



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, OCTOBER 23, 2023 6:30 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Board Discussion**
 - 4.1. Wage and Benefits discussion
 - 4.2. Global Assumptions, including Cost of Living Adjustment
 - 4.3. Review Ways & Means schedule with individual departments and assign Selectmen to schedule

 - 4.4. Treasurer's Stipend
- 5. Scheduled Appointments**
 - 5.1. Marty Karlon, Director of Communications and Legislative Affairs, NHRS
 - 5.2. CIP Plan Presentation, Dan Veilleux
- 6. Administration**
 - 6.1. Administrative Updates
 - 6.2. Clearview closing update and required actions
 - 6.3. Action Items List
- 7. Staff Reports**
 - 7.1. New Hire - Recreation Administrative Assistant
 - 7.2. Exterior Painting of Buck Meadow Clubhouse
 - 7.3. Baboosic Lake Community Septic committee charter revision
 - 7.4. Town Building cleaning bids

7.5. DPW Pilot Plowing Contract

8. Approvals

8.1. Assessing

8.2. AP, Payroll and Minutes

9. Action Items

10. Old/New Business

Adjournment

Next Meeting: November 6, 2023

You are invited to a Zoom webinar.

When: Oct 23, 2023 06:30 PM Eastern Time (US and Canada)

Topic: Board of Selectmen Meeting 10/23/2023

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86877901025>

Or Telephone: 305 224 1968 US

Webinar ID: 868 7790 1025



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

Title: Review Ways & Means schedule with **Department:** Administration
individual departments and assign
Selectmen to schedule

Meeting Date: October 23, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None

Survey of Town Treasurer Stipends

Brookline:	\$ 5,200.00/annual	
Hollis:	\$ 1,500.00	
Milford:	\$ 2,000.00	
New Boston:	\$ 3,172.00	
Wolfeboro:	\$ 5,000.00	Budget: \$31 mil
Stratham:	\$ 6,500.00	Budget: \$8 mil
Hudson:	\$7,500.00	Budget: \$40 mil
Derry:	\$ 10,200.00	Budget: \$57 mil

Here is a basic summary of Group I (Employee and Teacher) benefits for **Tier C**.

In some cases, additional requirements may apply for certain benefits. Further information is available online at www.nhrs.org.

Note: if you are viewing this document online, the underscored items contain links to additional information.

Retirement Terms

Vesting

Members become vested for retirement benefits upon the earlier of: (1) completion of 10 years of NHRS Creditable Service; or (2) on or after attainment of age 60 while in service, regardless of years of Creditable Service.

Retirement

This is not the same as “termination” or the last day of employment. In order to begin collecting a lifetime pension, members must file a retirement application with NHRS and meet certain deadlines.

Accumulated Contributions

The total amount a member has paid into the retirement system plus credited interest. Employer contributions are not included.

In Service

Members will be considered in service if both the member and employer are actively contributing to NHRS and the member is earning Creditable Service. Members may also be considered in service for certain benefits if employment is suspended as a result of the Family Medical Leave Act, workers' compensation, or active military duty.

Creditable Service

The number of months and years of service credit earned as an NHRS member. Creditable Service is one of the factors used to calculate the pension benefit.

Service Credit

Members may be eligible to increase their amount of Creditable Service through purchasing one or more types of service credit.

Average Final Compensation (AFC)

The average of a member's five highest years of Earnable Compensation in NHRS-covered employment. AFC is one of the factors used to calculate the pension benefit. AFC may be subject to Earnable Compensation limits and other statutory provisions.

About NHRS

The New Hampshire Retirement System (NHRS, the retirement system) is a defined benefit plan. That means the plan provides lifetime pension benefits that are determined at retirement under a formula prescribed by law, not based on investment returns or contributions. NHRS benefits are funded by member contributions, employer contributions, and net investment returns.

All benefits are set by state law ([RSA 100-A](#)). NHRS is also governed by [administrative rules](#) and policies, and the Internal Revenue Code.

Retirement Benefits

Service Retirement

Group I members are eligible for a benefit at age of 60 regardless of their years of Creditable Service, but cannot collect the benefit until age 65. By law, Group I pension benefits are recalculated when a member reaches his or her [full Social Security retirement age](#).

Benefit formula prior to attainment of full Social Security age:

- Member's AFC divided by 60 then multiplied by Creditable Service.
(example: AFC of \$30,000 ÷ 60 = \$500; \$500 x 30 years of service = \$15,000)

Benefit formula following attainment of full Social Security age:

- Member's AFC divided by 66 then multiplied by Creditable Service.
(example: AFC of \$30,000 ÷ 66 = \$455; \$455 x 30 years of service = \$13,636)

Early Retirement

Members with at least 30 years of Creditable Service may retire between the ages of 60-64.

Early Retirement results in a permanently reduced pension. The reduction is 1/4% per month for each month prior to age 65 the pension commences.

Vested Deferred Retirement

Members with at least 10 years of Creditable Service who terminate their NHRS-covered employment prior to attaining Service Retirement eligibility may begin receiving an unreduced pension at age 65 as long as the member's Accumulated Contributions have not been withdrawn. Vested Deferred members with 30 years or more of Creditable Service may begin receiving a permanently reduced pension between the ages of 60-64 at the Early Retirement reduction factor (above).

Disability Retirement

Members who are no longer able to perform the duties of their NHRS-covered employment due to an incapacity (either mental or physical) that is likely to be permanent may qualify for a Disability Retirement benefit. There are two types of disability benefits, both of which are subject to independent medical review.

Ordinary Disability is a non job-related permanent incapacity. Members must have 10 or more years of Creditable Service to qualify for the benefit.

Accidental Disability is a job-related permanent incapacity. There is no minimum service required to qualify.

Additional Topics

Death Benefits

Certain pre- and post-retirement [death benefits](#) may be available to eligible beneficiaries of members who die while they are in service and to eligible beneficiaries of retirees.

Among the retiree death benefits is the option to leave a lifetime pension to any one person or to a retiree's children and/or spouse. If a [survivorship option](#) is elected the retiree will receive a reduced pension based on the option selected, the member's age, and the age of the primary beneficiary(ies).

Members are encouraged to keep up-to-date beneficiary information on file with the retirement system. [Beneficiary forms](#) are available [online](#) or by contacting NHRS.

Pre-Selection of a Survivorship Option

Active contributing members may elect a maximum Survivorship Option in the event of the member's death while in service and before filing an *Application for Service Retirement*. If all conditions are met, the eligible beneficiary(ies) can receive a lifetime pension equal to the 100% Survivorship Option calculated as if Service Retirement had occurred on the day before the member's date of death. This is not an automatic benefit. Members must [complete a form](#) to qualify. The election expires when NHRS receives a retirement application from the member.

Approaching Retirement

Members who are approaching retirement may request a benefit estimate from NHRS or schedule a personal appointment with an NHRS Benefits Specialist.

Filing for Retirement

Members must file a retirement application with NHRS 30-90 days prior to the effective date of retirement, which is always the first of a month. Members must also terminate NHRS-covered employment prior to their effective date of retirement.

Health Insurance

NHRS *does not* provide health insurance.

State of NH members, depending on their date of hire, length of service, and eligibility in Group I or Group II, may be eligible for post-retirement health care coverage through the state. Health insurance benefits for retired state employees are administered by the NH Department of Administrative Services (retireehealth@das.nh.gov or (603) 271-1432).

Political subdivision members may elect to remain on the group health insurance plan of their last NHRS-covered employer. Employers are not required to pay any portion of the premiums, although some may. Members should contact their employer for details.

Pension Benefit Increases

Cost-of-living adjustments and/or other Temporary Supplemental Allowances (one-time, lump sum payments) are not automatic. They must be approved by the NH Legislature.

Working after Retirement

Retirees may work full-time for a non-NHRS employer and collect a pension. Retirees may not occupy a full-time NHRS-covered position and concurrently receive a pension. State law limits the hours a retiree may work "part-time" for an NHRS participating employer to a maximum of 1,352 hours per calendar year. A retiree who exceeds this limit will forfeit the state annuity portion of his or her pension, and any cost of living adjustments, for 12 months. New retirees must also wait 28 days from their effective date of retirement before commencing part-time employment with a participating employer.

Retirees in receipt of a Disability Retirement may be subject to gainful occupation limits.

Contact NHRS

54 Regional Drive, Concord, NH 03301
Phone: (603) 410-3500 (Press 3) — Email: info@nhrs.org

Learn More

There are several ways for members to learn more about NHRS and stay abreast of issues affecting their retirement.

[Email Updates](#)

Sign up for email updates to receive news releases, newsletters, and other important notices from the retirement system.

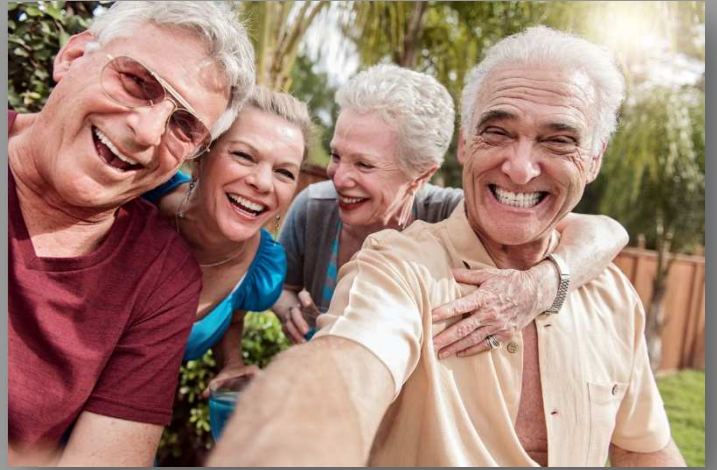
[My Account](#)

Members and retirees may access their personal account information online, including account balances, demographics (i.e. address, phone number, email), and beneficiary information.

[Education](#)

NHRS regularly schedules online and in-person education sessions. During these informational programs, members of all ages and in various stages of their career can learn about their NHRS benefits. Recorded presentations are also available on [our website](#).

The New Hampshire Retirement System (NHRS) is governed by New Hampshire RSA 100-A, the rules and regulations promulgated by the NHRS Board of Trustees, and Federal laws including the Internal Revenue Code. NHRS also implements policies adopted by the Board of Trustees. These laws, rules, regulations and policies are subject to change. Even though the goal of NHRS is to provide information that is current, correct and complete, NHRS does not make any representation or warranty as to the current applicability, accuracy or completeness of any information provided in this publication. This publication is intended to provide general information only and should not be construed as a legal opinion or as legal advice. Members are encouraged to address specific questions regarding NHRS with an NHRS representative. In the event of any conflict between this publication and the laws, rules and regulations which govern NHRS, the laws, rules and regulations shall prevail.



NHRS

New Hampshire Retirement System
A Component Unit Of The State Of New Hampshire

Summary Annual Comprehensive Financial Report
For The Fiscal Year Ended
June 30, 2022



Mission, Vision, and Values

The New Hampshire Retirement System plays an important role in the long-term economic well-being of the state's public employees, teachers, police officers, and firefighters. NHRS strives to meet this responsibility through a commitment to our mission, vision, and values.

OUR MISSION

To provide secure retirement benefits and superior service.

OUR VISION

NHRS will fulfill our role as fiduciary of the trust and deliver retirement benefits to our members and beneficiaries through a commitment to value, innovation and excellence.

OUR VALUES

Security – Providing promised benefits and guarding the confidentiality of personal information.

Excellence – Striving to exceed expectations through innovation, accountability, and teamwork.

Respect – By recognizing the uniqueness and importance of our stakeholders, our co-workers, and ourselves, we foster collaboration and cooperation.

Value – Committing to be a trusted and effective fiduciary by always acting in the best interest of our membership.

Integrity – Acting in an ethical, honest, and professional manner in all our interactions.

Communication – Providing responsive, accurate, and timely information to our stakeholders.

Empathy – Being aware of the feelings of others and how our actions affect them enables us to be responsive to the needs of all we encounter.



NHRS

New Hampshire Retirement System

NH Retirement System Board of Trustees

The members of the New Hampshire Retirement System Board of Trustees are appointed and serve pursuant to RSA 100-A:14.

Public Members

Timothy Lesko, Chair
Maureen Kelliher
Robert Maloney
Paul Provost

Employee Members

Sue Hannan, Teacher
Joshua Quigley, Police
Andrew Martineau, Fire
Germano Martins, Employee

Employer Members

Christopher Coates, NH Assoc. of Counties
Ken Merrifield, State of New Hampshire
Jon Frederick, NH Municipal Assoc.
Donald M. Roy, NH School Boards Assoc.

Ex Officio Member

Monica Mezzapelle, State Treasurer

Independent Investment Committee

The members of the New Hampshire Retirement System Independent Investment Committee are appointed and serve pursuant to RSA 100-A:14-b.

Maureen Kelliher, Chair
Christine Clinton
Daniel LaPlante
Michael McMahon
Paul Provost
Vacant

Executive Director

Jan Goodwin

About this report

The New Hampshire Retirement System (NHRS, the retirement system) is pleased to present the Summary Annual Comprehensive Financial Report (“Summary ACFR”) for the fiscal year ended June 30, 2022. This report is presented in conformity with Generally Accepted Accounting Principles and is intended to provide an overview of NHRS financial, investment, funding, accounting, and demographic information in an easy-to-understand format.

About NHRS

NHRS was established in 1967 as a contributory, defined benefit plan. The plan provides lifetime pension benefits that are determined at retirement under formulas prescribed by law; the pension benefit is not calculated based on investment returns or contributions.

The retirement system provides service retirement, early retirement, disability retirement, and vested deferred retirement benefits, as well as pre- and post-retirement death benefits. It also provides eligible retirees and beneficiaries with other post-employment benefits (OPEB). This benefit consists of a post-retirement Medical Subsidy, which is a payment made by NHRS to an eligible retired member’s former employer toward the cost of the retired member’s health insurance premium.

Benefit formulas and eligibility requirements are set by state law (RSA 100-A). The retirement system is also governed by administrative rules, policies adopted by the Board of Trustees, and the Internal Revenue Code.

Retirement system members are state, county and municipal employees, teachers, police officers, and firefighters. The membership consists of two groups, Group I (Employee and Teacher) and Group II (Police and Fire).

NHRS has 48,687 active, contributing members. Group I members make up 88 percent of the total active membership. Group II members make up 12 percent of the total active membership.

The retirement system has 42,415 benefit recipients and 9,133 retirees and/or beneficiaries receiving a post-retirement Medical Subsidy.

Benefits are funded by member contributions, employer contributions, and net investment returns. Investment returns have historically provided the majority of funding for pension benefits.

NHRS has 461 active, participating employers – the State of New Hampshire, counties, individual communities, school districts, and others. Not every political subdivision participates in the retirement system for its employees, although most do. Participation is mandatory for police, fire, and teacher employers.

Learn more

The information included in this report is taken from the retirement system’s more detailed Annual Comprehensive Financial Report (ACFR), which is prepared in accordance with Generally Accepted Accounting Principles. Copies of the ACFR, the Summary ACFR, and the NHRS Comprehensive Annual Investment Report (CAIR) may be viewed or downloaded at www.nhrs.org.

The year in review...

Financial Highlights

- Plan net position at June 30, 2022, stood at \$10.753 billion, a decrease of \$820.3 million (-7.1%) from the prior year's net position.
- Net investment loss during fiscal year 2022 was \$693.0 million, a \$3,321.4 million (-126.4%) decrease over the prior fiscal year. The net investment loss for fiscal year 2022 reflects a time-weighted return for the total fund during the year of -6.1% compared to a time-weighted investment return of 29.4% for the fiscal year ended June 30, 2021.
- The total contributions received during the fiscal year were \$865.1 million. For fiscal year 2021, total contributions received were \$744.2 million.
- Employer contributions for fiscal year 2022 were \$621.1 million, an increase of 22.4% over fiscal year 2021 employer contributions of \$507.3 million. The increase in employer contributions in fiscal year 2022 was primarily due to an increase in employer contribution rates.
- Member contributions were \$244.0 million in fiscal year 2022, an increase of 3.0% over fiscal year 2021 member contributions of \$236.9 million. The increase in member contributions is primarily due to an increase in earnable compensation for contributing members. Voluntary member contributions were \$3.2 million, a decrease of \$0.7 million (-17.9%) over fiscal year 2021.
- Benefits paid during fiscal year 2022 were \$957.8 million, an increase of 6.0% over the benefits paid in fiscal year 2021 of \$903.7 million. The increase in benefits paid in fiscal year 2022 is primarily due to an increase in the number of retirees and increased average benefit levels for those new retirees.

Legislative Changes

Legislation was enacted in the 2022 session which:

- Allows members who commenced Group II service between January 1, 2002, and June 30, 2011, to purchase nonqualified service time in order to reduce certain transition provision requirements for service retirement.
- Modifies the calculation of compensation paid in excess of the full base rate of pay (COB) under the definition of Average Final Compensation (AFC) for Group II members hired prior to July 1, 2011, who had not attained vested status prior to January 1, 2012.
- Grants a one-time \$500 payment to retirees and beneficiaries retired prior to or on July 1, 2017, who have an annual pension benefit of \$30,000 or less.
- Allows a member of the retirement system to elect a survivorship optional allowance upon joining the retirement system. The election will not be effective until the member attains eligibility for service retirement.
- Extends the time frame of the post-retirement grace period to change a survivor benefit optional retirement allowance from 120 days after the effective date of retirement to 120 days from date of the original notice of retirement provided by the retirement system.
- Establishes an employer penalty for noncompliance with certain data reporting requirements necessary for the administration of the retirement system.
- Requires the state to reimburse 7.5 percent of local employer pension contributions for Group I Teachers and Group II Police and Fire members paid in fiscal year 2022.

Major Initiatives

NHRS faces many issues common to other public employee retirement plans. As part of its proactive response to these challenges, the retirement system strives to create a culture of constant improvement. Some of the significant accomplishments during fiscal year 2022 were:

- Continued design and testing related to a multi-year upgrade to core pension administration system, which remains on schedule to go live in late 2023.
- Maintained and expanded various cyber-security enhancements designed to protect the security of our system and member/retiree personal information; stopped accepting email attachments to the general information mailbox.
- Enhanced member and employer education efforts by adding presentations specifically focused on filing a retirement application and submitting final compensation information for recently retired members.
- Earned a Certificate of Achievement for Excellence in Financial Reporting for the 2021 Annual Comprehensive Financial Report (ACFR).
- Issued the June 30, 2021, GASB 68 and 75 reports with unmodified (clean) opinions.

**Condensed Comparative Statements of Fiduciary Net Position:
Combined Pension and OPEB Plans**

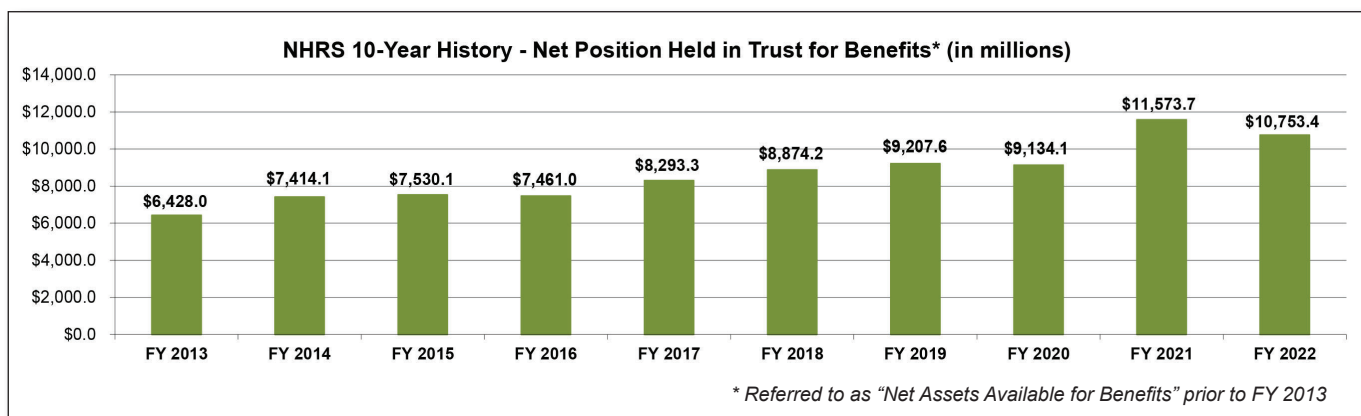
(\$ in millions)

<i>The Condensed Statements of Fiduciary Net Position provide a summary of what NHRS owns (assets) and what it owes (liabilities) as of the end of the fiscal year.</i>	As of June 30, 2022	As of June 30, 2021	Amount Increase (Decrease)	Percent Increase (Decrease)
Cash	\$ 264.6	\$ 297.4	\$ (32.8)	(11.0%)
Receivables	119.3	102.4	16.9	16.5%
Investments	10,390.6	11,206.3	(815.7)	(7.3%)
Other Assets	9.5	4.5	5.0	111.1%
Total Assets	\$10,784.0	\$11,610.6	\$ (826.6)	(7.1%)
Other Liabilities	30.7	36.9	(6.2)	(16.8%)
Total Liabilities	\$ 30.7	\$ 36.9	\$ (6.2)	(16.8%)
Net Position Restricted for Pension and OPEB	\$10,753.4	\$11,573.7	\$ (820.3)	(7.1%)

**Condensed Comparative Statements of Changes in Fiduciary Net Position:
Combined Pension and OPEB Plans**

(\$ in millions)

<i>The Condensed Statements of Changes in Fiduciary Net Position provide a summary of the flow of money into (additions) and out of (deductions) the plan throughout the fiscal year.</i>	As of June 30, 2022	As of June 30, 2021	Amount Increase (Decrease)	Percent Increase (Decrease)
ADDITIONS:				
Employer Contributions	\$ 621.1	\$ 507.3	\$ 113.8	22.4%
Member Contributions	244.0	236.9	7.1	3.0%
Net Investment Income (Loss)	(693.0)	2,628.4	(3,321.4)	(126.4%)
Total Additions to Net Position	\$ 172.1	\$3,372.6	\$ (3,200.5)	(94.9%)
DEDUCTIONS:				
Benefits Paid	\$ 957.8	\$ 903.7	\$ 54.1	6.0%
Refunds of Contributions	23.7	19.9	3.8	19.1%
Administrative Expense	9.8	8.6	1.2	14.0%
Other Deductions	1.1	0.8	0.3	37.5%
Total Deductions from Net Position	\$ 992.4	\$ 933.0	\$ 59.4	6.4%
Total Changes in Net Position	\$ (820.3)	\$ 2,439.6	\$ (3,259.9)	(133.6%)



Investment Performance

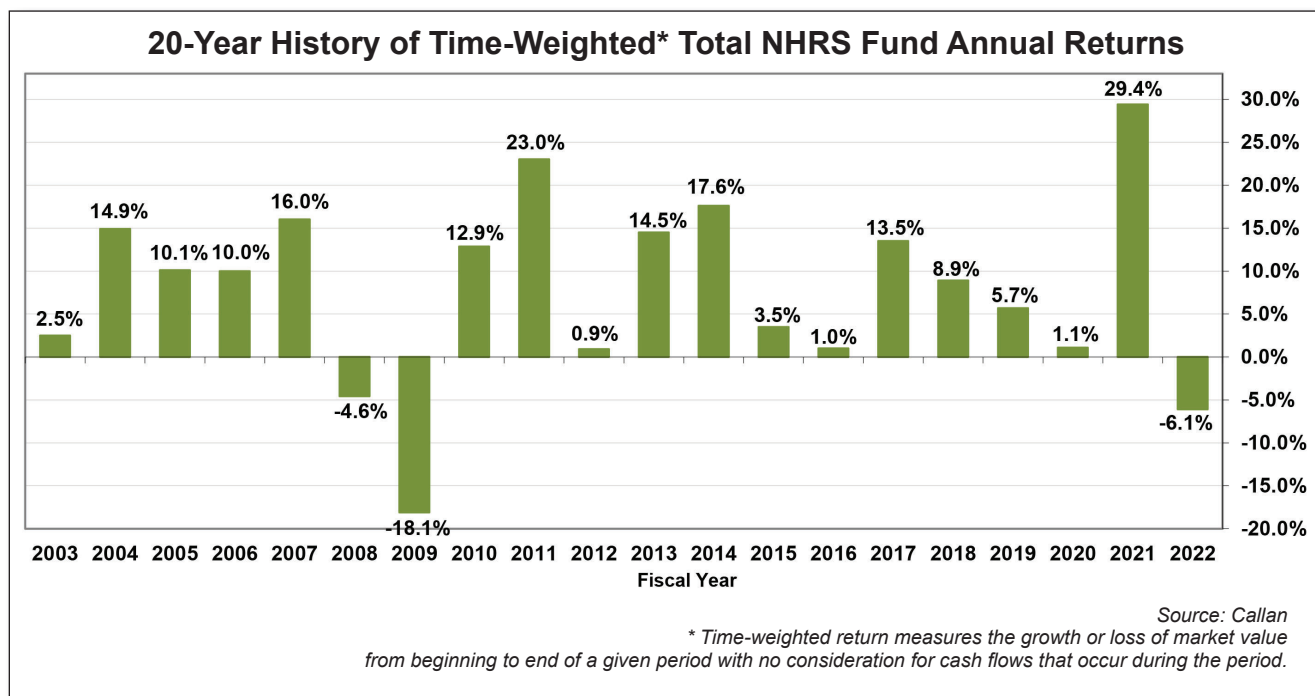
Investment returns are reported net of investment expenses and are measured against a total fund custom index. The total fund custom index (see below) is a blend consisting of major market indices in proportion to the retirement system's asset allocation; this index changes as strategies and objectives evolve over time. The retirement system's assumed rate of investment return is 6.75%.

