



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, DECEMBER 4, 2023 6:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Board of Health**
  - 4.1. Waiver Requests re: Septic System Map 25 Lot 87 & 88, Norton Street
- 5. Board Appointment**
  - 5.1. Marion Kastner, application for SoRLAC appointment. This is a three year term.
- 6. Scheduled Appointments**
  - 6.1. Amy Facey and Stephanie Grund, Request for Impact Fees
  - 6.2. Tracie Adams, Village Streets Study Committee
- 7. Administration**
  - 7.1. Administrative Updates
  - 7.2. 7 Thorntons Ferry Road I Petition to Quiet Title
  - 7.3. NRPC Traffic Survey on Boston Post Road
  - 7.4. 41:14-a Acquisition or sale of land, buildings, or both  
Shenk donation of easement and drainage easement  
Sale of land, Houvener
  - 7.5. BOS Action Items
- 8. Staff Reports**
  - 8.1. FY25 Operating Budget - Draft 2, with warrant articles
  - 8.2. Promotion of P. Derek Mahoney

- 8.3. Appointment of Police Officer
- 8.4. DPW Use of Town Vehicle request
- 8.5. Proposed Update to Town Purchasing Policy
- 8.6. Stormwater Utility Development
- 8.7. Addendum to Hollis Building Inspector Mutual Aid Agreement

**9. Approvals**

- 9.1. Baboosic Lake Community Septic Warrants
- 9.2. AP

**10. Action Items**

**11. Old/New Business**

**Adjournment**

**Next Meeting: December 11, 2023**

You are invited to a Zoom webinar.  
When: Dec 4, 2023 06:30 PM Eastern Time (US and Canada)  
Topic: BOS Meeting 12/04/23

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86502789157>

Or Telephone:+1 646 931 3860 US

Webinar ID: 865 0278 9157



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Waiver Requests re: Septic System **Department:** Board of Health  
Map 25 Lot 87 & 88, Norton Street

**Meeting Date:** December 4, 2023

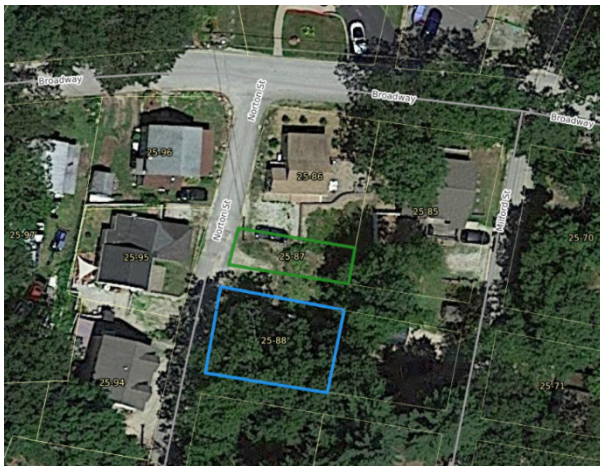
**Staff Contact:** Nic Strong

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## BACKGROUND INFORMATION:

In the absence of a Building Inspector, septic system applications and plans are being sent to Gifford Colburn, Keach Nordstrom Associates, Inc., for review. He notified us of the need for waivers regarding the attached septic system application.

The lots in question are Map 25 Lot 87 and Map 25 Lot 88:



The applicant, Taylor Hennas, Meridian Land Services, Inc., indicated in an email dated 11/10/23, "I just submitted a septic design for local review through the Amherst permitting website under Reference Number P018161-111023. The proposed scope of work will be conducted on Lots 25-88 and 25-87 off Norton Street in Amherst. Attached is the design for reference with the local approval form. The lots are not within the Shoreland Zone of Baboosic Lake. The proposed scope of work includes the reconstruction of the primary structure on Lot 25-88 and the installation of a pre-treatment system on Lot 25-87. The proposed sewer line exiting the primary structure will cross the right of way owned by the Town of Amherst. This is the most feasible location for the proposed subsurface components as the existing well is located on Lot 25-88 adjacent to the primary structure, and this design is maximizing the distance from the proposed subsurface components to the existing well to the maximum extent possible. I wanted to inform you as I know this approval may require sign off from the Board of Selectmen."

The waivers listed on the plan are as follows:

- Proposed leach field within 75 ft. on-site well radius - *The proposed leach field will remain at least 33 ft. from the on-site well.*
- Proposed leach field within 75 ft. of off-site well radius - *The proposed leach field will remain at least 69 ft. from the off-site well.*
- Proposed tank within 75 ft. of on-site well radius - *The proposed tank will be sealed and will remain at least 33 ft. from the on-site well.*
- Proposed tank within 75 ft. of off-site well radius - *The proposed tank will remain at least 65 ft. from the off-site well.*

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

The language from the Septic System Ordinance with regard to waivers is as follows:

"When, in the opinion of the Community Development Office, mandatory requirements of these Septic System Regulations would impose an unnecessary hardship upon an applicant proposing to repair or replace an existing wastewater disposal system, such requirements may be waived so as to provide reasonable and functioning facilities. In all other instances, requests for waivers from specific requirements of this ordinance must be approved by the Board of Health. Prior to granting a waiver from any specific requirement of this ordinance, the Board of Health shall find, by majority vote, that:

1. Strict conformity with the regulation from which such waiver has been requested would pose an unnecessary hardship to the applicant; and the granting of the waiver will not be contrary to the spirit and intent of this ordinance; or
2. Specific circumstances relative to the property in question or special conditions inherent in the property itself indicates the waiver will properly carry out the spirit and intent of this ordinance."

Although the ordinance appears to allow the Community Development Office to waive items for replacement and repair of existing systems, in the absence of a building inspector, and with the other issues to do with existing rights-of-way, it was preferable for the Board of Health to act on the waivers on this plan.

**SUGGESTED MOTION:**

I move to grant the waiver(s) to *[insert waivers granted]* because *[choose one]*

1. Strict conformity with the regulation from which such waiver has been requested would pose an unnecessary hardship to the applicant; and the granting of the waiver will not be contrary to the spirit and intent of this ordinance; or
2. Specific circumstances relative to the property in question or special conditions inherent in the property itself indicates the waiver will properly carry out the spirit and intent of this ordinance.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. 025-087-000 & 088-000 Local Preapproval Application
2. 025-087-000 & 088-000 Proposed SDS Plan 9.29.23
3. Sec G Septic System Ordinance\_2015

**TOWN OF AMHERST  
LOCAL APPROVAL FOR CONSTRUCTION OF  
AN INDIVIDUAL SEWAGE DISPOSAL SYSTEM**

**WORK NUMBER:** 202305429

**I. PROPERTY INFORMATION**

**Address:** 4 NORTON STREET  
AMHERST NH 03031  
**Subdivision Approval No.:** PRE-1967  
**Subdivision Name:** N/A  
**County:** HILLSBOROUGH  
**Tax Map/Lot No.:** 25/87 & 88

**II. OWNER INFORMATION**

**Name:**  
**Address:** 30 AUTUMN RUN  
HOOKSETT NH 03106

**III. APPLICANT INFORMATION**

**Name:** TAYLOR HENNAS  
**Address:** 1 RHODORA DRIVE  
AMHERST NH 03031

**IV. DESIGNER INFORMATION**

**Name:** TAYLOR HENNAS  
**Address:** 1 RHODORA DRIVE  
AMHERST NH 03031  
**Permit No.:** 01905

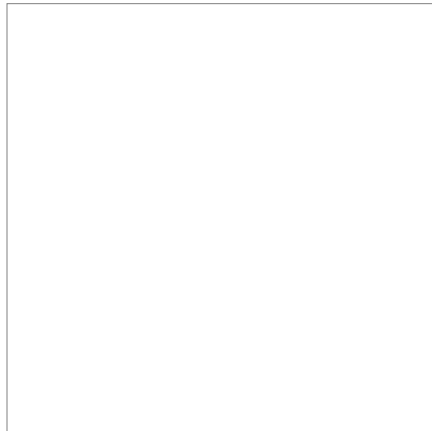
In accordance with RSA 485-A:32, IIa, the Town of Amherst grants local approval to construct the Individual Sewage Disposal system described above and in an application and plans dated \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

- OR -



Town Stamp







**SECTION G**  
**TOWN OF AMHERST**  
**SEPTIC SYSTEM ORDINANCE**

**TABLE OF CONTENTS**

ARTICLE I - PREAMBLE & HISTORY .....	2
ARTICLE II - PURPOSE .....	2
ARTICLE III - APPLICABILITY .....	2
ARTICLE IV - PERMIT REQUIRED .....	3
ARTICLE V - PERMIT APPLICATIONS, FEES, AND PROCEDURES .....	3
ARTICLE VI - INSPECTIONS AND APPROVAL FOR OPERATION .....	4
ARTICLE VII - SYSTEM REPAIR OR REPLACEMENT .....	5
ARTICLE VIII - NEW CONSTRUCTION.....	5
ARTICLE IX - TEST PIT & PERCOLATION TEST REQUIREMENTS .....	5
ARTICLE X - INSTALLATION REQUIREMENTS.....	6
ARTICLE XI - DESIGN & CONSTRUCTION REQUIREMENTS.....	6
ARTICLE XII - MISCELLANEOUS PROVISIONS.....	9

## **SECTION G**

### **SEPTIC SYSTEM ORDINANCE**

#### **ARTICLE I - PREAMBLE & HISTORY**

- A. Pursuant to authority granted under RSA Chapter 147, I, on April 12, 1976, the Amherst Board of Health, consisting of Dr. James Starke and the Board of Selectmen, adopted these Septic System Ordinance in order to promote public health, safety, and welfare of the citizens of the Town of Amherst, New Hampshire. This ordinance, which became effective on May 15, 1976, were subsequently amended by the Board of Health on June 25, 2003, and May 28, 2014.

