



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
TUESDAY, OCTOBER 10, 2023 6:30 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Scheduled Appointments**
 - 4.1. Tracie Adams, Village Streets Study Committee update
 - 4.2. Mercedes Olster, Energy Committee update
- 5. Strategic Plan Presentations**
 - 5.1. Conservation Commission FY25 Strategic Plan
 - 5.2. Office of Community Development Strategic Plan

 - 5.3. DPW FY25 Strategic Plan
- 6. Administration**
 - 6.1. Administrative Updates
 - 6.2. Bid Award, Town Hall Meeting Room A/V RFP
 - 6.3. Action Items
- 7. Staff Reports**
 - 7.1. DPW Pavement Repair Award
 - 7.2. Hiring Recreation Program Coordinator
- 8. Approvals**
 - 8.1. AP Approvals
 - 8.2. Assessing

9. Action Items

10. Old/New Business

11. Non-Public Session

11.1. NH RSA 91-A:2 (a) (a) Strategy or negotiations with respect to collective bargaining;

Adjournment

Next Meeting: October 23, 2023

When: Oct 10, 2023 06:30 PM Eastern Time (US and Canada)

Topic: Board of Selectmen Meeting 10/10/2023

Please click the link below to join the Zoom webinar:

<https://us02web.zoom.us/j/84598038412>

Telephone: +1 309 205 3325 US

Webinar ID: 845 9803 8412



November CY18

Amherst Conservation Commission

FY25 Strategic Plan

Photo: Jared Hardner, Amherst NH

Key Points

- ACC follows a *Conservation Plan* that guides its activities per RSA 36-A
- ACC manages >2800 acres (13% of Amherst)
- ACC's funding sources are Town Budget, Conservation Fund (LUCT revenue + forestry revenue) and donations

Mission and Strategies

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

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

- Influence zoning, planning and zoning adjustments
- Acquire property and development rights where appropriate for conservation
- Manage town forests
- Manage town grasslands
- Control invasive species on ACC-managed lands
- Promote low-impact outdoor recreation
- Educate and engage citizens

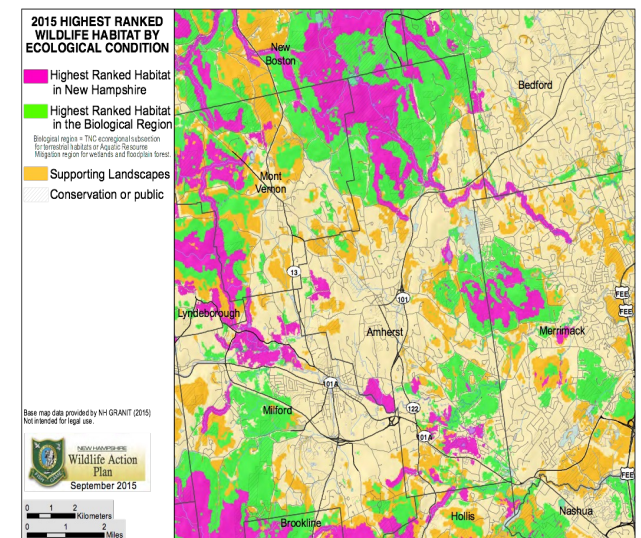
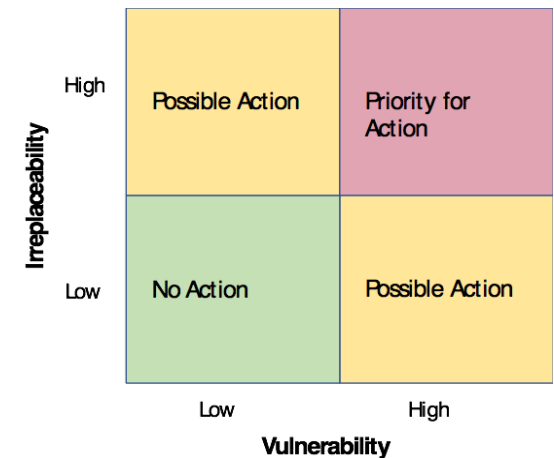
Strategy 1. Influence Zoning and Planning

- Provide input on Zoning Ordinance
- Master Plan development
- Advise Planning Board on Conditional Use Permit applications for projects impacting wetlands and water resources
- Review permit applications to NHDES for impacts to wetlands under Section 404 of Clean Water Act
- **No financial impact**



Strategy 2. Acquisitions

- Acquire properties or development rights for the purpose of conserving priority lands in town
- Recently acquired 178-acre Curran parcel and expect to acquire 60-acre Clearview property in collaboration with Amherst Land Trust
- Funded by Open Space Warrant Article (\$6M) and Conservation Fund
- ACC may explore another Open Space Warrant Article to continue this successful work



Strategy 3. Manage Conserved Forests

- ACC manages its conserved forests. These include 11 areas, totaling 1744 acres
- Management has 3 objectives:
 - a) forest health and biodiversity conservation
 - b) public recreation
 - c) revenue generation
- Follows Amherst Forest Management Plan
- GIS-based inventory of forest resources
- **Funded by Conservation Fund**



Strategy 4. Manage Grasslands

- ACC serves as the manager of various grasslands. These include 14 areas, totaling 250 acres
- Management includes periodic mowing and invasive species control
- **Funded by Conservation Fund**



Strategy 5. Control Invasive Plant Species

- Direct control of invasives on ACC-managed lands
- Strategic collaboration with DPW on other town property
- Guided by new policy on herbicides use
- Encourage private landowners to control invasives
- Funded by Conservation Fund and Town Budget



Strategy 6. Low-impact Outdoor Recreation

- ACC promotes outdoor recreation on the lands it manages, including 45 miles of multi-use trails
- Funded by Town Budget, volunteer labor and gifts



Strategy 7. Education & Outreach

- Town-wide Cleanup Day
- Abundant opportunities, but need volunteer to develop and lead
- **Funded by Town Budget**



Funding Sources Summary

Town Budget

- Trails & infrastructure
- Invasives management
- Professional development
- Education & outreach
- Administrative support

Conservation Fund

- Land management
- Property Acquisitions

Town Budget Request FY 2025

		2024	2025
		Budget	Budget
10-1115	Wages	1,800	2,000
20-1220	Social Security	110	120
20-1225	Medicare	30	30
20-1294	Educat & Training/Prof Dev	750	500
40-2483	Land Management	3,000	-
40-2486	Water Crossing Repair & Maint	1,500	2,000
40-2487	Invasives Mitigation	2,500	4,000
40-2488	Signage	-	1,500
50-2560	Dues & Subscriptions	1,000	1,000
50-2564	Educational Outreach	1,500	1,500
	Total	12,190	12,650



Amherst NH Town Government



Community Development FY 2025-2029 Strategic Plan

October 10, 2023



MISSION

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

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

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





VISION

The Amherst Office of Community Development:

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





VALUES

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

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





OVERVIEW

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

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





HISTORICAL TRENDS



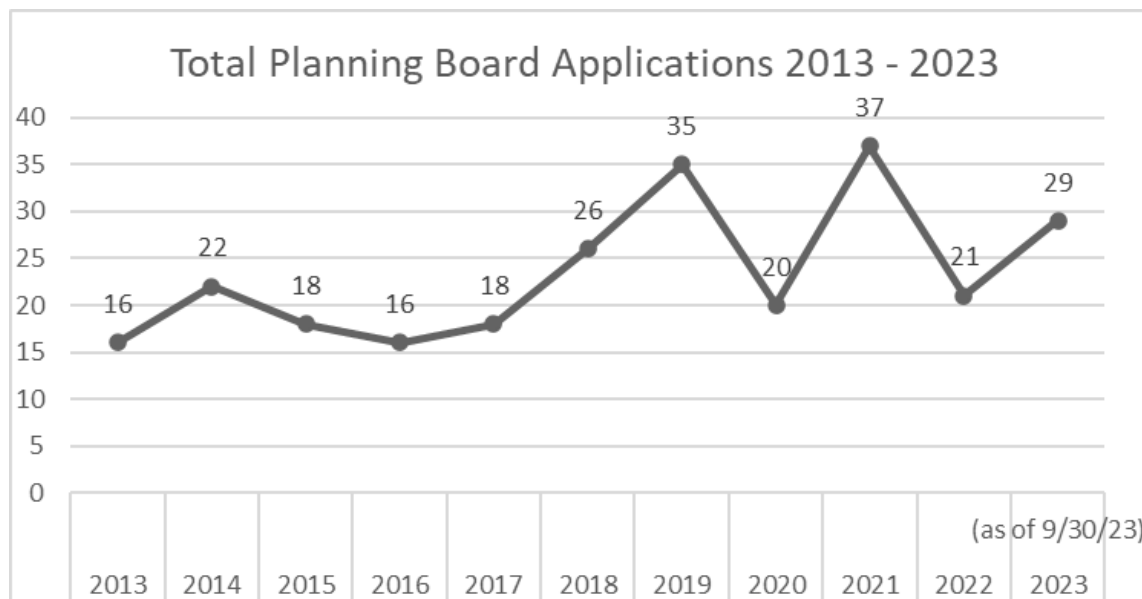
BUILDING PERMIT APPLICATION HISTORY

Building Permit Application History											
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023 (as of 9/20/23)
New SF Residential (including Condos)	10	13	24	12	35	37	36	37	37	18	21
Residential Additions/Alterations	175	127	166	302	207	259	278	259	353	251	205
Commercial/Industrial new	2	1	2	2	1	1	3	2	5	2	1
Commercial/Industrial additions/alterations	19	15	18	18	14	12	13	28	32	12	18
Signs	34	39	50	52	22	17	14	17	13	13	8
Pools	5	10	6	1	3	9	4	22	20	23	9
Demolition	13	21	12	4	12	6	6	12	6	2	6
Septic Systems	48	92	58	40	53	56	71	69	93	62	39
Electrical	247	191	212	235	226	226	219	226	309	230	350
Electrical (for generator)			72	30	33	54	31	19	36	21	44
Plumbing	77	80	90	87	112	161	101	83	103	69	60
Mechanical	276	307	372	313	340	408	439	426	574	314	282
Home Occupations	4	3	6	8	2	4	3	7	2	1	1
Total	910	899	1088	1104	1060	1250	1218	1207	1583	1018	1044



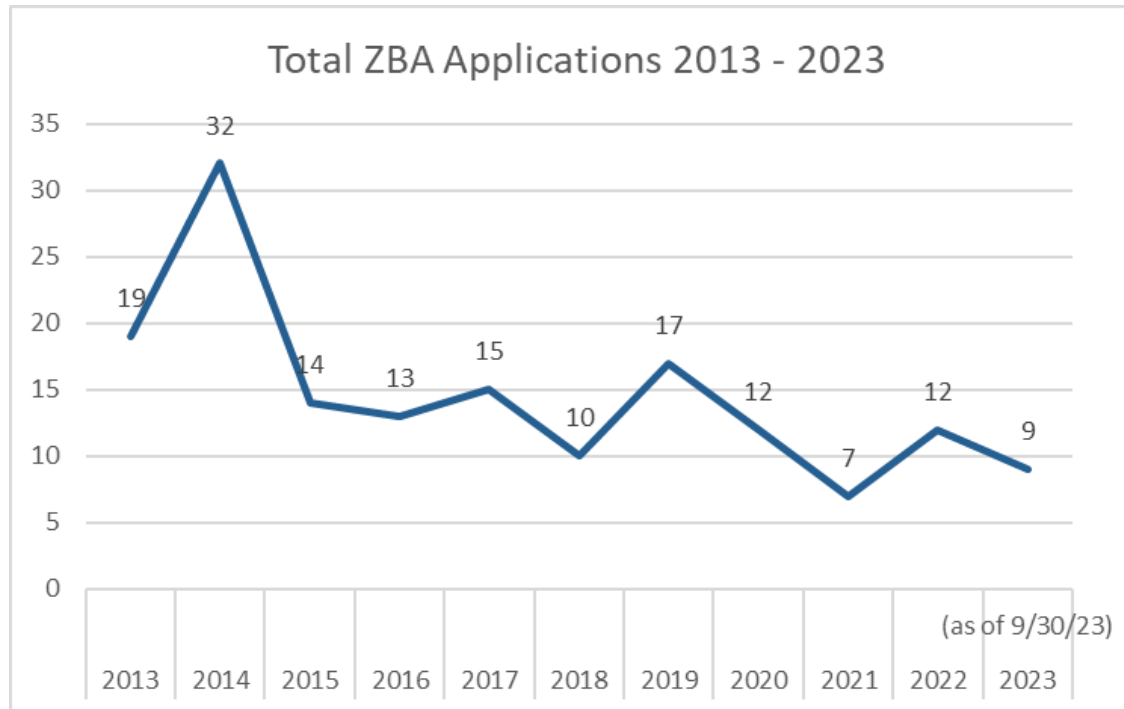
PLANNING BOARD APPLICATIONS

Planning Board	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
											(as of 9/30/23)
Scenic Road Hearings	2	1	1	3	2	2	2	1	3	0	2
Non-Residential Site Plans (NRSP)	6	3	4	3	2	3	9	6	10	2	3
Subdivision	1	8	7	6	3	6	4	4	7	4	7
Lot Line Adjustment	1	4	2	0	0	0	4	1	3	2	3
Conceptual Discussions	4	2	2	2	8	9	3	1	6	5	4
Sign Master Plan	1	0	0	0	0	0	2	0	0	1	0
Compliance Hearing	1	0	0	0	0	0	0	1	0	1	0
Conditional Use Permit	0	4	2	2	3	6	11	6	8	6	10
Total	16	22	18	16	18	26	35	20	37	21	29



ZONING BOARD OF ADJUSTMENT APPLICATIONS

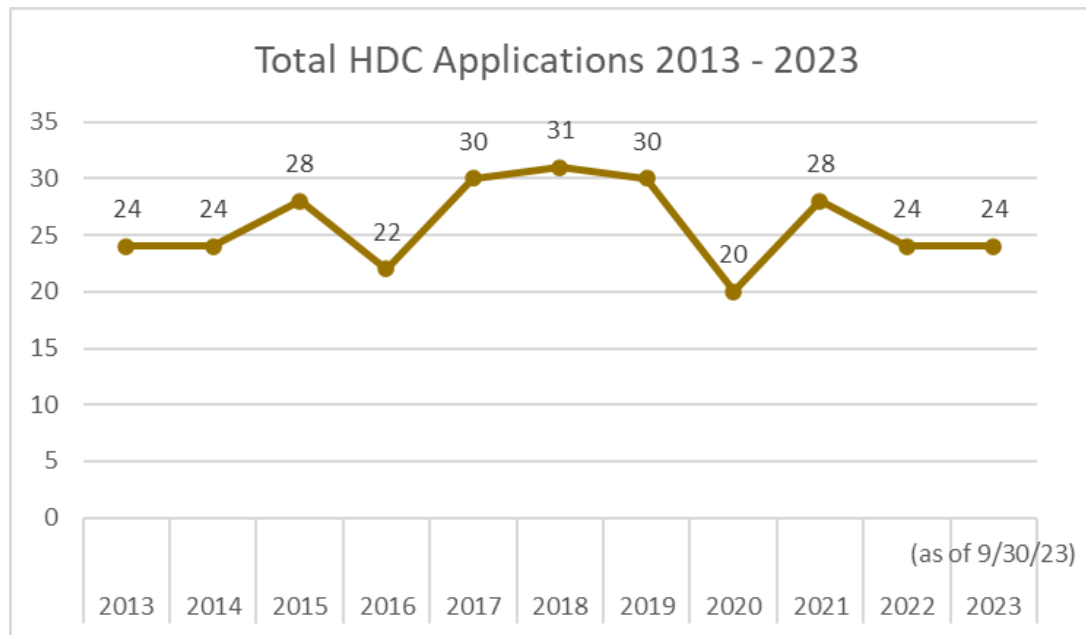
Zoning Board of Adjustment	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
											(as of 9/30/23)
Variance	16	27	12	12	14	9	15	10	7	10	5
Special Exception	3	3	0	0	0	0	1	1	0	0	0
Appeal of Administrative Decision	0	1	2	1	0	0	1	1	0	1	2
Equitable Waiver	0	1	0	0	1	1	0	0	0	1	0
Variance for the Handicapped	0	0	0	0	0	0	0	0	0	0	1
Rehearing Request	~	~	~	~	~	~	~	0	0	0	1
Total	19	32	14	13	15	10	17	12	7	12	9