The results of the plans' investment program for the period ended June 30, 2022, are as follows:

- For fiscal year 2022, the total fund investment return of -6.1% outperformed the total fund custom index return of -9.3%. For this period, the individual asset classes generated the following performance: domestic equity -13.5%; non-U.S. equity -21.2%; fixed income -11.0%; real estate 29.3%; and alternative investments 8.9%.
- The three-year, five-year, 10-year, and 25-year returns for the periods ended June 30, 2022, were 7.1%, 7.2%, 8.5%, and 8.2%, respectively. All returns are net of fees.

	Current Year 2022	Annualized		
		3-Year	5-Year	10-Year
Total NHRS Fund	-6.1%	7.1%	7.2%	8.5%
Total Fund Custom Index*	-9.3%	5.7%	6.5%	8.2%

* For June 30, 2022, the total fund custom index consisted of: 30.0% Russell 3000 (U.S. Equity); 20% MSCI All Country World Ex-U.S. Index (Non-U.S. Equity); 25% Barclays Capital Universal Bond Index (Fixed Income); 10.0% NCREIF NFI-ODCE Index – Net of Fee (Real Estate); and 15.0% Alternative Assets Blended Benchmark* (Alternative Investments). *This benchmark consists of: (1) Two-thirds S&P 500 Index + 3%; and (2) One-third S&P LSTA Leveraged Loan 100 Index.



Diversification of Investments

An asset allocation is designed to diversify an investment portfolio to minimize risk and maximize performance.

The New Hampshire Retirement System Board of Trustees, with research and input from NHRS investment staff, outside experts, and a recommendation from the Independent Investment Committee (IIC), set an investment policy that includes asset allocation targets and acceptable ranges.

The IIC manages investments based on the Trustees' policies; continuously monitors and evaluates performance; and makes determinations regarding the hiring and retention of fund managers.

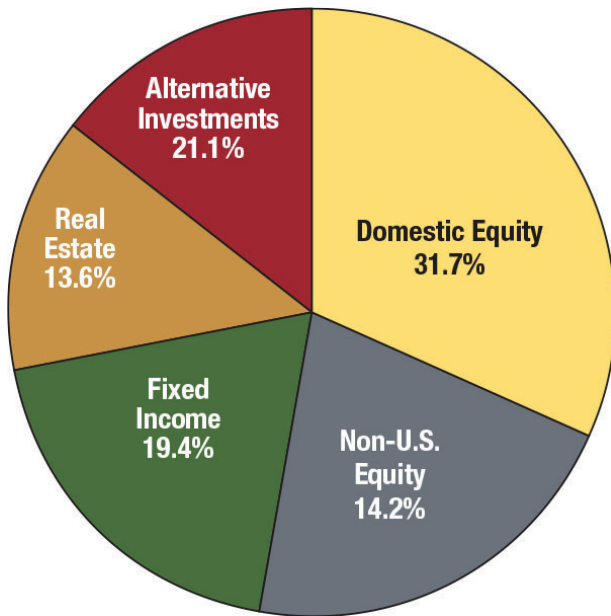
The actual and target asset allocations as of June 30, 2022, for NHRS are shown on the charts below. Domestic Equity is primarily made up of stocks in U.S. companies. Non-U.S. Equity contains stocks of foreign companies. Fixed Income includes bonds and cash with the objectives of providing current income and preserving capital. Real Estate is primarily made up of investments in commingled real estate funds and real estate limited partnerships. Alternative Investments primarily include private equity and private debt limited partnerships that are not traded in the public market.

More detailed information regarding the NHRS investment portfolio can be found in the Annual Comprehensive Financial Report and the Comprehensive Annual Investment Report, which are available at:

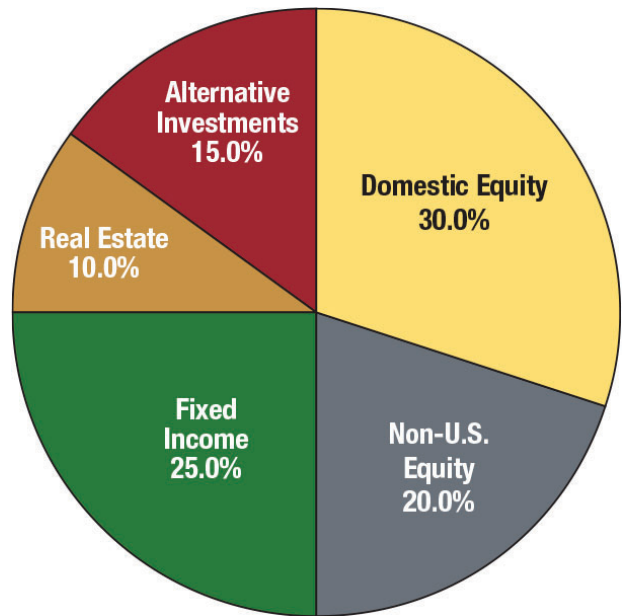
<https://www.nhrs.org/funding-and-investments/reports-valuations>

Actual Asset Allocation Versus Target Asset Allocation

Actual Asset Allocation as of June 30, 2022



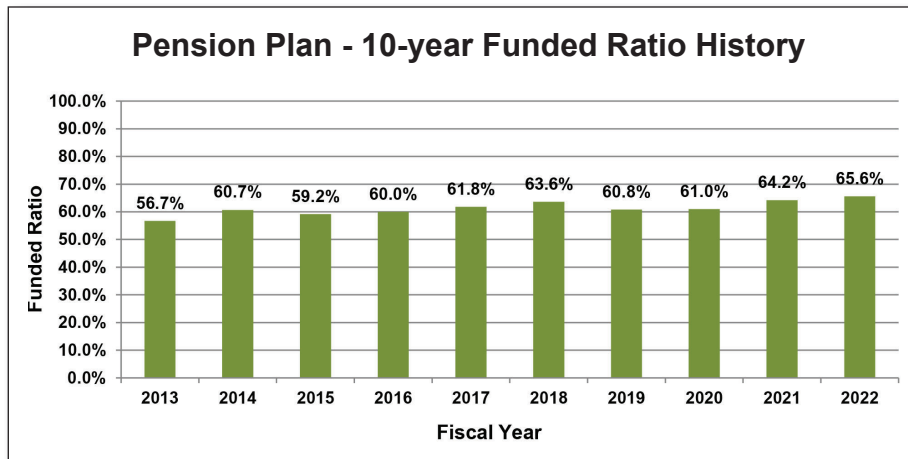
Target Asset Allocation as of June 30, 2022



Actuarial Funding Progress

The primary measure of a benefit plan's progress is its funded status, or funded ratio, which compares the assets available to the benefits that must be paid. As of June 30, 2022, the actuarial funded ratio for the pension plan was 65.6%. This means that the actuarial value of the retirement system's assets is 65.6% of the projected amount needed to pay for both current retirees and the accrued benefit for future retirees.

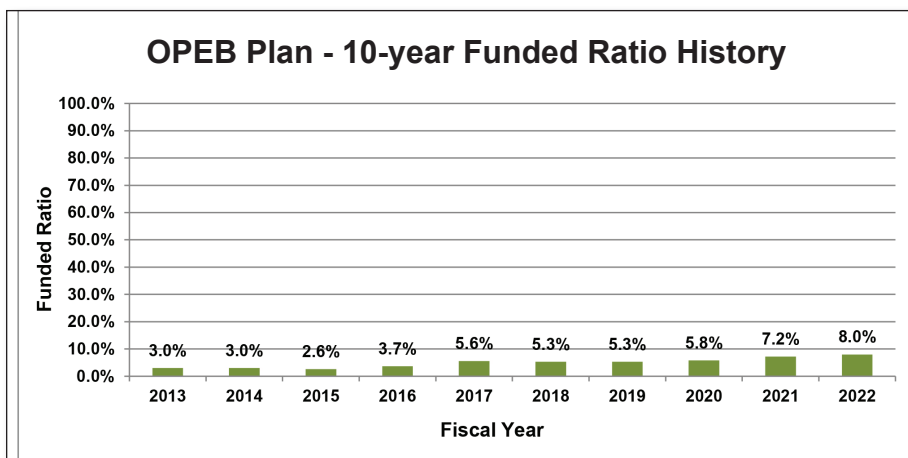
The OPEB plan, more commonly known as the Medical Subsidy, had an actuarial funded ratio at June 30, 2022, of 8.0%. This low funded ratio is because OPEB is funded, pursuant to statute, at the minimum necessary to remain solvent (see note below the OPEB graph). The OPEB benefit covers a retiree population that is fixed and the benefit is no longer available for the majority of current active members.



Note: Funded ratio impacted by reduction to assumed rate of investment return and other adjustments to actuarial assumptions effective in FY 2015 and FY 2019.

Pension Highlights

- The unfunded actuarial accrued liability for the Pension Plan was \$5,693.8 million at June 30, 2022.
- The actuarial value of assets available to pay pension benefits was \$10,849.7 million at June 30, 2022.
- The actuarial funded ratio of the Pension Plan was 65.6% at June 30, 2022.



Beginning in FY 2010, the OPEB plans have been funded by allocating the lesser of 25% of all employer contributions made in accordance with RSA 100-A:16 or the percentage of employer contributions determined by the actuary to be the minimum rate necessary to maintain the benefits provided. Since FY 2010, the minimum rate necessary was the lesser of the two options.

OPEB Highlights

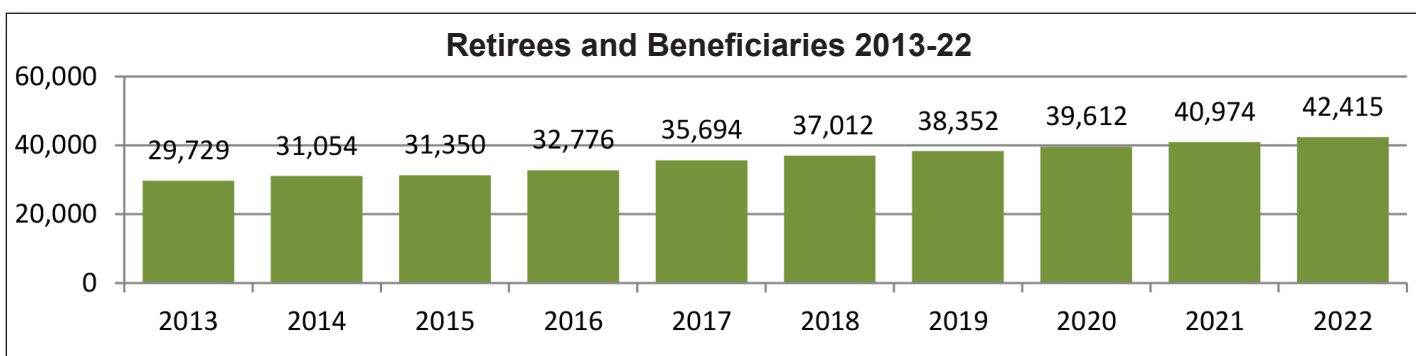
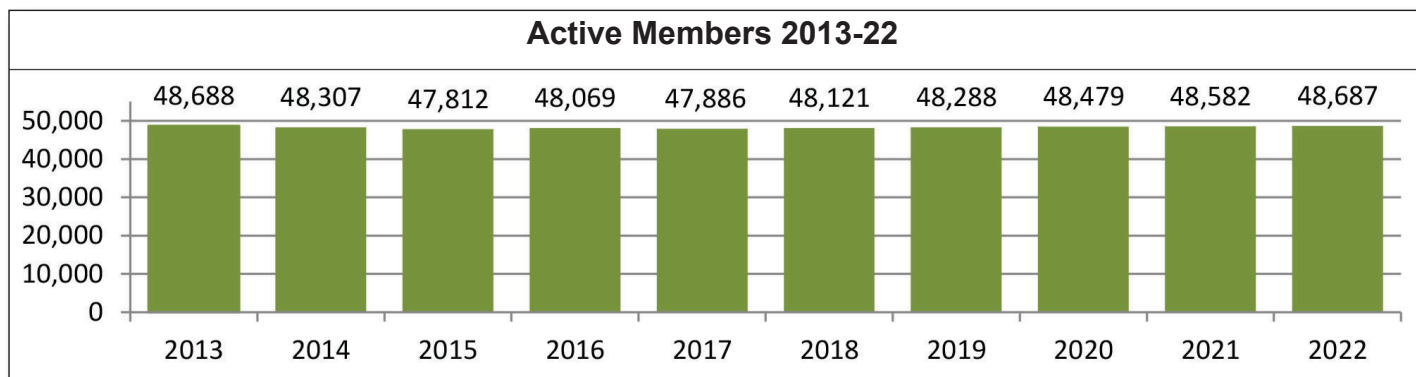
- The unfunded actuarial accrued liability for the OPEB Plan was \$521.6 million at June 30, 2022.
- The actuarial value of assets available to pay OPEB benefits was \$45.6 million at June 30, 2022.
- The actuarial funded ratio of the OPEB Plan was 8.0% at June 30, 2022.

Fiscal Year 2022 Member and Retiree Data

PENSION PLAN	Employee	Teacher	Police	Fire	Total
Active Members					
Average Age	48.7	45.5	38.3	40.8	46.3
Average Service	10.3	13.1	10.3	12.5	11.4
Average Annual Pay	\$55,489	\$67,331	\$82,013	\$85,335	\$63,212
Retired Members					
Average Age	72.6	73.0	65.0	67.1	71.7
Average Annual Pension	\$15,005	\$23,173	\$39,189	\$44,350	\$21,862
Total Membership					
Active	24,644	18,217	4,103	1,723	48,687
Retired	20,751	15,154	4,644	1,866	42,415
Terminated - Vested	1,530	1,263	160	37	2,990

OPEB PLANS (Medical Subsidy)	One-Person Coverage		Two-Person Coverage		
	Number of Retirees	Pre-65	Post-65	Pre-65	Post-65
	9,133	532	7,492	637	472

Historical Member and Retiree Data

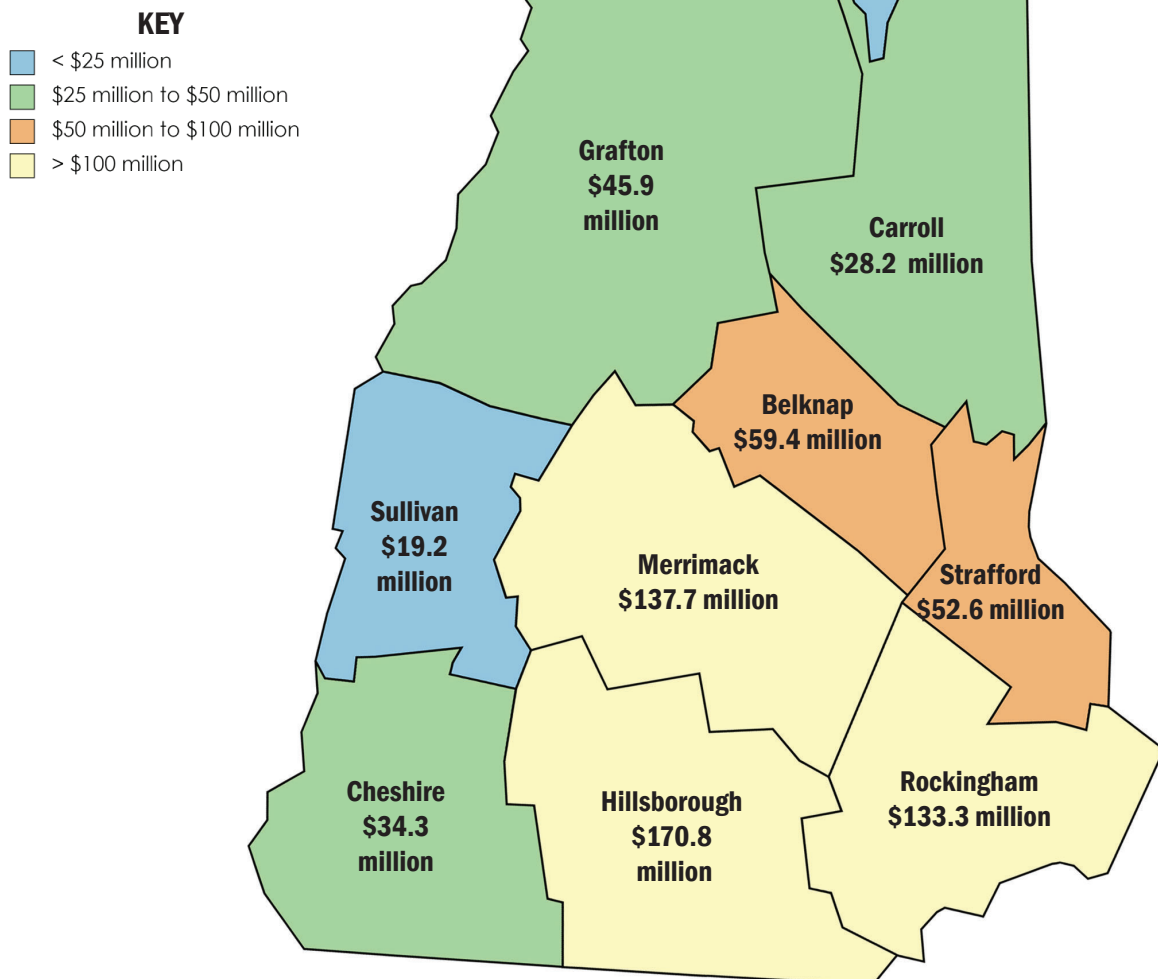


Pension Benefits by NH County

New Hampshire Retirement System benefits help support the state economy.

In fiscal year 2022, NHRS paid more than \$900 million in pension benefits to retirees or their beneficiaries.

More than 80 percent of those dollars were paid to N.H. residents. These pension benefits are spent in the local community. This spending ripples through the economy, as one person's spending becomes another person's income, creating a multiplier effect.



NHRS FY 2022 data; created with mapchart.net

Financial Accounting Data

In addition to actuarial funding data provided in this Summary report, the retirement system's more detailed Annual Comprehensive Financial Report (ACFR) also includes financial accounting data required under Governmental Accounting Standards Board (GASB) statements No. 67, which deals with financial reporting for pension plans, and No. 74, which deals with financial reporting of OPEB benefits, i.e. the Medical Subsidy.

The GASB information is for accounting purposes only and does not impact employer contribution rates or the statutory funding plan in place to pay down the NHRS unfunded liability.

To view the ACFR, see: <https://www.nhrs.org/funding-and-investments/reports-valuations>

For additional information on GASB reporting, see: <https://www.nhrs.org/employers/employer-resources/gasb>



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The fiscal year (FY) 2024-25 rates for the State of New Hampshire and for political subdivision employers were certified by the New Hampshire Retirement System (NHRS) Board of Trustees on July 12, 2022.

Here are answers to some common questions that participating employers may have concerning those rates.

Why are the employer rates changing?

Employer contribution rates are set every two years pursuant to RSA 100-A:16, III.

Employer contribution rates for the four membership classifications – Employee, Teacher, Police, and Fire – will decrease from the current rates. The rate decrease is primarily the result of strong investment performance over the five-year period ending June 30, 2021.

The employer contribution rates for FY 24-25 are:

	Pension	Medical Subsidy	Total	Percentage decrease from FY 22-23
Employee-State	13.27%	0.58%	13.85%	4.7%
Employee-Political Sub	13.27%	0.26%	13.53%	3.8%
Teacher	18.51%	1.13%	19.64%	6.6%
Police	28.68%	2.60%	31.28%	7.7%
Fire	27.75%	2.60%	30.35%	8.0%

How are employer contribution rates determined?

Employer contribution rates are developed as part of a biennial actuarial valuation, which is required by statute. The NH Constitution (Part, I, Article 36-a) requires that the rates be based on “sound actuarial valuation and practice” as required to maintain the retirement system trust fund at the level needed to meet its future obligations.

GRS, the retirement system’s consulting actuary, determines the cost of future benefits, the unfunded actuarial accrued liability (UAAL), and employer contribution rates based on assumptions about many future events, such as the age when members will retire, their rate of salary growth, how long they will live after retirement, and how much the plan’s investments will earn. These assumptions are based on detailed statistical models and adhere to national Actuarial Standards of Practice. However, they are not facts; no one can predict future events. When the actual experience doesn’t match the assumptions, there can be an actuarial gain or loss. Put simply, gains reduce employer contribution rates, losses increase employer contribution rates.

