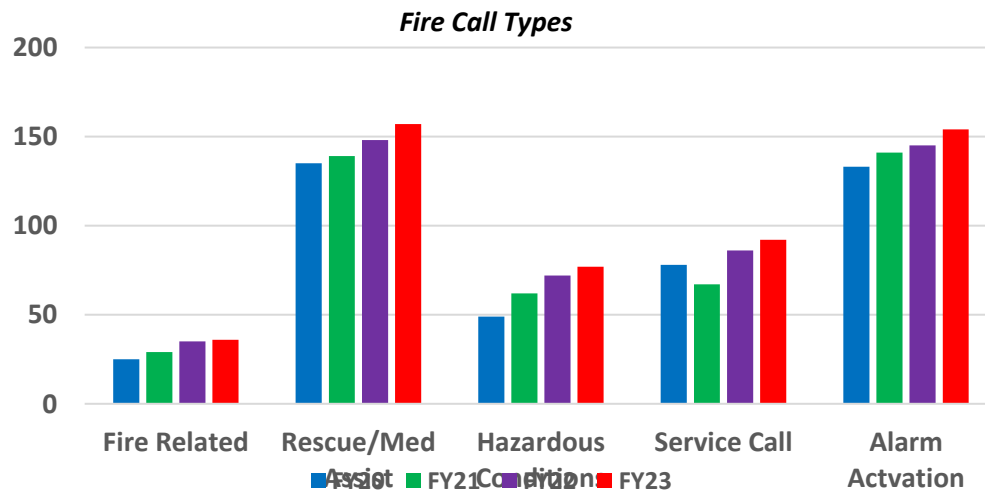
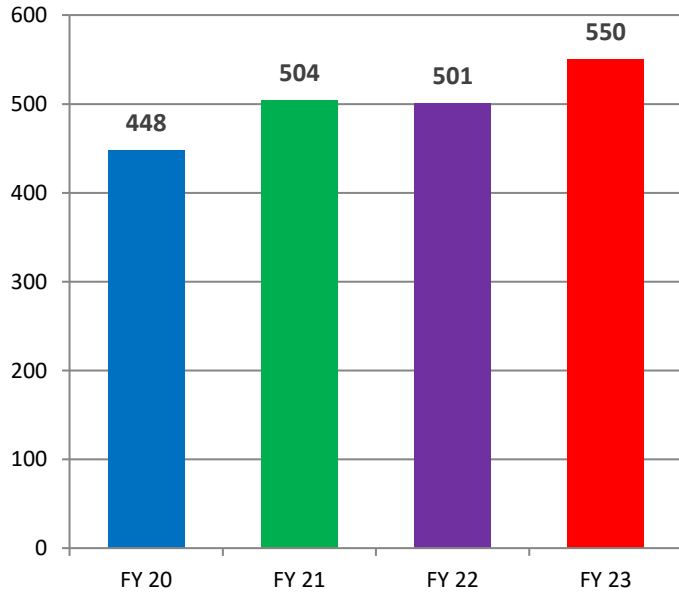


Historical Fire Facts (cont.)





Historical Dashboard





Fire Prevention

☐ Code Enforcement:

- ❖ Building Plan review
- ❖ Site Plan review
- ❖ Inspections
- ❖ Project Consultation
- ❖ Technical Advisory
- ❖ Interagency facilitation

☐ Educating the community:

- ❖ Contact during call responses
- ❖ Inspections
- ❖ Fire Drills
- ❖ Fire/Safety interactive lessons in schools
- ❖ Public safety discussions
- ❖ Station tours





SWOT Analysis

Strengths

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

Weaknesses

- ❖ Average age of our apparatus.
- ❖ Change in our response time due to current fire protection strategy.
- ❖ On the low end of staffing for size of town, call volume, hazard load.
- ❖ Resource limitations based on staffing.





Opportunities

- ❖ Grant funding
 - Staffing for Adequate Fire and Emergency Response Grant (SAFER).
 - Assistance to Firefighter Grant (AFG).
- ❖ Aggressive pursuit of missed cost recovery opportunities.
- ❖ Improved productivity through appropriate staffing.

Threats

- ❖ Failing to provide an adequate response.
- ❖ Injury or loss of a firefighter due to inadequate staffing or equipment failure.
- ❖ Catastrophic failures caused by inaction.
- ❖ Loss of public trust.





Goals & Initiatives

- Goal #1

- ❖ Hard look at department resource limitations

- Current staffing model is insufficient for operational needs.

- ❖ Per diem staffing limitations.

- Pay
 - Limited last-minute availability.

- ❖ Call member response difficulties.

- Limited availability.
 - Inadequate response to varying call/run times.

- ❖ Inadequate administrative assistance.

- Executive assistant to the department





Goals & Initiatives (cont.)

□ Initiatives for goal #1

❖ Encourage time & credential pay scale.

- Competitive with market.
 - Rewards longevity in field and AFR.
 - Attracts higher caliber professionals.
- Recommendation of 4th provider (FF/EMT) day & night.
 - Greater guarantee of 2 ambulances being staffed.
 - Earlier fire apparatus response with 2 FF/EMT's in-house.
 - Increased call volume increases overlap of calls.
 - Less dependence on administration, improving availability to manage/oversee serious and/or multiple incidents.
 - Assistance with Fire Prevention inspections, improved safety from additional commercial site "pre-plans".





Goals & Initiatives (cont.)

□ Initiatives for goal #1

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





Goals & Initiatives (cont.)

□ Goal #2

- ❖ Plug financial holes and pursue cost recovery

□ Initiatives for goal #2

- ❖ Encourage self-funding solutions to for protection shortages.
 - 4th provider daily (FF/EMT) to assist with annual inspections and cross use for emergency calls.
 - ❖ Added safety from touring occupancies annually.
 - Ability to manage correctable hazards prior to emergency response.
 - ❖ Additional public interaction.
 - ❖ Cost recovery opportunity through inspection fees.
 - Adjust the current fees in the Fire Prevention Ordinance.





Goals & Initiatives (cont.)

□ Initiatives for goal #2

- ❖ Encourage revision of fire prevention permit fee schedule.
 - Currently, inadequate for cost-efficiency.
 - Cost recovery opportunity.
 - Fire prevention revenue to substantially grow with an adjustment to the fees associated with the Fire Prevention Ordinance.

- ❖ Encourage SAFER grant opportunities for staffing.
 - ❖ Staffing for Adequate Fire & EMS Response.
 - Personnel expenses paid by federal dollars for multiple years.
 - Responsible use of funds to achieve demonstrated coverage need.
 - Ability to evolve budget over multiple years to encompass future costs.





Goals & Initiatives (cont.)

□ Initiatives for goal #2

❖ Encourage creation and use of AFR revolving fund

- Channel for transport revenue to fund CRF
- Alternative to tax-based funding of CRF
 - Discontinue future warrant articles used as funding source.

❖ Encouraging implementation of updated EMS contract with Mont Vernon

- Call percentage assessment determines contract fee.
 - Cost recovery opportunity based on call volume.
- Contract wording to better capture financial needs of today.





Goals & Initiatives (cont.)

□ Initiatives for goal #2

EMS Agreement – Mont Vernon

- ❖ Contract EMS coverage with neighboring community.
- ❖ Resource operational costs recovered based on call volume.
- ❖ Reduce burden on Amherst residents through efficient use of resources (cost sharing).
- ❖ Concept is utilized by many municipalities across state
 - Percentage of call volume determines percentage of department operating budget.





Goals & Initiatives (cont.)

□ Initiatives for Goal #2

EMS Agreement – Mont Vernon

- ❖ 120-140 calls per year.
- ❖ 10-12% of Amherst Fire Rescue call volume (EMS).
- ❖ Consumes any necessary personnel for EMS calls.
 - First (A1) calls – use of daily EMS staffing (3).
 - Additional (A2, A3) calls – use of remaining EMS, Admin, call force.
 - Use of all AFR transport vehicles in honoring commitment.
- ❖ \$17,000 current annual payment for Amherst availability.
 - \$46.57 per day.
 - Extremely disproportionate to cost & consumption of resources.