#### **ARTICLE II - PURPOSE**

- A. The purpose of this ordinance is to prevent the pollution of water supplies, ground water, and surface water of the Town of Amherst by reason of inadequate sewer or lack of proper wastewater disposal system accommodations.

#### **ARTICLE III - APPLICABILITY**

- A. No person shall construct any structure from which sewage or wastewater will discharge; nor construct, repair, or alter any wastewater disposal system within the Town of Amherst without prior approval of plans and specifications by both the Town of Amherst and the New Hampshire Department of Environmental Services (NHDES) pursuant to authority of Chapter Env-Wq 1000 of the New Hampshire Code of Administrative Rules.
- B. Conversion of Seasonal Dwellings. No person shall convert any structure, which here-to-date has been maintained and/or occupied as a seasonal dwelling (such as a camp or cottage) to year-around residential use prior to installation of an approved wastewater disposal system conforming to the requirements of this ordinance and which has received a valid “Approval for Operation” number issued by NHDES. If the lot is non-conforming with respect to minimum lot size, the septic design may incorporate an approved effluent pre-treatment processor in the system. For the purpose of this ordinance, the term “seasonal dwelling” shall mean a dwelling which:
1. Was listed as seasonal through the 1976 seasonal listings database, and as currently listed on the assessing property record card; or
  2. Has historically been occupied for not more than six (6) consecutive months during a given calendar year.

- C. Change of Occupancy or Use. No person shall change the occupancy or use or increase occupant loads of any structure prior to an evaluation by a licensed septic designer of current wastewater disposal system capacity. If insufficient capacity is determined for the proposed occupancy, use, or loading, a new wastewater disposal system design shall be required by both the Town of Amherst and the NHDES prior to the issuance of any permits.

#### **ARTICLE IV - PERMIT REQUIRED**

- A. Septic permits shall be obtained from the Town of Amherst and, if required, from the NHDES prior to:
1. Alteration, repair, or replacement of any existing wastewater disposal system, including septic tank replacements. New replacement tanks must be properly sized for existing (or proposed) flow based on NHES requirements in effect at the time of replacement.
  2. Construction of any new wastewater disposal system.
  3. Construction of a structure from which wastewater will discharge. Building permits for construction work shall not be issued unless and until both NHDES and local approvals for the wastewater disposal system intended to serve that structure have been issued and are on file at the Community Development Office.
  4. Conversion of a seasonal dwelling to year-round residency.
  5. Septic Evaluation is required for any change of use, occupancy, or increase in occupant loads. If the results of the evaluation determine insufficient capacity of the existing system for the proposed change of use, occupancy, or loading, a new septic system design must receive State and Town approval for construction prior to issuance of a building permit. For commercial uses, installation shall be required prior to the issuance of a certificate of occupancy. Loading which exceeds current allowable lot loading standards shall not be permitted.

#### **ARTICLE V - PERMIT APPLICATIONS, FEES, AND PROCEDURES**

- A. In order to obtain a septic permit required pursuant to the provisions of this ordinance, a property owner or his/her authorized agent must file the following documents with the Community Development Office:
1. A completed Town Septic Permit Application signed by the homeowner.
  2. Payment of the application fee payable to the "Town of Amherst." A schedule of application fees, as established by the Board of Selectmen, is on file at the Community Development Office.

3. Four copies of all plans and specifications for the construction of the planned wastewater disposal system. Where the application will be submitted to NHDES via their Subsurface E-Permitting system, only one copy of plans and specifications is required;
  4. A completed State application for NHDES Construction Approval; and
  5. For applicants who elect to have the Town transmit the approved plans to the NHDES Subsurface Systems Bureau, the applicant is also required to submit a separate check for the State of NH application fee and a postage paid envelope addressed to the “NHDES – Subsurface Systems Bureau.”
- B. The Community Development Office staff shall review the application within seven (7) business days of receipt of a full and complete application package. In the event it is determined the application fully complies with all applicable requirements of this ordinance, four (4) copies of the plans will be stamped “approved” by the Town of Amherst, and three (3) copies will be returned to the applicant, or if provided for in Section V A.5, forwarded on to the NHDES. For applications being submitted to NHDES via their Subsurface E-Permitting system, the Town Approval sheet will be stamped “approved” by the Town of Amherst and an electronic copy transmitted to the applicant for submission to the NHDES.
- C. In the event the Community Development Office determines that the proposal fails to conform to one (1) or more requirements of this ordinance, the application will be returned to the applicant with a memorandum outlining required corrections necessary for approval.

## **ARTICLE VI - INSPECTIONS AND APPROVAL FOR OPERATION**

- A. Once a septic permit has been approved by both the Town and the State, the Town permit is issued to both the homeowner and the contractor. Once work authorized under the septic permit has commenced, the owner or his/her contractor must contact the Amherst Community Development Office in advance to schedule each required inspection. Failure to contact the Community Development Office may result in the revocation of the septic permit and subject the owner and/or contractor to municipal enforcement action.
- B. The following shall be inspected by a representative of the Amherst Community Development Office after notification by the Applicant that the site is ready for such inspection:
1. Test pits, percolation tests
- C. Inspections shall generally be completed within two (2) business days of receipt of notice requesting such inspection by the Community Development Office.
- D. The outcome of each required inspection shall be provided to the owner or his/her authorized agent by the Community Development Office. A wastewater disposal system shall not be backfilled or operated until the final inspection is approved by the State.

- E. In the case of septic systems for new construction, no person shall occupy or offer for occupancy any structure from which sewage or wastewater will discharge unless and until the NHDES and the Community Development Office have each issued an Approval for Operation of the wastewater disposal system intended to serve the premises and the Community Development Office has issued a Certificate of Occupancy for such structure.

## **ARTICLE VII - SYSTEM REPAIR OR REPLACEMENT**

- A. Repair or replacement of any existing wastewater disposal system shall be subject to the requirements of these Septic System Regulations as well as applicable requirements of the NHDES.
- B. In-Kind Replacement. The Community Development Office may issue a permit for “in-kind” repair or replacement of a wastewater disposal system provided:
1. Such “in-kind” repair or replacement qualifies for a permit by rule under the provisions of RSA 485-A:33, IV(a); and
  2. The bottom of the bed is located not less than twenty-four (24) inches above the estimated seasonal high water table..
  3. With the exception of “1” and “2” above, all other requirements of this ordinance shall apply to in-kind replacement systems.
- C. Prior to repair or replacement of any existing wastewater disposal system, the owner and/or their authorized agent shall obtain those State and local permits required pursuant to the requirements of Article IV of this ordinance.

## **ARTICLE VIII - NEW CONSTRUCTION**

- A. Prior to construction of any new wastewater disposal system or a wastewater disposal system intended to replace an existing wastewater disposal system where such construction is not eligible for approval as an “in-kind” replacement under the provisions of Article VII of this ordinance, the owner and/or their authorized agent shall obtain those State and local permits required pursuant to the requirements of Article IV of this ordinance.

## **ARTICLE IX - TEST PIT & PERCOLATION TEST REQUIREMENTS**

- A. Prior to preparation of septic design plans for any alteration, repair, or construction of a new or “in-kind” wastewater disposal system, a test pit or test pits shall have been excavated and have been recorded by a septic system designer, licensed by the NHDES in accordance with the provisions of RSA 483-A:36. In all instances:

1. A minimum of one (1) test pit shall be located within the leaching area of the planned wastewater disposal system;
  2. The results of all test pits excavated on the subject lot or parcel shall be reported on design plans submitted with a septic permit application, and
  3. Each test pit must be excavated to a depth sufficient to demonstrate the bottom of the proposed wastewater disposal system is to be situated at an elevation sufficient to satisfy applicable minimum vertical separation distances to estimated seasonal high water and/or impermeable substratum as outlined in XI (A) 5 and XI (A) 6 of this ordinance.
- B. Prior to preparation of septic design plans for any new wastewater disposal system or for any replacement system not eligible for approval as an “in-kind” replacement under the provisions of Article VII of this ordinance, a percolation test shall be conducted by a permitted designer, and the results shall be reported on design plans submitted with a permit application.
- C. The following shall be considered impermeable material for the purpose of this ordinance as cited in Article XI and XII.
1. Any soil material which has a percolation rate of greater than thirty (30) minutes per inch.
  2. Ledge/bedrock.
  3. Clay.
  4. Hardpan, fragipan, or “rotten ledge.”

## **ARTICLE X - INSTALLATION REQUIREMENTS**

- A. Upon issuance of all required NHDES and local permits, the wastewater disposal system shall be constructed in strict accordance with the approved plans and specifications. Deviation from the approved plans and specifications may be permitted, but only after receipt and approval of amended plans and specifications by the Community Development Office and if applicable, the NHDES.

## **ARTICLE XI - DESIGN & CONSTRUCTION REQUIREMENTS**

- A. The following design and construction requirements shall apply to the design and construction of all wastewater disposal systems:
1. The effluent disposal area component of any leaching type wastewater disposal system shall be constructed on or over land having not less than forty-eight (48) inches of natural (original) soil above impermeable material as defined in Article IX C of this ordinance.