Why are there different rates for each of the member classifications?

Employer contribution rates for Employee, Teacher, Police, and Fire members are determined separately based on benefit structure, demographics, and other information unique to each member classification, so rates vary among the different groups.

Group II rates are higher because the retirement age for Police and Fire members is lower and the Group II benefit formula produces a larger pension than the Group I benefit formula. (Note: Group II members are not

eligible for Social Security benefits for their NHRS-covered employment; neither they nor their employers pay Social Security taxes.)

In addition to the pension costs, the employer rates also contain a Medical Subsidy rate that ranges from 0.26% to 2.60% of covered payroll, depending on the member classification. (See below for more information on the Medical Subsidy.)

How does the unfunded pension liability affect employer contribution rates?

There are three components to employer contribution rates: the normal cost, unfunded actuarial accrued liability (UAAL), and the medical subsidy.

The normal cost reflects the estimated actuarial cost of pension benefits as those benefits are earned each year by members. This cost is shared by the employer and the member, with members paying the majority of the normal cost. The normal cost will continue to decline over time due to 2011 legislative changes that reduced benefit provisions for new members hired on or after July 1, 2011, as well as any member hired prior to that date but not vested prior to January 1, 2012.

The UAAL is the estimated value of NHRS benefits that have been earned in the past, but have not yet been funded. The current unfunded liability is borne solely by the employers. Overall, the unfunded liability accounts for more than 75% of the total employer contribution rate.

There have been several contributing factors to the current NHRS unfunded liability:

- A flawed statutory funding methodology in effect from 1991-2007 that led to the long-term under-calculation of employer contributions;
- The diversion of approximately \$900 million in investment earnings from the pension trust into a “Special Account” over roughly the same period. (The Special Account, which was created by legislation in the 1980s and repealed in 2012, funded other post-retirement benefits such as cost-of-living adjustments);
- Global economic dips (the 2001-02 dot-com bubble and the Great Financial Crisis of 2008-09) negatively impacting investment performance;
- Adoption of more conservative actuarial assumptions in 2011, 2016, and 2020 by the NHRS Board of Trustees, based on the results of actuarial experience studies required by statute and the Board’s Actuarial Funding Policy. (Note: While the changes to the assumptions for investment returns, payroll growth and mortality increased the UAAL, they also financially strengthened the retirement system trust fund by generating additional revenue through increases to employer contributions.)

Despite the unfunded liability, retirement benefits for NHRS members are secure. Changes made in recent years have put NHRS on a solid path to financial health, however, the unfunded liability took many years to create, and it will take many years to eliminate.

In 2007, the Legislature created a closed, 30-year amortization period to pay off the UAAL, which commenced on July 1, 2009. In 2018, legislation was enacted to recognize actuarial gains and losses incurred after July 1, 2017, over closed periods of no more than 20 years. This is referred to as “layered amortization.” The approximate \$5 billion UAAL as of June 30, 2017 – referred to as the “initial UAAL” – will continue to be paid down through 2039.

Actuarial gains and losses since July 1, 2017, are being recognized in layers of no more than 20 years, which will temper any potential employer contribution rate volatility as 2039 approaches, and also provide a sound basis for managing future gains and losses.

Why is the Medical Subsidy included in the employer rate?

The Medical Subsidy is a statutorily-required payment made by NHRS directly to an eligible retiree's former employer or the employer's health insurance administrator that goes toward the cost of health insurance for a qualified retired member, spouse, or dependent child(ren). The Medical Subsidy is not a health insurance plan.

Medical Subsidy benefits are funded from a 401(h) trust for political subdivision Employees, state Employees, Teachers, and Police and Fire members. Because these benefits are pay-as-you-go, employers are required by statute to pay the amounts necessary to maintain the benefits provided for each of the above groups.

Because this benefit is a closed plan, except with respect to certain Group II members, the Medical Subsidy rates are expected to continue to decrease in future years.

Can employers expect contribution rates to continue to go down?

No. There is no expectation that rates will continue to fall. If all actuarial assumptions are met, employer contribution rates are expected to remain at current levels through 2039. However, as noted in a previous answer, no one can predict future events with certainty and when the actual experience doesn't match the assumptions, there can be an actuarial gain or loss that impacts contribution rates. Future employer rates could also be influenced by adjustments to actuarial assumptions, which are reviewed every four years, or by legislative changes to the benefit structure.

Does the NHRS Board of Trustees have any leeway when certifying employer rates?

There is very limited discretion in setting the employer rates. The state Constitution and state law require that the NHRS Board of Trustees certify actuarially sound employer contribution rates necessary to keep the retirement system on track to meet its long-term obligations and that employers pay those rates in full.

The relevant section of Part I, Article 36-a of the Constitution reads, in part:

“The employer contributions certified as payable to the New Hampshire retirement system ... as shall be determined by sound actuarial valuation and practice ... shall be appropriated each fiscal year to the same extent as is certified.”

In addition to the constitutional mandate, Trustees are also bound by their fiduciary duty to the pension plan, which is the highest standard of conduct under the law. When NHRS fiduciaries make decisions about benefit administration, investments, or any other subject that falls within their statutory responsibilities, they are required to act solely in the best interest of the collective membership, not on behalf of individual members or member groups, employers, lawmakers, taxpayers, or anyone else who might have an interest in the outcome of the decision.

Even if permitted by law, reducing contribution rates without consideration of the impact on NHRS' long-term ability to fund benefits would run counter to the Board's fiduciary duty, and would result in creating additional unfunded liabilities to the detriment of the plan and its participants.

Does the State of New Hampshire pay any portion of the political subdivision employer rates?

The State no longer subsidizes local employer contributions on an ongoing basis. However, legislation enacted in 2022 provides one-time funding for employers in FY 2023. House Bill 1221 requires the State of New Hampshire to reimburse 7.5 percent of local employer contributions to NHRS made in fiscal year 2022 for Group I Teachers and Group II Police and Fire members. [This legislation has no bearing on FY 24-25 employer contribution rates.](https://www.nhrs.org/news/article/2022/06/17/hb-1221-employer-contribution-rates) For more details, see: <https://www.nhrs.org/news/article/2022/06/17/hb-1221-employer-contribution-rates>.

July 2022

Additional background

When RSA 100-A:16 was enacted in 1967, the State was responsible for 40% of the employer contribution for Teacher members employed by political subdivisions. The statute was amended in 1977, requiring the State to pay 35% of the employer contributions for Teacher, Police, and Fire members employed by political subdivisions.

RSA 100-A:16 was amended in 2009 to reduce the State's share to 30% in FY 2010 and 25% in FY 2011. The 2009 amendment also restored the State contribution to 35% in FY 2012. However, the statute was amended again in 2011 to eliminate the State's percentage share of employer contributions altogether. The 2011 amendment also included a one-time transitional appropriation of \$3.5 million in an effort to offset political subdivision employer contributions in FY 2012.

In 2012, the New Hampshire Supreme Court upheld statutory changes to RSA 100-A:16 enacted in 2009 that reduced the percentage the State of New Hampshire paid toward employer retirement contributions for Teacher, Police, and Fire members employed by political subdivisions. The Supreme Court decision did not change the total amount of employer contributions that must be paid to the retirement system – it only upheld the State's authority to reduce, and eventually eliminate, its contribution toward employer retirement contributions for Teacher, Police, and Fire members employed by political subdivisions. The net result of the decision was to shift pension costs from the State to political subdivisions.

Were the FY 24-25 employer contribution rates certified earlier than the rates for previous biennia?

Yes. The Board traditionally certified employer contribution rates at its September meeting, but has moved the rate certification earlier to assist employers that begin the budget development process in the summer.

Three key facts about NHRS

There's a lot of information out there regarding the New Hampshire Retirement System, some of it fact, some of it fiction. This document, along with others in the "NHRS ... Now You Know" series, is designed to provide you with straight talk about the retirement system.

1. NHRS provides a modest pension benefit. The average annual New Hampshire Retirement System benefit is \$21,862 and nearly two-thirds of our 42,000 retirees and beneficiaries receive less than \$25,000 per year. NHRS benefits are funded by member contributions, employer contributions, and investment returns. Investment income has historically provided the majority of the funding. Over the past 25 years, NHRS investments have achieved an average annual return of 6.9 percent.

2. There is a plan in place to pay down the NHRS unfunded liability. NHRS has an Unfunded Actuarial Accrued Liability ("UAAL") of approximately \$5.69 billion. While some of the unfunded liability is related to global economic dips (2001 - 02 and 2008-09) negatively impacting investment performance, and the adoption of more conservative

actuarial assumptions in the past decade, a significant portion of the funding gap is the result of what proved to be short-sighted public policy decisions made more than 30 years ago that have since been addressed. Despite the unfunded liability, NHRS retirement benefits are secure and there is an actuarially sound plan in place to address this liability and return the retirement system to full funding.

3. NHRS benefits help support the New Hampshire economy. In the last fiscal year, NHRS paid more than \$950 million in pension and Medical Subsidy benefits. Close to 80 percent of retirees live in N.H. – and spend their money here.

Demystifying ‘unfunded liability’

There’s a lot of information out there regarding the New Hampshire Retirement System, some of it fact, some of it fiction. This document, along with others in the “NHRS ... Now You Know” series, are designed to provide you with straight talk about the retirement system.

Unfunded pension liability – which is more formally referred to as unfunded actuarial accrued liability (UAAL) in financial statements – is the difference between a retirement system’s assets and the value of benefits already accrued.

Simply having an unfunded liability does not mean that a pension plan is unable to pay the benefits for which it is presently obligated or to meet current cash flow requirements.

The New Hampshire Retirement System (NHRS, retirement system) reported an unfunded liability of \$5.69 billion in the Actuarial Valuation for Fiscal Year 2022. This figure represents the actuarial value of NHRS benefits that have been earned in the past, but have not yet been funded.

Legislation enacted in 2018 requires the unfunded liability as of June 30, 2017, (\$5.04 billion) to be paid off through 2039. Biennial gains or losses from 2017 forward will be separately amortized over fixed periods of no longer than 20 years.

The unfunded liability is borne solely by the participating employers. Overall, the unfunded liability accounts for more than 75 percent of current employer rates.

NHRS presently has an actuarial funded ratio of 65.6 percent. This means that the actuarial value of the retirement system’s assets is 65.6 percent of the projected amount needed to pay for current and accrued benefits for retirees and members.

It’s important to note that an unfunded pension liability is not an absolute dollar figure; it is an estimate based on a number of assumptions – demographic and economic – and is, therefore, subject to fluctuation. As a result, the funded ratio is a better measure of a plan’s financial status. Since 2013, NHRS’ actuarial funded ratio has improved from 56.1% to 65.6%, an increase of approximately 16%.

Despite the unfunded liability, retirement benefits for NHRS members and retirees are secure. There is a plan in place to pay down the pre-2017 unfunded liability by 2039 and funds are available to pay present benefits.

The New Hampshire Constitution (Part I, Article 36-a) requires Trustees to set actuarially sound employer rates and requires employers to pay those rates in full. Current NHRS employer contribution rates are calculated to reflect the cost of benefits as they accrue, as well as pay down existing unfunded liabilities.

Demystifying 'unfunded liability'



There have been several contributing factors to the current NHRS unfunded liability:

- A flawed statutory funding methodology in effect from 1991-2007 that led to the long-term under-collection of employer contributions;
- The diversion of roughly \$900 million in investment earnings from the pension trust into a "Special Account" over roughly the same period. (The Special Account, which was created by legislation in the 1980s and repealed in 2012, funded other post-retirement benefits such as cost-of-living adjustments.);
- Global economic dips (2001-02 and the great financial crisis of 2008-09) negatively impacting investment performance;
- The NHRS Board of Trustees' adoption of more conservative actuarial assumptions in 2011, 2016, and 2020 based on the results of actuarial experience studies required by statute and the Board's Actuarial Funding Policy. Changes to the assumptions for investment returns, payroll growth and life expectancy increased the UAAL and financially strengthened the retirement system by generating additional revenue through increases to employer contribution rates.

Since 2007, more than 100 changes have been made to RSA 100-A, the law governing the retirement system. In addition to changes to the plan design that reduced future benefit accruals, this legislation created several statutory safeguards to prevent a repeat of the policy factors that contributed to the current unfunded liability.



Sources: NHRS 2022 ACFR schedules; NH Constitution; Report of Commission to Study the Long Term Viability of the NH Retirement System, Jan. 2008.

No. 2; Updated December 2022

CIP Estimated Tax Impact Table

Project Number	Priority (1, 2 or 3)	Dept	Project Name	Bond, Cash, or Lease	Pay Term, Years	Re-quest Vote Year	Re-com-mend Vote Year	Purchase Price	Purchase Price Less Outside Funds	Fiscal Year					
										2025	2026	2027	2028	2029	2030
1		ACC	Open Space Acquisition	Bond	5	2025	2025	10,000,000	10,000,000	-	2,246,271	2,246,271	2,246,271	2,246,271	2,246,271
2	3	BPAC	Capital Reserve Funding	Cash	1	2025	2025	75,000	75,000	75,000	-	-	-	-	-
3		BPAC	Capital Reserve Funding	Cash	1	2026	2026	75,000	75,000	-	75,000	-	-	-	-
4		BPAC	Capital Reserve Funding	Cash	1	2027	2027	75,000	75,000	-	-	75,000	-	-	-
5		BPAC	Capital Reserve Funding	Cash	1	2028	2028	75,000	75,000	-	-	-	75,000	-	-
6		BPAC	Capital Reserve Funding	Cash	1	2029	2029	75,000	75,000	-	-	-	-	75,000	-
7		BPAC	Capital Reserve Funding	Cash	1	2030	2030	75,000	75,000	-	-	-	-	-	75,000
8		BPAC	AMS/SHS School Campus Sidepath	Cash	1	2026	2026	1,028,000	0	-	0	-	-	-	-
9	2	BPAC	Baboosic Greenway Amherst North-02	Cash	1	2025	2025	740,000	148,000	148,000	-	-	-	-	-
10	2	BPAC	Baboosic Greenway Amherst North-03	Cash	1	2025	2025	1,527,000	305,000	305,000	-	-	-	-	-
11	1	Comm. Center	Capital Reserve Funding	Cash	1	2025	2025	25,000	25,000	25,000	-	-	-	-	-
12		Comm. Center	Capital Reserve Funding	Cash	1	2026	2026	25,000	25,000	-	25,000	-	-	-	-
13		Comm. Center	Capital Reserve Funding	Cash	1	2027	2027	25,000	25,000	-	-	25,000	-	-	-
14		Comm. Center	Capital Reserve Funding	Cash	1	2028	2028	25,000	25,000	-	-	-	25000	-	-
15		Comm. Center	Capital Reserve Funding	Cash	1	2029	2029	25,000	25,000	-	-	-	-	25000	-
16		Comm. Center	Capital Reserve Funding	Cash	1	2030	2030	25,000	25,000	-	-	-	-	-	-
17	1	Comm. Center	Safety Complex Communication Tower Replacement	Cash	1	2025	2025	165,000	82,500	82,500	-	-	-	-	-
18	1	Comm. Center	Safety Complex Communication Dispatch Console	Cash	1	2025	2025	150,000	50,000	75,000	-	-	-	-	-
19	1	Fire Rescue	Capital Reserve Funding	Cash	1	2025	2025	297,000	297,000	297,000	-	-	-	-	-
20		Fire Rescue	Capital Reserve Funding	Cash	1	2026	2026	297,000	297,000	-	297,000	-	-	-	-
21		Fire Rescue	Capital Reserve Funding	Cash	1	2027	2027	297,000	297,000	-	-	297,000	-	-	-
22		Fire Rescue	Capital Reserve Funding	Cash	1	2028	2028	297,000	297,000	-	-	-	297,000	-	-
23		Fire Rescue	Capital Reserve Funding	Cash	1	2029	2029	297,000	297,000	-	-	-	-	297,000	-
24		Fire Rescue	Capital Reserve Funding	Cash	1	2030	2030	297,000	297,000	-	-	-	-	-	297,000
25		Fire Rescue	Forestry 2	Cash	1	2026	2026	70,000	0	-	0	-	-	-	-
31		Fire Rescue	Paramedic Response Vehicle (Car 4)	Cash	1	2026	2026	60,000	0	-	0	-	-	-	-
33		Fire Rescue	Automated CPR Machine (Lucas) X2	Cash	1	2026	2026	42,000	0	-	0	-	-	-	-
32		Fire Rescue	Ambulance	Cash	1	2027	2027	375,000	0	-	-	0	-	-	-
27		Fire Rescue	Ladder/Tower Truck	Bond	10	2027	2027	1,650,000	1,650,000	-	-	-	203,430	203,430	203,430
26		Fire Rescue	Fire Engine	Cash	1	2028	2028	800,000	0	-	-	-	0	-	-
30		Fire Rescue	Gear Washer Extractor	Cash	1	2029	2029	12,000	0	-	-	-	-	0	-
36		Fire Rescue	Cardiac Monitor/AED (Automatic External Defibrillator)	Cash	1	2029	2029	42,000	0	-	-	-	-	0	-
37		Fire Rescue	SCBA Air Filling Compressor	Cash	1	2029	2029	14,000	0	-	-	-	-	0	-
28		Fire Rescue	Command Vehicle (Car 1)	Cash	1	2029	2029	70,000	0	-	-	-	-	0	-
34	3	Parks & Recreation	AMS Tennis Courts Replacement *	Cash	1	2025	2025	85,000	0	0	-	-	-	-	-
29	2	Parks & Recreation	Athletic Field Construction at Buck Meadow	Cash	1	2025	2025	435,000	0	0	-	-	-	-	-
35	3	Parks & Recreation	Community Center	Bond	20	2025	2025	8,010,000	5,000,000	-	367,909	367,909	367,909	367,909	367,909
38	1	Public Works	Town Fuel Pumps Phase 1	Cash	1	2025	2025	27,500	27,500	27,500	-	-	-	-	-
39		Public Works	Town Fuel Pumps Phase 2	Bond	5	2025	2025	553,300	553,300	-	124,286	124,286	124,286	124,286	124,286
40	1	Public Works	Continuous Roof over Transfer Station Tables and walkway (Phase 1)	Cash	1	2025	2025	38,500	38,500	38,500	-	-	-	-	-
41	2	Public Works	Continuous Roof over Transfer Station Tables and walkway (Phase 2)	Cash	1	2025	2025	220,000	220,000	220,000	-	-	-	-	-
42	2	Public Works	New/Renovated DPW Facility (Phase 1)	Cash	1	2025	2025	60,000	60,000	60,000	-	-	-	-	-
43		Public Works	New/Renovated DPW Facility (Phase 2)	Bond	20	2026	2026	3,000,000	3,000,000	-	-	220,745	220,745	220,745	220,745
44	1	Public Works	Capital Reserve Funding Bridge Repair & Replacement	Cash	1	2025	2025	200,000	200,000	200,000	-	-	-	-	-

45		Public Works	Capital Reserve Funding Bridge Repair & Replacement	Cash	1	2026	2026	200,000	200,000	-	200,000	-	-	-	-	
46		Public Works	Capital Reserve Funding Bridge Repair & Replacement	Cash	1	2027	2027	200,000	200,000	-	-	200,000	-	-	-	
47		Public Works	Capital Reserve Funding Bridge Repair & Replacement	Cash	1	2028	2028	200,000	200,000	-	-	-	200,000	-	-	
48		Public Works	Capital Reserve Funding Bridge Repair & Replacement	Cash	1	2029	2029	200,000	200,000	-	-	-	-	200,000	-	
49		Public Works	Capital Reserve Funding Bridge Repair & Replacement	Cash	1	2030	2030	200,000	200,000	-	-	-	-	-	200,000	
50	1	Public Works	Capital Reserve Funding DPW Vehicles and Equipment	Cash	1	2025	2025	300,000	300,000	300,000	-	-	-	-	-	
51		Public Works	Capital Reserve Funding DPW Vehicles and Equipment	Cash	1	2026	2026	300,000	300,000	-	300,000	-	-	-	-	
52		Public Works	Capital Reserve Funding DPW Vehicles and Equipment	Cash	1	2027	2027	300,000	300,000	-	-	300,000	-	-	-	
53		Public Works	Capital Reserve Funding DPW Vehicles and Equipment	Cash	1	2028	2028	300,000	300,000	-	-	-	300,000	-	-	
54		Public Works	Capital Reserve Funding DPW Vehicles and Equipment	Cash	1	2029	2029	300,000	300,000	-	-	-	-	300,000	-	
55		Public Works	Capital Reserve Funding DPW Vehicles and Equipment	Cash	1	2030	2030	300,000	300,000	-	-	-	-	-	300,000	
56	1	Schools	Capital Reserve Funding	Cash	1	2025	2025	1,040,000	1,040,000	1,040,000	-	-	-	-	-	
57		Schools	Capital Reserve Funding	Cash	1	2026	2026	975,000	975,000	-	975,000	-	-	-	-	
58		Schools	Capital Reserve Funding	Cash	1	2027	2027	1,000,000	1,000,000	-	-	1,000,000	-	-	-	
59		Schools	Capital Reserve Funding	Cash	1	2028	2028	900,000	900,000	-	-	-	900,000	-	-	
60		Schools	Capital Reserve Funding	Cash	1	2029	2029	875,000	875,000	-	-	-	-	875,000	-	
61		Schools	Capital Reserve Funding	Cash	1	2030	2030	875,000	875,000	-	-	-	-	-	875,000	
62		ASD	Wilkins Elementary School Project	Bond	30	2025	2025	TBD	0	-	0	0	0	0	0	
63		ASD	AMS Roof Replacement/Interior Upgrade/LED Upgrade	Cash	1	2025	2025	1,652,061	0	0	-	-	-	-	-	
64		SCSD	Phase 2 Souhegan Skylight Replacement Project	Cash	1	2025	2025	330,000	0	0	-	-	-	-	-	
65		SCSD	Main Building Generator	Cash	1	2026	2026	100,000	0	-	0	-	-	-	-	
66		SCSD	Main Building and Annex Fire System	Cash	1	2026	2026	194,534	0	-	0	-	-	-	-	
67		SCSD	Auditorium Repairs	Cash	1	2027	2027	75,000	0	-	-	0	-	-	-	
68		SCSD	Annex Building Generator	Cash	1	2028	2028	75,000	0	-	-	-	0	-	-	
69		SCSD	Phase 3 Souhegan Skylight Replacement Project	Cash	1	2029	2029	643,500	0	-	-	-	-	0	-	
70		SCSD	Phase 3 Turf Field Replacement Project	Cash	1	2030	2030	550,000	0	-	-	-	-	-	0	
71		SCSD	Main Building Boilers	Cash	1	2030	2030	250,000	0	-	-	-	-	-	0	
72		ASD	Clark & Wilkins Exterior Vinyl Walls	Cash	1	2026	2026	94,203	0	-	0	-	-	-	-	
73		ASD	Wilkins School HVAC	Cash	1	2026	2026	614,937	0	-	0	-	-	-	-	
74		ASD	Wilkins School Lighting Upgrade	Cash	1	2026	2026	368,963	0	-	0	-	-	-	-	
75		ASD	AMS Roof PVC Membrane Replacement	Cash	1	2027	2027	380,465	0	-	-	0	-	-	-	
76		ASD	AMS Building Elevators Upgrade	Cash	1	2028	2028	128,520	0	-	-	-	0	-	-	
77		ASD & SCSD	All School Buildings Radio Systems	Cash	1	2028	2028	84,811	0	-	-	-	0	-	-	
78		ASD & SCSD	All School Buildings Radio Systems	Cash	1	2029	2029	101,945	0	-	-	-	-	0	-	
ON THE HORIZON PROJECTS:																
		Public Works	Truck 8 (large 6-wheeler) \$196,850			2030										
		Public Works	Truck 7 (F-350 pickup) \$59,292			2030										
		Public Works	Truck 9 (Int. med. truck) \$126,690			2030										
		Public Works	Trackless \$178,617			2031										
		Public Works	Truck 15 (large 6-wheel dump) \$201,703			2031										
		Public Works	Zero Turn Mower \$14,581			2031										
		Public Works	Truck 17 (6 wheel large dump) 206,675			2032										
		Public Works	Backhoe \$149,404			2032										
		Public Works	Kubota Tractor (90HP) \$31,126			2032										
		Public Works	Loader \$163,107			2033										
		Public Works	Truck 11 (small pickup) \$39,547			2033										
		Public Works	Ford F550 \$118,347			2033										
										New Projects	2,893,500	4,610,466	4,856,211	4,959,641	4,934,641	4,909,641



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

Title: Administrative Updates

Department: Administration

Meeting Date: October 23, 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: Clearview closing update and required actions

Department: Administration

Meeting Date: October 23, 2023

Staff Contact:

BACKGROUND INFORMATION:

The Clearview closing is taking place this week and there are last minute items the BOS needs to discuss and address.