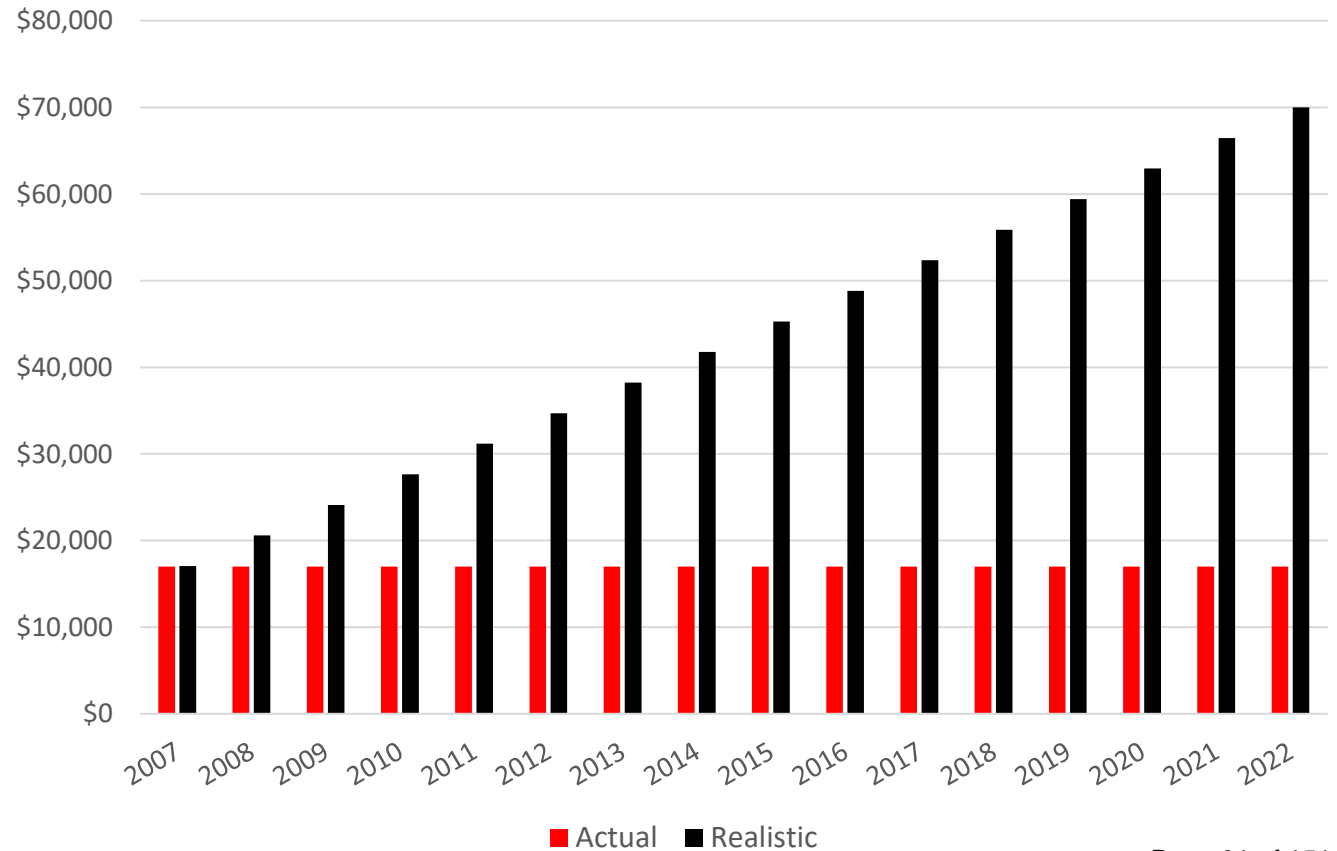


Intermunicipal Agreement

- Amherst/Mont Vernon

Actual Revenue
 compared
 to
Realistic
 or
Appropriate Assessment

Actual vs Realistic

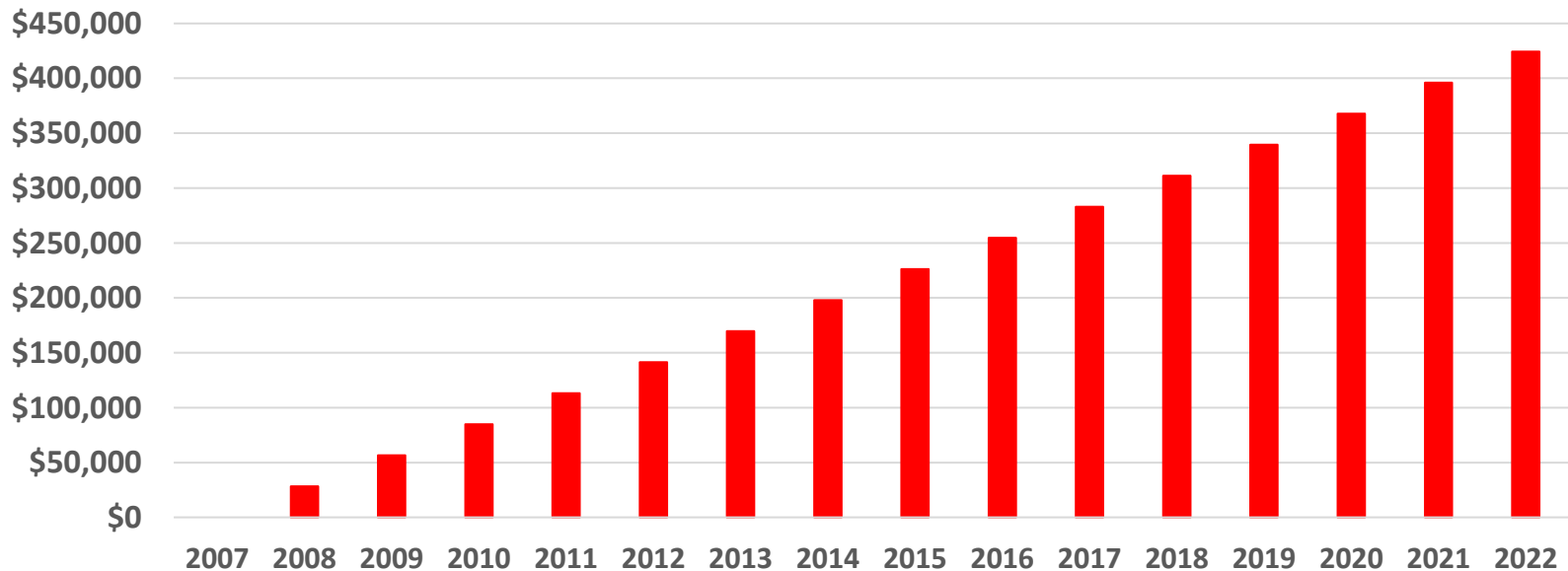




Intermunicipal Agreement (cont.)

- Amherst / Mont Vernon

Cumulative Revenue Potential



Minimum cost of missed opportunity with contract updates.





Intermunicipal Agreement (cont.)

❖ Recommendation:

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





□ Goal #3

❖ Decrease fleet vulnerability.

- ❖ Emergency vehicles surpassing useful life increase risk.

□ Initiatives for goal #3

❖ Adhere to industry recommendations on capital replacement.

- ❖ Adapt to lengthened vehicle build times with planning and approval processes that deliver vehicles in scheduled timeline.
- ❖ Avoidable delays increase risk of critical breakdowns.
 - Vehicle cost increases are higher than returns on savings/investments, making purchase delays more costly.



Goals & Initiatives (cont.)



Goals & Initiatives

Vehicle/Equipment	Type	Model Year	Useful Life	Replacement Cost	Rep Year (FY)	Capital Reserve Additions	Capital Reserve Balance
							\$734,613
					2024	\$257,000	\$991,613
					2025	\$297,000	\$1,288,613
Forestry 2	Pickup	2006	15	\$70,000	2026	\$297,000	\$1,515,613
Lucas Device	Auto CPR	2016	10	\$42,000	2026		\$1,473,613
Car 4	Paramedic SUV	2016	10	\$60,000	2026		\$1,413,613
Car 3	Passenger Car	2016	10	\$0	2026		\$1,413,613
Tower 1	Tower/Ladder	1997	30	\$0	2027	\$297,000	\$1,710,613
Ambulance 1	Ambulance	2016	12	\$375,000	2027		\$1,335,613
Engine 3	Class A Pump	2003	20	\$800,000	2028	\$297,000	\$832,613
*Eng 2 Refurbish	Class A Pump	2015	20	\$50,000	*2028		\$782,613
Car 1	SUV/Command	2019	12	\$70,000	2029	\$297,000	\$1,009,613
Washer Extractor	Gear Washer	2003	25	\$12,000	2029		\$997,613
Cardiac Monitors	Defibrillators	2019	10	\$42,000	2029		\$955,613
SCBA Fill Station	Air Compressor	2004	25	\$14,000	2029		\$941,613
					2030	\$297,000	\$1,238,613
Ambulance 2	Ambulance	2016	12	\$375,000	2031	\$297,000	\$1,160,613
Dryer	Gear Dryer	2019	10	\$10,085	2032	\$297,000	\$1,447,528
Tanker 1	Tanker	2007	25	\$701,646	2033	\$297,000	\$1,042,882
Car 2	SUV/Command	2023	12	\$70,165	2033	\$297,000	\$1,269,717
*Eng 1 Refurbish	Class A Pump	2021	20	\$50,000	*2033		\$1,219,717





AFR Strategic Plan

Discussion





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

Title: Donation of Easement, Chris and
Judy Shank

Department: Administration

Meeting Date: September 25, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 22-0114 Shenk Trail Easement to Town of Amherst rev 9-14-23

Please return to:

TRAIL EASEMENT

KNOW ALL BY THESE PRESENTS that I, **Christopher F. Shenk, as Trustee of the Christopher F. Shenk Trust, u/d/t dated March 28, 2003**, as amended, of 248 Boston Post Road, Amherst, New Hampshire 03031 (the “Grantor”) for no consideration paid grants to the **Town of Amherst**, a New Hampshire municipal corporation, with a principal address of Town Hall, 2 Main Street, Amherst, New Hampshire 03031 (the “Grantee”) without covenants,

An easement over two (2) certain parcels of land situated in Amherst, Hillsborough County, New Hampshire, and being shown as Lot 3-60-2 and Lot 3-60-3 (“the Property”) on a plan of land entitled “Weimont Subdivision, Final Subdivision Plan of Land, Amherst, New Hampshire, Owned By: Arne I. Weimont, Trustee of Arne I. Weimont Revocable Trust P.O. Box 444, Amherst, NH,” dated September 12, 1995, Revised October 10, 1995, prepared by Amherst Survey Associates, Inc., recorded in Hillsborough County Registry of Deeds as Plan No. 27833, in the area and upon the terms and conditions hereinafter set forth.

1. **EASEMENT AREA**

The Easement Area is a corridor through the Property, said corridor being twenty-two (22) feet wide and located within the limits of the former Boston and Maine Railroad. Of the total width, twelve (12) feet shall constitute the trail or travelled way (“the Trail”). The remaining ten (10) feet of the Easement Area, five (5) feet on each side of the Trail, may be used to construct open shoulders for the Trail and to facilitate construction, repair and maintenance of the Trail. The location of the Easement Area is shown on a plan of land entitled: “Easement Plan Prepared For Amherst Bicycle & Pedestrian Committee, Land of Christopher F. Shenk Trust, Tax Map 3 Lot 60-2 & 60-3, 246 & 246A Boston Post Road, Amherst, New Hampshire”, dated May 12, 2023, with revisions through July 26, 2023, prepared by Meridian Land Services, Inc., to be recorded in the Hillsborough County Registry of Deeds. The Grantor and the Grantee may agree to modify the location of the Trail as the Easement Area as described herein to avoid adverse conditions.

2. USE

The Grantee may use the Easement Area for the purpose of establishing, constructing, installing, maintaining, and repairing the Trail for public use as a Class A trail pursuant to RSA 231-A:5. In addition, the Trail may be used for:

- a. walking, hiking, running/jogging, bicycling, other human-powered modes of transportation, bird watching and nature study;
- b. Class I and Class II electric bicycles as defined by NH RSA 259:27-a, power-driven mobility devices for use by persons having mobility impairments, motorized skateboards or scooters that, regardless of the number of its wheels in contact with the ground, has handlebars in a hand-controlled throttle or brakes that is designed to be stood upon or sat upon by the operator and that is powered by a motor whose maximum attainable speed is twenty (20) miles per hour or less;
- c. emergency vehicles in case of emergency within the Easement Area; and
- d. such other modes of transportation on and over public trails as may be permitted by adopted policy of the Town of Amherst, New Hampshire and which is agreed to by the Grantor and the Grantee.