HISTORIC DISTRICT COMMISSION APPLICATIONS

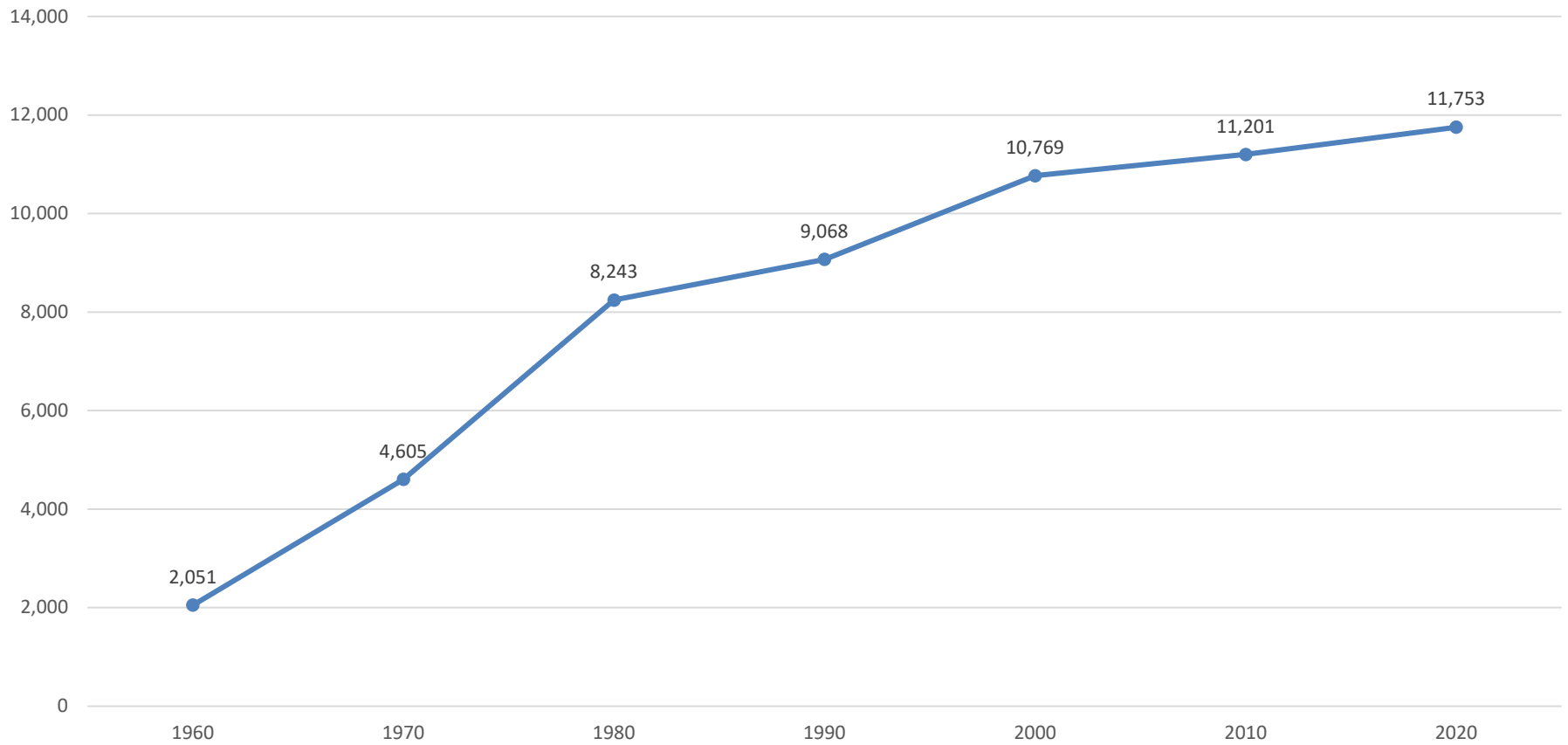
Historic District Commission	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
											(as of 9/30/23)
New Building	1	1	1	2	0	1	0	0	1	1	0
Ext. Building Mods/Alterations	7	10	14	10	9	14	10	9	20	4	11
Building Additions	0	0	4	5	4	1	1	2	0	3	0
Tree Removal	11	4	0	0	0	0	0	0	0	0	0
Fence/Landscaping	2	0	0	0	0	0	10	0	0	3	4
Mechanical Equipment	2	3	3	1	2	2	2	3	5	6	3
Demolition	1	0	0	0	0	0	0	0	0	3	0
Sheds/Accessory Structures	0	3	2	0	2	9	5	5	2	4	5
Other	0	3	4	4	13	4	2	1	0	0	1
Total	24	24	28	22	30	31	30	20	28	24	24