2. The effluent disposal area component of any leaching type wastewater disposal system shall be constructed on or over land having not less than eighteen (18) inches of natural (original) soil above the estimated seasonal high water table elevation.
3. The effluent disposal area component of any leaching type of wastewater disposal system shall be constructed on or over land having a natural (original) slope of not more than twenty-five (25) percent.
4. Except as noted herein, no component of an on-site wastewater disposal system shall be situated:
  - a. Less than seventy-five (75) feet from any existing or proposed water well; or
  - b. All submitted plans shall include a note clearly stating compliance with these separations.
  - c. Precast concrete or high density polyethylene structures such as septic tanks, grease traps, and pump stations, as well as associated sewer lines may be situated as close as fifty (50) feet to an existing or proposed private on-site water well provided such structures are constructed so as to be water-tight and all sewer lines are constructed of SDR 26 or better pipe having water tight joints.
5. Distance to Estimated Seasonal High Water Table (ESHWT):
  - a. If perc rate is slower than 5 min/inch, bedbottom must be 48” above ESHWT.
  - b. If perc rate is faster than 5 min/inch, bedbottom must be 60” above ESHWT.
  - c. Exception – In the case of “in-kind” replacement system reconstruction, Article VII shall govern.
  - d. Redesign of an existing system not meeting replacement in-kind requirements of Article VII must be 24” above ESHWT.
6. The bed bottom of the effluent disposal area component of any leaching type of waste disposal system shall be constructed not less than forty-eight (48) inches above impermeable material as defined in Article IX C of this ordinance. Replacement systems may request a waiver of this Section from the Community Development Office under Article XII.E.
7. All wastewater disposal systems shall be located so as to provide reasonable and convenient access to septic tanks, grease traps, and pump stations for pumping and other routine maintenance activities including but not limited to pump station repair and effluent filter replacement.
8. If, in the opinion of the Community Development Office staff, unique conditions having the potential to affect successful installation and long-term operation of any proposed on-site wastewater disposal system are present on the site of any proposed on-site wastewater disposal system, the Community Development Office shall reserve the right to request or require the submission of supplemental site specific technical information prior to approval of a septic permit application.
9. If, upon submission of an application for a septic permit under this ordinance, it is determined that a lot has physical limitations of an extent that precludes design and construction of a

wastewater disposal system conforming to each specific requirement of this ordinance, the Community Development Office shall withhold permit approval until such time as:

- a. The design has been revised to conform to all applicable requirements, or
  - b. The Board of Health has granted one (1) or more waivers from specific requirements of this ordinance.
10. All design plans submitted for a permit under this ordinance must clearly state whether or not the subject lot lies within the *blue shaded area* of the Aquifer Conservation Wellhead Protection District (ACWPD). Discharge to wastewater disposal systems situated in the ACWPD shall not exceed one thousand (1,000) gallons per acre per day. In addition, the effluent disposal area component of any leaching type wastewater disposal system situated in the ACWPD shall be located a minimum of one hundred (100) feet from the reference line of surface waters and wetlands as defined in the Zoning Ordinance. Plans submitted for designs within this district shall include a note clearly stating compliance with this required separation.
  11. All effluent disposal areas in the Town of Amherst shall be designed for a minimum percolation rate of twelve (12) minutes per inch.
  12. If and when any requirement of this ordinance is found to be in conflict with the requirements of any other applicable State or local code, the more stringent regulations or code requirement shall prevail.
  13. Water from sump pumps, foundation drains, area drains, roof drains, and other ground or surface water drainage systems shall not discharge into any wastewater disposal system.
  14. In applications where a pre-cast or preformed aeration chamber type of wastewater disposal system of a design acceptable to the Community Development Office staff is proposed, a forty percent (40%) reduction in the size of the effluent disposal otherwise required under this ordinance may be permitted for wastewater disposal systems serving residential properties.
  15. Geo-flow, Enviro-Septic, Eljin In-Drain, and other similar leaching type innovative systems approved for use in New Hampshire by the NHDES under provisions of Part Env-Wq 1024 of the New Hampshire Code of Administrative Rules and designed and installed in accordance with requirements of the NHDES and specifications of the applicable system manufacturer, may be substituted for conventional leaching systems provided:
    - a. The distribution of effluent throughout the disposal area is provided by one (1) of the following methods:
      - i. Pressure dosing;
      - ii. Single or multiple distribution boxes providing equal distribution of effluent to each individual row or segment of the effluent disposal system; or
      - iii. Serial distribution in a manner consistent with the system manufacturer's recommendations.
      - iv. Sloping systems are permitted within the design guidelines for the system.



16. All submitted plans must clearly delineate all streams, surface water, poorly drained and very poorly drained soils, and wetlands within one hundred (100) feet of all components of the proposed wastewater disposal system, if any. A note must appear on all submitted plans stating minimum distance to the items listed above if  $\leq 100$  feet. If distance to all of the above listed items is greater than one hundred (100) feet, a note indicating “no streams, surface water, poorly drained and very poorly drained soils, or wetlands are within one hundred (100) feet of all components of the proposed wastewater disposal system” must appear on plans.

## **ARTICLE XII - MISCELLANEOUS PROVISIONS**

- A. No septic lagoons or cesspools shall be permitted in the Town of Amherst.
- B. The contents of chemical or mechanical toilets shall be disposed of in a manner and location approved by the Amherst Board of Health and the NHDES as applicable.
- C. Periodic pumping and maintenance of septic tanks, grease traps, and other wastewater disposal systems shall not require a permit under this ordinance.
- D. Specifications and requirements contained in Chapter Env-Wq 1000 of the New Hampshire Code of Administrative Rules, as amended, regulating those matters that are the subject of this ordinance shall constitute minimum design, construction, and operational standards applicable to the Town of Amherst and are incorporated herein by reference. If and when any requirement of this ordinance is found to be more stringent than the New Hampshire Code of Administrative Rules, the requirement of this ordinance shall prevail.
- E. When, in the opinion of the Community Development Office, mandatory requirements of these Septic System Regulations would impose an unnecessary hardship upon an applicant proposing to repair or replace an existing wastewater disposal system, such requirements may be waived so as to provide reasonable and functioning facilities. In all other instances, requests for waivers from specific requirements of this ordinance must be approved by the Board of Health. Prior to granting a waiver from any specific requirement of this ordinance, the Board of Health shall find, by majority vote, that:
1. Strict conformity with the regulation from which such waiver has been requested would pose an unnecessary hardship to the applicant; and the granting of the waiver will not be contrary to the spirit and intent of this ordinance; or
  2. Specific circumstances relative to the property in question or special conditions inherent in the property itself indicates the waiver will properly carry out the spirit and intent of this ordinance.
- F. Any person aggrieved by a decision of the Community Development Office in the implementation or enforcement of this ordinance may appeal such decision to the Amherst Board of Health.

Adopted by the Board of Selectmen this 27 day of July, 2015, effective September 1, 2015.

Dwight Brew

Dwight Brew, Chairman

John D. Angelo

John D. Angelo, Vice-Chair

Nate Jensen

Nate Jensen, Clerk

Tom Grella

Tom Grella

Reed Panasiti

Reed Panasiti

Received and Recorded: 7/28/15, 2015

Nancy A. Demers, Town Clerk

Loren Fucci - Deputy



LOCAL RIVER MANAGEMENT ADVISORY COMMITTEE
NOMINEE FORM

Please complete both sides of this Form and email to riversprogram@des.nh.gov or mail to Rivers Coordinator, NH DES, 29 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095
Please type "NOMINEE FORM" and nominee's name in the subject line of the email.
For questions contact the Rivers Coordinator at 271-2959.

NOMINEE NAME: Marion Kastner DATE: 10/24/23
RIVER NAME: Souhegan
REPRESENTING: MUNICIPALITY: OTHER: [check]

Nominee Contact Information:

Street Address: 7A Benning St
Town: Amherst
Zip Code: 03031
Email: mewoodbury@live.com
Phone (home): Phone (cell): 603-801-1210 Phone (work):

Is this a: [check] New Appointment or a [ ] Reappointment

Please state your interest(s) in serving on the Local Advisory Committee:

- [ ] Local Government
[ ] Business
[check] Conservation
[check] Recreation
[ ] Agriculture
[ ] Riparian Landowners

(Form continued on page 2)

Board of Selectmen or Authorized Signature(s) - REQUIRED (e-signature acceptable)
Name: Title:
Name: Title:
Name: Title:
Note: By statute, the Commissioner of DES appoints the Local River Management Advisory Committee (LAC) members for each Designated River from nominees submitted by the local governing bodies through which the Designated River flows (RSA 483:8-a).

Please include a short description of your relevant background knowledge of local river-related issues or general river management and protection:

*I have been an Amherst/Milford resident for a greater part of my life and I am familiar with the river and would like to take a step further and participate in the continued management and conservation of the river. I am currently in the UNH extension Natural Resources Steward program and this is providing me with some base knowledge. I am also currently a trail and nature steward in the ACC.*

Most Local Advisory Committees engage in a variety of activities. Reviewing those activities listed below, please check those that are of most interest to you:

- Management Plan Preparation/Implementation
- Event Organization
- Public Education
- Grant Writing
- Public Relations
- Committee Administration
- Other \_\_\_\_\_

Most Local Advisory Committees meet monthly. In some cases they may meet more frequently to complete specific tasks, while in other cases your attendance may not be required at all meetings. Please check one of the boxes below to indicate your availability to attend regularly scheduled meetings.