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 List

Department: Administration

Meeting Date: October 23, 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 10-10-23

AMHERST BOS ACTION ITEMS

ITEM	CREATION DATE	DUE DATE	PERSONS RESPONSIBLE	NOTES
Discussions re revision to Mont Vernon Ambulance Contract	6/26/23	10/23/23	Danielle, Dean	Set up time for BOS reps to discuss. Collect information needed to determine Amherst position on fair payment amount
Schedule Ways & Means/BOS mtgs with Depts re FY25 Budget	10/10/23	10/23/23	BOS, Dean, Ways & Means	
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	
TF I private home well test results to assist BOS in decisions on potential connection to public water	5/8/23	10/23/23	Dean	Report status
Status of TF I Property Quiet Title Effort	10/10/23	10/23/23	Dean	Check with T. Quinn re status
BOS Review Health Benefit options	5/22/23	11/6/23	BOS, Dean, Jennifer	Report to BOS on options available
Report to BOS on VSSC committee feedback re speed control structures	8/28/23	11/6/23	VSSC	
Update Purchasing Policy	10/10/23	11/6/23	Dean, Danielle	Report Status
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
Sanborn-Head Report/Recommendations re Fire Station Remediation	10/10/23	11/6/23	Dean	Status of Report/Recommendations
Request Withdrawal of server replacement expense from CRF	9/25/23	11/20/23	Debbie	



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: New Hire - Recreation Administrative Assistant **Department:** Parks & Recreation Department

Meeting Date: October 23, 2023 **Staff Contact:** Craig Fraley

BACKGROUND INFORMATION:

The Recreation Department would like to hire Kaitlin Fedi as our new Administrative Assistant for Parks and Recreation. This position was posted on September 26th and was posted as open until filled. We had 5 applicants for the position and decided to interview 3 of those applicants. All 3 individuals were strong candidates and did a good job in the interview, but we decided Kaitlin was the best fit for our team. Kaitlin has office experience as well as lots of customer experience from her past work experiences. We recommend hiring Kaitlin at Grade 6 Step 1, \$23.24 per hour for the Regular Part-time position. Kaitlin will be on probation for six months and then move to Grade 6, Step 2 upon satisfactory completion of her six-month probationary period. If hired, Kaitlin's first day will be October 24th.

BUDGET IMPACT:

(Include general ledger account numbers)

N/A - This position is paid for out of the 02 Revolving Fund.

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

I recommend this hiring

SUGGESTED MOTION:

I move to Hire Kaitlin Fedi as the Recreation Administrative Assistant starting at Grade 6, Step 1 at \$23.24 per hour.

TOWN ADMINISTRATOR RECOMMENDATION:

My understanding is that this is the normal grade and step for this position as a starting salary so I concur.

ATTACHMENTS:

1. 20231013131840
2. 20231018141818



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Exterior Painting of Buck Meadow Clubhouse

Department: Parks & Recreation Department

Meeting Date: October 23, 2023

Staff Contact: Craig Fraley

BACKGROUND INFORMATION:

The Buck Meadow Clubhouse is in need of exterior painting . The Parks and Recreation Department put an RFP out on March 22, 2023 and received zero proposals. We invited six local companies to submit one and had no response. I asked three of the companies why they didn't submit anything and they all said they were too busy and the RFP was too extensive to fill out. Since this time, I have reached out to three companies and have heard back from only one. This company is 603 Painting. We had 603 Painting LLC, paint the interior of the building and they did a great job. They were very clean and efficient.

We are asking the selectman to allow us to go ahead with this project as the building really needs this work done. This project will be paid for out of the 02 Revolving Fund for the user fees collected for the use of the building. This project will be completed before winter.

BUDGET IMPACT:

(Include general ledger account numbers)

This will be paid for out of the 02 Revolving Fund.

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

I recommend we go with 603 Painting and have the building painted before it is too late and we have to fix a lot of rot from letting it go too long.

SUGGESTED MOTION:

I move the Buck Meadow Clubhouse be painted by 603 Painting at a cost of \$10,725, to be paid for out of the Recreation Revolving Fund.

TOWN ADMINISTRATOR RECOMMENDATION:

I am not sure why it was difficult to get bidders for this. I do not know how much of an emergency this is and whether this is a reasonable bid for this work.

ATTACHMENTS:

1. Buck Meadow Exterior Painting Bid

TOWN OF AMHERST

Town Department: Recreation

Date: October 23, 2023

Line Item: 02-4520-58-2650

Budget Amount: \$10,725

Bid #: Item: Painting of Buck Meadow Clubhouse

Date Bid To Be Awarded: October 23, 2023

VENDOR Name and Address

PRICE/UNIT

TOTAL

OTHER CONSIDERATIONS

603 Painting LLC
7 Pettingale Rd
Amherst, NH 03031

\$10,725

Unable to get another quote from
painters

Recommend bid be awarded to:

603 Painting LLC

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 the meeting of the Board of Selectmen.

603 PAINTING LLC	
“WE AIM TO PLEASE”	
7 PETTINGALE RD.	AMHERST, NH 03031
PHONE: 603-320-1809	EMAIL: PAINTING603@AOL.COM
603PAINTING.COM	

EXTERIOR QUOTE:

PREPARED FOR:

Craig Fraley
(603) 673-6248
cfraley@amherstnh.gov

JOB LOCATION:

Buckmeadow Clubhouse
Amherst, NH 03031

PRICE TO INCLUDE THE FOLLOWING:

- Price to include labor only. Materials are additional and estimated at \$1980.00.
- The exterior of the property will be chemically treated using an environmentally friendly mold and mildew remover. The exterior will then be pressure washed to remove any mold, mildew, and oxidation.
- Prior to any work starting the grounds will be properly covered and masked to collect any debris from the painting process.
- The exterior siding and trim will be prepped, sanded, caulked, dust will be removed, and spot primed using high quality oil based primer.
- The siding will receive two coats of high quality acrylic based stain/paint to the color and sheen level of your choice.
- The trim will receive two coats of high quality acrylic based paint to match the existing color and sheen level.
- Exterior doors will be prepped, sanded, caulked, and spot primed using high quality oil based primer.
- Exterior doors will receive two coats of high quality acrylic based paint to match the current color and sheen level.
- After painting has been completed the grounds will be properly cleaned.

LABOR: \$10725.00

Authorized signature: *Patrick Walsh*
2023

Date: *Wednesday, October 18,*

TERMS AND CONDITIONS:

1. Payment of 1/3 of this proposal is due upon acceptance, 1/3 at 50% completion of the project, remaining balance due on the day of completion.

2. We may withdraw this proposal if it is not accepted in 60 days.
3. 603 Painting LLC will retain a fee of 15% of this contract should this contract be canceled at any time after acceptance and prior to the start of work. All work is done on a first come, first serve basis.
4. All waste products are the of the property owner.
5. If there is lead based material on the property 603 Painting LLC is solely responsible for the proper removal of any lead based material in accordance with EPA regulations.
6. It is understood that even with prudence, some plantings may be damaged in the course of normal operations.
7. 603 Painting LLC is not responsible for moving any furniture and or belongings. If we have to move any items there will be an additional labor charge per hour spent. Labor rate is \$55.00.
8. Any carpentry that has to be done prior to painting will be billed on a time and materials basis. All carpentry will be approved prior to removal and replacement. Carpentry labor rate is \$85.00 an hour.
9. If a dispute arises hereunder and as a result either of the parties litigates, the prevailing party shall be entitled to all costs including reasonable attorney's fees. In no event shall the contractor be liable for incidental or consequential damages or damages in excess of the original contract price. This contract may not be altered unless done in writing and executed by both parties.

ACCEPTANCE OF PROPOSAL:

The terms and conditions specified above are satisfactory and are hereby accepted. You are authorized to complete the work as described above.

Signature: _____

Date: _____



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Baboosic Lake Community Septic committee charter revision

Department: Public Works

Meeting Date: October 23, 2023

Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The DPW desires to update the Baboosic Lake Septic Committee charter. The charter was established by the BOS in 2019. The committee that was established by the charter never met due to Covid-19. As DPW has been working to make improvements to the management of the community septic system, it has become clear that the committee should be reestablished and the charter be updated.

BUDGET IMPACT:

(Include general ledger account numbers)

None

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend to adopt updated Baboosic Lake Septic Committee charter.

SUGGESTED MOTION:

I move to adopt the updated Baboosic Lake Septic Committee charter.

TOWN ADMINISTRATOR RECOMMENDATION:

My only suggestion is that it is claries who the voting members are.

ATTACHMENTS:

1. Existing BLCS Charter
2. Proposed Charter



DEPARTMENT OF PUBLIC WORKS

22 Dodge Road
Amherst, NH 03031
Tel. (603) 673-2317 Fax (603) 249-8857
ehahn@amherstnh.gov

November 15, 2019

Charter: Baboosic Lake Community Septic System.

The Baboosic Lake Community Septic System (BLCS) Committee is chartered to serve the residences connected to the BLCS. The committee will serve as a conduit of information between the Town of Amherst and the Residents connected to the system. The information would include concerns and solutions regarding the BLCS performance, integrity, management of change and maintenance needs, both scheduled and unscheduled. The committee will provide insight and feedback to the town regarding the financial balance sheet, rates, operational concerns and system integrity. The committee will meet at least once per year but may meet more often as they see fit.

Members: Shall consist of 3 residents, whose homes are connected to the BLCS, each of whom has voting rights. The committee shall be supported by 2 staff members – the DPW Director and the Health Officer, both non-voting.

Members will serve 3 years terms, staggered so that no more than 1 member is appointed in any calendar year. Terms shall commence April 1st. A lottery shall be used to determine the initial member's length of term as 1, 2 or 3 years. Vacancies may be filled as needed. The BOS will appoint all members.

This Charter was approved by the Board of Selectmen at a public meeting on November 12, 2019.

Kind Regards,

Eric Hahn

Town Of Amherst

Director of Public Works

Charter of Baboosic Lake Community Septic System Committee

Article I: Name

The name of this committee shall be The Baboosic Lake Community Septic System (BLCS) Committee (“Committee”).

Article II: Purpose

The purpose of the committee is to serve as a conduit of information between the Town of Amherst and the residents connected to the BLCS system. The information will include concerns and solutions regarding the BLCS performance, integrity, management and maintenance needs, both scheduled and unscheduled, required in the system. The committee will provide feedback from the residents regarding rates, operational concerns, and system integrity.

Article III: Members

The committee shall consist of five (5) members in total; Three (3) shall be residents whose homes are currently connected to the BLCS and two (2) shall be Town staff members, the DPW Director or his appointee and one ex-officio member of the Board. The Committee serves at the pleasure and under the direction of the Board.

Article IV: Duties and Responsibilities

The duties and responsibilities of the committee shall be to work with the Town to ensure the BLCS is properly funded in order to maintain system integrity and financial viability of the system. System cost shall include, but not be limited to, all costs for operation and maintenance, administrative, repair and improvements and any other unforeseen or emergency related costs incurred. It is imperative that the system also build and maintain retained earnings to fund any capital improvements that are identified to maintain the integrity of the system.

Article V: Procedure

The Committee shall conduct its meetings in accordance with RSA 91-A.

Article VI: Dissolution

The Committee serves at the will of the Board and may be dissolved by the Board at any point, including at the conclusion of the Committee's business.

Article VII: Amendments

This charter may be amended with the approval of the Board.

Approved by the Board of Selectmen at their meeting held on _____, 2023.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Town Building cleaning bids
Meeting Date: October 23, 2023

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The Town was recently notified by our cleaning vendor, The Cleaning Connection, that they will no longer provide services to clean town buildings as of November 1st. We recently advertised an RFP for town cleaning services and received six bids. After consideration of the bids, we recommend awarding a contract to Jay Mckenna Cleaning as the lowest qualified bid. It is important that we award a contract for this work as cleaning services will cease on November 1.

To view the two other qualified bids use the following links: [Katrianas 001.pdf](#), [Wendi's 001.pdf](#)

BUDGET IMPACT:

(Include general ledger account numbers)

Variable per department.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend to award a contract not to exceed \$1,553.00 to Jay Mckenna Cleaning.

SUGGESTED MOTION:

I move to award a contract to Jay Mckenna Cleaning Services, LLC., not to exceed \$1,553.00. I further authorize the DPW Director to sign the related agreement.

TOWN ADMINISTRATOR RECOMMENDATION:

There was a discussion at the staff meeting and the department heads concurred with the recommendation.

ATTACHMENTS:

1. Bid Tabulation
2. 9-26-23 RFP final
3. Jay Mckenna Cleaning Services, LLC

03-24 Town Buildings Cleaning Service

Bidder	Central Fire	South Fire	Library	Recreation	Police Dept.	DPW	Town Hall
Wendi's Cleaning Service	\$135.00/Weekly	\$75.00/weekly	615.00/weekly	\$135.00/Bi-weekly	\$465.00/weekly	\$125.00/weekly	\$525.00/weekly
Carpets	.30/ sq ft	.30/ sq ft	.30/ sq ft	.30/ sq ft	.30/ sq ft	.30/ sq ft	.30/ sq ft
Strip & finish buffing	1.25/ sq ft	1.25/ sq ft	1.25/ sq ft	1.25/ sq ft	1.25/ sq ft	1.25/ sq ft	1.25/ sq ft
windows	.75/ sq ft	.75/ sq ft	.75/ sq ft	.75/ sq ft	.75/ sq ft	.75/ sq ft	.75/ sq ft
	\$55.00/ pre hour						
Katrianas	\$240.00/weekly	\$60.00/weekly	\$1050.00/weekly	\$60.00/weekly	\$494.00/weekly	\$75.00/weekly	\$615.00/weekly
Strip, seal, wax	.45/ sq ft	.45/ sq ft	.45/sq ft	.45/sq ft	.45/sq ft	.45/sq ft	.45/ sq ft
Carpet Cleaning	.25/ sq ft	.25/ sq ft	.25/ sq ft	.25/ sq ft	.25/ sq ft	.25/ sq ft	.25/ sq ft
J McKenna Cleaning	\$119.00/weekly	\$34.00/weekly	\$560.00/weekly	\$34.00/weekly	\$432.00/weekly	\$68.00/weekly	\$306.00/weekly
Waxing	.60/Sq Ft	.59/sq ft	.55/sq ft	.59/sq ft	.55/sq ft	.59/sq ft	.60/sq ft
Carpet	.33/sq ft	.30/sq ft	.32/ sq ft	.32/sq ft	.30/sq ft	.32/sq ft	.30/sq ft
Windows	\$9.00/each	\$7.00/each	\$9.00/each	\$8.00/each		\$8.00/each	\$10.00/each
Emergency call					\$36.00 per call		
INCOMPLETE BIDS							
Concord Compassionate Cleaners	\$185.00/wekly	\$165.00/weekly	\$180/Weekly	\$75.00/weekly	\$255.00/weekly	\$90.00/weekly	No Quote
NO VISIT							
Emergency call	\$60.00	\$60.00	\$60.00	\$60.00	\$75.00	\$75.00	
Stripping		\$300.00	\$300.00	\$300.00	\$350.00	\$300.00	
Shampoo		\$150.00	\$150.00	\$150.00	\$250.00	\$200.00	
Windows				\$200.00	\$200.00	\$250.00	
AP Cleaners	\$75.00/weekly	\$50.00/weekly	\$500.00/weekly	\$50.00/weekly	\$375.00/weekly	\$75.00/weekly	\$375.00/weekly
no add'l services quoted							
GFS - NO VISIT							
No quote given							

Town of Amherst, New Hampshire
2 Main Street, Amherst, NH 03031

Request for Proposals

Town Buildings Cleaning Services

03-24

Proposals Due:

October 13, 2023, by 2pm.

September 25, 2023

The Town of Amherst is seeking Proposals for cleaning services of Town-owned buildings.

Background:

Amherst currently has six departments requiring cleaning services for their facilities to include Town Hall, Recreation, Police, Fire, Library, and DPW. Each department requires varying levels of services.

Scope of Services:

The scope of services requested for each facility is detailed in **Attachment A**. We are seeking pricing per facility as requested in Attachment A.

General Requirements:

- In the performance of the services requested, the contractor shall not be considered an employee of the Town of Amherst but shall be an independent contractor or employee of the company/organization submitting the proposal. The contractor shall perform the services on behalf of the Town and will serve as the Town's agent.
- The contractor shall provide a summary of their current insurance coverage for comprehensive, general liability, professional liability, automotive liability, and workers' compensation insurance. The limits of coverage shall be indicated for each policy.
- The issuance of this RFP is not a guarantee that the Town will select any of the applicants that submit a proposal. The Town reserves the right to withdraw this RFP or to reject all proposals received in response to it. The Town reserves the right to waive any non-material irregularities or information in any RFP and select the contractor that in the sole determination of the Town serves the best interest of the Town.
- Each individual Town department represented in this RFP is responsible for their own budget. The Town may elect to award services under this RFP for some departments and not others. All contractors submitting proposals should base their pricing accordingly.
- The Town of Amherst assumes no responsibility or liability for costs incurred by recipients of this RFP in responding to it or in responding to any subsequent information requests.

Submission Requirements:

The contractor shall provide the following information for consideration:

- A letter of interest signed by an individual authorized to make the offer.
- A statement of qualifications and proposal for cleaning services, to include the contractor's experience, any additional contractors and subcontractors, outline of capabilities, including a list of references.
- Copies of all certificates of insurance.
- A cost proposal, with per facility pricing, for the included scope of services. Proposals shall be submitted within the included proposal form.
- All proposals must be received at the Amherst Town Hall no later than Friday, October 13, at 2pm.
- All questions should be directed to Eric Slosek, DPW Director, by emailing eslosek@amherstnh.gov. Questions received after 3pm on October 11 will not be answered.
- A walk-thru of the facilities may be arranged by appointment.
- Three copies of the proposal shall be mailed in a sealed envelope marked "Town of Amherst Cleaning Services", and shall be mailed to Town of Amherst, Town Administrator's Office, 2 Main Street, Amherst, NH 03031. The proposals must be received by the time and date stated above.

Proposal Selection Process:

- Proposals will be reviewed and evaluated following the submission deadline.
- The Town will select a contractor based upon the submission items listed above, interviews, and any other information deemed pertinent by the Town.
- All contracts are subject to review by Town Counsel and approval by the Board of Selectmen.
- Opt-Out Provision: The Town of Amherst may terminate this contract at any time for any reason by giving at least thirty (30) days' notice in writing to the contractor. If the contract is terminated by the Town of Amherst, as provided herein, the contractor will be paid a fair payment as negotiated with the Town for the work completed and materials supplied as of the date of termination.
- A recommendation of award is anticipated to be made to the Board of Selectmen on or about October 23, 2023.
- Services under the contract are expected to commence on November 1, 2023, after notification of award.