POPULATION

Amherst Population



US Census

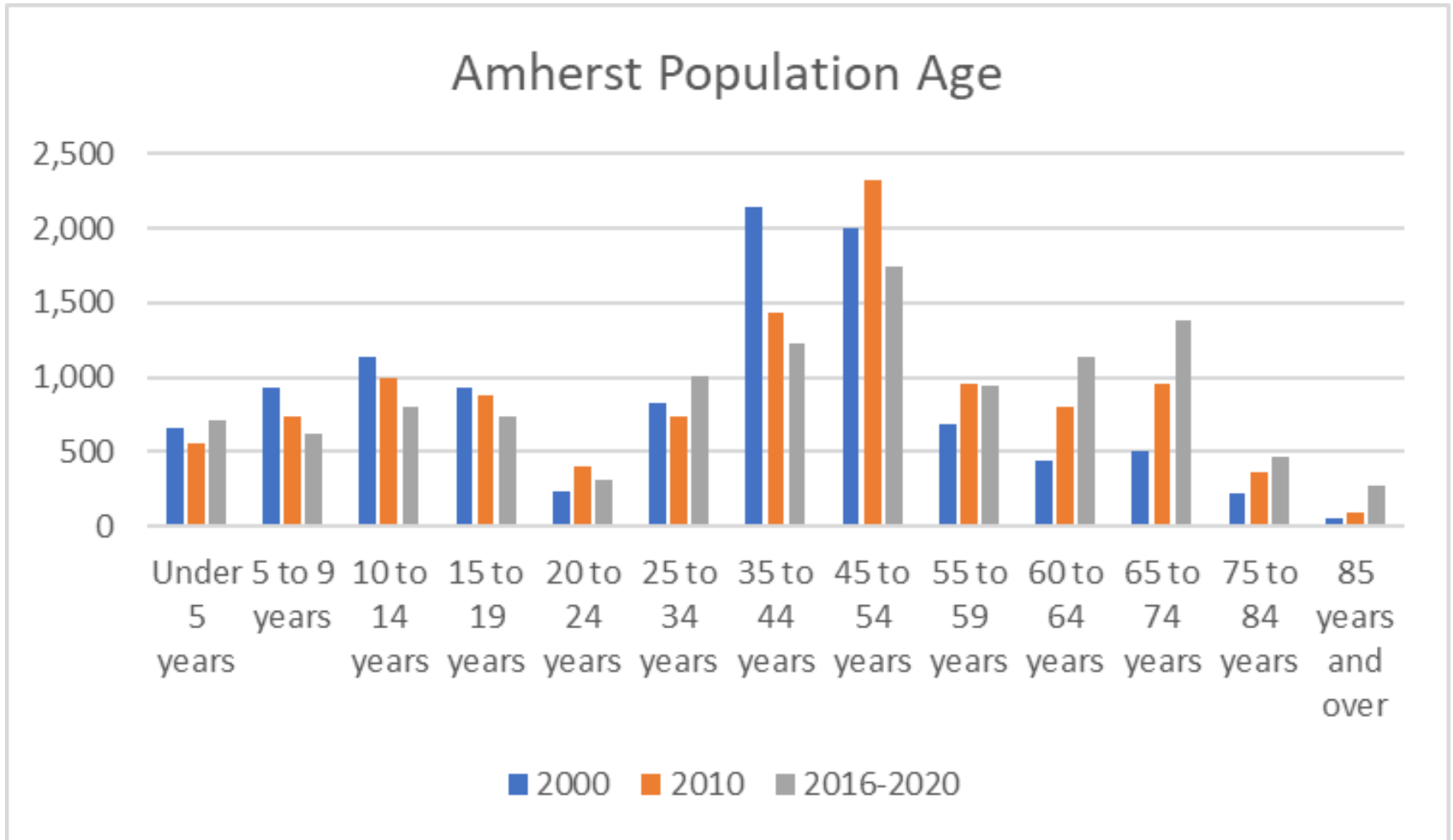


2020 Census

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

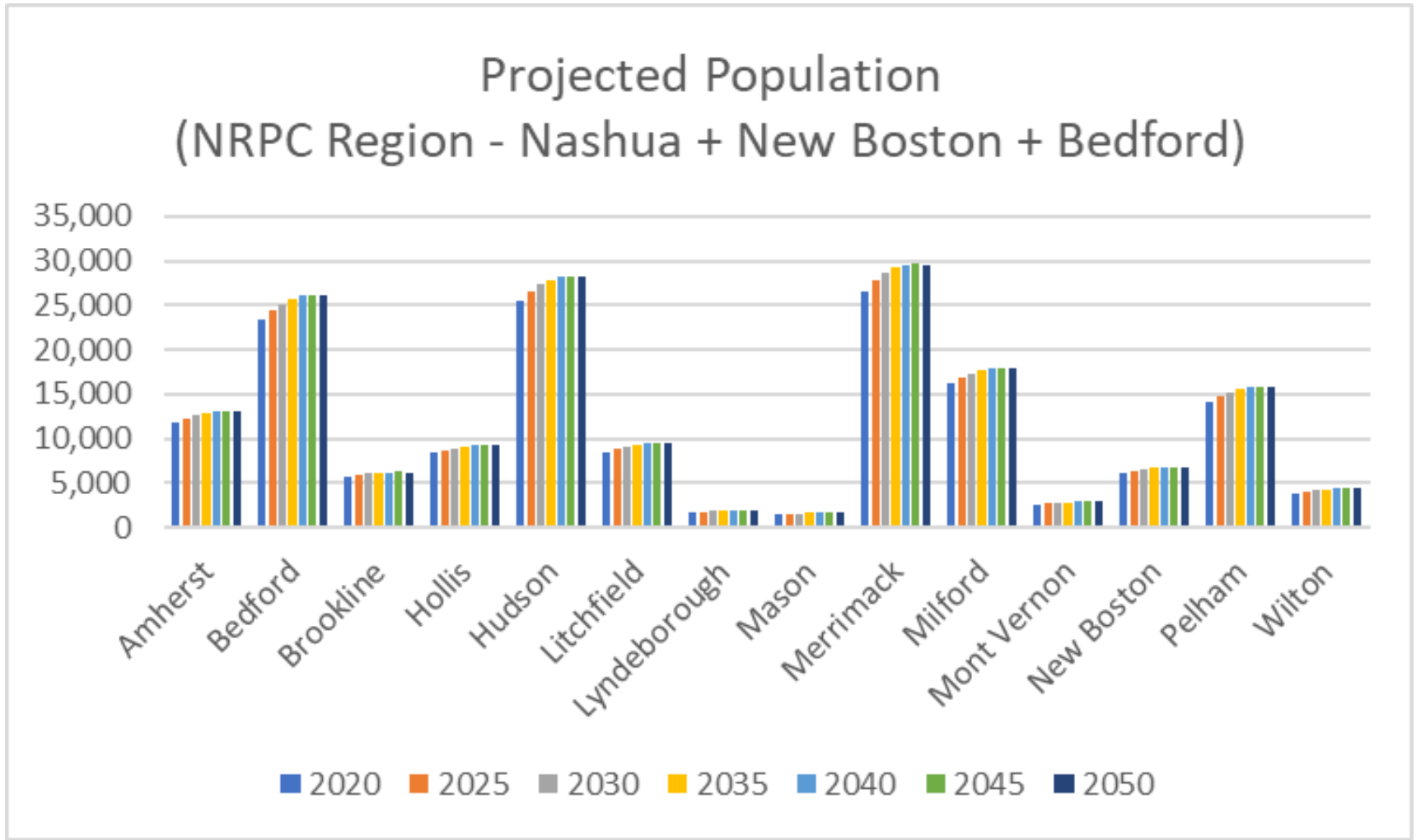


AGE OF POPULATION





PROJECTED POPULATION





2023 Achievements





2023 Achievements

- Master Plan adopted
- Regulatory audit underway with NRPC
- HDC Regulations updated & Rules of Procedure nearing completion
- Contract with NRPC for GIS services
- Contract with engineering consultant for MS4





SWOT





SWOT

Strengths

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





SWOT

Weaknesses

- Staffing
- Regulations and ordinances in need of update
- Filing and accessibility of data; previous digitizing choices
- Space needs and office layout
- Lack of communication with the public about land use processes/application procedures/decisions
- (Inhouse plan review)





SWOT

Opportunities

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





SWOT

Threats

- Legislative mandates
- Outdated Master Plan, ordinances and regulations not achieving desired development
- Boards and Commissions working individually
- Market driven development vs. desired tax base
- Changes in Board of Selectmen or Planning Board members
- Aging population
- Transportation / sprawl
- Lack of infrastructure for commercial / industrial development
- Neighboring communities competing for employees





STAFFING





OFFICE OF COMMUNITY DEVELOPMENT STAFFING

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





2023 Hiring Process

- Two hiring processes – March & August
- March – six applicants – two telephone interviews – one candidate lacked immediate availability and certain required skills; one withdrew because of lack of New Hampshire Retirement and low salary
- August – 11 applicants – two in-person interviews – neither candidate had all the required experience and skills (One candidate was surprised by the lack of New Hampshire Retirement and was already making more than the top of our salary range)



2023 Hiring Process

- At the time of the August hiring process, these were the Planner positions in direct competition

Community	Advertised Range	
Amherst	\$55,931	\$68,182
Dover, MA	\$91,103	\$115,547
Bolton, MA	\$76,523	\$99,840
Milford, NH *	\$65,000	\$72,000
Londonderry, NH *	\$75,810	\$99,177
Swanzey, NH		
Bedford, NH *	\$68,000	\$94,000
Winthrop, ME	\$60,000	\$80,000
Rochester, NH *	\$72,334	\$97,486
Concord, NH *	\$77,000	\$92,000
Conway, NH *		
Portsmouth, NH *	\$72,063	\$87,593
(* - New Hampshire Retirement System)		





Current Status

- NRPC or KNA for assistance in short term
- Continue to evaluate salary and benefits to attract full time Town Planner





SINGLE POINT OF FAILURE





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





OFFICE OF COMMUNITY DEVELOPMENT GOALS





OFFICE OF COMMUNITY DEVELOPMENT GOALS

Goals for 2024/2025

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

Continue to work on space for a Town Planner and enough space for working, storing files and spreading out plans for review in the Town Hall.
- **Continue to provide transparent information to the public.**

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

Work on Zoning Ordinance and regulation updates based on audit results.