- I can attend monthly meetings on most weeknights
- I can attend monthly meetings only if scheduled on a specific weeknight
- I can only attend a limited number of monthly meetings
- I cannot attend monthly meetings, but am willing to complete tasks on behalf of the Local Advisory Committee

For DES Office Use Only

1. Nominee form has been reviewed by RMPP staff on (date) \_\_\_\_\_
2. LAC Chair and Nominee have been contacted regarding nomination on (date) \_\_\_\_\_
3. RMPP Staff recommends appointment to Commissioner:  
 Approve \_\_\_\_\_  
RMPP staff \_\_\_\_\_ Date \_\_\_\_\_
4. Appointment letter and information packet sent on (date) \_\_\_\_\_
5. Contacts database updated (date) \_\_\_\_\_
6. LAC Member List updated (date) \_\_\_\_\_

# SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE



Amherst, Mont Vernon, and Souhegan Cooperative School Districts

STEVEN CHAMBERLIN  
Interim Superintendent of  
Schools

CHRISTINE M. LANDWEHRLE  
Assistant Superintendent

MARGARET A. BEAUCHAMP  
Director of Student Services

AMY FACEY  
Business Administrator

Date: November 3, 2023

Re: Request for Use of Impact Fees for Science Lab Renovation Project

Dear Amherst Board of Selectmen,

The Souhegan Cooperative School Board at their November 2, 2023 meeting authorized a request to the Amherst Board of Selectmen for impact fees to fund Architectural and Engineering (A&E) Fees for the Souhegan High School Science Lab Renovation project in the amount of up to \$90,000.

The Souhegan High School Science Lab Renovation Project is a proposed public capital facilities project that will be owned and operated by the Souhegan Cooperative School District (SCSD) and will have a useful life of greater than 5 years. This request is to fund architectural design and engineering costs for a facility and program study to include, but is not limited to:

- Architectural and Engineering fees related to a renovation of the science labs at Souhegan High School

We understand there is currently approximately \$225,000 in impact fees collected for schools in Amherst. The apportionment of funds between the Amherst and Souhegan Cooperative School Districts has historically been 60% to Amherst and 40% to Souhegan. The Souhegan Cooperative School Board therefore requests 40% of the available funds or \$90,000 for the A&E Fees. Further, the SCSD FY24 tax impact apportionment for the towns of Mont Vernon and Amherst is 15% and 85% respectively. The total amount to be reimbursed to the SCSD will be limited to 85% of the total cost of the A&E fees.

I look forward to attending an upcoming meeting of the Board of Selectmen to provide any additional information required and answer questions.

Thank you,

*Stephanie Grund*

Stephanie Grund,  
Souhegan Cooperative School Board, Chair

# Signature Certificate

Reference number: W75EN-TTZLC-KPSXP-HBWRY

## Signer

## Timestamp

## Signature

### Stephanie Grund

Email: sgrund@sau39.org

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Souhegan Cooperative School Board

Thursday, November 2<sup>nd</sup>, 2023

Meeting Minutes- Not Approved

Attendees:

Administrative Team: Steven Chamberlin- Assistant Superintendent, Amy Facey- SAU #39 Business Administrator, and Dana Curran- SHS Principal.

Souhegan Cooperative School Board: Chair- Stephanie Grund, Vice- Chair- Christie Peters, Anna Goulet- Zimmerman- Secretary, John Glover, Dan Veilleux.

Board Minutes: Danae A. Marotta

Public: Izzy Van Bibber, SHS CC Representative and Jeanne Ludt, SAFC Chair, Amherst, NH.

Meeting Summary:

- The Board motioned to approve the following items in the Consent Agenda: 1. October 5th, 2023, Draft Minutes, 2. October 23rd, 2023, Draft Minutes-NP and 3. Unanticipated Revenue \$300.
- The Board noted and asked questions on Reports Received: 1. Nov. 2023 Principal's Report, 2. SCSD Oct. Facilities Report, 3. Sept. 2023 Treasurer's Report, 4. CIP Plan 2025-2030, and 5. CIP Tax Forecast 2025-2030.
- SAU #39 Business Administrator, Ms. Amy Facey, provided the board an update on the Safe Grant. The Board to have greater discussion in Non-Public Session.
- Ms. Izzy Van Bibber, SHS/CC Representative provided an update on Community Council.
- SAU #39 Business Administrator, Ms. Amy Facey, provided the FY 25 Draft 2 Budget.

<u>Budget Comparison*</u>	<u>\$ Change</u>	<u>% Change</u>
FY24 Operating Budget-> FY 25 Default	\$45,594	0.2%
FY25 Default -> FY25 Proposed	\$193,653	1.0%
FY24 Operating Budget-> FY25 Proposed Budget (Excludes special warrant articles).	\$239,247	1.2%

- Jeanne Ludt, Chair of the SAFC, provided an update for the Board.
- The Board had a discussion on expansion of vehicle fleet. Mr. Chamberlin discussed the possibility of purchasing of another passenger van using funds from UFB. Mr. Glover requested information showing savings from the vehicles they have purchased. The Board will discuss again in January.
- The Board discussed the Annex Science Labs. Mr. Chamberlin explained that they have appropriately sized space for Physics and Chemistry, but not for Life Science as well as

38 the number of students. We believe a light renovation to the Science Labs and heavy  
 39 renovation to two classrooms into a specifically designed Science Lab will be cost  
 40 effective and educationally sound to meet the programmatic needs going forward. Ms.  
 41 Facey explained the process for utilizing Impact Fees. The Board motioned to charge the  
 42 Business Administrator to draft a letter to the Amherst Board of Selectmen to use impact  
 43 fees for the design and cost of renovations of science classrooms at the Souhegan High  
 44 School Annex.

- 45 • The Board had a discussion on Goals: Communication, Instruction Time and Curriculum.  
 46 No motion was made for adoption and there will be more discussion at the next meeting.

47

48 I. Call to Order

49 **Chair of the Souhegan Cooperative School Board, Ms. Stephanie Grund, to call the**  
 50 **meeting to order at 6:00PM.**

51 II. Public Comment I of II

52 No Public Comment

53 III. Consent Agenda

54 Ms. Grund noted that there are two sets of draft minutes and unanticipated revenue. 1. October  
 55 5th, 2023, Draft Minutes, 2. October 23rd 2023 Draft Minutes-NP and 3. Unanticipated Revenue  
 56 \$300.

57 **Mr. Glover motioned to approve 1. October 5th, 2023, Draft Minutes, 2. October 23rd,**  
 58 **2023, Draft Minutes-NP and 3. Unanticipated Revenue \$300. Ms. Goulet- Zimmerman to**  
 59 **second the motion. The vote was unanimous, motion passed.**

60 IV. Reports Received

61 Ms. Grund noted that the Reports Received include the following: 1. Nov. 2023 Principal's  
 62 Report, 2. SCSD Oct. Facilities Report, 3. Sept. 2023 Treasurer's Report, 4. CIP Plan 2025-  
 63 2030, 5. CIP Tax Forecast 2025-2030.

64 Ms. Dana Curran, SHS Principal, remarked that she is happy to take questions on anything.  
 65 They are in the middle of budget; they had a hosted the SAU wide in-service day. She would like  
 66 to clarify enrollment 9/1 to 10/1, 695 to 692, they had a student move out of district and two for  
 67 home school. They also hosted the middle school today.

68 Ms. Grund thanked Principal Curran for being flexible.

69 Ms. Grund asked for questions.

70 Mr. Glover inquired about looking at space and how they were thinking about approaching that.

71 Ms. Curran replied that it is not a task that they have taken thus far, as education is the priority.  
 72 They will be looking at the Master Scheduling in February. If there is something that is urgent,  
 73 she is happy to be tasked with something specific.



- 74 Mr. Glover suggested that this be added to their goals discussion.
- 75 Ms. Grund noted that she was giving Ms. Curran a little space as she is a new principal. They can  
76 certainly add that to the agenda.
- 77 Ms. Goulet- Zimmerman added that they can provide guidance.
- 78 Ms. Grund asked about the new classes that may be offered and the approach.
- 79 Ms. Curran replied that aside from the writing course, she does not anticipate coming with new  
80 course offerings. They are focused on expediting what they have with fidelity and there may be  
81 better refinement with pathways.
- 82 Mr. Glover asked if there are any courses to be removed for any reason.
- 83 Ms. Curran explained that it is premature to say right now as they will be looking for enrollment  
84 in classes. They will be looking at historical data.
- 85 Mr. Glover added that is why they need to move the election day.
- 86 Ms. Grund noted that the German exchange students are in the classroom, which is exciting, and  
87 our students will reciprocate in April.
- 88 Ms. Curran gave her thanks to Ms. Marie Grella and Mr. John Bowkett. They have done a lot of  
89 outreach for veterans and active military.
- 90 Ms. Grund went to the Facilities Report.
- 91 She commented that at the end of the day there seems to be a lot of trash.
- 92 She inquired about using Community Service hours for students.
- 93 Principal Curran replied that there are always students looking for Community Service hours.  
94 Ms. Sarah Gilliam has been working on beautification of SHS.
- 95 Ms. Grund noted that is something great for Advisory.
- 96 Mr. Glover asked about the walkthrough for the Repeaters, testing and preliminary work.
- 97 SAU #39 Business Administrator, Ms. Amy Facey, responded the cost came in higher than  
98 expected although, it sounds like they will be within budget. SAU #39 Technology Director, Mr.  
99 Brian Miller is working on it.
- 100 Mr. Glover added that he would like details and would be happy to help.
- 101 Ms. Facey suggested that he talk to Mr. Miller.
- 102 Ms. Grund noted that Mr. Veilleux is not here at the moment to discuss the CIP plan. It has come  
103 in from the Town of Amherst.
- 104 Ms. Facey replied that it is the town that reviews items and takes items into consideration.
- 105 Mr. Glover added that there is a recommendation for a dollar amount from Amherst.