3. CONSTRUCTION / MAINTENANCE

- a. This Easement includes the right to cut, trim or remove such vegetation as is reasonably necessary to accomplish the purposes of this Easement guided by the understanding that the parties intend that the Easement Area be maintained in its natural condition to the greatest extent feasible without unduly interfering with the use or enjoyment of the Easement.
- b. Construction, maintenance and repair of the Trail may include, but is not limited to, trailblazing, tree and stump removal, removal of other vegetation, subject to the limitations set forth above, grading, building retaining walls, steps, railings, boardwalks, bridges and other infrastructure, application of gravel, crushed stone, wood chips and other pervious materials, and snow removal.
- c. Neither the use of this Easement nor the construction of the Trail shall be permitted to create drainage onto the Property outside of the Easement Area without the prior, express, written consent of the Grantor. In the event that it is necessary to install drainage facilities within the Easement Area to satisfy this restriction, the design and construction of such drainage facilities shall not be commenced without the prior, express written consent of the Grantor, which consent shall not be withheld unreasonably.
- d. The Grantee may use motorized vehicles to exercise its right of construction and maintenance of the Trail as set forth in this section in its reasonable discretion.

- e. The Grantee shall maintain the Easement Area in a neat, clean and attractive condition. The Grantee shall not deposit, or allow or permit the deposit or accumulation of, litter, trash, garden or yard waste, refuse, junk or other debris within the Easement Area and shall remove any such prohibited material at periodic intervals not less frequently than monthly.
4. **EXPENSE**
The Grantee shall be responsible for all costs associated with the exercise of its rights under this Easement. In no event shall the Grantor have any responsibility to contribute to any such costs.
5. **RULES**
The Grantee may establish reasonable rules from time to time regulating the public's access and use of the Easement Area, consistent with the terms of this Easement. Notwithstanding the foregoing, use of the Easement shall be limited to the period commencing one (1) hour following dawn to one (1) hour prior to dusk.
6. **SIGNS**
The Grantee shall post signs along the Trail for the purpose of identifying the location of the Trail, applicable rules and regulations, hours of permitted use, etc. Such signs shall be limited in size to two square feet unless the Grantor approves in writing the use of larger signs. The Grantor reserves the right to post the Property outside the Easement Area against trespassing, hunting and other public access and use.
7. **RESERVED RIGHTS**
The Grantor reserves all rights to the use and enjoyment of the Easement Area that do not substantially interfere with the Grantee's exercise and enjoyment of this Easement. Specifically, and without limiting the generality of the foregoing, the Grantor reserves exclusive use and enjoyment of the Property outside the limits of the Easement Area for any and all uses permitted by applicable law unencumbered by this Easement, the exclusive use, enjoyment and possession of a certain existing bridge upon the Property outside the limits of the Easement Agreement, the right to travel upon, over and across the Easement Area using a motorized tractor, lawnmower or similar vehicle, the right to install trenches, conduits, or similar facilities underground within the Easement Area and to install electric power lines under or overhead within the Easement Area and to post the Property outside the limits of the Easement Area against public access.
8. **RISK**
Persons using the Trail or others on or about the Easement Area do so at their own risk. The Grantor shall have no duty to inspect or maintain the Trail or any improvements constructed pursuant to this Easement and shall have no duty to report or warn of any possible defects or dangerous conditions. The Grantor's liability is governed by New Hampshire law including, but not limited to, RSA 508:14, RSA 212:34 and RSA 231-A:8. The Grantor has not received consideration for the creation of this Easement and shall not receive consideration in the future. The Grantee having inspected the Easement Area, is

familiar with its condition and accepts the same in its current condition AS-IS, without warranty, express or implied.

9. INDEMNITY

The Grantee shall hold harmless and indemnify the Grantor against and from all loss, cost or damage, including, but not limited to, attorney's fees and costs, suffered or incurred by the Grantor as a result of, or relating to, claims or demands of the Grantee or any third party arising from alleged injury or damage, including, but not limited to death, to the person or property of persons on or about the Easement Area.

10. SUCCESSORS/ASSIGNS

The terms and conditions of this Agreement shall be binding upon and inure to the benefit of the Grantor, the Grantee, and their respective heirs, successors and assigns. The benefit and burden of this Easement to the Grantor shall run with the Property. The benefit and burden of this Easement to the Grantee shall be in gross and shall not be tied to any particular property owned by the Grantee, now or in the future. The Grantee may assign the Easement to other Federal, State or local government entities without the consent of the Grantor. Other assignments will require the prior written consent of Grantor.

11. SEVERABILITY

If any provision of this Easement is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable, then the remaining provisions of this Easement shall remain valid, binding and fully enforceable. To the extent permitted by applicable law, the parties waive any provision of applicable law that renders any provision(s) of this Easement illegal, invalid or unenforceable in any respect.

12. TITLE REFERENCE

For title reference, see deed recorded in Hillsborough County Registry of Deeds at Book 7250, Page 67.

The undersigned Trustee, as Trustee of the Christopher F. Shenk Trust, u/d/t dated March 28, 2003, has full and absolute power in said Trust Agreement to convey any interest in real estate and improvements thereon held in said Trust and no purchaser or third party shall be bound to inquire whether the Trustee has said power or is properly exercising said power or to see to the application of any trust asset paid to the Trustee for a conveyance thereof. This Certificate is given pursuant to New Hampshire R.S.A. 564-A:7(ii).

Executed this _____ day of _____, 2023.

Christopher F. Shenk, Trustee of the Christopher F. Shenk Trust, u/d/t dated March 28, 2003

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

This instrument was acknowledged before me on _____, 2023 by Christopher F. Shenk, Trustee of the Christopher F. Shenk Trust, u/d/t dated March 28, 2003, and who, under oath, did swear that the information contained in the above Trustee's Certificate is true to the best of his knowledge and belief.

Justice of the Peace/Notary Public
Commission Expires:

Executed this _____ day of _____, 2023.

The Town of Amherst

By: _____
Dr. Dean Shankle, Jr.
Town Administrator, duly authorized

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

This instrument was acknowledged before me on _____, 2023 by Dr. Dean Shankle, Jr., Town Administrator of the Town of Amherst.

Justice of the Peace/Notary Public
Commission Expires:

22-0114 SHENK Trail Easement REV 9-14-23



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

Title: 2023 Halloween Trick or Treating for Amherst: Tuesday October 31, 6:00pm-8:00pm **Department:** Administration

Meeting Date: September 25, 2023

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: Action Items

Department: Administration

Meeting Date: September 25, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. BOS Action Items 2023 as of 9-11-23

AMHERST BOS ACTION ITEMS

ITEM	CREATION DATE	DUE DATE	PERSONS RESPONSIBLE	NOTES
Report on PILOT agreement status	6/26/23	9/25/23	Dean	
Discussions re revision to Mont Vernon Ambulance Contract	6/26/23	9/25/23	Danielle, Dean	Dean to report on MV Town Administrator response. Collect information needed to determine Amherst position on fair payment amount
BOS Review Health Benefit options	5/22/23	9/25/23	BOS, Dean, Jennifer	Report to BOS on options available
Report to BOS on VSSC committee feedback re speed control structures	8/28/23	9/25/23	Eric	
Make inquiries re improving cell service in village	7/24/23	9/25/23	Peter, Danielle, Dean	Peter and Dean to check with Chief re ownership of tower
Review -02 Fund Expenditure Policy	6/12/23	9/25/23	Bill	
Update on police union contract negotiations	6/12/23	10/10/23	BOS/Dean	
Report status of A/V upgrade project	8/28/23	10/10/23	Dean	
Set up Meetings to allow Town comments on NRPC 20, 10, and 5 year plans	5/22/23	10/23/23	Will Ludt, Danielle	
BOS discuss Investment Policy	5/22/23	11/6/23	BOS	Due date after NHMA training sessions complete
BOS discuss use of ARPA Funds	5/22/23	11/6/23	BOS	
Examine restructuring of Tax Assessing/Collecting Functions	9/11/23	11/6/23	Dean/Gail/John	Report on status of effort
Check with NRPC re studies on truck traffic ban from village	5/8/23	12/4/23	Dean	NRPC to perform additional traffic studies at no cost to Town. NRPC estimated completion date is Thanksgiving
Advise BOS of Ambulance Usage and Cost information, separately for each of the three ambulances	5/8/23	5/1/24	Chief Conley	



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

Title: Medical Center PILOT Agreement
Meeting Date: September 25, 2023

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: New Hire, Finance Department
Assistant

Department: Finance Department

Meeting Date: September 25, 2023

Staff Contact: Debbie Bender

BACKGROUND INFORMATION:

We have been looking for a Finance Department Assistant for a while, and were excited when Anne submitted her resume and application to the Town. She lives in Amherst and is very enthusiastic about working for the Town. She has experience with accounts payable, journal entries and other key accounting/finance duties. Ann has a very positive attitude. We are looking forward to her starting in early October. Our new office space is coming along and should be completed by that time. Anne will be sitting in Pam's current office and Pam will be moving into the new space.

BUDGET IMPACT:

(Include general ledger account numbers)

This new position was included in the FY24 Budget.

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

Agree

SUGGESTED MOTION:

I move that we approve the hire of Anne Breault for the position of Finance Department Assistant at the wage of \$25.13 per hour, Grade 6 Step 5.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Breault, A Hiring Packet



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Town Hall Server Replacement
Quote

Department: Administration

Meeting Date: September 25, 2023

Staff Contact: Debbie Bender, Jennifer
Stover

BACKGROUND INFORMATION:

Jennifer has been working with Microtime to be sure that our computer infrastructure is up to date and ready to go. This quote is for the replacement of the Town Hall Server which is over 5 years old and past its recommended life expectancy.

BUDGET IMPACT:

(Include general ledger account numbers)

This expense could be covered by the Computer System CRF with a balance of approximately \$50,000.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Approve

SUGGESTED MOTION:

I move that we approve the Town Hall Server Replacement Quote as submitted by Christine Blais, representing Microtime IT Managed Services. The amount of the quote is \$22,507.83, which includes the purchase of a new server and getting it set up to replace the existing, outdated server.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Town Hall Server explanation, from Microtime
2. Town Hall Server Quote

From: [Christine Blais](#)
To: [Jennifer Stover](#)
Cc: [David Ayers](#)
Subject: RE: TownHall Server
Date: Monday, September 18, 2023 1:06:34 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

[External Sender]:

Hi Jennifer,
Thank you for your patience here as I wanted to be sure that we got some technical information to address your concern of the work done in 2021 for the server. The work done in 2021 was specifically to address the Software infrastructure. The Amaze, ClerkWorks, Lexus Nexus, and PTWin applications were migrated to modern, supported server operating systems or retired from their legacy operating systems. At this time, the server hardware was only 3 years old and the hardware that was purchased was storage to accommodate the additional requirements of the modern operating systems and applications. The remainder of that project: Licensing and professional services will continue to serve the town regardless of the hardware it is running on.