OFFICE OF COMMUNITY DEVELOPMENT GOALS

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





BUDGET IMPACT





BUDGET IMPACT

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





DISCUSSION





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

Title: DPW FY25 Strategic Plan
Meeting Date: October 10, 2023

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. DPW Strategic Plan -2023 Final - EMS 10-2-2023



Amherst NH Town Government



Amherst Public Works

Strategic Plan: FY25 (July 2024 – June 2025)

October 10, 2023



Vision

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

Mission

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





Values Statement

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





Public Works Overview

CURRENT STAFFING

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

AREAS OF RESPONSIBILITY

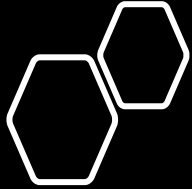
- Roads, Buildings, Transfer Station, Commons, Parks, Cemeteries, Community Septic, Stormwater



Notable Achievements (FY23-FY24):

Category:	Achievement:
Roads	Horace Greeley Rd. (topcoat), Roberge Dr. (topcoat), Cobbler, Thatcher, Boylston Terrace, Old Mont Vernon Rd. (reclaim/base course); RSMS; Crack Sealing (24 lane miles).
Buildings	Town Hall ERV install completed, DPW Rubber Roof, Buck Meadow windows.
Transfer Station	Rollout of food diversion initiative, staff vacant positions.
Bridges/Water Crossings	TF1 Temporary Bridge, Spring Rd. headwall repairs, Mont Vernon Rd. Bridge;
MS4	Secured engineering services to assist with compliance.
Management Systems	Implemented Asset Management software





S.W.O.T Analysis

Strengths

- Knowledge and dedication of staff
- Operational Resilience
- Positive Community Relations

Weaknesses

- Insufficient staffing level
 - Highway often needed at transfer station
- Wages (Low pay) / Benefits (NH State Retirement)
- Out of date Facilities (DPW, Transfer Station)
- Expectations from other Town organizations often unclear
- Outdated Town policies (purchasing, workers comp, etc.)

Opportunities

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

Threats

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



Points of Failure



- Employee retention/recruitment due to wages/benefits;
- Insufficient staff to maintain expected level of service



Targeted Areas

Roads

Bridges &
Culverts

Buildings

Transfer
Station

MS4

Community
Septic

Management
Systems



Roads

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





Road Plan Comparison

Previous Plan

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

Current Plan

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

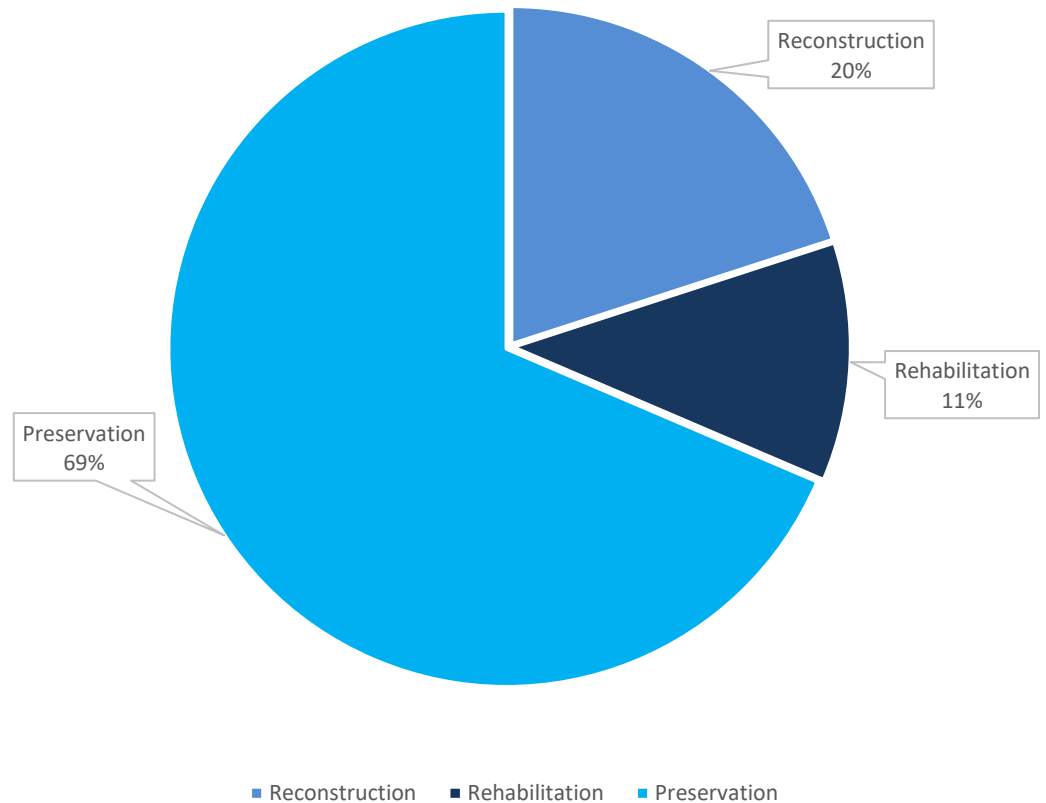




FY23 Roadwork: Network Impact

- **Total Road Network = 232 Lane Miles**
- Must add 232 Lane Mile Years to road network's remaining service life to maintain existing condition.
- Preservation and minor rehabilitation provide greatest value.

Percent of Treatments Applied to Road Network (FY23)





Total Network Impact

Preservation

\$38,861

24 Lane-Miles
72 Lane-Mile-Years

Rehabilitation

\$602,300

4 Lane-Miles
49 Lane-Mile-Years

Reconstruction

\$1,351,320

7 Lane-Miles
163 Lane-Mile-Years

Congratulations

YOU ADDED
284 LANE-MILE-YEARS OF LIFE

52
LANE-MILE-YEAR
NET GAIN

15%
OF ROADS ADDRESSED





Bridges & Culverts

Goal: By FY26, the final bridge enrolled in the SBA program will be replaced as we begin to refocus our efforts and budget on maintenance, repairs, and preservation of Amherst bridges and culverts.

Bridge & Culvert Initiatives:



In-Progress:

- Replace TF1 Bridge (FY24-25)
- Conduct Town-wide engineering study to evaluate priority bridges and culverts (FY24)

Planned (FY24-FY25):

- Reassess CRF funding needs according to priorities identified in engineering study
- Repair Brook Road Bridge w/DPW forces (FY24)
- Begin transitioning from bridge replacement focus to preservation (FY25 and beyond)



Amherst Bridges:

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



Amherst Culverts:

<u>Priority</u>	<u>Location</u>	<u>Material Design</u>	<u>Year built/rebuilt</u>	<u>Projected Replacement / Repair Date</u>
1	Thornton's Ferry Rd. II/Green Meadow GC	Steel Culvert (Elliptical)		
2	28 Thornton's Ferry Rd. II	Aluminum	1956	
3	Northern Blvd.	Steel Culvert		
4	Lynch Farm Rd.	RCP		
5	168 Mack Hill (@ Fearon Pond to Glen Echo Pond)	Steel (Elliptical)		
6	75 Spring Rd. Culverts	Steel Culvert	1970s	Made repairs in 2023, will need replacement by 2033.
7	Upham Rd. (@ Knight property)	RCP		
8	3 Fairway Dr.	RCP		
9	6 Dodge Rd.	RCP		
10	29 Austin Rd.	Stone		
11	15 Aglipay Dr.	RCP		
12	82 Amherst Street	RCP		
13	13 Nathaniel Dr.	RCP (24")		
14	64 Dodge Rd.	Stone		
15	64 Stearns Rd.	HDPE (15")		
16	69 Walnut Hill Rd.	HDPE		
17	Merrimack Rd. (@ 2 Holt Rd.)	HDPE	2020	
18	485 Boston Post Rd.	HDPE	2021	
19	78 Horace Greeley Rd.	RCP	2022	
20	8 The Flume	Twin HDPE	2019	
21	116 Spring Rd.	HDPE (15")		



Buildings

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



Planned Projects (FY24):



Replace Police Department Roof (\$70K)

Town Hall AC (\$12K)

Library ERV Engineering (\$10K)

Town Hall Brick Repairs (\$10K)

PMEC Commercial Door (\$2K)

Upgrade remaining fire panel dialers with wireless technologies

- (Town Hall, Police Department, Rec Office)

PD/Fire Transfer Panel Switch





Planned Work (FY25 & FY26)

- FY25

- DPW Furnace (\$12.5K)
- Town Hall Furnaces (\$15K)
- S. Fire Furnace (\$7.5K)
- Library Furnace (\$7.5K)
- Buck Meadow Heating System (\$15K)
- Buck Meadow Vinyl Siding (\$25K)
- PD Siding/Painting (\$20K)

- FY26

- P MEC Heating System
- Library ERV



A photograph of a transfer station. In the foreground, a row of orange and white striped traffic barrels is lined up on a gravel surface. Behind the barrels is a concrete wall and a chain-link fence. Signs are posted on the fence, including one that says "ALUMINUM CANS" and another that says "GLASS". An American flag is visible on a pole near the fence. In the background, there are several buildings, including a green one and a brown one, and a line of trees with some autumn-colored leaves. The sky is overcast.