106 The Board thanked Ms. Curran and Ms. Facey.

107 V. Safe Grant

108 Ms. Facey remarked that there is round three of Safe Grants. They worked with administration  
109 for a list, by school and project. The three areas include access control, emergency alert and  
110 surveillance. The portal is open until November 30<sup>th</sup>. The maximum award per school is \$100k.  
111 They have submitted that for each school. They typically do not discuss specific items in public  
112 but can in non-public session.

113 Ms. Goulet- Zimmerman asked about the awards for one and two.

114 Ms. Facey replied that they did for round two. There is greater priority if you did not receive  
115 funds.

116 Mr. Glover inquired about repeaters falling under the emergency alert category.

117 Mr. Chamberlin replied that they can discuss in non-public session.

118 Ms. Grund noted her appreciation. They will discuss in non-public session.

119 VI. Committee Updates

120 Wellness- Mr. Glover suggested that they look at the YRBS data historically. A lot of their  
121 meeting was devoted to their staff. There is potentially \$800,000 benefit that could reduce claims  
122 that is going unutilized and \$8m are in claims. That is meaningful work to be done. The next  
123 meeting is scheduled for December 3<sup>rd</sup>.

124 Policy- Ms. Goulet- Zimmerman mentioned that they meet every other week. They had a great  
125 deal of discussion. They are waiting for the nurse recommendations, and she had an NHSBA  
126 tutorial. There are a few policies that are on the radar that they are looking at.

127 Ms. Grund questioned if there were a grouping of policies that are coming their way.

128 Ms. Goulet- Zimmerman replied that there are a variety of policies that need to get voted on. The  
129 tuition one is that they can collect funds from the EFA, the other schools are not. It should be  
130 calculated ahead of time. The decision was that the Policy Committee should be looking at that.

131 Ms. Grund noted that she wanted to discuss communication to the public. She is wondering if  
132 there is something that they want to go forward with.

133 Ms. Goulet- Zimmerman noted that they discussed this briefly at the last meeting.

134 Ms. Grund responded that it should be a Souhegan Board page. She asked about questions.

135 Ms. Goulet- Zimmerman replied that they cannot respond as a group.

136 She gave her support.

137 Ms. Peters asked about the advice from the NHSBA.

138 Ms. Grund replied that there were concerns about conversations.

- 139 Ms. Peters noted that there is that same situation with the link that exists.
- 140 Ms. Goulet- Zimmerman added that if they want more communication, there would be no  
141 downside to events or items coming up. There should be a disclaimer.
- 142 Mr. Glover added that he does not know where the summary ends.
- 143 Ms. Grund mentioned that a summary is in the minutes.
- 144 Ms. Goulet- Zimmerman added that she can make sure that she jots the question down or pass it  
145 along.
- 146 Ms. Grund added that she is willing to give it a try.
- 147 Mr. Glover remarked that it seems like a slippery slope responding with whoever is in that job.  
148 They do receive public comment and in this sense it is the same way.
- 149 He suggested that they include the email address to the post for questions.
- 150 Ms. Goulet- Zimmerman commented that she would like to be able to redirect questions at her  
151 discretion.
- 152 Ms. Grund noted that they will be able to revisit it each month.
- 153 She would like to give it a try.
- 154 Ms. Goulet- Zimmerman added that they are not going to share details of the vote on the consent  
155 agenda but can do an update. If there are items to highlight, she will certainly add them.
- 156 VII. Community Council Update
- 157 Ms. Van Bibber discussed the Referendum Proposal that was brought forward. As a review, it  
158 would be a simple majority vote for Council as if we were to hold a referendum vote. Once it  
159 would pass it would go to Advisory with a one week voting timeframe and then be a 2/3rds of  
160 the majority of Advisories to pass. Concerns are around disenfranchising, staff, community and  
161 school board members, and Council losing its purpose. There is nothing from stopping them  
162 from holding a referendum vote as is. They don't technically need to put it into the bylaws.
- 163 Ms. Goulet- Zimmerman asked for clarification for the 16 Advisories.
- 164 Ms. Grund noted that there are concerns if what Community Council oversees.
- 165 Mr. Glover asked for the outcome if the referendum passes.
- 166 Ms. VanBibber replied that it would be the same outcome if a proposal passed in Community  
167 Council.
- 168 Principal Curran emphasized that getting the students involved in Student Government is a  
169 worthy goal. There may be some other ways to achieve it.
- 170 Ms. VanBibber added that student representatives can do a better job. Some students don't even  
171 know what CC is.

172 Mr. Glover noted that he read some CC proposals and they are well written. The way that they  
173 are presented is a good model with research and support behind it.

174 He is interested to hear how that plays out.

175 Ms. VanBibber noted that the Ethics group went to the Mont Vernon Village School for  
176 Operation Pumpkin. They are working towards their Hype Conference which is in March.

177 *(Mr. Dan Veilleux arrived at 7:00PM)*

178 The Board thanked Ms. VanBibber.

179 VIII. FY 25 Draft II Budget Presentation

180 Business Administrator, Ms. Amy Facey, commented that she shared the presentation with the  
181 board.

182 She noted that this is Draft 2.

183 She commented on the Executive Summary:

184 <u>Budget Comparison*</u>	<u>\$ Change</u>	<u>% Change</u>
185 FY24 Operating Budget->	\$45,594	0.2%
186 FY 25 Default		
187		
188 FY25 Default -> FY25 Proposed	\$193,653	1.0%
189 FY24 Operating Budget->	\$239,247	1.2%
190 FY25 Proposed Budget		

191

192 *(Excludes special warrant articles).*

193

194 She noted the summary of changes from Draft 1 to Draft 2.

195 <u>Adjustment</u>	<u>Amount</u>
196 Salary Adjustments	\$25,761
197 Benefits Changes-Workers Comp, Unemployment Comp	\$16,790
198 Property and Liability Insurance	\$5,130
199 SAU Assessment <i>(unofficial)</i>	-\$59,248
200 <u>TOTAL:</u>	<u>(\$11,567)</u>

201 She explained the Budget by SAFC Category (FY24 Operating- FY 25 Proposed)

202 She noted the Default Calculation:

203 <u>FY24 Adopted Budget (all articles)</u>	<u>\$20,683,691</u>	<u>%</u>
204 Remove Special Warrant Articles	(\$315,000)	

205		\$20,368,691	
206	Contractual Salaries/Benefits	\$35,531	0.2%
207	Student Services (non-salary/benefits)	(\$93,675)	(0.5%)
208	Special Ed Transportation	\$184,429	0.9%
209	SAU Assessment (unofficial)	(\$59,248)	(0.3%)
210	Misc.	(\$21,443)	0.0%
211	Total Change	\$45,594	0.2%

212 FY25 Default Calculation \$20,414,285

213 Ms. Facey reviewed the Proposed Budget Calculation. She reviewed each of the categories.

214 She reviewed the Reserve Funds:

215 School Maintenance Fund

- 216 • Balance: \$526,000
- 217 • Recommended Contribution Request: \$365,000
- 218 • Source: Unassigned Fund balance

219

220 Turf Field Revolving Fund

- 221 • Balance: \$338,000
- 222 • Recommended Contribution Request: \$70,000
- 223 • Source: Unassigned Fund balance

224

225 Technology Fund

- 226 • Balance: \$25,000
- 227 • Recommended Contribution Request: \$50,000
- 228 • Source: Unassigned Fund balance

229

230 Vehicle Fund (New)

- 231 • Recommended Contribution Request: \$20,000
- 232 • Source: Unassigned Fund Balance

233 Students' w/Disabilities Fund

- 234 • Balance: \$366,000
- 235 • Recommended Contribution Request: \$0

236 Unfunded Liabilities (Retirement) Fund

- 237 • Balance: \$55,000

- 238       • Recommended Contribution Request: \$0
- 239 Ms. Facey continued with the Long-Term Facilities Project and Funding Plan.
- 240 She reviewed the Total Appropriations and concluded with the Budget Review Process and Next
- 241 Steps.
- 242       • 11/8/23:                   SAFC Full Committee Meeting-3
- 243       • 11/20/23:                 Budget Workshop 1(optional)
- 244       • 12/7/23:                   Draft 3 Presentation to Board
- 245       • by 1/4/23:                 SAFC Full Committee Meeting-4
- 246       • 1/4/24:                   Board Meeting
- 247       • 1/9/24:                   Public Hearing
- 248       • 2/6/24:                   Deliberative Session
- 249       • 3/12/24:                 District Voting
- 250
- 251 IX.    SAFC Update
- 252 Ms. Jeanne Ludt, Chair of the SAFC, commented that nothing stood out and they are fortunate
- 253 that Ms. Facey attends all their meetings with a board member. They will meet on the 8<sup>th</sup> of
- 254 November. They also had a question about the SAU budget. They asked Mr. Berry for
- 255 clarification on a few items.
- 256 Ms. Grund thanked the committee.
- 257 She asked for board questions.
- 258 Mr. Glover asked about PPC being status quo.
- 259 Ms. Facey replied that they are in negotiations, Status quo is the technical term.
- 260 Mr. Glover inquired about the default calculation.
- 261 Ms. Facey displayed the slide showing the items that are at risk between the default and the
- 262 proposed. In some cases, the default is higher than the proposed. The default is not a budget but a
- 263 calculation. This presentation is meant to be extremely transparent with all the information.
- 264 Mr. Glover inquired about transportation.
- 265 Mr. Chamberlin added that they are going to discuss adding another van due to projected CTE
- 266 numbers.
- 267 Mr. Glover commented that a few years ago they put AP costs in the budget.
- 268 Ms. Facey added that was put in the budget that did not pass.
- 269 Mr. Glover asked about the vehicle fund.
- 270 Mr. Chamberlin replied that it gives the board more flexibility it is scheduled to replace the
- 271 current fleet. It is relatively new.