While servers can and will continue working after 5 years of service, the likelihood of hardware failures greatly increases at this mark. Even with the redundancies and warranties, these potential hardware failures could leave the town in a situation where work cannot occur until the hardware is repaired or replaced.

While an extended warranty can be purchased for the server that is in place now, we feel that money would be better spent on new server hardware and it's associated warranty. We would like to keep your server hardware on it's current 5 year replacement cycle for continued speed, efficiency and dependability.

Please let us know if you have any other questions.

Thanks,
Christine and David

From: Jennifer Stover <jstover@amherstnh.gov>
Sent: Friday, September 15, 2023 10:55 AM
To: Christine Blais <cblais@microtime.com>
Cc: David Ayers <dayers@microtimecomputers.com>; Jennifer Stover <jstover@amherstnh.gov>
Subject: RE: TownHall Server

[EXTERNAL SENDER]

Hi Christine,
In looking at the quote #004114 v1 of the server upgrade done in February or March of 2021,

this upgrade was done to avoid purchasing a new server, yet now we are spending more to replace it. Perhaps we should have replaced it then?

Is there an extended warranty that could be purchased to get us to another year or two? Looking at the asset list, there is equipment past its prime still working....

If you could please include more information on the quote, speaking to the expense of the server upgrade done in 2021 and a little more on what could happen if we don't replace the server now, if there is no extended warranty we could purchase, that would be helpful.

Thank you,
Jennifer

Jennifer Stover, SHRM-CP (she/her)
Executive Assistant, Administration
Town of Amherst, NH
2 Main Street
Amherst, NH 03031
jstover@amherstnh.gov
(603)673-6041 Ext210

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.

From: Christine Blais <cblais@microtime.com>
Sent: Thursday, September 14, 2023 12:11 PM
To: Jennifer Stover <jstover@amherstnh.gov>
Cc: David Ayers <dayers@microtimecomputers.com>
Subject: RE: TownHall Server

[External Sender]:

I added the information to the quote cover letter as well. The server replacement is recommended as the server is over 5 years old. The lifecycle of server hardware is 5 years. The server exceeded 5 years in July 2023. Risk of hardware failure is greater at this age of hardware.

Thanks,
Christine

We have prepared a quote for you

TH Server Replacement

Quote # 005615 v2

Prepared for:
Town of Amherst NH

Prepared by:
Christine Blais

Thursday, September 14, 2023

Town of Amherst NH
Jennifer Stover
2 Main Street
Amherst, NH 03031
jstover@amherstnh.gov

Dear Jennifer,

This quote is to replace the existing town hall server. The server is over five years old which is the life expectancy of the server hardware. We are recommending replacement of the server due to the risk of failures increasing due to age being over 5 years old.

New Server:

The Recommended Server is built for reliability, performance, redundancy, and to be cost-effective. The server itself is Dell's T640 line of servers, which is their mid-range solution for small businesses. It adds the ability for future expandability without dipping into the more expensive server offerings. Additionally, the server is setup with RAID 6 running SATA SSD drives, meaning it has a very fast array of drives and about 9.6TB of storage. The server carries a 5-year warranty. The processor was selected to handle performance both in the short-term and long-term, without buying something that would be a waste of money. To aid with emergency support, we have installed an iDRAC that gives us the ability to remote into the server in the event that the Server software fully crashes. By having an iDRAC, it allows us a much greater level of support in critical situations. If you need more space in the future we can add it in the future. Meaning you should have plenty of space with the server for the life of it and beyond by just sliding in new drives. This server is built to meet your business needs.

For the licensing, it will be VMWare ESXi. **Any license needed to upgrade VMs will be billed separately.

The labor for the server is as follows:

Phase 1: 1 Level 2 Engineer - Server Set Up

1. Set Up at Microtime Shop
2. Test Device/Hardware Check
3. Effectuate Warranty
4. Configure OS
5. Perform all Updates

Phase 2: 1 Level 2 Engineer - Configuration of Server

- 1) Prep ESXi Host in Lab
- 2) Deliver Host onsite and connect to the network
- 3) Stage VM migrations to the new ESXi Host
- 4) Decommission old ESXi Host
- 5* Install Hybrid Exchange server to replace 2012 R2 Server (if time permits and is necessary)

Phase 3: Go-Live Technical Onsite for support - Level 1 Engineer

Phase 4: Project Management

General Proposal Notes:

- The pricing provided is available as an estimate if the hardware is procured through Microtime Computers. If hardware is purchased elsewhere, the labor for this project will be charged at time & materials.

- This project will be managed by our Project Management Team, which will provide an ETA on the initial project scope, along with regular updates as the project is underway.
- This project is scoped at business hours rates. If the project is required to be worked after hours, after hour rates (typically time and a half of the engineer's hourly business rate) will apply.
- Hardware prices may be subject to change and availability. Additionally, as with any project, additional hardware components may be needed and billed separately.
- Please note that this is an estimate and labor time is estimate and will be billed at actual labor performed.
- Labor is governed by our standard Statement of Work.
- Any lodging or travel expenses will be billable. Lodging will be invoiced at cost.

Let me know if you have any questions.


Thanks!



Christine Blais

Microtime Computers, Inc.


New Server

Description	Price	Qty	Ext. Price
Dell Poweredge T550 Server Hardware - Dell T550: <ul style="list-style-type: none"> • Intel Xeon Silver CPU • 64gb of RAM • PERC 755 - RAID 6 configuration for dual failure redundancy • iDRAC 9 Enterprise • SSD drives 5 x 1.92TB SSD • Security Bezel • Dual Power Supply • 5 Year basic Next Business Day (NBD) Warranty Licensing: <ul style="list-style-type: none"> • VMware ESXi 7.0 	\$39,175.27	1	\$39,175.27
Server Hardware Discount 	(\$26,192.44)	1	(\$26,192.44)
Subtotal:			\$12,982.83

Server Services

Description	Price	Qty	Ext. Price
Server Install & Migration			

Server Services

Description	Price	Qty	Ext. Price
<p>Services</p>  <p>Phase 1: 1 Level 2 Engineer - Server Set Up- \$1500</p> <ol style="list-style-type: none"> 1. Set Up at Microtime Shop 2. Test Device/Hardware Check 3. Effectuate Warranty 4. Configure OS 5. Perform all Updates <p>Phase 2: 1 Level 2 Engineer - Configuration of Server- \$6125</p> <ol style="list-style-type: none"> 1. Prep ESXi Host in Lab 2. Deliver Host onsite and connect to the network 3. Stage VM migrations to the new ESXi Host 4. Decommission old ESXi Host 5. Install Hybrid Exchange server to replace 2012 R2 Server (if time permits and is necessary) <p>Phase 3: Go-Live Technical Onsite for support - Level 1 Engineer- \$500</p> <p>Phase 4: Project Management - \$1400</p> <p>The pricing provided is available as an estimate if the hardware is procured through Microtime Computers, actual labor time will be adjusted for real time for project. If hardware is purchased elsewhere, the labor for this project will be charged only at time & materials.</p>	\$9,525.00	1	\$9,525.00
Subtotal:			\$9,525.00

TH Server Replacement

Prepared by:

Microtime Computers, Inc.
 Christine Blais
 6036727076
 Fax 603-672-7120
 cblais@microtimecomputers.com

Prepared for:

Town of Amherst NH
 2 Main Street
 Amherst, NH 03031
 Jennifer Stover
 (603) 673-6041
 jstover@amherstnh.gov

Quote Information:

Quote #: 005615
 Version: 2
 Delivery Date: 09/14/2023
 Expiration Date: 09/30/2023

Quote Summary

Description	Amount
New Server	\$12,982.83
Server Services	\$9,525.00
Total:	\$22,507.83

Payment Options

Description	Payments	Interval	Amount
Term Options			
Product Terms	1	One-Time	\$22,507.83

Summary of Selected Payment Options

Description	Amount
Term Options: Product Terms	
Total of Payments	\$22,507.83

This Order will be deemed accepted once the proposal is signed either digitally or a paper copy is received. All services outlined in this proposal are governed by our current Master Services Agreement that can be found as an attachment at: <https://microtime-computers.itglue.com/872693/docs/5750707#documentMode=edit&version=published> Master Services Agreement. Accepting this proposal means you accept and agree to our Master Services Agreement. Full payment of products and one half of services must be received prior to the ordering and/or installation of any products. The second half of services must be received upon completion of installation. Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Microtime Computers, Inc.