Transfer Station

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



Initiatives

FY24

- Improve public outreach
 - Food Diversion
 - Recycling awareness
- Complete engineering for impervious deck and continuous roof over facility
- Update operating plan
 - Includes evaluating goods we accept and pricing

FY25

- Add part-time employee
- Move Lead Attendant role to Foreman
 - (To Grade 14 step 1; \$8,236 increase)
- Implement improvements engineered in FY24
- Update operating plan
 - Includes evaluating goods we accept and pricing



Additional Employee Cost/Benefit

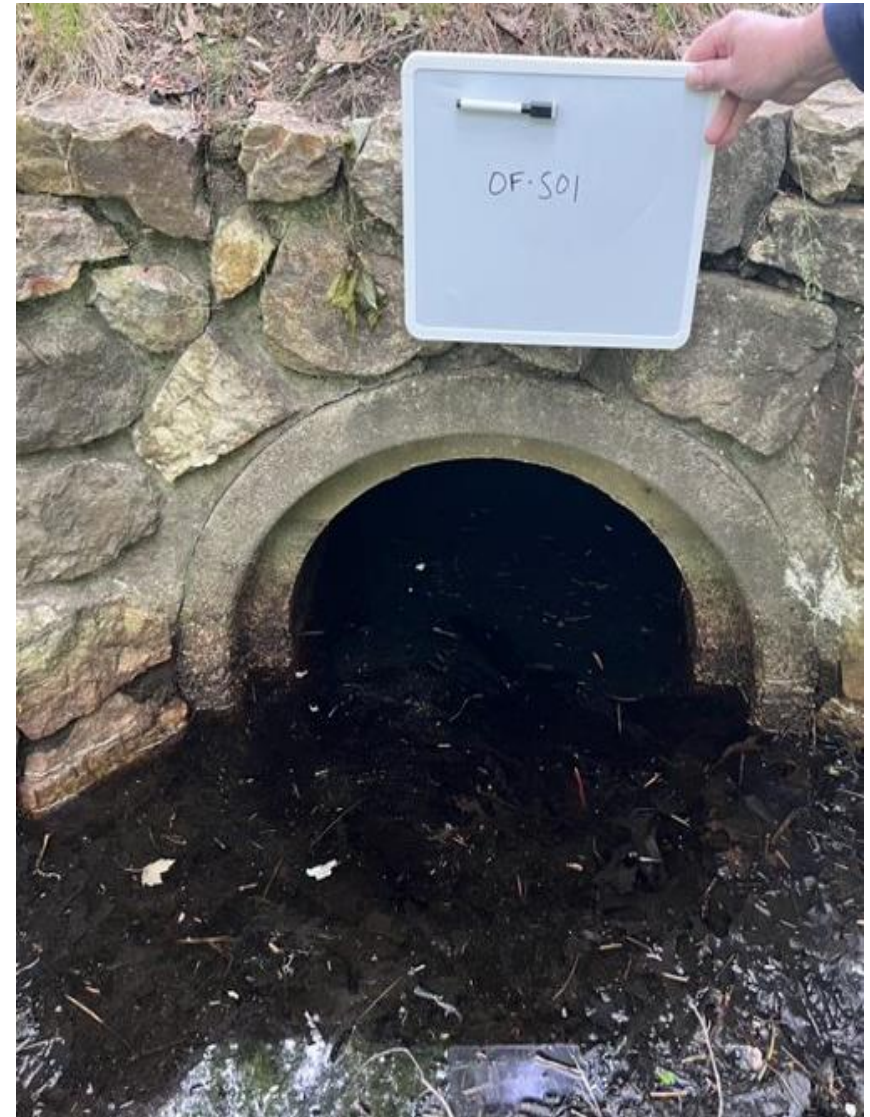
- **Part-Time Employee (PTE) Cost:**
 - PTE = \$31,493 /year salary (1534 hours @ Grade 3/Step 3)
 - Increase is \$21K / year after factoring savings in overtime
- **Achieves greater separation between Transfer Station and Highway departments**
 - Greatly reduces Highway Dept. overtime for shift coverage
 - 1,534 more hours of work per year
 - Turn compost regularly without highway crew
 - Keep up with maintenance without highway crew
- **Affords greater level of safety having two employees present on Wednesdays**
 - Lead Attendant often works alone on Wednesdays
 - Would allow TFS attendants to do trash run
- **Improves service level to residents**
 - Would afford extra help during winter storms
 - Translates to increased probability that TFS remains open during inclement weather
 - Increased oversight of trash/recycling containers
 - Increased presence to answer questions and assist elderly residents
 - May allow for increased recycling programs to save money





MS4

Goal: To comply with Federal EPA regulations for all stormwater related requirements.





MS4 Stormwater Permit Requirements and Funding Needs

- Implement 6 Minimum Controls measures
- IDDE Program
- Construction site Erosion Control Plans
- O&M Plans / Stormwater Pollution Prevention Plans
- Maintenance, Inspection, Repair program for stormwater infrastructure
- Control of Phosphorus discharges from the MS4
- Additional staffing needed for more diligent oversight
- **A sufficient funding source is required to comply with ALL aspects of the Permit**



Overview of Funding Options

Funding Options	Financial Sufficiency	Advantages	Disadvantages
Property Taxes	Dependent on sufficient funds being allocated annually	<ul style="list-style-type: none"> • Flexible funding • Existing Mechanism • Simple to explain and administer 	<ul style="list-style-type: none"> • Does not provide fairest allocation of stormwater cost • Funding is in competition with other town needs
Stormwater /Flood Resilience Utility	Rates can be set to fully fund operating costs and planned capital investment	<ul style="list-style-type: none"> • Dedicated source of funding • Flexible funding • Fair, based on cost of service and demand 	<ul style="list-style-type: none"> • More administratively intense • Requires more effort to explain





Consequences of No Action

News Release
U.S. Environmental Protection Agency
New England Regional Office
August 12, 2009

**Fines: Up to \$25,000
per violation per day**

Nine Mass. and N.H. Communities Face Actions to Improve Storm Sewer Pollution

Since 2003, 297 urbanized cities and towns in Massachusetts and New Hampshire have been subject to an EPA general permit, which sets requirements for reducing pollution discharges from storm sewers. Among other requirements, the communities must produce maps of their storm sewers, pass an ordinance or by-law prohibiting non-stormwater discharges to the storm sewers, and implement a plan to find and remove improper connections to the storm sewers.





Baboosic Lake Community Septic

FY24 & FY25 Initiatives:

- Upgrade collection system to include isolation valves for emergency repairs
- Work with NHDES to allow for additional hook-ups
- Evaluate O&M practices to:
 - Identify measures to improve system efficiency.
 - Evaluate system cost vs revenues.
 - Plan for system resiliency.
 - Redistribute system ownership to users for infrastructure located on private property.



Management Systems

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





Initiatives:

FY23 & FY24

- Rearrange staffing matrix to move one highway employee under buildings and grounds (COMPLETE)
- Acquire new mobile work order software and incorporate asset management (COMPLETE)
- Re-map electronic files (IN-PROGRESS)
- Assess department-wide staffing needs (In-Progress/Ongoing)
- Update DPW manual

FY25

- Increase secretary position from PT to FT (\$25,500 increase including benefits)
- Investigate opportunities for online permitting
- Improved analytics using new software
- Re-map electronic files
- Establish invasive species management plan
- Update DPW manual





DPW Contact Information:

Eric Slosek

Director

Department of Public Works

22 Dodge Road

Amherst, New Hampshire 03031

eslosek@amherstnh.gov

(603) 673-2317 ext.402

Joe Jordan

Assistant Director

Department of Public Works

22 Dodge Road

Amherst, New Hampshire 03031

jjordan@amherstnh.gov

(603) 673-2317 ext.404





QUESTIONS





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

Title: Administrative Updates

Department: Administration

Meeting Date: October 10, 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: Bid Award, Town Hall Meeting Room **Department:** Administration
A/V RFP

Meeting Date: October 10, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Meeting Room A-V RFP Bid Award, 10.02.2023
2. 2197_001

TOWN OF AMHERST

Town Department: Administration

Date: 10/02/2023

Line Item:

Budget Amount:

Bid #: Item: Meeting Room A/V RFP due Oct 2, 2023

Date Bid To Be Awarded:

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT</u> <u>Interest Rate</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
Ockers Company, Marlborough, MA		\$48,742	
Diversify, Kenilworth, NJ		\$220,154	
Unique Scientific, Enfield, NH		\$11,940	

Recommend bid be awarded to: **Unique Scientific, Enfield, NH**

Signature of Town Administrator / Date

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

UNIQUE Scientific Inc

Providing Design and Installation services to Communities, School and Access Centers

To: Town of Amherst
From Unique Media Systems
Subj: Meeting Room Proposal

Dear Town of Amherst,

This form is our response to the RFP from September 14, 2023. Included herein are all the requirements you requested.