272 Ms. Grund asked how many are special ed related.

273 Mr. Chamberlin responded 2.

274 Mr. Glover asked what the ideal number of vehicles is.

275 He asked about the costs of the projects that are being proposed. He does not know how many  
276 there are.

277 Ms. Facey replied that she would need to know what projects you are talking about.

278 Mr. Glover commented that there are other projects or investments that are in the proposed  
279 budget.

280 Mr. Chamberlin added that he understands what Mr. Glover is referring to, such as the Business  
281 Teacher.

282 Ms. Facey added that they can do that but there are savings elsewhere. They can get the costs for  
283 the three positions and the CTE.

284 Ms. Grund added that maybe she can put something together with Ms. Facey.

285 Mr. Veilleux commented that he understands Mr. Glover's point.

286 Mr. Glover noted that the investment that they are making in their Business curriculum should be  
287 articulated well.

288 Ms. Grund mentioned that they have teachers that retire, and they go to default they are putting  
289 back in the salary for the teacher that is retiring.

290 Mr. Chamberlin noted that is common practice.

291 Ms. Grund noted that makes your salaries higher in default. That is what it looks like.

292 Ms. Facey remarked that she can do the calculation, the people in FY 24 may not be here now.

293 Mr. Veilleux commented that it sounds like they are redefining positions.

294 Ms. Facey added that the Learning Commons position is grant funded.

295 Mr. Chamberlin remarked that they do not artificially inflate the proposed budget.

296 Mr. Glover noted that he supports their efforts.

297 Mr. Chamberlin added that they tried to take a look at costs.

298 Mr. Glover asked to see the budget if the healthcare was more inline with the last couple of  
299 years.

300 Ms. Facey responded that she had the total amount.

301 The Board thanked Ms. Facey.

302 Ms. Grund added that they do have a Budget Workshop.

303 Ms. Facey replied that it is optional for November 20<sup>th</sup>.

304 X. Expansion of Vehicle Fleet

305 Mr. Chamberlin commented that two years ago there were two vans purchased, one for special  
306 services and one for athletics. Moving from a charter to vans was much more efficient. They  
307 have 4 runs with CTE and borrow from athletics. With two athletic vans they could now take up  
308 to 24 people, without a charter. Charters are less available.

309 They would like to use the UFB, to place an order for a van. They can wait until March, and  
310 there is no risk. They would not take delivery until July 1; it would be in fund balance. They are  
311 having the same conversation with the ASD as they have borrowed the van.

312 Ms. Goulet- Zimmerman added that the vans have already saved them a significant amount of  
313 money.

314 **Ms. Goulet- Zimmerman motioned to purchase a 12-passenger van for approximately**  
315 **\$61k, funds to come out of Fund Balance. Mr. Veilleux to second the motion.**

316 Ms. Grund asked for discussion.

317 Mr. Glover asked for letter to show savings on the vans as it would be helpful for the taxpayers.

318 Mr. Chamberlin replied that they can do that.

319 Ms. Goulet- Zimmerman withdrew her motion until January.

320 **XI. Annex Science Labs Discussion**

321 Mr. Chamberlin commented that when the Board voted not to pursue the ASD preschool and 7<sup>th</sup>  
322 and 8<sup>th</sup> grade, they had a visit with the NEASC Commission because there were questions about  
323 their Science Labs. From there, he and Principal Curran met with the Commission and had  
324 discussions with staff about how they ameliorate concerns by teachers for the accreditation  
325 process. This is with the understanding that there are facility concerns at other buildings in the  
326 SAU 39. They toured with Advisory Finance and a few board members while it was in use. They  
327 have appropriately sized space for Physics and Chemistry, but not for Life Science as well as the  
328 number of students. After many discussions, we believe a light renovation to the Science Labs  
329 and heavy renovation to two classrooms into a specifically designed Science Lab will be cost  
330 effective and educationally sound to meet the programmatic needs going forward.

331 We would like to use the Impact Fee process to fund a facility design and costing of a light  
332 renovation of the Science Labs in the Annex and heavy renovation of the Life Science Labs.  
333 They will use impact fees put out to bid on an architect and engineering firm to design and cost  
334 and work with the Board how to finance.

335 The best financing approach, and conservative, is to authorize the Business Administrator to  
336 craft a letter to the Selectmen to use up to \$90,000 for the design, Architectural and Engineering  
337 and costing of the life science labs in the Annex of SHS.

338 Ms. Goulet- Zimmerman added that if they do not use the funds the money will be returned.



339 Ms. Facey replied, yes, it is 6 years.

340 Ms. Goulet- Zimmerman gave her support.

341 Mr. Veilleux commented that he has hesitation on labs on the second floors with chemicals.

342 He questioned if the labs are the best place for it.

343 Principal Curran replied that there are no science labs on the first floor right now. They are trying  
344 to limit the scope as much as possible.

345 Mr. Veilleux remarked that they cannot put off managing the school.

346 Ms. Grund added that she wants to provide the appropriate space for students and in the right  
347 space. They can look at different configurations and costing.

348 Mr. Chamberlin commented that he would like to start the process and fix the deficiencies. They  
349 need to do it in a way that respects the taxpayer and community.

350 Ms. Facey mentioned that first the board will have to motion to approve a request to ask the  
351 Board of Selectmen for the funds. She has a letter to craft for the Board Chair to get on their  
352 agenda, present the project, and they vote to approve the funding. Going forward, it works as a  
353 reimbursement. They are eligible for \$90,000 and if they spend that, they can only receive  
354 reimbursement for whatever the appropriation that we determine the split from the Town of  
355 Amherst and the Town of Mont Vernon.

356 Ms. Goulet- Zimmerman asked if the Town of Mont Vernon has Impact Fees.

357 Ms. Facey replied that she can find out.

358 **Mr. Glover motioned to charge the Business Administrator to draft a letter to the Amherst**  
359 **Board of Selectmen to use impact fees for the design and cost of renovations of science**  
360 **classrooms at the Souhegan High School Annex. Mr. Veilleux to second the motion.**

361 Ms. Grund asked for discussion.

362 Mr. Glover added that it does not preclude them for doing other things in that space.

363 Ms. Grund noted that they want to understand the cost.

364 Mr. Glover remarked that if they can save a year that would be amazing.

365 **The vote was unanimous. Motion passed.**

366 XII. SAFC Update II of II

367 SAFC Chair, Ms. Jeanne Ludt, commented that you would probably find strong support for the  
368 Annex renovation. They all toured it and right now the Biology Lab is a disaster. Because it was  
369 flagged by NEASC it is a need now and not a want.

370 She inquired about buying trailers. They could possibly buy used trailers and save money.

371 Mr. Chamberlin noted that they have a lease through the end of the school year. Mr. Preston is  
372 working on different financing.

373 Ms. Ludt questioned what happens with the CIP.

374 Mr. Veilleux explained that they hear presentations, and it is up to the Board of Selectmen on  
375 how to prioritize the requests.

376 Ms. Ludt noted that she is hoping that actual coordination takes place.

377 She encouraged the Board to communicate with the public way in advance of the election.

378 The Board thanked Ms. Ludt.

### 379 XIII. Board Goals

380 Ms. Grund noted that she wanted to present the Board Goals from last year. They are  
381 Communication, Instruction Time and Curriculum.

382 She asked for Board thoughts.

383 Ms. Goulet- Zimmerman noted that unified cooking class is new, and she would love to hear an  
384 update.

385 Mr. Glover gave his support for teacher presentations.

386 Ms. Grund asked if they want to add a 4<sup>th</sup> goal. She would like to revisit this in April and make it  
387 a priority.

388 Ms. Goulet- Zimmerman suggested scheduling chat session for the community at the library.

389 Ms. Peters commented that she added a Trello card for April.

390 Ms. Grund asked for a motion to accept the goals.

391 Ms. Peters motioned to adopt the board goals as written.

392 Ms. Grund noted that the goals are Communication, Instruction Time and Curriculum.

393 Ms. Peters added that they should confirm the goals in the next meeting.

394 **Ms. Peters withdrew her motion.**

395 Mr. Glover suggested that they circulate a draft of the goals.

### 396 XIV. Public Comment II of II

397 No Public Comment

### 398 XV. Non-Public Session RSA 91 A:3 II

399 Members Present: John Glover, Stephanie Grund, Christine Peters, Daniel Veilleux and Anna  
400 Goulet Zimmerman

401

402 Motion to enter Nonpublic Session:  
 403 Made by: Anna Goulet Zimmerman  
 404 Seconded by: Daniel Veilleux

405  
 406 Specific Statutory Reason cited as foundation for the nonpublic session:  
 407

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

413  
 414 RSA 91-A:3, II(g) Consideration of security-related issues bearing on the immediate  
 415 safety of security personnel or inmates at the county or state correctional facilities by county  
 416 correctional superintendents or the commissioner of the department of corrections, or their  
 417 designees.