Price Proposal Form:

Central Fire Station – Weekly Total:

Pricing for Additional Services:

South Fire Station – Weekly Total:

Pricing for Additional Services:

Library – Weekly Total:

Pricing for Additional Services:

Recreation – Weekly Total:

Pricing for Additional Services:

Police Department – Weekly Total:

Pricing for Additional Services:

DPW – Weekly Total:

Pricing for Additional Services:

Attachment A:
Requested Services

Name and address of Facility:

Central Fire Station, 177 Amherst Street, Amherst, NH 03031

Typical Service Provided:

Number of Times per week:

- | | |
|---|------------------------|
| 1. Clean front door glass & threshold | <u>1</u> |
| 2. Sweep and dust mop all floors | <u>1</u> |
| 3. Sweep all halls and stairways | <u>1</u> |
| 4. Vacuum all carpets and rugs, and
spot clean as needed | <u>1</u> |
| 5. Empty all waste containers | <u>1</u> |
| 6. Dust all office furniture, telephones, ledges,
woodwork, and all other surfaces
within reach | <u>1</u> |
| 7. Remove finger marks from both sides of all
entrance doors and from all interior doors,
walls, woodwork, and partitions | <u>1</u> |
| 8. Scrub and disinfect all restroom floors and
fixtures | <u>1</u> |
| 9. Replace restroom supplies in respective
containers | <u>1</u> |
| 10. Dust light fixtures | <u>0</u> |
| 11. Maintain janitorial room in a neat and orderly
condition | <u>0</u> |
| 12. Thoroughly clean and wax all floors | <u>1 to 2 per year</u> |
| 13. Clean all exterior windows on both the inside
and the outside. | <u>1 per year</u> |

Other Services Required:

Frequency:

1. Carpet cleaned up to two times a year.
2. _____
3. _____
4. _____
5. _____

Please indicate if there are any special requests, or considerations for cleaning schedule:

Name and address of Facility:

South Fire Station, 62 Stearns Rd., Amherst, NH 03031

Typical Service Provided:

Number of Times per week:

14. Clean front door glass & threshold	<u>1</u>
15. Sweep and dust mop all floors	<u>1</u>
16. Sweep all halls and stairways	<u>1</u>
17. Vacuum all carpets and rugs, and spot clean as needed	<u>1</u>
18. Empty all waste containers	<u>1</u>
19. Dust all office furniture, telephones, ledges, woodwork, and all other surfaces within reach	<u>1</u>
20. Remove finger marks from both sides of all entrance doors and from all interior doors, walls, woodwork, and partitions	<u>1</u>
21. Scrub and disinfect all restroom floors and fixtures	<u>1</u>
22. Replace restroom supplies in respective containers	<u>1</u>
23. Dust light fixtures	<u>0</u>
24. Maintain janitorial room in a neat and orderly condition	<u>0</u>
25. Thoroughly clean and wax all floors	<u>1 to 2 per year</u>
26. Clean all exterior windows on both the inside and the outside.	<u>1 per year</u>

Other Services Required:

Frequency:

1. Carpet cleaned up to two times a year.

Please indicate if there are any special requests, or considerations for cleaning schedule:

Name and address of Facility:

Amherst Town Library – 14 Main St., Amherst, NH 03031

Typical Service Provided:

Number of Times per week:

- | | |
|---|--|
| 1. Clean front door glass & threshold | _____ weekly _____ |
| 2. Sweep and dust mop all floors | _____ kitchen and bathroom floors should be wet mopped weekly _____ |
| 3. Sweep all halls and stairways | _____ weekly _____ |
| 4. Vacuum all carpets and rugs, and spot clean as needed | vacuum high traffic area daily, less traffic areas every 2 weeks _____ |
| 5. Empty all waste containers | _____ daily _____ |
| 6. Dust all office furniture, telephones, ledges, woodwork, and all other surfaces within reach | _____ every 2 weeks _____ |
| 7. Remove finger marks from both sides of all entrance doors and from all interior doors, walls, woodwork, and partitions | _____ weekly, also light switches _____ |
| 8. Scrub and disinfect all restroom floors and fixtures outside _____ | _____ daily, entire toilet both inside bowl and drips _____ |
| 9. Replace restroom supplies in respective containers | _____ daily/ as needed _____ |
| 10. Dust light fixtures | 3-4x/ year _____ (remove bugs from drum lights) |
| 11. Maintain janitorial room in a neat and orderly condition | _____ ongoing _____ |
| 12. Thoroughly clean and wax all floors year _____ | _____ polish tile floor 1-2x/ _____ |
| 13. Clean all exterior windows on both the inside and the outside. | _____ wash windows 1-2x/ year _____ |

Other Services Required:

Frequency:

- | | |
|--|----------------------|
| 1. _____ clean upholstered chairs/ cushions | _____ annually _____ |
| 2. _____ disinfect/ wipe down bubbler _____ | _____ daily _____ |
| 3. _____ scrub sinks in kitchen and hospitality area | _____ weekly _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

Please indicate if there are any special requests, or considerations for cleaning schedule:

The library is open 7 days/ week with about 175-200 visitors/ day. We need at least 5 day/ week service. At each visit, the bathrooms need to be cleaned/ disinfected (toilet, sink, floor, refill, empty trash, wipe down walls/ baseboard as needed.) The high traffic path in the front door/ circulation desk should be vacuumed daily, as well as children's room and Johnson Room (where we have lots of crawlers). The rest of the building can be cycled through with the least trafficked areas (offices, in the book stacks) only being vacuumed every 2 weeks.

Staff clean their own desks and daily wipe down public tables, but areas like windowsills should be

dusted every couple of weeks.

We'd LOVE to have light fixtures cleaned out / dusted/ cobwebs or bugs removed a couple of times a year.

Carpets should be cleaned annually, ideally the higher traffic areas and storytime rug done again mid-year. Would love to have upholstered chairs periodically cleaned as well. Walls, baseboard should be wiped down a couple of times/ year. Windows cleaned inside and outside at least annually (after pollen falls). Tile floors and stairway grout stripped/ polished annually.

Ideally cleaning would occur when the library is not open to the public (night/ early morning) but some work could occur during open hours is scheduled correctly (ie don't vacuum during storytime ;)

Please list the contact(s) for your facility. This would be the person(s) the contractor would contact to discuss or resolve issues.

	Name:	Phone:	Email:
1.	Amy Lapointe	603-673-2288 x501	alapointe@amherstlibrary.org
2.	Sarah Leonardi	603-673-2288 x506	sleonardi@amherstlibrary.org

Name and address of Facility: Amherst Police Dept. 175 Amherst St

Typical Service Provided:

Number of Times per week:

- | | |
|---|--|
| 1. Clean front door glass & threshold | <u>Not necessary</u> |
| 2. Sweep and dust mop all floors | <u>3</u> |
| 3. Sweep all halls and stairways | <u>3</u> |
| 4. Vacuum all carpets and rugs, and spot clean as needed | <u>3</u> |
| 5. Empty all waste containers | <u>3</u> |
| 6. Dust all office furniture, telephones, ledges, woodwork, and all other surfaces within reach | <u>0</u> |
| 7. Remove finger marks from both sides of all entrance doors and from all interior doors, walls, woodwork, and partitions | <u>Rarely</u> |
| 8. Scrub and disinfect all restroom floors and fixtures | <u>3</u> |
| 9. Replace restroom supplies in respective containers | <u>3</u> |
| 10. Dust light fixtures | <u>0</u> |
| 11. Maintain janitorial room in a neat and orderly condition | <u>As needed</u> |
| 12. Thoroughly clean and wax all floors | <u>I do not believe our new floors require treatment</u> |
| 13. Clean all exterior windows on both the inside and the outside. | <u>0</u> |

Other Services Required:

Frequency:

- Emergency Services for "issues" during booking/detention of prisoners - Rate & Paid Per diem
- _____

3. _____
4. _____
5. _____

Please indicate if there are any special requests, or considerations for cleaning schedule:

Current schedule is M, W, F. We would prefer that service occurs after 4 p.m.

Please list the contact(s) for your facility. This would be the person(s) the contractor would contact to discuss or resolve issues.

- Name: _____ Phone: 603 673 4900 Email: ACiampoli@amherstnh.gov
1. Anthony Ciampoli
 2. _____

Please include any other information pertinent to a price proposal for cleaning services for your facility:

Name and address of Facility: Amherst Recreation - 4 Cross Rd, Amherst

N/A

Typical Service Provided:

Number of Times per week:

1. Clean front door glass & threshold
2. Sweep and dust mop all floors
3. Sweep all halls and stairways
4. Vacuum all carpets and rugs, and spot clean as needed
5. Empty all waste containers
6. Dust all office furniture, telephones, ledges, woodwork, and all other surfaces within reach
7. Remove finger marks from both sides of all entrance doors and from all interior doors, walls, woodwork, and partitions
8. Scrub and disinfect all restroom floors and fixtures
9. Replace restroom supplies in respective containers
10. Dust light fixtures
11. Maintain janitorial room in a neat and orderly condition
12. Thoroughly clean and wax all floors
13. Clean all exterior windows on both the inside and the outside.

✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓

Clean every other week

once a year

twice a year

Other Services Required:

Frequency:

1. _____
2. _____

3. _____
4. _____
5. _____

Please indicate if there are any special requests, or considerations for cleaning schedule:

Please list the contact(s) for your facility. This would be the person(s) the contractor would contact to discuss or resolve issues.

- | | Name: | Phone: | Email: |
|----|-----------------------------------|----------|---------------------|
| 1. | _____
Craley, Tracy | 673-6248 | Craley@arhast14.gov |
| 2. | _____ | _____ | _____ |

Please include any other information pertinent to a price proposal for cleaning services for your facility:

September 13, 2023

Name and address of Facility:

Town Hall, 2 Main Street, Amherst, NH 03031

Typical Service Provided:

Number of Times per week:

- | | |
|---|----------------------------|
| 1. Clean front door glass & threshold all entrances | M/W/F |
| 2. Sweep, and dust mop all floors, stairways and halls | M/W/F |
| 3. Vacuum all carpets and rugs, and spot clean as needed | M/W/F |
| 4. Empty all waste containers | ___ M/W/F ___ |
| 5. Dust all office furniture, telephones, ledges, woodwork, and all other surfaces within reach | ___ 2x a month ___ |
| 6. Remove finger marks from both sides of all entrance doors and from all interior doors, walls, woodwork, and partitions | ___ Weekly? ___ |
| 7. Scrub and disinfect all restroom floors and fixtures | M/W/F |
| 8. Replace restroom supplies in respective containers | ___ M/W/F ___ |
| 9. Dust light fixtures | ___ Monthly ___ |
| 10. Maintain janitorial room in a neat and orderly condition | ___ Every visit ___ |
| 11. Thoroughly clean and wax all floors | ___ Yearly ___ |
| 12. Clean all exterior windows on both the inside and the outside. | ___ Yearly ___ |

Other Services Required:

Frequency:

1. **All Countertop surfaces**, including interior and exterior of Town Clerk, CD and Tax counters, kitchen on both floors and bathrooms, **all tables** including kitchen and upstairs meeting room_ **M/W/F**
2. **Kitchen sinks once a week, both upstairs and downstairs.**
3. **Carpet cleaning once a year.**
4. **Refrigerators and microwaves upon request**

Please indicate if there are any special requests, or considerations for cleaning schedule:

We need some better all-weather mats at all entrances.

We have not had "throw rugs" removed and cleaned to remove sand and debris in a very long time. _____

Please list the contact(s) for your facility. This would be the person(s) the contractor would contact to discuss or resolve issues.

Name:	Phone:	Email:
1. Jennifer Stover		
2. Gail		

Please include any other information pertinent to a price proposal for cleaning services for your facility:

- I believe a walk-through would be a good idea.
- I'd like to know what cleaning products are being used.
- I'd like to know if equipment will be brought in or stored here, and if stored here, where.
- I'd like to know when they would actually be here.
- I would like a direct contact for communication.
- I would like all departments to be individually billed.

Name and address of Facility:

Public Works Department, 22 Dodge Rd., Amherst, NH 03031

Typical Service Provided:

Number of Times per week:

- | | |
|---|------------------------------|
| 1. Clean front door glass & threshold | <u> / </u> |
| 2. Sweep and dust mop all floors | <u> / </u> |
| 3. Sweep all halls and stairways | <u> / </u> |
| 4. Vacuum all carpets and rugs, and spot clean as needed | <u> / </u> |
| 5. Empty all waste containers | <u> / </u> |
| 6. Dust all office furniture, telephones, ledges, woodwork, and all other surfaces within reach | <u> / </u> |
| 7. Remove finger marks from both sides of all entrance doors and from all interior doors, walls, woodwork, and partitions | <u> / </u> |
| 8. Scrub and disinfect all restroom floors and fixtures | <u> / </u> |
| 9. Replace restroom supplies in respective containers | <u> / </u> |
| 10. Dust light fixtures | <u>Twice per year</u> |
| 11. Maintain janitorial room in a neat and orderly condition | <u> 0 </u> |
| 12. Thoroughly clean and wax all floors | <u>Every three months</u> |
| 13. Clean all exterior windows on both the inside and the outside. | <u>Twice per year</u> |

Other Services Required:

Frequency:

1. Perform typical services in office area, Crew breakroom (in building), bathroom in garage bay,
2. Crew office trailer (outside of building).
3. _____
4. _____
5. _____

Please indicate if there are any special requests, or considerations for cleaning schedule:

Cleaning schedule should occur after regular business hours.
DPW regular business hours are M-F, 6:30am - 3pm.

Please list the contact(s) for your facility. This would be the person(s) the contractor would contact to discuss or resolve issues.

	Name:	Phone:	Email:
1.	Pat Delisle	603-673-2317, x 401	pdelisle@amherstnh.gov
2.			

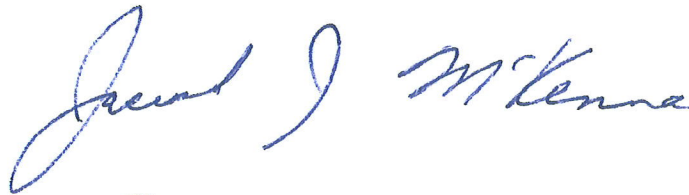
Please include any other information pertinent to a price proposal for cleaning services for your facility:

LETTER OF INTEREST

I, Joseph Mckenna, DBA Jay Mckenna Cleaning have interest in bidding Amherst Town Buildings

I am the owner and President of Jay Mckenna Cleaning

603 345 5187

A handwritten signature in blue ink that reads "Joseph J. McKenna". The signature is written in a cursive style with a large, looping initial "J".

JAY MCKENNA CLEANING

REFERENCES

Doug Tellier- Catholic Medical Center 603 785 3994

Jessica Veilleux- Wright Assoc. And Family Health Care 603 249 8883

Cory Allen- Delta Management 603 692-3238

Bart Murphy- Ametek 603 213 6290 x1616

STATEMENT OF Qualifications for Jay Mckenna Cleaning

Have been in Commercial and residential cleaning for Twenty- Eight (28) years

Have 37 full and part time employees, Fifteen of the 37 employees have been with me for over Fifteen years

All workers have been trained in the most updated cleaning practices

I do daily, weekly and monthly quality checks to ensure customer satisfaction

All communication goes through me (the owner) no middle person to deal with, any issues are resolved immediately

I also email each contact for each particular account to ensure customer satisfaction

I have all my own equipment and DO NOT sub-contractor work out

We use safe green products wherever possible including mops and dusting products

My work is Guaranteed to meet your complete satisfaction

Waxing is done using the highest quality of wax (Johnson and Johnson)

Carpet we use no allergenic products to ensure effectiveness and nice aroma

Workers are punctual and polite



JAYMCKE-02

ASTEVENSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/29/2023

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 Davis & Towle Morrill & Everett, Inc. 115 Airport Road Concord, NH 03301	CONTACT NAME: PHONE (A/C, No, Ext): (603) 225-6611		FAX (A/C, No): (603) 225-7935	
	E-MAIL ADDRESS:			
INSURED Jay McKenna Cleaning Service LLC 10 Surrey Lane Merrimack, NH 03054	INSURER(S) AFFORDING COVERAGE		NAIC #	
	INSURER A : MMG Insurance Company		15997	
	INSURER B : AmTrust North America, Inc.			
	INSURER C :			
	INSURER D :			
	INSURER E :			

COVERAGES **CERTIFICATE NUMBER:** **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 INSR	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			SC12120971	9/16/2023	9/16/2024	EACH OCCURRENCE	\$ 1,000,000		
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 250,000		
							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		
								\$		
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$		
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						BODILY INJURY (Per person)	\$		
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$		
							PROPERTY DAMAGE (Per accident)	\$		
								\$		
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE			KU12120971	9/16/2023	9/16/2024	EACH OCCURRENCE	\$ 1,000,000		
							AGGREGATE	\$ 1,000,000		
	DED <input checked="" type="checkbox"/> RETENTION \$							\$ 1,000,000		
B	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	Y	N/A	WWC3673096	10/3/2023	10/3/2024	<input checked="" type="checkbox"/> PER STATUTE	OTH-ER	
										\$ 500,000
							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)
Job Site:
 Re- Bid Manchester 527 - Patrol Shed Addition /Renovation
 Route - 101
 Manchester, New Hampshire 03104
 Dept. of Transportation
 Div. of Public Works Project # 80993R

CERTIFICATE HOLDER **CANCELLATION**

For informational purposes

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



JAYMCKE-02

ASTEVENSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/29/2023

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PRODUCER Davis & Towle Morrill & Everett, Inc. 115 Airport Road Concord, NH 03301	CONTACT NAME:	
	PHONE (A/C, No, Ext): (603) 225-6611	FAX (A/C, No): (603) 225-7935
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : MMG Insurance Company		15997
INSURED Jay McKenna Cleaning Service LLC 10 Surrey Lane Merrimack, NH 03054		
INSURER B : AmTrust North America, Inc.		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

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 SUBR INSD 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 type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		SC12120971	9/16/2023	9/16/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 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 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		KU12120971	9/16/2023	9/16/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	WWC3673096	10/3/2023	10/3/2024	<input checked="" type="checkbox"/> PER STATUTE <input 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)

Job Site:
 Re- Bid Manchester 527 - Patrol Shed Addition /Renovation
 Route - 101
 Manchester, New Hampshire 03104
 Dept. of Transportation
 Div. of Public Works Project # 80993R

CERTIFICATE HOLDER**CANCELLATION**

For informational purposes

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

CENTRAL FILE STATION

Price Proposal Form:

Central Fire Station – Weekly Total:

\$ 119.00 PER WEEK

Pricing for Additional Services:

WAXING 60 CENTS PER SQ. FT.

CARPET 33 CENTS PER SQ FT

WINDOWS \$ 9.00 PER WINDOW

South Fire Station – Weekly Total:

Pricing for Additional Services:

Library – Weekly Total:

Pricing for Additional Services:

Recreation – Weekly Total:

Pricing for Additional Services:

Police Department – Weekly Total:

Pricing for Additional Services:

DPW – Weekly Total:

Pricing for Additional Services:

Central Fire Station 177 Amherst Street Amherst, N.H.

The following will be done ONCE a week:

Entry:

Windex glass door

Dust windowsills

Vacuum entire hallway

Wet mop using neutral cleaner

Remove fingerprints from outside and inside of door

Bathrooms:

Vacuum floors paying special attention to corners and edges

Wet mop using neutral cleaner

Windex mirror

Disinfect sink

Sanitize countertop

Sanitize outside and inside of toilet seat

Sanitize inside of toilet bowl/urinal

Clean bottom of toilet bowl

Dust top of stall dividers

Remove sanitary napkin holders, replace with new bag

Replace toilet paper. hand towels and hand soap

Office Area:

Remove trash, replace liners

Vacuum all carpeted areas paying special attention to corners and edges

Dust windowsills

Dust on top of cabinets

Dust light fixtures

Kitchen area:

Clean and sanitize sink

Disinfect countertop

Vacuum floors paying attention to corners and edges

Wet mop floor using a neutral cleaner

Clean and disinfect microwave

Remove trash and replace liners

Central Fire Station 177 Amherst Street Amherst, N.H.

The following will be done ONCE a week:

Entry:

Windex glass door

Dust windowsills

Vacuum entire hallway

Wet mop using neutral cleaner

Remove fingerprints from outside and inside of door

Bathrooms:

Vacuum floors paying special attention to corners and edges

Wet mop using neutral cleaner

Windex mirror

Disinfect sink

Sanitize countertop

Sanitize outside and inside of toilet seat

Sanitize inside of toilet bowl/urinal

Clean bottom of toilet bowl

Dust top of stall dividers

Remove sanitary napkin holders, replace with new bag

Replace toilet paper, hand towels and hand soap

Office Area:

Remove trash, replace liners

Vacuum all carpeted areas paying special attention to corners and edges

Dust windowsills

Dust on top of cabinets

Dust light fixtures

Kitchen area:

Clean and sanitize sink

Disinfect countertop

Vacuum floors paying attention to corners and edges

Wet mop floor using a neutral cleaner

Clean and disinfect microwave

Remove trash and replace liners

Central Fire Station 177 Amherst Street Amherst, N.H.

The following will be done ONCE a week:

Entry:

Windex glass door

Dust windowsills

Vacuum entire hallway

Wet mop using neutral cleaner

Remove fingerprints from outside and inside of door

Bathrooms:

Vacuum floors paying special attention to corners and edges

Wet mop using neutral cleaner

Windex mirror

Disinfect sink

Sanitize countertop

Sanitize outside and inside of toilet seat

Sanitize inside of toilet bowl/urinal

Clean bottom of toilet bowl

Dust top of stall dividers

Remove sanitary napkin holders, replace with new bag

Replace toilet paper. hand towels and hand soap

Office Area:

Remove trash, replace liners

Vacuum all carpeted areas paying special attention to corners and edges

Dust windowsills

Dust on top of cabinets

Dust light fixtures

Kitchen area:

Clean and sanitize sink

Disinfect countertop

Vacuum floors paying attention to corners and edges

Wet mop floor using a neutral cleaner

Clean and disinfect microwave

Remove trash and replace liners

62 STRAUS RD
SOUTH FIRE STATION

Price Proposal Form:

Central Fire Station – Weekly Total:

Pricing for Additional Services:

South Fire Station – Weekly Total:

Pricing for Additional Services:

\$ 34.00 WEEKLY
WAXING 59 CENTS PER SQ FT
CARPET 30 CENTS PER SQ FT
WINDOWS \$7.00 PER WINDOW

Library – Weekly Total:

Pricing for Additional Services:

Recreation – Weekly Total:

Pricing for Additional Services:

Police Department – Weekly Total:

Pricing for Additional Services:

DPW – Weekly Total:

Pricing for Additional Services:

South Fire Station, 62 Stearns Road, Amherst, N. H>

The following will be done ONCE a week:

Windex entry door

Remove fingerprints from outside and inside of door

Bathrooms:

Sweep floors

Wet mop using neutral cleaner

Windex mirror

Disinfect sink

Sanitize countertop

Sanitize outside and inside of toilet seat

Sanitize inside of toilet bowl/urinal

Clean bottom of toilet bowl

Replace toilet paper, hand towels and hand soap

Office Area:

Remove trash, replace liner

Vacuum all carpeted areas paying special attention to corners and edges

Dust windowsills

Dust on top of cabinet

Wet mop floors using neutral cleaner

Kitchen area:

Clean and sanitize sink

Disinfect countertop

Sweep floor

Wet mop floor using neutral cleaner

South Fire Station, 62 Stearns Road, Amherst, N. H>

The following will be done ONCE a week:

Windex entry door

Remove fingerprints from outside and inside of door

Bathrooms:

Sweep floors

Wet mop using neutral cleaner

Windex mirror

Disinfect sink

Sanitize countertop

Sanitize outside and inside of toilet seat

Sanitize inside of toilet bowl/urinal

Clean bottom of toilet bowl

Replace toilet paper, hand towels and hand soap

Office Area:

Remove trash, replace liner

Vacuum all carpeted areas paying special attention to corners and edges

Dust windowsills

Dust on top of cabinet

Wet mop floors using neutral cleaner

Kitchen area:

Clean and sanitize sink

Disinfect countertop

Sweep floor

Wet mop floor using neutral cleaner

South Fire Station, 62 Stearns Road, Amherst, N. H>

The following will be done ONCE a week:

Windex entry door

Remove fingerprints from outside and inside of door

Bathrooms:

Sweep floors

Wet mop using neutral cleaner

Windex mirror

Disinfect sink

Sanitize countertop

Sanitize outside and inside of toilet seat

Sanitize inside of toilet bowl/urinal

Clean bottom of toilet bowl

Replace toilet paper, hand towels and hand soap

Office Area:

Remove trash, replace liner

Vacuum all carpeted areas paying special attention to corners and edges

Dust windowsills

Dust on top of cabinet

Wet mop floors using neutral cleaner

Kitchen area:

Clean and sanitize sink

Disinfect countertop

Sweep floor

Wet mop floor using neutral cleaner

LIBRARY
14 MAIN STREET

Price Proposal Form:

Central Fire Station – Weekly Total:

Pricing for Additional Services:

South Fire Station – Weekly Total:

Pricing for Additional Services:

Library – Weekly Total:

Pricing for Additional Services:

\$ 560.00 WEEKLY
WAXING 55 CENTS PER SQ FT
CARPET 32 CENTS PER SQ FT
WINDOWS \$ 9.00 PER WINDOW

Recreation – Weekly Total:

Pricing for Additional Services:

Police Department – Weekly Total:

Pricing for Additional Services:

DPW – Weekly Total:

Pricing for Additional Services:

Amherst Town Library 14 Main Street

The following will be done 5 times per week:

Entrance way:

Clean front door

Vacuum

Dust Window sills

Office Area:

Vacuum paying special attention to corners and edges

Dust office furniture, Windowsills, cabinets, light fixtures

Remove fingerprints from inside and outside of doors

Wipe down and disinfect customer counter tops

Check walls for finger prints and stain

Disinfect water cooler

Empty trash, replace bag

Vacuum stairs and wet mop

Kitchen Area:

Disinfect counter tops, sink and tables

Vacuum floor

Wet mop using neutral cleaner

Remove trash, replace bag

Bathrooms:

Windex mirror

Disinfect sink, and sanitize counters

Sanitize outside and inside of toilet seat

Disinfect inside of toilet bowls

Sanitize bottom of toilet

Replace toilet paper, hand soap and paper towels

Remove trash including sanitary napkin holders, replace bags

Dust on top of stalls

Children's room/Johnson Room

Vacuum entire area paying special attention to corners and edges as well as removing any crawlers

Amherst Town Library 14 Main Street

The following will be done 5 times per week:

Entrance way:

Clean front door

Vacuum

Dust Window sills

Office Area:

Vacuum paying special attention to corners and edges

Dust office furniture, Windowsills, cabinets, light fixtures

Remove fingerprints from inside and outside of doors

Wipe down and disinfect customer counter tops

Check walls for finger prints and stain

Disinfect water cooler

Empty trash, replace bag

Vacuum stairs and wet mop

Kitchen Area:

Disinfect counter tops, sink and tables

Vacuum floor

Wet mop using neutral cleaner

Remove trash, replace bag

Bathrooms:

Windex mirror

Disinfect sink, and sanitize counters

Sanitize outside and inside of toilet seat

Disinfect inside of toilet bowls

Sanitize bottom of toilet

Replace toilet paper, hand soap and paper towels

Remove trash including sanitary napkin holders, replace bags

Dust on top of stalls

Children's room/Johnson Room

Vacuum entire area paying special attention to corners and edges as well as removing any crawlers

Amherst Town Library 14 Main Street

The following will be done 5 times per week:

Entrance way:

Clean front door

Vacuum

Dust Window sills

Office Area:

Vacuum paying special attention to corners and edges

Dust office furniture, Windowsills, cabinets, light fixtures

Remove fingerprints from inside and outside of doors

Wipe down and disinfect customer counter tops

Check walls for finger prints and stain

Disinfect water cooler

Empty trash, replace bag

Vacuum stairs and wet mop

Kitchen Area:

Disinfect counter tops, sink and tables

Vacuum floor

Wet mop using neutral cleaner

Remove trash, replace bag

Bathrooms:

Windex mirror

Disinfect sink, and sanitize counters

Sanitize outside and inside of toilet seat

Disinfect inside of toilet bowls

Sanitize bottom of toilet

Replace toilet paper, hand soap and paper towels

Remove trash including sanitary napkin holders, replace bags

Dust on top of stalls

Children's room/Johnson Room

Vacuum entire area paying special attention to corners and edges as well as removing any crawlers

AMHEST RECREATION

Price Proposal Form:

Central Fire Station – Weekly Total:

Pricing for Additional Services:

South Fire Station – Weekly Total:

Pricing for Additional Services:

Library – Weekly Total:

Pricing for Additional Services:

Recreation – Weekly Total:

Pricing for Additional Services:

34.00
~~31.00~~ WEEKLY
WAXING 59. SQ. FOOT 59 CENTS SQ. FT
CARPET 32. SQ FOOT 32 CENTS SQ FT
WINDOWS \$8.00 per window

Police Department – Weekly Total:

Pricing for Additional Services:

DPW – Weekly Total:

Pricing for Additional Services:

Amherst Recreation, 4 Cross Road, Amherst, N.H.

The following will be done ONCE a week:

Windex entry door

Remove fingerprints from outside and inside of door

Bathrooms:

Sweep floors

Wet mop using neutral cleaner

Windex mirror

Disinfect sink

Sanitize countertop

Sanitize outside and inside of toilet seat

Sanitize inside of toilet bowl/urinal

Clean bottom of toilet bowl

Replace toilet paper, hand towels and hand soap

Office Area:

Remove trash, replace liner

Vacuum all carpeted areas paying special attention to corners and edges

Dust windowsills

Dust on top of cabinet

Kitchen area:

Clean and sanitize sink

Disinfect countertop

Amherst Recreation, 4 Cross Road, Amherst, N.H.

The following will be done ONCE a week:

Windex entry door

Remove fingerprints from outside and inside of door

Bathrooms:

Sweep floors

Wet mop using neutral cleaner

Windex mirror

Disinfect sink

Sanitize countertop

Sanitize outside and inside of toilet seat

Sanitize inside of toilet bowl/urinal

Clean bottom of toilet bowl

Replace toilet paper, hand towels and hand soap

Office Area:

Remove trash, replace liner

Vacuum all carpeted areas paying special attention to corners and edges

Dust windowsills

Dust on top of cabinet

Kitchen area:

Clean and sanitize sink

Disinfect countertop

Amherst Recreation, 4 Cross Road, Amherst, N.H.

The following will be done ONCE a week:

Windex entry door

Remove fingerprints from outside and inside of door

Bathrooms:

Sweep floors

Wet mop using neutral cleaner

Windex mirror

Disinfect sink

Sanitize countertop

Sanitize outside and inside of toilet seat

Sanitize inside of toilet bowl/urinal

Clean bottom of toilet bowl

Replace toilet paper, hand towels and hand soap

Office Area:

Remove trash, replace liner

Vacuum all carpeted areas paying special attention to corners and edges

Dust windowsills

Dust on top of cabinet

Kitchen area:

Clean and sanitize sink

Disinfect countertop

POLICE STATION

Price Proposal Form:

Central Fire Station – Weekly Total:

Pricing for Additional Services:

South Fire Station – Weekly Total:

Pricing for Additional Services:

Library – Weekly Total:

Pricing for Additional Services:

Recreation – Weekly Total:

Pricing for Additional Services:

Police Department – Weekly Total:

Pricing for Additional Services:

\$ 432.00 WEEKLY

WAXING 55 CENTS PER SQ FT
CARPET 30 CENTS PER SQ FT
EMERGENCY CALL \$ 36.00 PER CALL

DPW – Weekly Total:

Pricing for Additional Services:

Amherst Police Department 175 Amherst Street, Amherst

The following will be done 3 times per week:

Lobby/Dispatch area:

Vacuum lobby paying special attention to corners and edges

Wet mop using a neutral cleaner

Windex dispatch glass area

Hallways/Stairwells:

Sweep and wet mop (using a neutral cleaner)

Office Area;

Vacuum entire office area

Empty trash, replace bag

Kitchen Area:

Disinfect counter tops, sink and tables

Vacuum floor

Wet mop using neutral cleaner

Remove trash, replace bag

Bathrooms /Cell Area:

Windex mirror

Disinfect sink, and sanitize counters

Sanitize outside and inside of toilet seat

Disinfect inside of toilet bowls

Sanitize bottom of toilet

Replace toilet paper, hand soap and paper towels

Remove trash including sanitary napkin holders, replace bags

Dust on top of stalls

Disinfect men's and women's shower

Wet mop floors and hallway in cell area with disinfecting product

Amherst Police Department 175 Amherst Street, Amherst

The following will be done 3 times per week:

Lobby/Dispatch area:

Vacuum lobby paying special attention to corners and edges

Wet mop using a neutral cleaner

Windex dispatch glass area

Hallways/Stairwells:

Sweep and wet mop (using a neutral cleaner)

Office Area;

Vacuum entire office area

Empty trash, replace bag

Kitchen Area:

Disinfect counter tops, sink and tables

Vacuum floor

Wet mop using neutral cleaner

Remove trash, replace bag

Bathrooms /Cell Area:

Windex mirror

Disinfect sink, and sanitize counters

Sanitize outside and inside of toilet seat

Disinfect inside of toilet bowls

Sanitize bottom of toilet

Replace toilet paper, hand soap and paper towels

Remove trash including sanitary napkin holders, replace bags

Dust on top of stalls

Disinfect men's and women's shower

Wet mop floors and hallway in cell area with disinfecting product

Amherst Police Department 175 Amherst Street, Amherst

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Vacuum lobby paying special attention to corners and edges

Wet mop using a neutral cleaner

Windex dispatch glass area

Hallways/Stairwells:

Sweep and wet mop (using a neutral cleaner)

Office Area;

Vacuum entire office area

Empty trash, replace bag

Kitchen Area:

Disinfect counter tops, sink and tables

Vacuum floor

Wet mop using neutral cleaner

Remove trash, replace bag

Bathrooms /Cell Area:

Windex mirror

Disinfect sink, and sanitize counters

Sanitize outside and inside of toilet seat

Disinfect inside of toilet bowls

Sanitize bottom of toilet

Replace toilet paper, hand soap and paper towels

Remove trash including sanitary napkin holders, replace bags

Dust on top of stalls

Disinfect men's and women's shower

Wet mop floors and hallway in cell area with disinfecting product

Price Proposal Form:

Central Fire Station – Weekly Total:

Pricing for Additional Services:

South Fire Station – Weekly Total:

Pricing for Additional Services:

Library – Weekly Total:

Pricing for Additional Services:

Recreation – Weekly Total:

Pricing for Additional Services:

Police Department – Weekly Total:

Pricing for Additional Services:

DPW – Weekly Total:

Pricing for Additional Services:

\$ 68.00 WEEKLY
WAXING 57. CENTS PER SQ FT
CAAPRT 32 CENTS PER SQ. FT
WINDOWS \$ 8.00 PER WINDOW

Public Works Department 22 Dodge Road, Amherst N.H.

The following will be done ONCE a week:

Windex entry door

Remove fingerprints from outside and inside of door

Front LOBBY:

Vacuum front lobby, paying special attention to corners and edges

Wet mop floor using a neutral cleaner

Dust Window sills, furniture

Bathrooms:

Sweep floors

Wet mop using neutral cleaner

Windex mirror

Disinfect sink

Sanitize counter top

Sanitize outside and inside of toilet seat

Sanitize inside of toilet bowl/urinal

Clean bottom of toilet bowl

Replace toilet paper, hand towels and hand soap

Office Area:

Remove trash, replace liner

Vacuum all carpeted areas paying special attention to corners and edges

Dust windowsills

Dust on top of cabinets

Remove fingerprints from doors

Dust light fixtures

Sweep stairs

Public Works Department 22 Dodge Road, Amherst N.H.

The following will be done ONCE a week:

Windex entry door

Remove fingerprints from outside and inside of door

Front LOBBY:

Vacuum front lobby, paying special attention to corners and edges

Wet mop floor using a neutral cleaner

Dust Window sills, furniture

Bathrooms:

Sweep floors

Wet mop using neutral cleaner

Windex mirror

Disinfect sink

Sanitize counter top

Sanitize outside and inside of toilet seat

Sanitize inside of toilet bowl/urinal

Clean bottom of toilet bowl

Replace toilet paper. hand towels and hand soap

Office Area:

Remove trash, replace liner

Vacuum all carpeted areas paying special attention to corners and edges

Dust windowsills

Dust on top of cabinets

Remove fingerprints from doors

Dust light fixtures

Sweep stairs

Public Works Department 22 Dodge Road, Amherst N.H.

The following will be done ONCE a week:

Windex entry door

Remove fingerprints from outside and inside of door

Front LOBBY:

Vacuum front lobby, paying special attention to corners and edges

Wet mop floor using a neutral cleaner

Dust Window sills, furniture

Bathrooms:

Sweep floors

Wet mop using neutral cleaner

Windex mirror

Disinfect sink

Sanitize counter top

Sanitize outside and inside of toilet seat

Sanitize inside of toilet bowl/urinal

Clean bottom of toilet bowl

Replace toilet paper. hand towels and hand soap

Office Area:

Remove trash, replace liner

Vacuum all carpeted areas paying special attention to corners and edges

Dust windowsills

Dust on top of cabinets

Remove fingerprints from doors

Dust light fixtures

Sweep stairs

TOWN HALL
2 MAIN STREET

Price Proposal Form:

Central Fire Station – Weekly Total:

Pricing for Additional Services:

South Fire Station – Weekly Total:

Pricing for Additional Services:

Library – Weekly Total:

Pricing for Additional Services:

Recreation – Weekly Total:

Pricing for Additional Services:

Police Department – Weekly Total:

Pricing for Additional Services:

DPW – Weekly Total:

Pricing for Additional Services:

TOWN HALL 2 MAIN STREET

~~\$ 4,000 WEEKLY~~ \$ 306.00 WEEKLY
WAXING 60. CENTS PER SQ FT⁴
CARPET 30 CENTS PER SQ FT
WINDOWS \$10.00 PER WINDOW

Town Hall 2 Main Street Amherst

The following will be done 3 times per week:

Entrance way:

Clean front door

Lobby/Office Area:

Vacuum lobby paying special attention to corners and edges

Wet mop using a neutral cleaner

Dust office furniture, Windowsills, cabinets, light fixtures

Remove fingerprints from inside and outside of doors

Wipe down and disinfect customer counter tops

Sweep and wet mop (using a neutral cleaner) stairwells

Empty trash, replace bag

Vacuum entire office area

Kitchen Area:

Disinfect counter tops, sink and tables

Vacuum floor

Wet mop using neutral cleaner

Remove trash, replace bag

Bathrooms:

Windex mirror

Disinfect sink, and sanitize counters

Sanitize outside and inside of toilet seat

Disinfect inside of toilet bowls

Sanitize bottom of toilet

Replace toilet paper, hand soap and paper towels

Remove trash including sanitary napkin holders, replace bags

Dust on top of stalls

Town Hall 2 Main Street Amherst

The following will be done 3 times per week:

Entrance way:

Clean front door

Lobby/Office Area:

Vacuum lobby paying special attention to corners and edges

Wet mop using a neutral cleaner

Dust office furniture, Windowsills, cabinets, light fixtures

Remove fingerprints from inside and outside of doors

Wipe down and disinfect customer counter tops

Sweep and wet mop (using a neutral cleaner) stairwells

Empty trash, replace bag

Vacuum entire office area

Kitchen Area:

Disinfect counter tops, sink and tables

Vacuum floor

Wet mop using neutral cleaner

Remove trash, replace bag

Bathrooms:

Windex mirror

Disinfect sink, and sanitize counters

Sanitize outside and inside of toilet seat

Disinfect inside of toilet bowls

Sanitize bottom of toilet

Replace toilet paper, hand soap and paper towels

Remove trash including sanitary napkin holders, replace bags

Dust on top of stalls

Town Hall 2 Main Street Amherst

The following will be done 3 times per week:

Entrance way:

Clean front door

Lobby/Office Area:

Vacuum lobby paying special attention to corners and edges

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Dust office furniture, Windowsills, cabinets, light fixtures

Remove fingerprints from inside and outside of doors

Wipe down and disinfect customer counter tops

Sweep and wet mop (using a neutral cleaner) stairwells

Empty trash, replace bag

Vacuum entire office area

Kitchen Area:

Disinfect counter tops, sink and tables

Vacuum floor

Wet mop using neutral cleaner

Remove trash, replace bag

Bathrooms:

Windex mirror

Disinfect sink, and sanitize counters

Sanitize outside and inside of toilet seat

Disinfect inside of toilet bowls

Sanitize bottom of toilet

Replace toilet paper, hand soap and paper towels

Remove trash including sanitary napkin holders, replace bags

Dust on top of stalls



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Pilot Plowing Contract
Meeting Date: October 23, 2023

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The DPW has been working to identify opportunities to attract help for winter snowplowing. Despite our efforts in the last two years, including adjusting our hourly rates to become more competitive with other communities and the state, we have failed to secure contracts for plowing town roads. We have recently been working with Knott's Landcare, a local contractor, to develop a contract that makes sense for the town and contractors alike. The result of our discussions is the development of a fixed-fee contract. This concept helps to provide the contractor security to make the necessary investments in labor and equipment to perform the requested services. It also provides the town security knowing that we have the help we need for winter weather events. Last year, the town was short-handed by as many as six plow routes. Being short-handed puts a **HEAVY** burden on the remaining staff to complete the work.

We are seeking approval to award a fixed-fee contract to Knott's Landcare LLC, of Amherst, for snowplowing services in the amount of \$27,500. I further request that the competitive bidding requirement under the town purchasing policy be waived for this award. Our proposal is to consider this agreement a pilot-program for this year. Over the winter we will continue to fine-tune how we can make a fixed-fee agreement work best for the town and contractor alike. We propose advertising our plowing contracts for competitive bidding next year.

BUDGET IMPACT:

(Include general ledger account numbers)

\$27,500 to 01-4312-40-2451 (Outside Hire)

POLICY IMPLICATIONS:

Waiver of purchasing policy required.

DEPARTMENT HEAD RECOMMENDATION:

Recommend to award a snow plowing contract to Knott's Landcare in the amount of \$27,500.

SUGGESTED MOTION:

I move to award a snow plowing contract to Knott's Landcare for the amount of \$27,500.00. I further move to waive the town purchasing requirements requiring competitive bidding for this award, and authorize the DPW Director to sign the related agreement.

TOWN ADMINISTRATOR RECOMMENDATION:

I concur, especially given the time of year. I think that putting this out to a formal bid would potentially put us in a situation of not being able to provide adequate winter maintenance.

ATTACHMENTS:

1. Knotts 10-2-2023

Agreement for Independent Snowplow Contractors

This Agreement made this ____ day of _____, 2023, between the Town of Amherst, a New Hampshire Municipal Corporation, with a place of business at 22 Dodge Road, and Knotts Land Care, LLC, with a place of business at 6 Manhattan Dr., Amherst, NH, seeks to use the services of Knott's Land Care to perform winter road maintenance tasks on the Town's public roads; and Knott's Land Care, hereafter referred to as "CONTRACTOR", seeks to perform such services. In consideration of the terms and conditions set forth in this Agreement, the parties agree as follows:

I. **Length of Agreement:** The contract period will begin November 1, 2023, and remain in effect until April 30, 2024. The Town of Amherst's obligation to make payments under this Agreement is limited to funds legally available for the purposes of this Agreement.

II. **Services Provided:** CONTRACTOR shall perform the following winter road maintenance tasks for the TOWN during the term of this Agreement:

- *Snow plowing and treating the "industrial area" snowplow route; Approximate length of route is 16.54 lane miles. Specific roads include:*

<i>Standish Way</i>	<i>Hertzka Dr.</i>	<i>Craftsman Ln.</i>
<i>Golden Pond Ln.</i>	<i>Caldwell Dr.</i>	<i>Overlook Dr.</i>
<i>Thoreau Ln.</i>	<i>Columbia Dr.</i>	<i>Bon Terrain</i>
<i>Ponemah Hill Rd.</i>	<i>Howe Dr.</i>	<i>Willow Ln.</i>
<i>Farmington Rd.</i>	<i>North Hollis Rd.</i>	<i>Truell Rd.</i>
<i>Rocky Hill Rd.</i>	<i>Airline Dr.</i>	<i>Northern Blvd.</i>
<i>Old Nashua Rd.</i>	<i>Eastern Ave.</i>	<i>Paul's Way</i>
<i>Tech Circle</i>		

III. **Contract Amount:** \$27,500 (Paid in six equal payments of \$4,583.33 from November through April)

IV. **Mutual Obligations:** Both parties shall adhere to the Town of Amherst's inclement weather road maintenance and treatment policy as currently in effect and as may be amended during the term of this Agreement.

A. CONTRACTOR Obligations:

1. Provide one (1) truck with a ten- (10') foot plow, a sander, and a liquid dispensing system (pre-wet at spinner only), sufficient to plow snow from Town roadways, and dispense salt, sand, and liquid winter chemicals as assigned by the Town.
2. All fuel, oil, and other materials and services necessary or desirable for the efficient operation of the vehicles and/or equipment, including maintenance.

3. Ensure that all equipment and materials used in the performance of this Agreement are in safe and proper operating condition throughout the contract term. Further, ensure that all equipment is properly calibrated throughout the contract term.
4. Follow best management practices in the performance of tasks under this Agreement.
5. Ensure that no equipment or materials provided by the Town of Amherst shall be used for any purpose other than the performance of tasks under this Agreement.
6. Utilize only vehicle operators properly trained and certified for the performance of tasks under this Agreement and identified on a list approved by the Town of Amherst.
7. Keep insurance in place as required under section VI of this Agreement.
8. Submit detailed invoices showing services provided as required by section IV, B, of this Agreement.
9. CONTRACTOR shall report to the Amherst DPW facility on Dodge Rd. within 1 hour after call-in.

B. Town of Amherst's Obligations:

1. Promptly advise CONTRACTOR of any change in its inclement weather road maintenance and treatment policy.
2. Promptly notify CONTRACTOR of any complaint or concern raised as to performance under this Agreement.
3. Provide sufficient sand and deicing materials for the performance of tasks under this Agreement in accordance with applicable policies and within the limits of available funds.
4. Compensation:
 - a. An invoice shall be submitted to the Town at the beginning of each month, beginning November 1, and ending April 1, for one sixth (1/6th) of the total contract amount. Payments will be made in accordance with the Town of Amherst accounts payable schedule. A payment schedule will be provided to the CONTRACTOR. Payments will be made within thirty (30) days from invoice date.
 - b. In no event will the Town of Amherst be obligated to pay funds, which are not legally available for payment under this Agreement. If services are provided when funds are not available, the Town of Amherst's Board of Selectmen will make all reasonable efforts to obtain funding under applicable law.

V. **Liability/Indemnification.** To the extent possible under law, the Town of Amherst retains all immunity and limits on liability relating to the performance of services under this Agreement and the parties do not intend, by entry into this Agreement, to waive or otherwise relinquish any such immunity or liability limits. To the extent that any liability for damages for property damage, personal injury, or bodily injury, including death, may arise out of the performance of this Agreement, the CONTRACTOR agrees to indemnify and hold harmless the Town of Amherst for any such liability, claims, or demands, including legal expenses, resulting from conduct of, or attributable, the CONTRACTOR and its agents, officers, and employees.