Michael Ridinger
President and VP of Engineering

A) Statement of Qualifications

- a. VP of Engineering is a degreed electrical engineer (BSEE – Umass Lowell)
- b. Senior Tech been with the company over ten years. Previous experience working in TV at Boston University
- c. Company been in business since 2005 doing work at multiple communities and public access centers across New England (see examples of previous work).

B) Samples of Previous Work

- a. MerrimackNH – a number of projects involving studios and meeting rooms
<http://merrimacktv.com/>
- b. City of SomervilleMA – on contract to build and maintain television broadcast servers, meeting room A/V systems and broad remote AV systems across the city.
<https://www.somervillema.gov/departments/communications-and-community-engagement/somerville-city-tv>
- c. BedfordNH – built several systems for backup, television systems and meeting rooms
<https://www.bedfordnh.org/393/BCTV>
- d. Harbor Care – NashuaNH – built audio and projections systems. <https://www.harborcarenh.org/>
- e. NewburyMA – built TV broadcast system and meeting room AV systems - <http://tnctv.org/>
- f. This is a small sample of the projects we have completed. We have done projects for more than 100+ communities across New England plus eastern New York

C) Certificates of Insurance (see addendum A for an example of one COI, similar to one that would be received by the Town of Amherst)

D) Cost Proposal (see addendum B)

UNIQUE SCIENTIFIC 

603-305-3323
info@unique-scientific.com

Box 1022.
Enfield, NH 03748



ADDENDUM A

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/7/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sullivan, Garrity & Donnelly 10 Institute Rd. Worcester MA 01609		CONTACT NAME: PHONE (A/C, No, Ext): 508-754-1767 FAX (A/C, No): 508-754-1885 E-MAIL ADDRESS:															
INSURED Unique Scientific, Inc. P. O. Box 1022 Enfield NH 03748		UNIQSCI-01	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Citizens Insurance Company of America</td> <td>31534</td> </tr> <tr> <td>INSURER B : Allmerica Financial Benefit Insurance Co</td> <td>41840</td> </tr> <tr> <td>INSURER C : The Hanover Insurance Company</td> <td>22292</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Citizens Insurance Company of America	31534	INSURER B : Allmerica Financial Benefit Insurance Co	41840	INSURER C : The Hanover Insurance Company	22292	INSURER D :		INSURER E :		INSURER F :	
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INSURER C : The Hanover Insurance Company	22292																
INSURER D :																	
INSURER E :																	
INSURER F :																	

COVERAGES

CERTIFICATE NUMBER: 1619473646

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	OBN7668413	4/16/2023	4/16/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		AVNA452577	10/24/2022	10/24/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
C	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WHN9007895	2/8/2023	2/8/2024	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: Video Server Upgrade

CERTIFICATE HOLDER**CANCELLATION**

City of Somerville
 93 Highland Ave
 Somerville MA 02143

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Tom Sullivan

Date	September 27, 2023
Valid Until	October 26, 2023
Quote #	Q230927
Customer ID	AmherstNH

Customer:

Town of Amherst, NH
 Meeting Room Proposal
 2 Main St.
 Amherst, NH 03031

Quote/Project Description

RFP Meeting Room Proposal

Description			Line Total	
Qty	Description : part number	Cust. Price	Extended Price	
1	BMD Video Switcher w/ 8 inputs & 6 outputs	\$ 1,450	\$ 1,450	
12	Desktop Monitors 15"	\$ 175	\$ 2,100	
2	65" Monitors	\$ 525	\$ 1,050	
2	Swivel wall mount bracket for 65" TV	\$ 125	\$ 250	
4	Audio Monitors: BiAmp Mask6CT	\$ 175	\$ 700	
1	Audio Amplifier: BiAmp MA120	\$ 395	\$ 395	
1	Aja U-Tap SDI	\$ 475	\$ 475	
1	32 Control Room Monitor	\$ 275	\$ 275	
1	Audio Feed Contoller (Mackie 1604 audio mixer - 16 input)	\$ 895	\$ 895	
			\$ -	
			\$ -	
			\$ -	
2	Design - includes system drawings and cable labeling	\$ 125	\$ 250	
1	Installation	\$ 3,775	\$ 3,775	
1	Materials for installation	\$ 325	\$ 325	

Special Notes and Instructions

Once signed, please Fax, mail or e-mail it to the provided address.

Please initial next to each * optional item that you would like to purchase.

Note: 50% deposit is required for all equipment orders

Subtotal \$ 11,940

Eq. Subtotal 7,590

Est. Shipping \$ 125

Total \$ 11,940.00

Above information is not an invoice but only a quote for services/goods described above.

Terms: Payment is due upon receipt and interest accrues at the the rate of 1.5%/mo on the unpaid balance.

All checks should be made out to UNIQUE SCIENTIFIC Inc.

Please confirm your acceptance of this quote by signing this document

Signature

Print Name

Date

Thank you for your business!

Should you have any enquiries concerning this quote, please contact Accounts at 603-305-3323

Box 1022 , Enfield, NH, 03748

Tel: 603-305-3323 E-mail: accounts@unique-scientific.com



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

Title: Action Items

Department: Administration

Meeting Date: October 10, 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 9-25-23

AMHERST BOS ACTION ITEMS

ITEM	CREATION DATE	DUE DATE	PERSONS RESPONSIBLE	NOTES
Discussions re revision to Mont Vernon Ambulance Contract	6/26/23	10/10/23	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	10/10/23	BOS, Dean, Jennifer	Report to BOS on options available
Report to BOS on VSSC committee feedback re speed control structures	8/28/23	10/10/23	Eric	
Submit Revised PAR, etc. for Rec Position reflecting grade, title and description changes	9/25/23	10/10/23	Craig	
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	
Make inquiries re improving cell service in village	7/24/23	10/23/23	Peter, Danielle, Dean	Peter and Dean to check with Chief re ownership of tower
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
Request Withdrawal of server replacement expense from CRF	9/25/23	11/20/23	Debbie	
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
Begin Semiquincentennial Planning	9/25/23	1/8/24	Danielle	Update



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Pavement Repair Award
Meeting Date: October 10, 2023

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

DPW has been working with a resident on Honey Brook Lane to address a drainage concern. DPW will be installing a new culvert pipe and make improvements to the road shoulder and ditchline. In addition to the culvert work, we will also be excavating a few areas within the pavement to remove what we think are large stones causing frost heaves in the winter. A small paving repair will need to be made to restore the road after excavation. As per the Town Purchasing policy we solicited three prices for this work. One company was not able to schedule the work, two companies submitted price proposals. Theriault & Sons submitted the low price of \$9,440 for this work. We recommend to award this work to Theriault & Sons.

BUDGET IMPACT:

(Include general ledger account numbers)

\$9,440.00 to 01-4312-70-2730 (Road Maintenance Hot Top)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Award work to Theriault & Sons for \$9,440.00.

SUGGESTED MOTION:

I move to award the paving prep and work for the Honey Brook Lane project to Theriault & Sons for the amount of \$9,440.00. I authorize the DPW Director or his designee to sign the related agreement.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. paving estimates_001
2. Honeybrook Paving

#2

Theriault & Sons

September 15th, 2023

Amherst DPW
C/O Bruce Bowler
22 Dodge Road
Amherst, NH 03031
W: 603-673-2317
C: 603-316-4013
BBowler@AmherstNH.gov

Dear Bruce,

Attached you will find your requested proposal, please don't hesitate to call with any questions. Thank you for considering Theriault and Sons for this job.