418  
 419 Roll Call vote to enter nonpublic session: John Glover – Yes, Stephanie Grund – Yes, Christine  
 420 Peters – Yes, Daniel Veilleux – Yes and Anna Goulet Zimmerman – Yes Motion passed.

421  
 422 Entered nonpublic session at: 8:37 p.m.

423  
 424 Other persons present during nonpublic session:  
 425 Steve Chamberlin  
 426 Dana Curran  
 427 Amy Facey

428  
 429 Description of matters discussed: Security measures being pursued and submitted for SAFE  
 430 Grants. Student issues – (1) Tuition student withdrawing, and (2) Student with out-of-district  
 431 placement. Personnel issue.

432  
 433 Motion to leave nonpublic session and return to public session:  
 434 Made by: Anna Goulet Zimmerman  
 435 Seconded by: Daniel Veilleux

436  
 437 Roll Call vote to return to nonpublic session: John Glover – Yes, Stephanie Grund – Yes,  
 438 Christine Peters – Yes, Daniel Veilleux – Yes and Anna Goulet Zimmerman – Yes Motion  
 439 passed.

440  
 441 Public Session reconvened at: 8:49 p.m.

442  
 443 XVI. Meeting Adjourned  
 444 **Ms. Goulet-Zimmerman motioned to adjourn at 8:50 p.m.**

445 XVII. Correspondence

Jeanne Ludt' via Souhegan

Fri, Nov 3, 9:37 AM

School Board <scsb@sau39.org>  
to scsb@sau39.org, Steven, Michael, Amy

446 As a former member of the Souhegan Board Communications Committee, I still have  
447 my files on School Board pieces that we published in the then parent newsletter called  
448 Connections (it went out every month in the mail and I believe was funded by the  
449 PTSA). Thought these were good examples of the tone and type of information that the  
450 board sent out each month. Forgot about the quiz on "Getting to Know the School  
451 Board". It's also interesting to see what the board was doing back then and that  
452 adjustments were being made in staff as a result of declining enrollment. It's been a  
453 constant battle to remind people that we have made adjustments all along.

454  
455 Hope this helps you all. Jeanne

456  
457

**Jeanne Ludt' via Souhegan  
School  
Board <scsb@sau39.org>**

to scsb@sau39.org, Steven, Michael, Amy

Fri, Nov 3, 8:52 AM

458 Was having deja vu moments last night remembering being on the JFAC Souhegan 2.0  
459 committee where Lavallee Brensinger (original architects of Souhegan) got feedback  
460 from science teachers and created a design to renovate the 6 science labs into 3  
461 functioning ones. It seems frivolous to spend additional money on architects at this  
462 point when there was a perfectly good design done by Lavalee Brensinger not that long  
463 ago. I'm sure we paid money for this to be done. Would hate to spend more money to  
464 solve the same problems that were identified only 4 short years ago.

465  
466 Have attached a 17 page document with the teacher feedback and revised plans as well  
467 as the first page of a report on the Souhegan Facilities Lab Tour done in 5/26/2021.  
468 Do hope we can get something done this time --- seems like this has been on the radar  
469 for many years and we're all getting older (especially our students) waiting for things to  
470 improve. Hope this helps.

471  
472 Jeanne

473

**Stephanie Grund**

Nov 3, 2023, 9:15 AM

to Jeanne, scsb@sau39.org, Steven, Michael, Amy

474 I was part of that group at the time. This was the \$1.2M renovation that was only  
475 conceptual drawings. There was no engineering work behind it or costing. Roger gave  
476 an estimate of cost based on his experience. If the warrant had past, it would have  
477 included engineering and costing work.

478  
479 Thanks for remembering this!

480 Stephanie

481

**Steven Chamberlin**

Nov 4, 2023, 6:02 AM

to Jeanne, scsb@sau39.org, Michael, Amy

482 Hi Jeanne -

483

484 Thanks for this...

485

486 I believe we are looking at a different project...one heavy renovation to one science lab  
487 and light renovations to make the other labs more effective...this is a more conservative  
488 approach that meets the needs of the students.

489

490 I believe it is worthwhile to get a costing of this more conservative approach...the  
491 approach discussed in the Lavalee plan I believe would be considerably more  
492 expensive which I find troublesome with the facility work in the other Districts.

493

494 I would be happy to discuss this further.

495

496 Steve

497

**JEANNE LUDT' via Souhegan  
School Board <scsb@sau39.org>**

Nov 4, 2023, 10:04 AM

to Michael, Steven, scsb, Amy

498 The information is simply a point of reference so that you don't have to start from  
499 scratch. We need to save the taxpayers money wherever we can and if there is  
500 historical info that can help inform then you can at least say money and time have been  
501 saved. I get that this was a bigger project but the piece that applies here could be pulled  
502 from what I sent you. Jeanne

503

**Steven Chamberlin**

Nov 4, 2023, 12:45 PM

to JEANNE, scsb, Michael, Amy

504 Thanks Jeanne,

505

506 I agree that this information has to be part of the information provided...I too do not  
507 want to duplicate work or costs.

508

509 Steve

510

## Getting to Know the School Board

In an ongoing effort to improve communication with parents, the **Souhegan School Board** is beginning a series of articles designed to help you get to know the people and programs that make Souhegan an outstanding high school. Want to get to know the Souhegan School Board members a bit better? Take this quiz and see how you do.

**1. Which of our current members first served on the Souhegan Finance Advisory Committee before being elected to the Souhegan board?**

(A: John Walsh, Dan Foley, and Christine Morley)

**2. Of the Souhegan board members' 17 children, how many currently attend Souhegan?**

(A: 5)

**How many are Souhegan graduates?**

(A: 11)

**3. Which one of our current members formerly served on the Amherst School Board?**

(A: Dana Redmond)

**4. Who on the Souhegan Board represents the town of Mont Vernon?**

(A: John Walsh and Dan Foley)

**5. Which members are in their second term of office?**

(A: John Walsh, Janet Gaynor and Steve Coughlan)

**6. Which members are in their third term of office?**

(A: Jeanne Ludt)

**7. Which member has served as the Chair of the Souhegan Board since 2005?**

(A: Steve Coughlan)

**8. How many board members work outside the home either full or part time?**

(A: Six)

**9. What percentage of our board members were born in March?**

(A: 57%)

**10. When and where does the school board usually meet?**

(A: The third Thursday of the month at 6:00 p.m. at Souhegan in Room A-222 – the public is always welcome.)

**Bonus: What percentage of our parents went to the polls last March to vote on the Souhegan budget?**

(A: Less than 30%)

If you'd like to read more detailed bios of our 7 board members, they will be posted on the Souhegan website at [www.sprise.com/souheganschoolboard](http://www.sprise.com/souheganschoolboard). Please come to our board meetings so we can get to know you better.

### The Souhegan School Board:

Steve Coughlan, [swc@well.com](mailto:swc@well.com)  
 Jeanne Ludt, [Jludt50@aol.com](mailto:Jludt50@aol.com)  
 Janet Gaynor, [Gaynje@aol.com](mailto:Gaynje@aol.com)

John Walsh, [mvhilltop@comcast.net](mailto:mvhilltop@comcast.net)  
 Dana Redmond, [prattered@msn.com](mailto:prattered@msn.com)  
 Christine Morley, [morleys@aspi.net](mailto:morleys@aspi.net)  
 Dan Foley, [daniel.foley@fmr.com](mailto:daniel.foley@fmr.com)

## From the Souhegan School Board

Each year, the Souhegan board develops the budget for the upcoming school year in close collaboration with the administration and Advisory Finance Committee. We began our process in October, reviewing the assumptions that would be used to build the budget and work continues at press time. While the final budget that will be presented at the **public hearing (January 14)** is not yet finalized, it is close. Once the board hears input from the public, we will adopt the final proposed budget that will be published, debated at the **Deliberative Session on February 5th at the High School**, and voted on **Election Day, March 11**.

The philosophy of the board and administration in proposing a budget has been remarkably constant over the years we have been on the board. Our primary concern is to maintain the quality of instruction for the students. We budget for changes in curriculum and programs in a very cautious manner, minimizing swings in the budget wherever possible. Experience continues to validate our basic assumption that the best instruction comes from high quality teachers. With this premise in mind, we develop annual compensation packages for our faculty and staff that enable us to retain our best teachers and support staff, and attract well-qualified new ones as vacancies occur. To date, we have done this while retaining a reasonable cost to the taxpayers. We have been careful stewards of the instructional materials and technology we have purchased, carefully maintaining them to extract the most use from them. We carefully maintain the facilities we currently have while continually assessing whether we have appropriate and adequate space to meet the needs of the Souhegan community.

Remaining true to those principles, we are currently looking at a budget which represents the lowest increase of any budget in our collective memories. This is particularly notable because we are starting from this year's default budget, which is lower than what we proposed last year. To accomplish this, we have made many hard choices, while avoiding those choices which would have a long-term negative impact on the school. We will continue to fund the program started last year to address the needs of students at risk of dropping out. At the same time, we will recognize the recent decline in the student population and reduce the number of teaching positions by two. The savings from this decision (which does not affect our design goal of each teacher being responsible for 80 students) help offset unavoidable increases in special education, as the

needs for that program continue to increase disproportionately.

For the entire history of the school, faculty and support staff salary agreements have been renegotiated annually. This year we have worked closely with representatives from the staff to develop a three-year salary compensation agreement. This will require approval by the voters in a separate warrant article, for the first time. We all agree this is a big step forward for the staff, the administration, the board, and the voters. We hope the voters will agree. We look forward to describing the agreement at the Public Hearing and the Deliberative session, as we believe it represents a fair compromise between staff needs and taxpayer concerns.