Town of Amherst NH

Signature: 

Signature: _____

Name: Christine Blais

Name: Jennifer Stover

Title: _____

Date: _____

Date: 09/14/2023



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: FY23 Revolving Fund
Revenue/Expense Report

Department: Parks & Recreation
Department

Meeting Date: September 25, 2023

Staff Contact: Craig Fraley

BACKGROUND INFORMATION:

This is a yearly update of the Revolving Fund Revenue/Expense as noted in the Recreation Revolving Account Policy

BUDGET IMPACT:

(Include general ledger account numbers)

N/A

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

N/A

SUGGESTED MOTION:

No Motion

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. FY23 Revolving Fund by account - Report to BOS

FY23 - Fund 02 - Recreation Revolving Fund Revenue/Expense Analysis

Function	Description	Revenue	Expense	Net Rev (+) or Exp (-)
02-3409-39-3570	Advertising	175.00		
02-3409-39-3562	Recreation Field Improvement Fees	93,723.09		
02-3409-23-3609	Recreation Scholarship Income	100.00		
02-4520-10-1115	Part Time Wages - Programs		-21,676.74	
02-4520-10-1116	PT Wages Field Maintenance		-20,087.16	
02-4520-10-1140	Overtime Recreation		-1,602.54	
02-4520-20-1220	Social Security		-14,899.82	
02-4520-20-1225	Medicare		-3,484.11	
02-4520-20-1266	Sick Leave Incentive		-427.10	
02-4520-30-2341	Telephone		-734.78	
02-4520-40-2431	Field Maintenance/Repairs		-84,244.76	
02-4520-40-2412	Water		-6,690.19	
02-4520-40-2425	Vehicle Repairs		-1,790.83	
02-4520-40-2410	Electricity		-350.91	
02-4520-40-2413	Electricity-Field		-221.43	
02-4520-50-2561	Credit Card Fees And Expenses		-7,636.00	
02-4520-50-2551	Advertising		-1,272.87	
02-4520-24-2824	Adult Sports & Misc Sports		-806.25	
02-4520-42-2806	Summer Concerts		-2,060.00	
02-4520-61-2809	Skating Rink		-3,858.22	
02-4520-70-2740	New Equipment Capital		-8,807.10	
02-4520-80-2825	Meetings & Conferences		-111.60	
MISC	NET REVENUE - EXPENSE			-86,764.32
02-3409-12-3601	Baseball	37,450.10		
02-4520-12-2812	Baseball		-24,754.21	
02-4520-12-1115	Baseball Wages		-3,995.00	
BASEBALL	NET REVENUE - EXPENSE			8,700.89
02-3409-13-3603	Basketball	25,817.00		
02-4520-13-2813	Basketball		-11,160.92	
02-4520-13-1115	Basketball Wages		-10,738.00	
BASKETBALL	NET REVENUE - EXPENSE			3,918.08
02-3409-14-3612	Youth Lacrosse Revenue	25,559.50		
02-4520-14-2814	Lacrosse Expenses		-17,290.38	
02-4520-14-2800	Youth Lacrosse Expense		-1,605.00	
02-4520-14-1115	Youth Lacrosse Wages		-120.00	
LACROSSE	NET REVENUE - EXPENSE			6,544.12
02-3409-16-3605	Soccer	22,249.70		
02-4520-16-2816	Soccer		-9,582.04	
02-4520-16-1115	Soccer Referee Wages		-425.00	
SOCCER	NET REVENUE - EXPENSE			12,242.66

Function	Description	Revenue	Expense	Net Rev (+) or Exp (-)
02-3409-17-3606	Softball	10,825.00		
02-4520-17-2817	Softball		-4,878.03	
02-4520-17-1115	Softball Wages		-3,762.50	
SOFTBALL	NET REVENUE - EXPENSE			2,184.47
02-3409-18-3607	Tennis	3,031.00		
02-4520-18-2818	Tennis		-28.51	
TENNIS	NET REVENUE - EXPENSE			3,002.49
02-3409-28-3566	Contracted Services	66,415.60		
02-4520-28-2804	Contracted Sources/Services		-42,801.25	
CONTRACTED	NET REVENUE - EXPENSE			23,614.35
02-3409-29-3608	Trips And Tickets	10,980.73		
02-4520-29-2810	Trips and Ticket Purchases		-9,000.78	
TRIPS & TICKETS	NET REVENUE - EXPENSE			1,979.95
02-3409-49-3567	Amherst Makerspace	7,080.00		
02-4520-49-2807	Amherst Makerspace		-3,673.55	
MAKERSPACE	NET REVENUE - EXPENSE			3,406.45
02-3409-51-3610	Adult and Youth Exercise	17,479.00		
02-4520-51-2803	Adult and Youth Exercise		-16,567.48	
ADULT & YOUTH	NET REVENUE - EXPENSE			911.52
02-3409-52-2281	Birch Park Revenue	2,465.00		
02-4520-52-2281	Birch Park Expenses		-954.50	
BIRCH PARK	NET REVENUE - EXPENSE			1,510.50
02-3409-53-2260	Birthday Parties at P MEC	400.00		
02-3409-53-2280	Other Income	2,300.00		
02-3409-53-2237	Programs - School	7,140.00		
02-3409-53-2235	Programs - Other	13,034.40		
02-3409-53-2233	Outside Discovery Program	78,781.50		
02-4520-53-1110	P MEC Coordinator		-36,934.96	
02-4520-53-1113	Part Time Wages -Outside Disc		-36,835.26	
02-4520-53-1116	Part Time Wages Programs -P MEC		-5,531.31	
02-4520-53-2630	Maint.Supplies & Repairs P MEC		-4,698.37	
02-4520-53-1117	Part Time Wages P MEC School		-3,886.95	
02-4520-53-2610	Supplies-General		-2,288.19	
02-4520-53-8235	Programs-P MEC		-1,483.02	
02-4520-53-8233	Outside Discovery Program		-1,298.31	
02-4520-53-2550	Printing-P MEC		-1,095.64	
02-4520-53-2341	Telephone		-563.84	
02-4520-53-5620	Supplies-P MEC		-274.26	
02-4520-53-2617	Miscellaneous Expenses P MEC		-20.00	
P MEC	NET REVENUE - EXPENSE			6,745.79

Function	Description	Revenue	Expense	Net Rev (+) or Exp (-)
02-3409-54-3602	Baboosic Lake Swim Team	1,870.00		
02-3409-54-3551	Baboosic Lake Operations	2,105.00		
02-3409-54-3553	Baboosic Lake Concessions	9,440.25		
02-3409-54-3554	Boat Rental	9,858.00		
02-3409-54-3552	Baboosic Lake Season Pass	55,657.00		
02-3409-54-3555	Baboosic Lake Summer Camp	100,668.50		
02-4520-54-1115	Part-Time Wages Beach		-48,228.02	
02-4520-54-1125	Lifeguard-Wages		-34,264.76	
02-4520-54-2821	Baboosic Lake Operations		-11,731.77	
02-4520-54-2656	Concessions		-9,745.23	
02-4520-54-2805	Baboosic Lake Summer Camp		-6,396.38	
02-4520-54-2814	Boat Rental		-2,187.84	
BABOOSIC LAKE		NET REVENUE - EXPENSE		67,044.75
02-3409-55-3559	Swim Lessons	7,936.00		
02-4520-55-1115	Swim Lesson Wages		-3,343.50	
02-4520-55-2808	Swimming Lessons		-367.44	
SWIM LESSONS		NET REVENUE - EXPENSE		4,225.06
02-3409-58-3803	BM Field Rentals	3,895.00		
02-3409-58-3805	BM Building Rentals	50,607.80		
02-4520-58-2640	BM Programs		-27,855.03	
02-4520-58-2630	BM Field Maintenance		-14,374.59	
02-4520-58-2650	BM Building Maintenance		-5,611.48	
BUCK MEADOW		NET REVENUE - EXPENSE		6,661.70
02-3409-62-3611	Joshua's Park	3,594.57		
02-4520-62-3611	Joshua's Park / Stearns-Davis		-10,802.74	
JOSHUA PARK		NET REVENUE - EXPENSE		-7,208.17
Grand Totals		670,638.74	-611,918.45	58,720.29



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Hiring of an EMT

Department: Fire Rescue

Meeting Date: September 25, 2023

Staff Contact: Matt Conley

BACKGROUND INFORMATION:

With our per diem system, we continuously need to add to our roster.

BUDGET IMPACT:

(Include general ledger account numbers)

With the schedule set at 24/7 – 365 there is no change to adding personnel to the roster.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

I recommend adding this applicant to our roster.

SUGGESTED MOTION:

For the BOS to approve the hiring of EMT Daniel Benn to the current roster of EMS providers for Amherst Fire Rescue and at the hourly rate of \$19.69.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Benn, Daniel BOS Hiring 9.15.2023



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Hiring of a Paramedic

Department: Fire Rescue

Meeting Date: September 25, 2023

Staff Contact: Matt Conley

BACKGROUND INFORMATION:

With our per diem system, we periodically need to add to our roster of EMS Providers.

BUDGET IMPACT:

(Include general ledger account numbers)

With the schedule set at 24/7 – 365 there is no change to adding personnel to the roster.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

I recommend adding this applicant to our roster.

SUGGESTED MOTION:

For the BOS to approve the hiring of Paramedic Brett Lafosse to the current roster of EMS providers for Amherst Fire Rescue and at the hourly rate of \$25.27.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. LaFosse, Brett BOS Hiring 9.15.2023



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Retirement, Sgt. Patrick Webster
Meeting Date: September 25, 2023

Department: Police Department
Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

Sgt. Patrick Webster announced his retirement after 23 years of quality service to the Town of Amherst. His effective retirement date is November 1, 2023.

BUDGET IMPACT:

(Include general ledger account numbers)

None

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Accept his letter of resignation.

SUGGESTED MOTION:

Motion to approve his future resignation effective November 1, 2023

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 20230919121215

AMHERST POLICE DEPARTMENT

175 Amherst Street, Amherst, New Hampshire 03031
(603) 673-4900 FAX (603) 672-8477



MARK O. REAMS
CHIEF OF POLICE

September 5th, 2023

Dear Chief Ciampoli-

I am submitting this letter as a formal notification of my retirement. I anticipate that the date of my retirement will be November 1st of this year. I have worked for the Town of Amherst in one role or another since July of 1997. During this time I have had the pleasure of working with a lot of great people to include our current staff. I am thankful for the investment the town has made in me and the skills and opportunities that were given. At this point I am looking forward to the state retirement afforded to me in order to pursue a second career.

Thank You,

Sergeant Patrick A. Webster



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Jordynn Walker, Dispatcher- Change **Department:** Police Department
of Status

Meeting Date: September 25, 2023

Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

Jordynn Walker is resigning from her full-time position effective 9/25/23 as communications specialist and is requesting to continue her duties on a part-time basis.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Approve full-time resignation and change status to part time.

SUGGESTED MOTION:

Motion to approve her resignation from full-time employee effective September 25, 2023 and grant her part-time status.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 20230919122550

September 1, 2023

Dear Chief Ciampoli,

This letter is to give you three week's notice of my official resignation as a full-time employee at the Amherst Communications Center. I would like to keep a part-time status within the communications center. If that is acceptable, I assure you I will grab hours consistently like I had been doing before. My new schedule will be rotating, and I will be assigned primarily to evenings. As we all know, I am the first to grab any extra available hours, and I will stay true to that, especially helping the communications center during this transition.

My final day as a full time employee will be September 25, 2023. I will fulfill my overtime that I have signed up for that entire weekend. And again, I will do my very best to help in grabbing extra hours to make this transition easier for the communications center.