Respectfully Submitted,

David & Sam Theriault

Theriault and Sons, LLC

**10 Aglipay Drive
Amherst, NH 03031**

**(603) 889-PAVE
sales@tsipave.com**

**Dave: (603) 345-2561
Sam: (603) 345-2562**



Project Proposal

Customer: Amherst DPW C/O: Bruce Bowler
Phone: (603) 673-2317 (603) 316-4013

Date of Site Visit: 09/14/2023 *Proposal is valid for 90 days.*

In reference to your request, we are submitting a bid for the project at **Honey Brook Lane, Amherst, NH**. If we are selected for this job, the "Scope of Work" will be as outlined below.

General Information

- Before start of job, Theriault & Sons will notify Dig Safe.
- ***All permits are to be acquired by others.***
- All work and workers are properly insured.
- All work will be rendered in a workmanlike manner.
- All agreements are contingent to weather, strikes, accidents and/or delays beyond our control.

Scope of Work

After asphalt disposal and gravel prep completed by "other", Theriault & Sons, LLC proposes to:

1. Total Area – 2,200 sq. ft –Area will be fine graded. $\frac{3}{4}$ " Road Base will be supplied as needed. Area will be paved as follows: 2 coats – 2 $\frac{1}{2}$ " of $\frac{3}{4}$ " binder & 1 $\frac{1}{2}$ " plus of $\frac{3}{8}$ " finish top.

Total: \$9,440.00

Note: Rip and gravel supplied by DPW.

Payment Terms & Conditions

- Terms for payment will be determined upon award of job.
- All prices listed within this contract are based on cash/check payments; credit card payments will be subject to an additional 5% fee.
- If a check is returned for Non-Sufficient Funds, the customer will be charged a \$100.00 fee and the balance of the contract must be paid via certified bank check.
- Any late payments will be subject to a 1-½% monthly (18% annual) late charge. Owner will also be liable for collection fees, attorney fees, court fees or related fees, if any.

Agreement

In the event you should choose Theriault and Sons for this job, please sign and date this agreement accepting the proposal as stated above.

	Date		Date
Bruce Bowler		Theriault & Sons, LLC	



Quote #20132

Awaiting response

Town of Amherst - DPW

Honey Brook Lane / Amherst, New Hampshire 03031
603-316-4013

Sent on
09/21/2023

Paving Quote

Non-taxable

Quote to repave section (2478 SF) as noted on attached picture.

QTY.	TOTAL
1	\$0.00

Commercial Paving

Saw-cut (60 LF) and excavate area identified and dispose of materials off-site (area 2478 SF).

Supply and install up to 4 inches of processed gravel in proposed area (area 2478 SF).

Fine grade, compact and layout proposed area (area 2478 SF).

Supply and install a bituminous asphalt binder course at 2.5 inches and single course at 1.5 inches compacted in the proposed area (area 2478 SF).

(Note: If any additional gravel above and beyond specified amount is required, an additional cost of \$20/ton along with additional trucking, excavation and installation fees will be applicable.)

QTY.	TOTAL
1	\$13,544.00

Subtotal \$13,544.00

Total \$13,544.00


This quote is valid for the next 15 days, after which values may be subject to change. The price is based on one mobilization. We do require a 50% deposit for all paving jobs prior to the services being rendered. We do accept Visa, MasterCard and Discover. A 3.5% fee is charged for all credit card purchases. 20% of the deposit is retained for jobs canceled within 21 days of the schedule date. A finance charge of 2.5% per month will be charged on all accounts over 30 days past due. Also, legal fees will be added if it is necessary to submit the account to an attorney for collection. Customers will be charged for police detail fees if this service is required. Customers are also responsible for applying for a New Hampshire DOT driveway permit if they reside on a state road. Any deviations from above specifications will become an extra charge over and above the estimate. Loam and landscaping to be completed by property owner unless agreed upon in contract. M Shattuck Paving is not responsible for any damage done to anything underground that is not marked by Dig

Safe including but not limited to piping, wiring, drainage & irrigation systems when excavating. M Shattuck Paving is not responsible for Surface Areas with less than 2% pitch, or for any sub-base gravel that others have prepared. The pitch and the structural foundation are not warranted on overlay installments. M Shattuck Paving will not be responsible for cold weather paving, frozen gravels and/or final appearance of paved area(s). By accepting this proposal above named understands that if payment is not rendered to M Shattuck Paving within a 30 day grace period, a mechanics and or payment lien will be attached to above project.

Quote total
\$13,544.00

Contact Shattuck Paving

188 Elm Street, Suite 3, Milford, NH 03055
603-654-5695 shattuckpave@gmail.com shattuckpaving.com

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Hepave Section
2.5" 3/4 binder
1.5" 1/2 top
Sawcut 60 ft



TOWN OF AMHERST

Town Department: DPW

Date: Sept 28, 2023

Line Item: 01-4312-70-2730 Road Maintenance (Hot Top)

Budget Amount: \$100K

Bid #: N/A

Item: Road construction

<u>Vendor</u>	<u>Price</u>	<u>Total</u>	<u>Other Considerations</u>
1. Theriault and Sons		\$9,440.00	
2. Shattuck Paving		\$13,544.00	
3. Champion Paving		Booked	No Bid

Recommend bid be awarded to: Recommend to award work to Theriault & Sons.

Signature of Town Administrator / Date

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

Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.

This bid was post on the Town of Amherst website, Construction Summary of NH, ME, and VT, and Dodge Data & Analytics.



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

Title: Hiring Recreation Program
Coordinator

Department: Parks & Recreation
Department

Meeting Date: October 10, 2023

Staff Contact: Craig Fraley

BACKGROUND INFORMATION:

The Recreation Department recommends promoting Recreation Administrative Assistant Laura Kimball to the Recreation Supervisor position at Grade 12 Step 3, \$27.99 per hour.

BUDGET IMPACT:

(Include general ledger account numbers)

There will be no budget impact on this position.

POLICY IMPLICATIONS:

n/a

DEPARTMENT HEAD RECOMMENDATION:

I recommend this promotion

SUGGESTED MOTION:

I move the promotion of Recreation Administrative Assistant, Laura Kimball, to Recreation Supervisor at Grade 12 Step 3 \$27.99, retroactive to September 12, 2023.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 20230928153003



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

Title: AP Approvals

Department: Administration

Meeting Date: October 10, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Accounts Payable

AP1 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$160,176.50 dated September 28, 2023, subject to review and audit. (Vendors)

AP2 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$3,176,201.00 dated October 2, 2023, subject to review and audit. (Schools)

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



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

Title: Assessing

Department: Assessing

Meeting Date: October 10, 2023

Staff Contact: Gail Stout

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Veteran Tax Credit

Item A. I have reviewed the attached Veteran Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2024 tax year.

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for Map 007, Lot 017-013 commencing in Tax Year 2024.

Solar Exemption

Item B. I have reviewed the attached SOLAR EXEMPTION Application provided and the applicant qualifies for the Tax Credit under RSA 72:62 for the 2024 tax year.

Suggested Motion:

Our Assessor has reviewed the application for the solar exemption under RSA 72:62 and recommends approval. Therefore, I move to approve the solar exemption in the amount of \$17,500 for map 002, lot 127-013 and map 004, lot 702-004 commencing in tax year 2024.

Item B-1.

The Assessor has reviewed the attached Solar Exemption Applications provided and the applicant qualifies for the Tax Exemption under RSA 72:62 for the 2024 tax year.

Suggested Motion:

Our Assessor has reviewed the application for the solar exemption under RSA 72:62 and recommends approval. Therefore, I move to approve the solar exemption in the amount of \$20,000 for Map 005, lot 067-000 and \$15,000 for Map 002, Lot 091-000 commencing in tax year 2024.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

- 1. BOS Oct 10 Assessing Items A B and B-1 Confidential



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

Title: NH RSA 91-A:2 (a) (a) Strategy or negotiations with respect to collective bargaining;

Department: Administration

Meeting Date: October 10, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None