VI. **Insurance.** During the term of this Agreement, the CONTRACTOR shall maintain in full force and effect liability insurance, including automobile insurance covering all vehicles(s) and/or equipment used to perform services under this Agreement, protecting against property damage and bodily injury including death, for a limit not less than \$2,000,000 CSL. Such insurance shall name the Town of Amherst as an additional insured and may not be cancelled except upon 30 days' prior written notice, including notice to the Town of Amherst. Such insurance shall provide coverage for claims arising during the period of this Agreement. The provision of insurance under this Agreement and the obligation to indemnify the Town of Amherst are not intended to waive any immunity or limit on liability that exists under law, whether as a result of RSA 507-B, RSA 231:90 -: 95, including 231:92-A, or common law. The intent of the insurance and indemnification requirements of this Agreement is solely for the protection of parties hereto who may be liable under existing law and is not for the benefit of third persons.

During the terms of this agreement, the CONTRACTOR shall maintain Workers Compensation Insurance for all employees for the minimal amount of \$100,000/500,000/\$100,000 and deliver a certificate of insurance before the start of the season to the Town of Amherst showing proof of coverage.

VI. Miscellaneous

- A. Termination. Either party may terminate this Agreement by providing written notice of intent to terminate at least 30 days in advance of such termination. The Town of Amherst may terminate this Agreement for cause upon such notice, as it deems sufficient. Cause for termination includes, but is not limited to, failure of CONTRACTOR to comply with the Town of Amherst's inclement weather road maintenance and treatment policy, failure to use safe and properly maintained vehicles and equipment, improper use or storage of sand or deicing materials, negligent or careless performance, excessive property damage, and use of unqualified or untrained vehicle or equipment operators.
- B. The CONTRACTOR shall comply with all applicable Federal, State and local laws, regulations and provisions.
- C. Communications/Notices: All communications involving the administration and performance of this AGREEMENT shall be directed to The Director of Public Works. Notices of Termination and other Notices under this Agreement other than administrative communications shall be in writing and shall be sent to the Director of Public Works.

D. Amendment: This Agreement may be amended only in writing executed by The Director of Public Works.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized officials or agents, on the date indicated above:

Town of Amherst

CONTRACTOR

By: _____

By: _____

Date: _____

Date: _____

DRAFT



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: October 23, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Veteran Tax

Credit

Item A. The attached Veteran Tax Credit Application has been reviewed 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 001, Lot 012-000 commencing in Tax Year 2024.

Item A-1. The attached Veteran Tax Credit Application has been reviewed 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 002, Lot 002-029 commencing in Tax Year 2024.

Solar Exemption

Item B. The attached SOLAR EXEMPTION Application provided has been reviewed 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 \$12,500 for map 005, lot 090-004 commencing in tax year 2024.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

- 1. Item A Confidential
- 2. Item A-1 Confidential
- 3. Item B Confidential



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AP, Payroll and Minutes
Meeting Date: October 23, 2023

Department: Administration
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 \$245,030.75 dated September 30, 2023, subject to review and audit.

PR2~ I move to approve one (1) FY23 Payroll Manifest in the amount of \$250,347.12 dated October 19, 2023, subject to review and audit.

Accounts Payable

AP1 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$42,431.89 dated October 2, 2023, subject to review and audit. (NH DMV)

AP2 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$9,689.83 dated September 4, 2023, subject to review and audit. (Vendors)

AP3 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$7,697.72 dated October 5, 2023, subject to review and audit. (Vendors)

AP4 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$505,401.81 dated October 12, 2023, subject to review and audit. (Vendors)

Minutes

~ I move to approve the Board of Selectmen meeting minutes of July 20, 2023.

~ 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 14, 2023.

~ I move to approve the Board of Selectmen meeting minutes of September 25, 2023.

~ I move to approve the Board of Selectmen meeting minutes of October 10, 2023.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2023.07.20 BOS Meeting DRAFT WS
2. 2023.09.01 BOS_DRAFT
3. 2023.09.14 BOS_DRAFT
4. 2023.09.25 BOS_DRAFT
5. 2023.10.10 BOS_DRAFT



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Thursday, July 20, 2023, 2:30PM

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

3

4 Also present: Jennifer Stover, Executive Assistant and Jared Hardner, Conservation
5 Commission Chair

6

7 **1. Call to Order**

8 Chairman Peter Lyon called the meeting to order at 2:30 p.m.

9

10 Chairman Lyon stated that Jared Hardner was going to present information regarding the
11 purchase of a portion of the Clearview Development, and that while the Board was aware of
12 these intentions, this is the first time this has been discussed in public. The purchase will
13 follow the NH RSA 41:14-a and 36-A:5 processes.

14

15 **2. ACC Presentation re: Land Acquisition MLB #5-159-1**

16

17 Jared Hardner stated that The Town, ACC, and ALT propose to acquire Lot 159-1 for
18 conservation of open space and public access. This acquisition will conserve 60 acres of forest
19 and wetland habitat and avoid proposed development of 25 residential lots.

20

21 To make the purchase, the Town and ACC will execute a P&S with Clearview Development
22 to acquire the referenced property in two phases; the first to include half of the currently
23 approved "west village" development; the second to include the remainder of the "west
24 village" development minus an approximate four-acre parcel retained by the developer. The
25 Amherst Land Trust will acquire a conservation easement on the entire open space area from
26 Clearview Development.

27

28 He stated that ACC will fund the first Phase of the acquisition with \$470K from its
29 Conservation Fund. The Town will fund the second Phase with \$600K of Open Space bond
30 funds. The ACC will also return \$110K of LUCT funds rec'd from sales of units in the
31 developer's "East Village." Finally, the ALT will fund the conservation easement with
32 privately raised funds (~\$635K).

33

34 Mr. Hardner said that the P&S is scheduled to be executed on 7/21 and Phase I is to close by
35 early October following a complete 36-A and 41:14-a review process. Phase 2 is scheduled to
36 close by late July 2024. The ALT will complete its purchase of the conservation easement by
37 the time of the first Phase closing.

38

39 Chairman Lyon asked the Selectmen for comments and questions.
40
41 Selectman Stoughton said that he applauds the use of public and private funds to purchase this
42 land.
43
44 Selectmen Grella questioned the owner's desire for access to the Town road. Mr. Hardner
45 replied that the access would not run through conservation land.
46
47 Selectman D'Angelo questioned if this is the best use of Conservation funds. Mr. Hardner
48 shared that this land is contiguous to the North to Mont Vernon and East to Ceasar's Brook,
49 which will create a large mosaic of conservation property.
50
51 Selectman Pray also applauded the cooperation between public and private funding. She said
52 that the deal should be contingent upon the raising of promised funds.
53
54 Chairman Lyon stated that the Amherst Land Trust feels very comfortable that they will raise
55 the funds but recognized that time is tight.
56
57 Chairman Lyon then reviewed the timeline of the process.
58
59 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to ask*
60 *Town staff to request the Planning Board, the Conservation Commission, and the Heritage*
61 *Commission to review and share their recommendations on this proposed acquisition.*
62 *Voting: 5-0-0; motion carried unanimously.*
63
64 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to recess*
65 *at 2:45pm.*
66 *Voting: 5-0-0; motion carried unanimously.*
67
68 *The Board reconvened its public session at 3:55 pm.*
69
70 **2. Non-Public Session: NH RSA 91-A:3 II (a)**
71 *A motion to enter Nonpublic Session was made by Selectman Pray, seconded by Selectman*
72 *D'Angelo, pursuant to RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any*
73 *public employee or the disciplining of such employee, or the investigation of any charges*
74 *against him or her, unless the employee affected (1) has a right to a public meeting, and (2)*
75 *requests that the meeting be open, in which case the request shall be granted.*
76 *Roll Call vote to enter nonpublic session: Lyon YES, Pray YES, Grella YES, D'Angelo YES,*
77 *Stoughton YES.*
78 Entered nonpublic session at 3:58 p.m.
79
80 Other persons present during nonpublic session: A candidate for promotion.
81 The Board interviewed a candidate for promotion and discussed the same after the departure
82 of the candidate. No votes were taken, and no final decisions were made.

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*A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to leave non-public session and enter into a public session at 5:12pm.
Voting: 5-0-0; motion carried unanimously.*

12. Adjournment

*A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to adjourn the meeting at 5:12pm.
Voting: 5-0-0; motion carried unanimously.*

NEXT MEETING: July 24, 2023

Selectman Bill Stoughton

Date



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

Thursday, September 14, 2023, 6:00PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo, and
2 Selectman Danielle Pray
3 Staff present: Jennifer Stover, Executive Assistant
4

5 1. Call to Order

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

8 2. Board Discussion – Clearview Land Purchase

9
10 *A MOTION was made by Chairman Lyon and SECONDED by Selectman Stoughton to enter*
11 *into Non-Public Session per RSA 91-A: 3, II (l).*

12 *Voting: 4-0-0; motion carried unanimously.*
13

14 *A MOTION was made by Chairman Lyon and SECONDED by Selectman Stoughton to exit*
15 *Non-Public Session at 6:20pm.*

16 *Voting: 4-0-0; motion carried unanimously.*
17

18 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to*
19 *delegate to Town Administrator Dean Shankle authority to agree to changes to the Clearview*
20 *Development Purchase and Sale agreement recommended by legal counsel, such authority to*
21 *be exercised after consultation with Chairman Peter Lyon; further, in the event that*
22 *Administrator Shankle is unavailable to review and render such decisions in a timely fashion,*
23 *the Board delegates the same authority to agree to changes to the Clearview Development*
24 *Purchase and Sale agreement recommended by legal counsel to Chairman Peter Lyon.*

25 *Voting: 4-0-0; motion carried unanimously.*
26

27 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray adjourn*
28 *at 6:22pm.*

29 *Voting: 4-0-0; motion carried unanimously.*
30

31
32 **NEXT MEETING: September 25, 2023**
33

34
35 _____
Selectman Bill Stoughton

_____ *Date*



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street

Monday, September 25, 2023, 5:45PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman Danielle Pray, and
2 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 5:45 p.m.
7

8 2. Non-Public Session

9 **2.1. NH RSA 91-A:3 (a) The dismissal, promotion, or compensation of any public**
10 **employee or the disciplining of such employee, or the investigation of any charges**
11 **against him or her, unless the employee affected (1) has a right to a meeting and**
12 **(2) requests that the meeting be open, in which case the request shall be granted.**
13

14 **2.2. NH RSA 91-A:3 (a) The dismissal, promotion, or compensation of any public**
15 **employee or the disciplining of such employee, or the investigation of any charges**
16 **against him or her, unless the employee affected (1) has a right to a meeting and**
17 **(2) requests that the meeting be open, in which case the request shall be granted.**
18

19 **2.3. NH RSA 91-A:3 II (I) Consideration of legal advice provided by legal counsel,**
20 **either in writing or orally, to one or more members of the public body, even**
21 **where legal counsel is not present.**
22

23 *A MOTION was made by Selectman Pray and SECONDED by Selectman Stoughton to enter*
24 *into Non-Public Session, pursuant to RSA 91-A:3 II (a) and RSA 91-A:3 II (I).*

25 *Roll Call Vote: Lyon - aye, Stoughton - aye, Pray - aye, and Grella – aye.*

26 *Voting: 4-0-0; motion carried unanimously.*
27

28 Other persons present: Craig Fraley and Eric Slosek
29

30 *Selectman D'Angelo entered the meeting at 6:00pm.*
31

32 The Board discussed compensation for two employees and discussed advice from legal
33 counsel related to a separate matter. No votes were taken, and no final decisions were made.
34

35 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to exit*
36 *Non-Public Session.*

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

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

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The Board entered public session at 6:31pm.

3. Pledge of Allegiance – led by Judy Shenk

4. Citizen’s Forum

Doug Chabinsky, 89 Boston Post Road, asked about a follow-up on the NRPC traffic studies in the Village. Selectman Stoughton stated that the target for completion is around Thanksgiving. Doug Chabinsky stated that this seems to be taking a long time and there is already quite a bit of data.

6. Administration

6.1. Donation of Easement, Chris and Judy Shenk – *The Board took up this item at this time.*

Chris Buchanan, Chair of the Bicycle & Pedestrian Advisory Committee (BPAC), thanked the Shenks for the donation. The B&M rail bed offers the Town some safe connectivity. The Shenks own a portion of this route and have advocated for it to be used in this way.

Chris Shenk explained that they purchased their home in part due to the ability to walk into the Village through a safe path in the backyard. This path will allow for an important piece of the rail trail to be completed. He invited the Selectmen and the public to utilize the driveway to take a walk along the path.

The Board thanked the Shenks for their outstanding generosity. This gift to the Town is very important.

A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to accept the easement and to authorize Town Administrator Dean Shankle to sign on the Board’s behalf.

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

5. Strategic Plan Presentations

5.1. BPAC FY25 Strategic Plan Presentation

Chris Buchanan, Chair of the BPAC, presented the Committee’s FY25 Strategic Plan. The Committee has partnered with the Amherst Land Trust to secure easement donations in order to form a contiguous multimodal trail route in Town. Over the last three or so years, approximately 1.87 miles of easements have been donated along the rail bed near the Shenks house. This was at no cost to the Town. There is an opportunity to place a path between the Amherst Middle School/High School and Buck Meadow under the power lines. The Committee continues to try to find cost-effective solutions to fund projects to create a Town-wide multimodal network. The Committee has begun seeking private fundraising campaigns to fund portions of these projects. The Bean Foundation has donated \$70,000 for a local match toward these projects as well. An anonymous philanthropist is considering matching this donation. The Committee is recommending that \$35,000 be included as a line item in the

85 DPW budget. Also, the Committee will be seeking another \$75,000 warrant article at Town
86 Meeting for the Multimodal Capital Reserve Fund intended for the School Sidewalk project.

87
88 Selectman D'Angelo asked about where local match money could sit within the Town budget.
89 This may need to be placed into an additional Capital Reserve Fund. Chris Buchanan stated
90 that he will need to discuss this with the Finance Department.

91
92 Selectman Stoughton applauded the Committee's efforts. Regarding the funds for matching
93 grants, he believes it is important to ask for permission from the taxpayers.

94
95 Tom Silvia, Ways & Means Committee, noted that Wendy Rannenberg has been nominated as
96 Chair of the Committee. There were no questions from the Committee at this time.

97
98 **5.2. Parks and Recreation Strategic Plan**

99
100 Craig Fraley, Recreation Department Director, presented the Parks and Recreation Strategic
101 Plan. He explained that the Department has a goal regarding infrastructure at Buck Meadow,
102 including an installation of pickleball courts in FY25. A second goal includes work to the
103 AMS courts. The third goal involves cyanobacteria present in Baboosic Lake. There may be a
104 warrant article presented for \$50,000 for treatment on this item. The Town is in need of
105 indoor space, leading to the last goal of a Community Center. The proposal includes creating a
106 Community Center Capital Reserve Fund to begin to address this item. The Department
107 would like to continue diversifying its programming and working to recruit and retain staff.

108
109 Selectman D'Angelo stated that one theme for the Department seems to be that it is maxed out
110 on space, funding, and staffing. A Community Center will be difficult to achieve, but the
111 Department needs to start somewhere.

112
113 Selectman Pray noted that the Department will likely be seeking two warrant articles this year.
114 Craig Fraley stated that the Baboosic Lake warrant article will likely be put off for a year.

115
116 Selectman Stoughton asked if the Buck Meadow item includes irrigation. Craig Fraley stated
117 that it does. The only fields in Town that do not include irrigation are at Wilkins.

118
119 Selectman Stoughton stated that the Baboosic Lake chemical treatment will likely generate a
120 lot of discussion. Craig Fraley stated that the Baboosic Lake Association has been requesting
121 help from the Town for years and he thought that a warrant article would be a good way to do
122 so. Selectman Stoughton noted that chemical treatments may not be as effective as finding a
123 way to curb the issue in the first place.

124
125 Selectman Stoughton noted that the question was raised if it should be the Town's job to
126 provide year-round facilities for any sport. This is important to consider moving forward.

127
128 Selectman D'Angelo noted that, even with more staff, the Department would not likely have
129 additional facilities in which to expand programming. Craig Fraley agreed.

130
131 **5.3. Library Strategic Plan FY25**

132
133 Amy Lapointe, Library Director, noted that the Library is open to the public 61 hours per
134 week. There are 25 staff members, including nine teen pages. The goals for the Library
135 include restoring programming and activities to pre-COVID levels, collection analysis and
136 accessibility, and strengthening community partnerships.

137
138 Selectman Stoughton stated that there was a graph during the presentation showing 3,500
139 unique users of the Library in the Town. That is a significant amount. Amy Lapointe stated
140 that she would like to study household saturation to determine if the number is actually even
141 higher.

142
143 Selectman D'Angelo stated that he would like to see some comparative data to other nearby
144 towns.

145 146 **5.4. AFR Strategic Plan Update for FY24-FY25**

147
148 Fire Chief Conley presented the Department's Strategic Plan. He explained that the Fire
149 Rescue Department has 61 members, including 48 certified firefighters. In 2023, the
150 Department saw 1,148 EMS calls, with a majority of those coming from the age groups of 70-
151 79 and 80-89. Some of the Department's goals include a time and credential pay scale,
152 encourage self-funding solutions for protection shortages including the creation of a
153 Department Revolving Fund utilizing ambulance transport fees, an EMS agreement with
154 Mont Vernon, and decreasing fleet vulnerability.

155
156 Selectman Stoughton asked about false alarm calls. Fire Chief Conley noted that four false
157 alarms are allowed per year. Selectman Stoughton suggested reviewing this item, as there
158 seems to be a large amount of these types of calls relative to all calls. The facilities/individuals
159 may need to be encouraged to deal with the underlying issues.

160
161 Selectman D'Angelo stated that the net effect of moving transport revenue into a
162 Revolving Fund would be to reduce Town revenue and therefore increase taxes needed to
163 fund the budget. Also, eliminating the Fire-Rescue CRF would move some or all the cost of
164 replacing fire-rescue apparatus onto the Town's budget. Moving these costs from a CRF
165 funded by a warrant article onto the Town budget may not be the way to go. Selectman
166 D'Angelo stated the Mont Vernon contract is underpriced and needs to be sorted out. This
167 could lead to either increasing income to fund the Department's needs or to a 10%-12%
168 reduction in the department's workload (if Mont Vernon takes its needs elsewhere).

169
170 In response to a question from the Ways & Means Committee, it was explained that the Town
171 provides mutual aid approximately three times as much as it is requested by the Town.

172
173 *The Board took a five-minute recess.*

174 175 **6. Administration**

176 **6.1. Donation of Easement, Chris and Judy Shenk**

177 *This item was previously addressed.*

179 **6.2. 2023 Halloween Trick or Treating for Amherst: Tuesday October 31,**
180 **6:00pm-8:00pm**

181
182 Police Chief Ciampoli explained that the Department is interested in holding a Trunk or Treat
183 event on October 28th from 4 p.m. to 6 p.m. at Wilkins School. This will be a joint
184 community engagement event with multiple Town departments.

185
186 Chairman Lyon asked if there is a targeted age group for the event. Police Chief Ciampoli
187 stated that he does not want to turn anyone away, though the event is geared toward preK-
188 2nd/3rd grade. He has also reached out to other local town's departments regarding joining the
189 event.

190
191 Selectman Pray asked if there is a rain date. Police Chief Ciampoli stated that there is not.
192 This is being planned among many other events in Town.

193
194 Police Chief Ciampoli asked for the Board's support and advertisement of the event. He noted
195 that any candy not used for this event will be given to Doors on The Green.

196
197 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
198 *authorize Halloween in Town on Tuesday October 31, 2023, from 6pm-8pm.*
199 *Voting: 5-0-0; motion carried unanimously.*

200
201 **6.3. Action Items**

202 Selectman Stoughton reviewed the Board's action items.

203
204 **6.4. Medical Center PILOT Agreement**

205 Chairman Lyon explained that the Town needs to decide whether to renew this PILOT
206 Agreement or not. A memorandum has been drafted to extend this PILOT Agreement for five
207 years under the exact same terms as the existing agreement.

208
209 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
210 *approve the extension and authorize the Chair to sign on behalf of the Board of Selectmen.*
211 *Voting: 5-0-0; motion carried unanimously.*

212
213 **7. Staff Reports**

214 **7.1. New Hire, Finance Department Assistant**

215
216 Debbie Bender explained that the Town has been seeking a Finance Department Assistant for
217 a while and she is excited that Anne Breault will be starting on September 29, 2023.

218
219 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
220 *approve the hire of Anne Breault for the position of Finance Department Assistant at*
221 *the wage of \$25.13 per hour, Grade 6 Step 5.*
222 *Voting: 5-0-0; motion carried unanimously.*

223
224 **7.2. Town Hall Server Replacement Quote**

225
226 Debbie Bender noted that there is an existing Computer CRF which could be used toward this
227 project.
228

229 Selectman Stoughton asked if staff is happy with the support from Microtime on this item.
230 Jennifer Stover stated that she is.
231

232 In response to a question from Selectman Stoughton, Jennifer Stover explained that there is
233 one physical server at Town Hall and six virtual servers hosting the Town's information. She
234 is unclear as to exactly what is needed regarding the servers. Selectman Stoughton suggested
235 reaching out to Richard Spencer, Trustee of the Trust Fund, who may be able to assist
236 regarding the Town's IT approach.
237

238 Selectman D'Angelo stated that having one physical server on the property is probably for the
239 best. He suggested an inventory of the IT infrastructure and a maintenance plan for it. Jennifer
240 Stover agreed that this proposal is part of that.
241

242 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
243 *approve the Town Hall Server Replacement Quote as submitted by Christine Blais,*
244 *representing Microtime IT Managed Services. The amount of the quote is \$22,507.83, which*
245 *includes the purchase of a new server and getting it set up to replace the existing, outdated*
246 *server.*

247 *Voting: 5-0-0; motion carried unanimously.*
248

249 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
250 *authorize withdrawal of the funds from the Computer Equipment Capital Reserve Fund.*
251

252 Discussion:

253 *It was noted that an invoice should first be received for this item.*
254

255 *Selectman D'Angelo withdrew his motion and Selectman Stoughton withdrew his second.*
256

257 **7.3. Recreation Staffing**

258

259 The Board noted that it tabled this item to the next meeting.
260

261 **7.4. FY23 Revolving Fund Revenue/Expense Report**

262

263 The Board reviewed the Revolving Fund Revenue/Expense Report.
264

265 **7.5. Hiring of an EMT**

266

267 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*
268 *approve the hiring of EMT Daniel Benn to the current roster of EMS providers for Amherst*
269 *Fire Rescue and at the hourly rate of \$19.69.*

270 *Voting: 5-0-0; motion carried unanimously.*
271

272 **7.6. Hiring of a Paramedic**

273
274 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*
275 *approve the hiring of Paramedic Brett Lafosse to the current roster of EMS providers for*
276 *Amherst Fire Rescue and at the hourly rate of \$25.27.*

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

278
279 **7.7. Retirement, Sgt. Patrick Webster**

280
281 Police Chief Ciampoli noted that Sgt. Patrick Webster announced his retirement after 23 years
282 of quality service to the Town of Amherst. His effective retirement date is November 1, 2023.