This was certainly not an easy decision to make. I am so thankful for everything I have learned from working in the Town of Amherst, and all of the opportunities that I have been given. I am also very thankful for all of the knowledge that the Amherst Police Officers have shared with me that has not only helped me become a better dispatcher, but has also helped me in college pursuing my Forensics/Criminal Justice Degree. If it wasn't for this department and the support and encouragement from every one of you, I wouldn't be where I am today. I will truly miss being a part of this team full time, but I will certainly grab any and all extra hours I can.

Sincerely,

Jordynne Walker



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Amherst Police Department- "Trunk or Treat" **Department:** Police Department

Meeting Date: September 25, 2023

Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

The Amherst Police Department will be hosting a "Trunk or Treat" event at the Wilkins Elementary School on October 28th from 4 p.m. to 6 p.m. where several town agencies are expected to participate. We hope to deliver a fun and safe event for the community with a focus on providing another option to the Village Trick or Treat which can be overwhelming for some younger children. As such, all themes will be appropriately chosen to reflect this goal. If local businesses and residents wish to participate with a themed vehicle, please let us know as space will be limited. We will gladly accept donations of candy/decorations at the Amherst Police Department as well as suggestions to make the event a success. Any unused candy will be donated to the Village Trick or Treat. More detailed information will be made available as the event approaches. Please feel free to call 603-673-4900 or email at aciampoli@amherstnh.gov Anthony Ciampoli, Chief of Police

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Move to approve the APD sponsored "Trunk or Treat" event at the Wilkins School parking lot on October 28th.

SUGGESTED MOTION:

Motion to approve the APD sponsored "Trunk or Treat" event at the Wilkins School parking lot on October 28th

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Trunk or Treat Save the Date

OCTOBER 28TH

4:00PM-6:00PM

**WILKINS
ELEMENTARY SCHOOL**



SAVE THE DATE!

**AMHERST POLICE
DEPARTMENT**

TRUNK-OR-TREAT



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Addition of Raindate for the Amherst Tree Lighting of Sunday December 10 at 6pm to approved request for Friday December 8 at 6pm.

Department: Administration

Meeting Date: September 25, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Tree Lighting Rain date request
2. Apporved request for Tree Lighting 2023

From: [Michelle ATLF](#)
To: [Jennifer Stover](#)
Subject: Re: Attached Image
Date: Friday, September 15, 2023 10:28:32 AM

[External Sender]:

I checked with Lindsay and she said that would be fine. They don't have any plans for Sunday other than cleanup and their rain date is the following weekend.

On Sep 13, 2023, at 11:39 AM, Jennifer Stover <jstover@amherstnh.gov> wrote:

Hi Michelle,
The Amherst German Christmas Market has this day reserved from 8am – 9pm.
Have you worked with Lindsay on this?
I just want to make sure we are all on the same page!
Thanks,
Jen

Jennifer Stover, SHRM-CP (she/her)
Executive Assistant, Administration
Town of Amherst, NH
2 Main Street
Amherst, NH 03031
jstover@amherstnh.gov
(603)673-6041 Ext210

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.

From: Michelle Arbogast <michelleatlf@gmail.com>
Sent: Tuesday, September 12, 2023 5:01 PM
To: Jennifer Stover <jstover@amherstnh.gov>
Subject: Re: FW: Attached Image

[External Sender]:

Hi Jen,

I hope all is well with you! I don't think I replied to this yet, so here is the official request"

Can we add an inclement weather date to the Amherst Tree Lighting Ceremony for Sunday 12/10 at 6 pm, if the weather is bad on the planned date of Friday 12/8?

Thanks,
Michelle
ATLF Chair

On Mon, Jul 17, 2023 at 9:56 AM Jennifer Stover <jstover@amherstnh.gov> wrote:

Hi Michelle,

This would typically be included in the application, as it will need to go to the Board.

May I ask you to send an email with the request that I can attach to the approved application for the next agenda? I think we can make that work

Jen

Jennifer Stover, SHRM-CP (she/her)

Executive Assistant, Administration

Town of Amherst, NH

2 Main Street

Amherst, NH 03031

jstover@amherstnh.gov

(603)673-6041 Ext210

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From: Michelle Arbogast <michelleatlf@gmail.com>

Sent: Sunday, July 16, 2023 1:06 PM

To: Jennifer Stover <jstover@amherstnh.gov>

Subject: Re: FW: Attached Image

[External Sender]:

Hi Jen,

Would it be possible to have a rain date of Sunday 12/10 at 6 pm on the schedule?
JIK.

Thanks,
Michelle

On Tue, Jun 13, 2023 at 10:57 AM Jennifer Stover <jstover@amherstnh.gov> wrote:

Hi Michelle,
Here is your signed request for use of the Town Green.
All the best!
Jen

Jennifer Stover, SHRM-CP (she/her)

Executive Assistant, Administration

Town of Amherst, NH

2 Main Street

Amherst, NH 03031

jstover@amherstnh.gov

(603)673-6041 Ext210

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.

From: 2nd Floor Canon <copier@amherstnh.gov>

Sent: Tuesday, June 13, 2023 10:34 AM

To: Jennifer Stover <jstover@amherstnh.gov>

Subject: Attached Image

TOWN OF AMHERST, NH
USE OF TOWN COMMONS REQUEST

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

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

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

Date of Event: 12/8/2023 Hours (from/ to): ~5-7 pm Number of est. participants: 150

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

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

Wish to drive anything onto the Commons? No

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

Request road closures? (Please identify intersections) No

Will you sell or serve food or drinks? (Certificates of Insurance naming the Town of Amherst will be required) Not sell

Brief Description of event.:

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

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

An Amherst police officer brings Santa to the Green.

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

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

Applicant Signature: Michelle Arbogast Date: 6/4/23

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: 6/05/23
Mark O. Reams (Jun 5, 2023 10:41 EDT)

Fire/ Rescue Chief Approval: Signature Matthew Conley Date: 6/5/2023
Matthew Conley (Jun 5, 2023 10:45 EDT)

Public Works Director Approval: Signature Eric Slosek Date: 6-6-23

BOS Approval: Chair's Signature [Signature] Date: 6-12-23



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AP, Payroll and Minutes

Department: Administration

Meeting Date: September 25, 2023

Staff Contact:

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 \$250,202.31 dated September 21, 2023, subject to review and audit.

Accounts Payable

AP1 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$31,887.37 dated September 19, 2023, subject to review and audit. (NH DMV)

AP2 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$195,336.43 dated September 12, 2023, subject to review and audit. (Vendors)

Minutes

- ~ I move to approve the Board of Selectmen meeting minutes of September 1, 2023
- ~ I move to approve the Board of Selectmen meeting minutes of September 11, 2023
- ~ I move to approve the Board of Selectmen meeting minutes of September 14, 2023

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2023.09.01 BOS_DRAFT
2. 2023.09.11 BOS_DRAFT
3. 2023.09.14 BOS MEETING MINUTES, DRAFT with WRS Motion



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Friday, September 1, 2023, 3:00PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,
2 Selectman Danielle Pray (remote), and Selectman Tom Grella
3 Staff present: Dean Shankle, Town Administrator, Jennifer Stover, Executive Assistant,
4

5 **1. Call to Order**

6 Chairman Peter Lyon called the meeting to order at 3:00 p.m.
7

8 **2. Citizen's Forum**

9 None at this time.
10

11 **3. Public Hearing – Second Public Hearing for Land Purchase**

12 **3.1 Land Purchase, New Hampshire RSA 41:14-A**

13 Other persons present: Conservation Commission member Rob Clemens
14

15 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to enter*
16 *into a Public Hearing, pursuant to New Hampshire RSA 41:14-a NH.*

17 *Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye.*

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

20 Selectman Stoughton read the public hearing statement into the record:

21 Pursuant to New Hampshire 41:14-a, the Amherst Board of Selectmen hereby announce to the
22 citizens of Amherst the convening of a Public Hearing to take input on the acquisition of a
23 property by the Town, to be held and controlled by the Conservation Commission. The Town
24 is considering the purchase of a parcel of land, Tax Map 5, Lot 159-1, the owner of record
25 being Clearview Development Group, LLC, in two phases with the following expected
26 closing dates:

- 27
- 28 • Phase I: comprising twelve (12) units in the West Village Condominium development
29 together with the limited common area appurtenant thereto; closing no later than
30 October 13, 2023; and
 - 31 • Phase II: comprising twelve (12) additional units in the West Village Condominium
32 development together with the limited common area appurtenant thereto, common
33 areas not designated as open space, as well as the open space areas on Lot 159-1;
34 closing no later than August 31, 2024.

35 The Phase I and Phase II parcels are to be protected by conservation easements held by the
36 Amherst Land Trust. The purchase of Phase II of said parcel will be financed, in part, with a

37 bond authorized by the 2021 Town Meeting vote approving borrowing money for
38 conservation purposes. These two phases are all part of a single plan of conservation, a single
39 Purchase & Sale Agreement with the sellers and the Amherst Land Trust, and are being
40 purchased at different times to comply with the financing parameters in the 2021 Town
41 Meeting vote authorizing borrowing money for conservation purposes.

42
43 The Town intends to follow the RSA 41:14-a process once for the two phases described
44 above. All interested parties are invited to attend.

45
46 Conservation Commission member Rob Clemens gave a presentation reviewing the land
47 purchase reasoning and process. He explained that the ACC has been working with Amherst
48 Land Trust and the developer to reach this deal to acquire this area for conservation open
49 space and public access. This will conserve approximately 60 acres of forest and wetland
50 habitat and avoid a proposed development of 24 residential lots. The property in question is
51 part of a larger mosaic of wildlife habitat north of the Village along the Beaver Brook
52 watershed and represents opportunities for both habitat conservation and public access.
53 Relative to water resources, this property is just on the northern boundary of major aquifer
54 projecting south through the Village and includes a watershed for Beaver Brook. The property
55 in question was approved by the Planning Board for 25 lots and some associated open space
56 and easements. The Town executed a Purchase & Sale agreement with Clearview
57 Development to acquire this property in two phases. The initial phase is to acquire half of the
58 west village development, 12 residential units, and the remainder of the west village
59 development would be acquired in a second phase, including 12 more of the approved units.
60 An approximately four-acre parcel would be retained by the developer. The Amherst Land
61 Trust (ALT) is an important partner, as they will acquire a conservation easement on the
62 entire open space area from Clearview Development. A purchase price of \$2.125M has been
63 agreed to, relative to the appraised value of \$3.1M. The ACC will fund the first phase of the
64 acquisition with \$470,000 from the Conservation Fund. The Town will fund the second phase
65 with \$600,000 of the remaining open space bond funds. The ACC also will return \$110,000 of
66 land use change tax expected to be received from the development of the east village. Finally,
67 the ALT will fund the conservation easement with privately raised funds of approximately
68 \$845,000. That fundraising effort is underway and most of the funding already been secured.
69 The Purchase & Sale agreement has been executed. Phase 1 is to close by early October,
70 following a complete 36-A:5 and 41:14-a review process. Phase 2 is scheduled to close by late
71 August 2024. The ALT anticipates completing its purchase of the conservation easement by
72 the time the first phase is closing.