283
284 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*
285 *approve the future resignation of Sgt. Patrick Webster, effective November 1, 2023, with*
286 *regret and thanks for his service.*

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

288
289 **7.8. Jordynn Walker, Dispatcher- Change of Status**

290
291 Police Chief Ciampoli stated that Jordynn Walker is resigning from her full-time position
292 effective September 25, 2023, as communications specialist and is requesting to continue her
293 duties on a part-time basis. This was largely a financial decision, and something to be
294 considered for the Department. This position is currently being advertised.

295
296 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*
297 *approve Jordynn Walker's resignation from full-time employee effective September 25,*
298 *2023, and grant her part-time status.*

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

300
301 **7.9. Amherst Police Department- "Trunk or Treat"**

302
303 *This item was previously addressed.*

304
305 **8. Approvals**

306 **8.1. Addition of Raindate for the Amherst Tree Lighting of Sunday December**
307 **10 at 6pm to approved request for Friday December 8 at 6pm.**

308
309 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
310 *establish a rain date, as requested.*

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

312
313 **8.2. AP, Payroll and Minutes**

314
315 **Payroll**

316 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
317 *approve one (1) FY23 Payroll Manifest in the amount of \$250,202.31 dated September 21,*
318 *2023, subject to review and audit.*

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

320

321 **Accounts Payable**

322 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
323 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$31,887.37 dated*
324 *September 19, 2023, subject to review and audit. (NH DMV)*

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

326

327 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
328 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$195,336.43 dated*
329 *September 12, 2023, subject to review and audit. (Vendors)*

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

331

332 **Minutes**

333 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
334 *approve the meeting minutes of September 1, 2023, as presented.*

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

336

337 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
338 *approve the meeting minutes of September 11, 2023, as amended.*

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

340

341 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
342 *approve the meeting minutes of September 14, 2023, as presented.*

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

344

345 **9. Action Items**

346 The Board reviewed its new action items.

347

348 **10. Old/New Business**

349

350 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*
351 *approve Dawn Kalgren as a municipal agent for the Town of Amherst.*

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

353

354 Selectman Pray noted that NRPC will be holding hearings on the 10-Year Plan. The closest
355 hearing will be held in Hudson on October 16th. All CMAQ grants were pulled from the Plan
356 at this point in time. Also, 2026 is the 250th Anniversary of the country and the Town should
357 begin to consider festivities for this time.

358

359 Selectman D'Angelo explained that the Amherst School Board met and redid its selection
360 process for its open seat, as the original interviews were done out of the public eye. This
361 process was redone in public. Both school boards are beginning to discuss budgets. The CIP
362 Committee had its last meeting last week and will be presenting the information to the Board
363 at a later date.

364

365 Selectman Grella stated that last week the Heritage Commission visited the spring that Spring
366 Road got its name from.

367
368 Selectman Stoughton noted that the Energy Committee is meeting tomorrow night to speak to
369 the third and final aggregate. He also noted that he was asked to speak at the Loomis Chaffee
370 School regarding the importance of the town meeting form of government.

371
372 *A MOTION was made by Chairman Lyon and SECONDED by Selectman D'Angelo to enter*
373 *into Non-Public Session, pursuant to RSA 91-A:3 II (l) at 9:42pm.*

374 *Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo – aye, Pray - aye, and Grella – aye.*
375 *Voting: 5-0-0; motion carried unanimously.*

376
377 The Board discussed advice from legal counsel. No votes were taken, and no final decisions
378 were made.

379
380 *A MOTION was made by Chairman Lyon and SECONDED by Selectman D'Angelo to exit*
381 *Non-Public Session.*

382 *Roll Call Vote: Lyon - aye, Stoughton - aye, D'Angelo – aye, Pray - aye, and Grella – aye.*
383 *Voting: 5-0-0; motion carried unanimously.*

384
385 The Board re-entered public session at 9:56 pm.

386
387 **11. Adjournment**

388
389 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
390 *adjourn the meeting at 9:56pm.*

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

392
393 **NEXT MEETING: October 10, 2023**

394
395
396 _____
Selectman Bill Stoughton

Date



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Tuesday, October 10, 2023, 6:30PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton (remote via Zoom), Selectman
2 John D'Angelo, Selectman Danielle Pray, and Selectman Tom Grella
3 Staff present: Jennifer Stover, Executive Assistant; Kristan Patenaude, Recording Secretary
4

5 **1. Call to Order**

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

8 **2. Pledge of Allegiance** – led by Tracie Adams.
9

10 **3. Citizen's Forum**

11 None at this time.
12

13 **4. Scheduled Appointments**

14 **4.1. Tracie Adams, Village Streets Study Committee update**

15 Tracie Adams explained that, since her last visit to the Board, the VSSC has met twice. On
16 September 26, 2023 the Committee continued looking at Step 2: Streetscape Design. The two
17 working groups presented drafts on potential paving materials and streetscape designs. The
18 Committee began to discuss these items and the conversation continued into the October 3,
19 2023 meeting. The Committee discussed each of the five roads up for resurfacing in great
20 detail and created a first draft streetscape design for each road. The group agreed that a site
21 walk was appropriate, and it is scheduled for Sunday October 15, 2023. Citizens are
22 encouraged to attend and share their insights. The Committee will take information gleaned
23 from the site walk and citizen input into its October 24, 2023, meeting at 7:00PM at Town
24 Hall to discuss findings and update the first draft.
25

26 Tracie Adams stated that the Committee thanks Sam Fortier, PE, for CMA Engineers and
27 Amherst resident for attending the meetings and providing his insights. They also thank Eric
28 Slosek, DPW Director, for continuing to attend the meetings and provide valuable
29 information. The Committee thanked Deb Butcher and Scott Tenney for their help. The
30 Committee will meet for the site walk on October 15th at 11:00am on the Village Common in
31 front of the Congregational Church. She invited everyone to attend and provide insights. Due
32 to the nature of Step 2: Streetscape Design, the November 20, 2023, Board meeting may be
33 too soon for the Committee to complete its work by. She will request an extension from the
34 Board if this seems likely.
35

36 Selectman D'Angelo asked if the Committee has reviewed existing stop signs in the Village.
37 Tracie Adams noted that intersections are part of the discussion within Step 3. Selectman

38 D'Angelo stated that he would like to see an analysis of this item. There are approximately 65
39 stop signs within one mile of Town Hall.

40

41 **4.1. Mercedes Olster, Energy Committee update**

42 Selectman Stoughton explained that the Energy Committee was tasked with considering
43 community power options for Amherst. The five members met and interviewed three active
44 New Hampshire companies and spoke to other towns regarding their experiences.

45

46 Mercedes Olster, Chair of the Energy Committee, updated the Board. She explained that
47 being part of a community power service would allow the Town to choose its supply. This is
48 generally through Eversource. The delivery of electricity through a community power
49 program would still be through Eversource, but the community power company would utilize
50 the bulk of the Town to get a lower supply rate. The Committee had good success in
51 interviewing Standard Power and the Community Power Coalition. It was noted that the Town
52 is able to change providers at any time, though there may be certain fees associated depending
53 on when the change is made. The Committee recommends moving forward with Standard
54 Power at this time.

55

56 Selectman Stoughton explained that the Community Power Coalition fees included some
57 markups for reserves and overhead which were not included with Standard Power. Standard
58 Power's fee is 1/10 of a cent per kW hour. He stated that he supports moving forward with
59 Standard Power at this time, due to their pricing and experience, and the ability for the Town
60 to change providers in the future, if needed.

61

62 Selectman Pray asked if there are differences between the two companies in terms of rolling
63 out the program to the Town. Ms. Olster explained that the Community Power Coalition is
64 quite small, and it is unclear how much support will be offered to the Town during the
65 process. Standard Power offers support in the form of speaking with homeowners, particularly
66 those with net metering. Standard Power also conducts surveys of the towns they work with
67 and offers a hotline for citizens.

68

69 Town Administrator Shankle asked about the administrative burden on the Town for this
70 program. Ms. Olster explained that during the time of power purchase, Town staff will need to
71 be available to receive bids and sign off on expenditures. This likely equates to a few hours
72 every couple of years.

73

74 Selectman Stoughton noted that Standard Power monitors energy pricing and will recommend
75 the Town enter a contract for the next period when, in their judgment, it is advantageous to the
76 town, even if that new contract would not commence for several months. He explained that
77 the Community Power Coalition would require a member of the Town to be appointed to their
78 board.

79

80 Chairman Lyon explained that the Town will ultimately vote on community power as part of a
81 Warrant Article during Town meeting. Individuals can also choose to opt out of the program
82 if it is approved by the Town. Ms. Olster agreed that citizens can opt in/out as often as they
83 would like without penalty, at the start of the next billing cycle.

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128

Selectman Stoughton recommended allowing the Committee to move forward with Standard Power and hold public hearing on the required community power plan, along with authorizing Town Administrator Shankle to execute a Memorandum of Agreement with Standard Power. This memorandum has been reviewed by Town Counsel.

A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to continue with the steps necessary to establish community power in Amherst and to task the Energy Committee with the following:

- 1. preparing the statutorily required Community Power Plan with the required public input;*
- 2. seeking BOS approval of that plan; and,*
- 3. preparing a draft warrant article for BOS consideration.*

Further, to approve the Energy Committee's recommendation to work with Standard Power in these efforts and to authorize the Town Administrator to execute the proposed memorandum of understanding with Standard Power, with Town Counsel's comments incorporated.

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

5. Strategic Plan Presentations

5.1. Conservation Commission FY25 Strategic Plan

Jared Hardner, Chair of the Amherst Conservation Commission (ACC), presented the group's FY25 strategic plan. He explained that the ACC manages approximately 2,800 acres, or approximately 13% of Amherst land. The ACC has strategies including influencing zoning and planning with an eye toward conservation, acquiring properties or developmental rights in Town for the purpose of conserving priority lands, managing conserved forests, managing grasslands, controlling invasive plant species, low impact outdoor recreation, and education & outreach.

The ACC's funding sources include the Town budget, Conservation Fund (LUCT and forestry revenue), and donations. The ACC is requesting a modest 4% increase in its Town budget line items for FY25. This is consistent with inflation.

In response to a question from Selectman D'Angelo, Mr. Hardner explained that the Land Management line within the ACC's budget was absorbed by the Conservation Fund.

In response to a question from Selectman Pray, Mr. Hardner stated that the ACC will be working on signage for the recent Curran acquisition to allow for better public access. The ACC will also be working on signage for the recent Clearview acquisition.

In response to a question from Selectman Grella, Mr. Hardner stated that the acreage of the Curran property has not yet been added to the calculation of ACC managed lands and will likely bring the number over 13%.

129 The Board thanked the ACC and its members for all of their volunteer work. Chairman Lyon
130 noted that the ACC is one of the best examples in Town of a group run almost entirely by
131 volunteer efforts.

132 133 **5.2. Office of Community Development Strategic Plan**

134
135 Nic Strong, Director of Community Development, presented the strategic plan. She explained
136 that the Amherst Office of Community Development includes building, code enforcement,
137 planning, and zoning functions. The Office provides support to the Town's Zoning Board of
138 Adjustment, Planning Board, Historic District Commission, Conservation Commission, and
139 the Heritage Commission. The Office also supports the Capital Improvement Program
140 Committee, Bicycle and Pedestrian Advisory Committee, and the Master Plan Steering
141 Committee and assists other Town Departments and Boards as needed.

142
143 Nic Strong reviewed staffing concerns in the Department. She explained that other towns with
144 similar populations generally have approximately five staff members in their Community
145 Development Offices. The Town's Office currently only has three staff. To maintain service
146 standards and operational efficiency, the Office of Community Development requires four
147 personnel: Community Development Director, Town Planner, Building Inspector/Code
148 Enforcement Officer, and Executive Assistant. She stated that she believes it is difficult for
149 Amherst to attract candidates based on the fact that it is not part of the State retirement
150 system, lack of opportunities for advancement, and lower salaries than some other towns. She
151 explained that the Department went through two Town Planner hiring processes in 2023 but
152 was not able to recruit for the position.

153
154 Nic Strong explained that she is recommending that the Town contract short-term with either
155 NRPC or KNA for assistance in the Department. This contracted company would help with
156 the Planning Board and Zoning Board of Appeals, while she continues to work with the
157 Historic District Commission. This would allow the Department to do more than simply keep
158 up with the day-to-day operations only. She explained that the Department's single point of
159 failure is personnel related. The workload of the Department is such that losing one employee
160 creates extra work for the remaining staff and causes delays in some task completion. She also
161 suggested that the Town continue to evaluate the salary and benefits needed to attract a full-
162 time Town Planner.

163
164 Nic Strong stated that the Department's goals for 2024/2025 include hiring/retaining a Town
165 Planner, reevaluating the office space, continuing to provide transparent information to the
166 public, and completing a regulatory audit. There are many long-term goals for the Department
167 that cannot be completed at this time due to staffing issues.

168
169 Selectman D'Angelo stated that he would like to see the Department become involved with
170 economic development in Town. There needs to be a proactive plan to bring in new business
171 and retain existing businesses.

172
173 In response to a question from Selectman Stoughton, Nic Strong stated that other towns are
174 also having trouble hiring and retaining Town Planners and other staff.

176 **5.3. DPW FY25 Strategic Plan**

177
178 DPW Director, Eric Slosek, presented the strategic plan. He explained that the Department
179 has areas of responsibility including roads, buildings, the Transfer Station, commons, parks,
180 cemeteries, community septic, and stormwater. He explained that the Department has issues
181 with insufficient staffing levels. An example being that the Highway Department staff often
182 has to cover for the Transfer Station staff. He believes that some of the threats to staffing in
183 the Department include that the Town is not part of the State retirement system, and higher
184 neighboring wages. There is currently an insufficient level of staffing in order to maintain the
185 expected level of service.

186
187 Eric Slosek reviewed the current 10-year Road Plan. This plan prioritizes preservation and
188 focuses on addressing a percentage of the road system annually. The total road network in
189 Town is 232 lane miles, or 116 miles of pavement. A Town-wide engineering study to look at
190 priority bridges and culverts in Town should be completed this fall. He reviewed proposed
191 Town building work for FY25 and FY26. He noted that the Department would like to add a
192 new part-time employee at the Transfer Station in FY25.

193
194 Joe Jordan, Assistant DPW Director, presented information regarding the MS4 stormwater
195 permit requirements for the Town. The Town should determine how it wants to fund these
196 requirements. He also discussed the Baboosic Lake community septic system. Eric Slosek
197 noted that the Department will be looking to increase the secretary position from part-time to
198 full-time in FY25.

199
200 In response to a question from Selectman Grella, Eric Slosek explained that the maintenance
201 bridge treatment for the bridge on Horace Greeley Road needs to be completed.

202
203 Selectman D'Angelo explained that the presentation seemed to place many projects, both
204 short and long range, into the Capital Improvement Plan. While this is good planning, he
205 noted that the Department will need to come before the Board during the budgeting process to
206 request much of this funding. He suggested that Eric Slosek present the Board with a
207 prioritization for these projects at that time.

208
209 Chairman Lyon agreed that a prioritized budget list is a good idea. He recommended that Eric
210 Slosek and Town Administrator Shankle work together to update the Department's
211 Purchasing Policy.

212
213 **6. Administration**

214 **6.1. Administrative updates**

215
216 Town Administrator Shankle explained that he received an email from Girl Scout Troop
217 63255 regarding permission to place a scarecrow outside of Town Hall as part of a larger
218 event. The scarecrow will be placed on October 14th and removed no later than November 1st.
219 The Board conveyed its consensus approval of this request.

220
221 **6.2. Bid Award, Town Hall Meeting Room A/V RFP**

223 Town Administrator Shankle explained that the Town received three bids for this project.
224 Members of the working group reviewed the bids and are recommending that the bid be
225 awarded to Unique Scientific.

226
227 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
228 *award the bid for the Town Hall Meeting Room A/V project to Unique Scientific in the amount*
229 *of \$11,940.*

230 *Roll Call Vote: Chairman Lyon – aye, Selectman Stoughton – aye, Selectman D'Angelo – aye,*
231 *Selectman Pray – aye, and Selectman Grella – aye; 5-0-0; motion carried unanimously.*

232

233 **6.3. Action Items**

234 The Board reviewed its action item list.

235

236 The Board agreed for a couple of its members to meet with a couple of the members of the
237 Mont Vernon Board of Selectmen regarding the ambulance contract.

238

239 Town Administrator Shankle explained that Sanborn Head is awaiting groundwater test
240 results regarding PFAS at the Fire Station. If this testing exceeds the limits, DES will need to
241 be notified. One item of note is that the PFAS levels seemed to be increasing with the depth of
242 the well in this area. He noted that some residences along Thornton Ferry Road 1 are also
243 awaiting the results of well testing.

244

245 Chairman Lyon asked Eric Slosek regarding research into speed deterrent devices for Boston
246 Post Road. Eric Slosek stated that he submitted his research to the Village Streets Committee
247 for review. Tracie Adams noted that the group will give short and long-term recommendations
248 for Boston Post Road.

249

250 **7. Staff Reports**

251 **7.1. DPW Pavement Repair Award**

252

253 Eric Slosek stated that the DPW has been working with a resident on Honey Brook Lane to
254 address a drainage concern. DPW will be installing a new culvert pipe and making
255 improvements to the road shoulder and ditch line. In addition to the culvert work, DPW will
256 also be excavating a few areas within the pavement to remove what could be large stones
257 causing frost heaves in the winter. A small paving repair will need to be made to restore the
258 road after excavation. As per the Town Purchasing policy, three prices were solicited for this
259 work. Theriault & Sons submitted the low price of \$9,440 for this work, and the DPW
260 recommends awarding this work to Theriault & Sons.

261

262 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
263 *award the paving prep and work for the Honey Brook Lane project to Theriault & Sons for*
264 *the amount of \$9,440.00; and to authorize the DPW Director or his designee to sign the*
265 *related agreement.*

266 *Roll Call Vote: Chairman Lyon – aye, Selectman Stoughton – aye, Selectman D'Angelo – aye,*
267 *Selectman Pray – aye, and Selectman Grella – aye; 5-0-0; motion carried unanimously.*

268

269 **7.2. Hiring Recreation Program Coordinator**

270
271 Recreation Department Director, Craig Fraley, stated that the Recreation Department
272 recommends promoting Recreation Administrative Assistant Laura Kimball to the Recreation
273 Supervisor position at Grade 12 Step 3, \$27.99 per hour.

274
275 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray the*
276 *promotion of Recreation Administrative Assistant, Laura Kimball, to Recreation Supervisor at*
277 *Grade 12 Step 3 \$27.99, retroactive to September 12, 2023.*

278 *Roll Call Vote: Chairman Lyon – aye, Selectman Stoughton – aye, Selectman D'Angelo – aye,*
279 *Selectman Pray – aye, and Selectman Grella – aye; 5-0-0; motion carried unanimously.*

280
281 **8. Approvals**

282 **8.1. AP Approvals**

283
284 **Accounts Payable**

285 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
286 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$160,176.50 dated*
287 *September 28, 2023, subject to review and audit. (Vendors)*

288 *Roll Call Vote: Chairman Lyon – aye, Selectman Stoughton – aye, Selectman D'Angelo – aye,*
289 *Selectman Pray – aye, and Selectman Grella – aye; 5-0-0; motion carried unanimously.*

290
291 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
292 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$3,176,201.00 dated*
293 *October 2, 2023, subject to review and audit. (Schools)*

294 *Roll Call Vote: Chairman Lyon – aye, Selectman Stoughton – aye, Selectman D'Angelo – aye,*
295 *Selectman Pray – aye, and Selectman Grella – aye; 5-0-0; motion carried unanimously.*

296
297 **8.2. Assessing**

298
299 **Veteran Tax Credit**

300 **Item A.**

301 The attached application has been reviewed by the Assessor and the Assessor recommends
302 granting this credit.

303
304 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
305 *approve the Veteran Tax Credit for Map 007, Lot 017-013 commencing in Tax Year 2024.*

306 *Roll Call Vote: Chairman Lyon – aye, Selectman Stoughton – aye, Selectman D'Angelo – aye,*
307 *Selectman Pray – aye, and Selectman Grella – aye; 5-0-0; motion carried unanimously.*

308
309 **Solar Exemption**

310 **Item B.**

311 The Assessor has reviewed the applications for the solar exemption under RSA 72:62 and
312 recommends approval.

314 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
315 *approve the solar exemption in the amount of \$17,500 for map 002, lot 127-013 and map 004,*
316 *lot 702-004 commencing in tax year 2024; and to approve the solar exemption in the amount*
317 *of \$20,000 for Map 005, lot 067-000 and \$15,000 for Map 002, Lot 091-000 commencing in*
318 *tax year 2024.*

319 *Roll Call Vote: Chairman Lyon – aye, Selectman Stoughton – aye, Selectman D’Angelo – aye,*
320 *Selectman Pray – aye, and Selectman Grella – aye; 5-0-0; motion carried unanimously.*

321

322 **9. Action Items**

323 The Board reviewed its new action items.

324

325 Jennifer Stover noted that the Goldens on the Green event is requesting a rain date of October
326 22nd.

327

328 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to*
329 *approve the rain date for Goldens on the Green of October 22, 2023.*

330 *Roll Call Vote: Chairman Lyon – aye, Selectman Stoughton – aye, Selectman D’Angelo – aye,*
331 *Selectman Pray – aye, and Selectman Grella – aye; 5-0-0; motion carried unanimously.*

332

333 **10. Old/New Business**

334

335 Selectman D’Angelo noted that he will be attending an NRPC luncheon regarding integrating
336 CIP with financial items.

337

338 **11. Non-Public Session**

339 **11.1. NH RSA 91-A:3 II (e). Consideration of pending or threatened claims**

340

341 *A MOTION was made by Chairman Lyon and SECONDED by Selectman D’Angelo to enter*
342 *into Non-Public Session per NH RSA 91-A:3 II (e).*

343 *Roll Call Vote: Chairman Lyon – aye, Selectman Stoughton – aye, Selectman D’Angelo – aye,*
344 *Selectman Pray – aye, and Selectman Grella – aye; 5-0-0; motion carried unanimously.*

345

346 The Board discussed Town Counsel’s advice regarding a potential claim. No votes were
347 taken, and no final decisions were made.

348

349 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to enter*
350 *exit Non-Public Session at 9:46pm.*

351 *Roll Call Vote: Chairman Lyon – aye, Selectman Stoughton – aye, Selectman D’Angelo – aye,*
352 *Selectman Pray – aye, and Selectman Grella – aye; 5-0-0; motion carried unanimously.*

353

354 **12. Adjournment**

355

356 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Grella to*
357 *adjourn the meeting at 9:46pm.*

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

359

360 **NEXT MEETING: October 23, 2023**

361
362
363

Selectman Bill Stoughton

Date

DRAFT