73
74 Chairman Lyon asked Board members if anyone had any comments or questions for Mr.
75 Clemens. There were none.

76
77 No members of the public were present either in-person or via Zoom.

78
79 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to exit*
80 *the Public Hearing at 3:18pm.*

81 *Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye.*

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

83 Chairman Lyon reminded all that at the next Board of Selectmen meeting on September 11th
84 the Board would take up the decision whether or not to execute this purchase.

85

86 **4. Administrative Updates**

87 Town Administrator Shankle said there were no updates at this time.

88

89 **5. AP, Payroll and Minutes**

90

91 **Payroll**

92 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
93 *approve one (1) FY23 Payroll Manifest in the amount of \$258,743.77 dated August 24, 2023,*
94 *subject to review and audit.*

95 *Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye.*

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

97

98 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
99 *approve one (1) FY23 Payroll Manifest in the amount of \$90,936.55 dated August 25, 2023,*
100 *subject to review and audit.*

101 *Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye.*

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

103

104 **Accounts Payable**

105 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
106 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$12,776.07 dated August*
107 *5, 2023, subject to review and audit. (Vendors)*

108 *Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye.*

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

110

111 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
112 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$634,650.09 dated August*
113 *29, 2023, subject to review and audit. (Vendors)*

114 *Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye.*

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

116

117 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
118 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$3,445,738.00 dated*
119 *September 1, 2023, subject to review and audit. (Schools)*

120 *Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye.*

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

122

123 **Minutes**

124 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
125 *approve the meeting minutes of August 22, 2023, as presented.*

126 *Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye.*

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

128

129 **12. Adjournment**

130

131 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
132 *adjourn the meeting at 3:32pm.*

133 *Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye, and Grella – aye.*

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

135

136 **NEXT MEETING: September 11, 2023**

137

138

139

Selectman Bill Stoughton

Date

DRAFT



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street

Monday, September 11, 2023, 6:30PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,
2 Selectman Danielle Pray, and Selectman Tom Grella
3 Staff present: Jennifer Stover, Executive Assistant

4

5 **1. Call to Order**

6 Chairman Peter Lyon called the meeting to order at 6:30 p.m. A moment of silence was held
7 in memory of September 11th.

8

9 **2. Pledge of Allegiance** – led by Police Chief Ciampoli.

10

11 **3. Citizen's Forum**

12 None at this time.

13

14 **4. Board Appointments, Fourth of July Committee**

15 **4.1 Elizabeth Scully, applicant for the open position on the Fourth of July**
16 **Committee**

17

18 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
19 *appoint Elizabeth Scully to the Fourth of July Committee, term ending September 2025.*
20 *Voting: 5-0-0; motion carried unanimously.*

21

22 **5. Scheduled Appointments**

23 **5.1. Tracie Adams, Chair of Village Streets Study Committee, Update**

24 Tracie Adams explained that the VSSC goal is to provide recommendations to the Board that
25 will improve the roads, align with the historic character of the Village, and help address
26 citizen concerns including speeding, safety concerns for both pedestrians and vehicles, filling
27 in the missing links in the pedestrian network and addressing cut-through traffic.

28

29 At the Committee's August 22, 2023 meeting the VSSC evaluated the presentation on Step 1:
30 Road Network Design. The VSSC agreed that the network of streets in the Village evolved
31 organically over time and should be maintained. The five roads up for resurfacing in 2025
32 were evaluated first and include Main Street, Davis Lane, Carriage Road, Church Street, and
33 Jones Road. The VSSC reviewed how roads function in the network using the road
34 designations of Regional Flow (Amherst Street and Boston Post Road), Local Flow (like Main
35 Street, Davis Lane, Church Street, and Jones Road), or Local Access/Neighborhood Streets
36 (like Carriage Road).

37

38 At its September 5, 2023 meeting, the VSSC evaluated the presentation on Step 2: Streetscape
39 Design. The Committee received a presentation from Chris Buchanan which helped frame the
40 importance of designing the streets for the speeds and uses desired and that the street design is
41 more important than other options like placing signs. Two working groups were formed. The
42 streetscape working group and the paving materials working group were tasked with creating
43 first drafts of streetscape options and an appropriate palette of paving materials to compliment
44 the Village.

45
46 On September 26, 2023 at 5:30PM in the Barbara Landry meeting Room Town Hall the
47 VSSC will continue looking at Step 2: Streetscape Design. Working groups on design and
48 materials will present their findings and first drafts as a starting place for committee
49 discussions. The VSSC will begin drafting recommendations.

50
51 Tracie Adams thanked Eric Slosek, DPW Director, and Jennifer Stover, Executive Assistant,
52 for their efforts. The VSSC agrees that the goal is to present recommendations to the Board at
53 its November 20, 2023 meeting is within reach.

54 55 **6. Strategic Plan Presentations**

56 Peter Moustakis, Town Moderator, presented the Ways & Means Committee: Wendy
57 Rannenberg, Tom Silvia, Diane Layton, Tom Cook, Andrew Pataky, Steve Boczenowski,
58 Russ Hodgkins, and alternates Joseph Broderick and Brad Hutchinson

59 60 **6.1. Admin/ Finance Strategic Plan Presentation**

61 Town Administrator Dean Shankle presented the Admin/Finance Strategic Plan. He explained
62 that the Town's greatest threat to systemic stability is a successful ransomware attack. He
63 discussed a proposed goal regarding the NH Retirement System.

64
65 Selectman Stoughton suggested investigating an offsite payroll service for the Town to reduce
66 current labor-intensive manual efforts prone to errors. This may also require a change to the
67 Finance Department software. Regarding the NH Retirement System, Town Administrator
68 Shankle previously mentioned that the legislature had commissioned a study and it might be
69 important to await the information from this report. Town Administrator Shankle explained
70 that, when speaking to State staff, there appeared to be little interest in making changes to the
71 NH Retirement System, so the State study may not impact anything.

72
73 In response to a question from the Ways & Means Committee, Debbie Bender, Finance
74 Director, explained that the estimate of \$280,000 for the Town to join NHRS is based on full-
75 time, regular employees, or approximately 62 current employees. Selectman Stoughton noted
76 that 17 of those are already NHRS members.

77
78 Tom Silvia, Ways & Means Committee, noted that this proposed amount is approximately
79 \$4,000/employee. Selectman Stoughton explained that the Town's current system is
80 equivalent to a 401k in the commercial sector. The Town currently matches every employee
81 dollar contribution up to 5.5%. NHRS was grossly underfunded for a number of years and any
82 participant in the system is making up in part for that underfunding. There is supposedly a 25-
83 30-year plan designed to make up the underfunded status. This is a huge disadvantage in his
84 mind. If the Town joins this system, employees will contribute 7% of their salary and the

85 Town would contribute for Group One employees 13.53% of the salary, much higher than
86 what is currently being contributed for retirement, but much of those contributions is covering
87 the past underfunding. Even though he is not a fan of joining NHRS, the pool of applicants for
88 Town positions typically include people who are already in NHRS and want to continue in
89 that system. Many of those individuals will not consider working for the Town of Amherst
90 because it does not belong to NHRS. The Town's inability to get a Finance Director over 2-3
91 hiring cycles seems to be evidence of that. Tom Silvia asked if this might change if the Town
92 stays with its current system but increases its contribution. Selectman Stoughton stated that he
93 does not believe this would necessarily make a difference. The Town has increased pay rates
94 and still has not received candidates. It appears that for many potential candidates the Town's
95 participation in the NHRS is a go/no-go issue.

96
97 Town Administrator Shankle explained that his wife is part of NHRS, and they can count on
98 how much she will get through NHRS every month forever. Expecting people to retire on
99 social security alone is difficult for those who have worked long-term in one place. Many
100 municipal employees value the perceived security of the defined benefit NHRS pension over
101 the Town's current defined contribution plan.

102
103 In response to a question from Russ Hodgkins, Town Administrator Shankle explained that, if
104 the Town joined NHRS, a new hire would have to go into the NHRS, but current employees
105 would have a choice as to whether or not to join. It is a State law that new employees would
106 be placed into the NHRS system if they wanted a retirement benefit through the Town.

107
108 Andrew Pataki asked what increase in percentage is expected from the Admin/Finance
109 strategic plan. Town Administrator Shankle stated that budget drafts have not yet been
110 created. The only initiative being requested is NHRS.

111

112 **6.2. Tax and Assessing Strategic Plan Presentation**

113 Gail Stout, Tax Collector, presented the Tax and Assessing Department Strategic Plan. There
114 is an overall increase in the Town net valuation this year of approximately \$28M. Some of the
115 Department's strategic goals include a space needs review and to consider a certified NH
116 Assessor for the staff.

117

118 There was discussion regarding a potential restructuring of the Department in the future.

119

120 **6.3. Police and Communications FY25 Strategic Plan**

121 Police Chief Ciampoli presented the Police and Communications Strategic Plan. He explained
122 that one of the Department's goals is to consider a part-time contracted attorney-prosecutor
123 position. Replacement of the primary radio tower at the Police Station remains a priority.

124

125 Selectman D'Angelo asked about the ability of the Department to hire five new employees,
126 due to new vacancies. Chief Ciampoli stated that he believes he will be able to fill the
127 positions either through new hires or promotions.

128

129 Selectman Stoughton noted that there are impact fees available to the Department for capital
130 items.

131
132 Selectman Lyon asked Chief Ciampoli to consider sharing a communications tower with a
133 cellular company.

134
135 Russ Hodgkins asked if there is enough infrastructure to support the storage of data from the
136 body cameras. Chief Ciampoli stated that he believes this will be addressed and well
137 managed.

138
139 *The Board took a brief recess.*

140
141 **7. Administration**

142 **7.1. Administrative updates**

143 Town Administrator Shankle explained that he received a letter from Michael Merra resigning
144 from the Bicycle & Pedestrian Advisory Committee. He will continue to try to assist the
145 Committee in other ways.

146
147 *A MOTION was made by Selectman Grella and SECONDED by Selectman Stoughton to*
148 *accept, with regret, the resignation of Michael Merra from the Bicycle & Pedestrian Advisory*
149 *Committee.*

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

151
152 **7.2. Clearview Land Purchase Board discussion and vote**

153 Town Administrator Shankle explained that certifications will be made to the sellers of the
154 property on Friday. Chairman Lyon noted that the Amherst Land Trust believes it will have
155 successfully raised the necessary funding for its portion of the purchase by Friday.

156
157 The Board agreed to hold a meeting on Thursday at 6pm, if needed, regarding this item.

158
159 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to*
160 *approve the purchase of the land designated as Map 5, Lot 159-1 in two phases, closing in*
161 *October 2023 and August 2024, and all for conservation purposes, on the terms and as more*
162 *particularly set forth in the Purchase and Sale agreement executed on August 2, 2023, by*
163 *Town Administrator Dr. Dean Shankle, on behalf of the Town of Amherst; Further, to ratify*
164 *that Agreement, to confirm the authority of Dr. Shankle to have bound the Town of Amherst to*
165 *that agreement, to confirm that the Town has successfully completed the processes described*
166 *by RSA 41:14-A and 36-A:5, with respect to Map 5, Lot 159-1, and to confirm that the Town*
167 *of Amherst is authorized to undertake all its obligations set forth in that Agreement.*

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

169
170 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
171 *authorize Town Administrator Dr. Dean Shankle to make the certifications required by the*
172 *Purchase and Sale agreement regarding completion of the Town's obligations.*

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

174
175 **7.3. Action Item List as of 8/28/23**

176 The Board reviewed its action item list.

177

178 Town Administrator Shankle noted that he has set up the first negotiation with the Police
179 Union on October 2nd. Regarding the ambulance contract with Mont Vernon, negotiations will
180 need to occur between now and June 2024. Town Administrator Shankle recommended
181 putting the AV project out to bid again. The Board agreed to revisit this item in October.

182

183 Selectman Stoughton explained that the working group met with the two major health
184 insurance carriers for municipalities. The working group will collect this information and
185 report back to the Board. The current plan is the richest one with respect to benefits and the
186 most expensive one. There are other plans that offer similar benefits to employees at a cost
187 savings. There may be a recommendation to run two plans at the same time. The Board agreed
188 to revisit this item in a couple of weeks.

189

190 **8. Staff Reports**

191 **8.1. DPW Promotion**

192

193 DPW Director, Eric Slosek, recommended the promotion of Richard Rae, a Light Equipment
194 Operator (LEO), to the position of Heavy Equipment Operator (HEO).

195

196 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to promote*
197 *Richard Rae to the position of Heavy Equipment Operator. This promotion will be paid*
198 *commensurate with Grade 11, Step 10, \$30.29 per hour or \$63,003.20 annually.*

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

200

201 **8.2. Civil Engineering RFQ**

202

203 Eric Slosek explained that the DPW advertised an RFQ for on-call civil engineering services.
204 Qualification submissions were received from ten firms. Upon evaluation of the ten
205 submissions, four candidates were interviewed. The recommendation is to award contracts for
206 on-call engineering services to two firms, VHB and Hoyle Tanner & Associates.

207

208 Selectman D'Angelo asked that Eric Slosek present to the Board at the end of the year
209 regarding how much money was spent on each firm and if it makes sense to continue with two
210 firms.

211

212 *A MOTION was made by Selectman Grella and SECONDED by Selectman Stoughton to*
213 *approve selection of both VHB and Hoyle Tanner as the town on-call civil engineering firms*
214 *for a period of three years. Further, to authorize the DPW Director to sign the related*
215 *contract documents.*

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

217

218 **8.3. Environmental Engineering RFQ**

219

220 Eric Slosek explained that the DPW advertised an RFQ for on-call environmental engineering
221 services. Qualification submissions were received from two firms, Weston & Sampson and
222 Barton & Loguidice. The recommendation is to award Weston & Sampson a three-year
223 contract for on-call environmental engineering services.

224
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In response to a question from Selectman D'Angelo, Eric Slosek explained that Weston & Sampson has a subconsultant to do work regarding community septic items.

A MOTION was made by Selectman Grella and SECONDED by Selectman Stoughton to approve the selection of Weston & Sampson as the town's on-call environmental engineering firm for a period of three years. Further, to authorize the DPW Director to sign the related contract documents.

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

8.4. Recreation Program Coordinator -Promotion

This item was tabled at this time.

8.5. Treasurer Job Description & Stipend

The Board reviewed the proposed job description and discussed the stipend amount. Selectman Pray explained that the Deputy Treasurer will take over when the current Treasurer resigns. If the Deputy Treasurer also resigns, the Board would appoint someone to fill the rest of the term until March. The Board agreed not to set a stipend at this time.

A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to approve the Treasurer Job Description as presented.

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

8.6. FY23 Impact Fee Annual Report

Debbie Bender presented a report of all Impact Fees received as of June 2023, in total and by category of Fire, Police, Recreation, Roads and Schools. It shows the dates received and also the end dates for expenditure or return to the property owner. The School previously requested, and the Board granted, authorization to withdraw Impact Fees for architecture and engineering fees up to \$135,000 for Clark Wilkins and Amherst Middle School proposed projects. The School has not requested withdrawal of these funds as of yet. Consequently, there has not been any expenditure from the Impact Fee Funds to date.

9. Approvals

9.1. Assessing

Veteran Tax Credit

Item A. The attached application has been reviewed by the Assessor and the Assessor recommends granting this credit.

A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Veteran Tax Credit for Map 004, Lot 109-020 commencing in Tax Year 2024.

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

Item A-1. The attached application has been reviewed by the Assessor and the Assessor recommends granting this credit. There are two Veterans that qualify for the tax credit in this household, and this is the second approval.

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A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Veteran Tax Credit for Map 004, Lot 109-020 commencing in Tax Year 2024. Voting: 5-0-0; motion carried unanimously.

Land Use Change Tax

Item B. The assessor has recommended to release Map 002, Lot 023-000 from Current Use and issue a Land Use Change tax in the amount of \$68,725.00.

A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to accept the recommendation of the assessor and release the acreage of Map 002, Lot 023-000 from Current Use and issue the Land Use Change Tax in the amount of \$68,725.00. Voting: 5-0-0; motion carried unanimously.

Timber Tax Levy

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

A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve and sign the Timber Tax Levy and Certification of Yield Tax in the amount of \$13.50 for Map 004, Lot 117-000. Voting: 5-0-0; motion carried unanimously.

9.2. Use of Town Common, Amherst Junior Women's Annual Turkey Trot

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve use of the Town Common by the Amherst Junior Women's Club for the Annual Turkey Trot on November 24, 2023, from 7am-12pm. Voting: 5-0-0; motion carried unanimously.

9.3. Use of Town Common Request, Girl Scout's Scarecrow Project

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve use of the Town Common by the Girl Scouts for a scarecrow project on October 14, 2023, from 2pm-4pm. Voting: 5-0-0; motion carried unanimously.

9.4. Use of Town Common Request, Christ's Church Family Event

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve use of the Town Common by the Christ's Church for a family event on October 21, 2023, from 4pm-6pm. Voting: 5-0-0; motion carried unanimously.

9.5. AP, Payroll and Minutes

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Payroll

A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Payroll Manifest in the amount of \$276,307.08 dated September 7, 2023, subject to review and audit.

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

Accounts Payable

A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Accounts Payable Manifest in the amount of \$34,309.51 dated September 1, 2023, subject to review and audit. (NH DMV)

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

A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Accounts Payable Manifest in the amount of \$104,177.04 dated August 31, 2023, subject to review and audit. (Vendors)

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

Minutes

A MOTION was made by Selectman Stoughton and SECONDED by Selectman D’Angelo to approve the meeting minutes of August 28, 2023, as presented.

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

10. Action Items

The Board reviewed its new action items.

11. Old/New Business

Selectman Stoughton stated that the Energy Committee will hear from the second energy aggregator tomorrow evening.

Chairman Lyon noted that Board members are welcome to serve food with Meals on Wheels at Buck Meadow tomorrow.

Selectman D’Angelo explained that the Amherst School Board is moving ahead with a study to make do with the existing space. The current idea is to place pre-K and kindergarten in Clark, and grades 1-5 in Wilkins.

12. Adjournment

A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to adjourn the meeting at 9:56pm.

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

NEXT MEETING: September 25, 2023

Selectman Bill Stoughton

Date



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, September 14, 2023, 6:00PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo and
2 Selectman Pray. Selectmen Grella was absent.
3 Also in attendance was Town Administrator Dean Shankle.

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5 **1. Call to Order**

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

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8 **2. Board Discussion of Clearview Land Purchase**

9 *A MOTION was made by Chairman Lyon and SECONDED by Selectman Pray to enter into*
10 *Non-Public Session, pursuant to RSA 91-A:3 II (l) Consideration of legal advice provided by*
11 *legal counsel, either in writing or orally, to one or more members of the public body, even*
12 *where legal counsel is not present.*

13 *Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye.*

14 *Voting: 4-0-0; motion carried unanimously.*

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16 The Board discussed the Clearview land purchase and recommendations of Town Counsel.
17 No votes were taken, and no final decisions were made.

18

19 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to exit*
20 *Non-Public Session.*

21 *Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo - aye, Pray - aye.*

22 *Voting: 4-0-0; motion carried unanimously.*

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24 The Board called the public meeting back to order at 6:18pm.

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26 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to*
27 *delegate to Town Administrator Dean Shankle authority to agree to changes to the Clearview*
28 *Development Purchase and Sale Agreement recommended by legal counsel; such authority to*
29 *be exercised after consultation with Chairman Peter Lyon. Further, in the event*
30 *Administrator Shankle is unavailable to review and render such decisions in a timely fashion,*
31 *the Board delegates this same authority to agree to changes to the Clearview Development*
32 *P&S recommended by legal counsel to Chairman Peter Lyon.*

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34 *Voting: 4-0-0; motion carried unanimously.*

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36 **3. Adjournment**

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38 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to
39 adjourn the meeting at 6:24pm.
40 Voting: 4-0-0; motion carried unanimously.

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42 **NEXT MEETING: September 25, 2023**

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Selectman Bill Stoughton

Date