Finally, we note that last year, high school parents came out to vote in roughly the same low proportion as the rest of Amherst and Mont Vernon voters. We were surprised at the low parent turnout, as we expected parents of our students to have a greater interest than the average voter in the high school and the budget process. So we urge you to come to the **Deliberative Session on February 5th, and to vote on March 11th**, because the discussion and decisions made in the budget and voting process have a significant impact on you and your children. We hope to see greater parent involvement and support of the Souhegan budget this year.

### **F.I.R.S.T. Robotics Team: *Shining Stars of Boston Comedy Scene***

SHS' F.I.R.S.T. Robotics Team will present an evening of comedy featuring the Boston area's top talent on **January 19, 2008**. The 7th annual night of talent will feature professional comedians and a robotics demo from the FIRST team. There will be door prizes, raffles, and refreshments. Team sponsors are Monarch Instruments of Amherst, BAE Systems of Nashua, Texas Instruments, the Souhegan School Board, Control Air Systems, and County Store of Milford.

Details: January 19th at 7 PM in the SHS theatre; admission: \$15.00 in advance; \$20.00 at the door; advanced tickets: on sale at Toadstool Bookshop in Milford and the Homestead in Amherst or purchase from FIRST team members or via mail (send check to "SHS FIRST Robotics" c/o Souhegan High School Boston Post Rd., Amherst NH 03031).

## Junior Corner

Maren Petropulos, Registrar

The following are helpful hints to get you started on the college process. As you begin your college journey you should remember to use your monthly calendar as a resource. Your calendar will be given out the first of every month in your advisory. It will list all college visits, scholarships available, upcoming college fairs, and special programs offered by the staff in Student Services. In addition, the following hints will start you on the right track for a successful venture in college planning.

- Begin your college search; request catalogs and admissions information.
- Plan and make visits to colleges throughout the summer and fall of your senior year.
- Sign up for your SATs early to be sure you get your first choice test center. The next SAT will be given on May 3<sup>rd</sup>. Souhegan will host the June 7<sup>th</sup> SAT and SAT Subject Tests. Deadline for the June registration is May 6<sup>th</sup>. The ACT Testing date is June 14<sup>th</sup>. More ACT information (deadlines and locations) can be found at [www.ACT.org](http://www.ACT.org).
- Attend local college fairs:
  - NEACAC ([www.neacac.org](http://www.neacac.org)) at Keene State College, May 16<sup>th</sup>
  - NACAC ([www.nacacnet.org](http://www.nacacnet.org)) Bayside Expo Center, April 8<sup>th</sup> and 9<sup>th</sup>.
- Complete your Post Secondary Plan. The work in this plan will help prepare you for college searches and visits.
- Make an appointment with your counselor to discuss your college plans.
- Meet with college admissions representatives when they visit SHS in the fall.
- In June of your junior year or September of your senior year request recommendations from your teachers by providing them with completed *Recommendations Request* forms.

## From the School Board

Thanks to all who came out to vote in support of Souhegan's budget on March 11. As in years past, our goal was to present a budget to the voters that met our students' educational needs without putting excessive burden on the taxpayer. We sincerely appreciate your taking the time out of your busy day to come to the polls.

The Souhegan Board welcomed three new members in March. They are Christine Janson and Mary Lou Mullens from Amherst and Pam Coughlin from Mont Vernon. We are excited to see them all already engaged in board activities. We also wanted to recognize all of the contributions made by our departing members – Janet Gaynor, Christine Morley, and John Walsh. Souhegan has been very fortunate over the years to have such fine, dedicated representatives from our communities.

At our first meeting in March as a new board, we started off with a bang by establishing a committee to study the possibility of moving our daily start time one hour later. As Principal Scott Prescott explained, "An ever increasing body of research clearly documents there are many benefits of having teenagers start school later in the morning, as their internal clock makes it difficult for them to go to sleep early and thus a start time of 7:30 means many teens are functioning in a constant state of sleep deprivation." We will be assembling a committee representing students, faculty, administration, and parents from all three school districts which, over the next year, will review the research, survey members of our communities, and discuss the pros and cons of altering our school schedule. Since it would involve swapping bus schedules with the elementary schools, we will need input and support of the other school districts as well. We will keep you posted as we go along.

Thank you again for your support. We look forward to your input in the coming months. The SCSB meets on the third Thursday of the month at 6 P.M. in the Annex – Room A222. We invite you to join us. As we move ahead this year, we as a board remain committed in our efforts to *provide an educational foundation which prepares all students to be lifelong learners and responsible citizens.*

The SHS School Board contact information can be found at [www.sprise.com](http://www.sprise.com).



## From the School Board

The School Board would like to congratulate the Class of 2008 on the culmination of their studies at Souhegan High School. It probably feels like the end of a long road has been reached, but this is just the beginning of a new path that will hopefully lead to many positive experiences and great opportunities. We wish you the best of luck in the pursuit of your goals and dreams.

We'd also like to welcome the Class of 2012 to the Souhegan community. We hope that you will take full advantage of the many learning experiences available to you at Souhegan to expand and accelerate your intellectual growth.

For this, our last column of the school year we'd like to provide a high level review of some of the topics we've been working on with the school administration and the SAU this past year.

- The 2008-2009 Budget was voted in by the public. We worked especially hard this year to bring a budget that met the school needs while being sensitive to the taxpayers. We are working with the school administration and the SAU to deal with consequences of the Default Budget we've been forced to work with this year.
- We've reviewed the NECAP results for reading, writing and math taken by Souhegan 11th grade students in the fall. These results, along with PSAT and internal assessment data on student performance are currently being analyzed to identify areas of strengths and weakness. The analysis will be used in the ongoing curriculum and instruction review cycles to help improve student performance.
- The School Board has formed a School Maintenance Expendable Trust Fund Committee which will be responsible to study and evaluate SHS projects to address emergency repairs, safety issues, or enhancements to building or grounds.
- We've been working diligently in coordination with the Amherst and Mont Vernon School Boards to review, revise and/or implement new School Policies to meet the New Hampshire School Board requirements. Fifty-eight policies have been reviewed in the past year.
- The first year goals of the SAU sponsored Literacy Program is on track and the 2nd year goals are being developed. The overall goal of the Literacy Program is to increase students' reading and writing performance in all curricular areas.
- The School Board has formed a School Start Time Committee to study the possibility of implementing a later start time for Souhegan

students. There will be a short survey provided to the parents at the start of school next year.

We invite you to attend the School Board meetings. For information on our schedule, please go to <http://sprise.com> and click on Board Meetings under Quick Links. To review meeting minutes, policies, or Board membership, click on School Board -> Souhegan Cooperative.

## Souhegan Summer Institute 2008

The Souhegan High School Summer Institute is an intensive enrichment program, designed for high school students interested in achieving additional academic credit toward their high school diploma. This summer, there are three separate divisions: European Studies, Global Ethics, and Language, as well as college credit courses for high school seniors or college students in the community who wish to enroll.

The **high school credit courses** are as follows: Arabic I, Euro 2008: Europe and Soccer, European Colonialism, Great Battles in History, Global Ethics, Mods and Urchins, and Really Tough Books. They run from June 30th through July 11th and cost \$250 per course.

The **college credit courses** offered are History of England I and Ethics. They meet twice a week after school from May 27th through July 12th; each course costs \$750 and students receive three college credits.

In addition to the offerings above, Chester College of New England has teamed up with our own Summer Institute and is hosting a **college credit course** titled "Summer College - City of Athens" that will run from July 12 through July 19th. Students take courses in philosophy, literature, art, and history in order to study the concepts of ethics and citizenry through the eyes of the Ancient Greeks. The nine-day intensive program is held on campus at Chester College of New England in Chester, NH. Students receive three college credits and the cost is \$1590.00 for the week. This price includes food, lodging, college credits, and all materials needed.

All courses are taught by highly qualified high school and college instructors. For catalogs and applications, call SHS (673-9940) or go to [www.sprise.com/shs](http://www.sprise.com/shs) and follow the links to Summer Institute. Anyone interested can contact Chris Brooks at [cbrooks@sprise.com](mailto:cbrooks@sprise.com) to get further information.

## From the School Board

The School Board welcomes the students, parents, faculty and administration back from the summer break. Hopefully you had some time to enjoy yourselves and relax with friends and family. We are confident that the school year ahead will be both engaging and exciting for you all and we encourage your participation and feedback.

The Souhegan Cooperative School Board is a seven-member board made up of five representatives from Amherst and two representatives from Mont Vernon. Although we are involved in a variety of activities, our two main responsibilities are to create the school budget and to set policy. Members include:

**Steve Coughlan - Chair**

11 Eaton Road  
Amherst, NH 03031  
swc@well.com

**Jeanne Ludt 2009- Vice Chair**

3 School Street  
Amherst, NH 03031  
JLudt50@aol.com

**Dan Foley**

8 Lovells Way  
Mont Vernon, NH 03057  
daniel.foley@fmr.com

**Pamela Coughlin**

66 Tater Street  
Mont Vernon, NH 03057  
coughlinjp@gmail.com

**Christine Janson - Secretary**

88 Boston Post Road  
Amherst, NH 03031  
chris@jansonfamily.org

**Dana Redmond**

86 Mack Hill Road  
Amherst, NH 03031  
prattared@msn.com

**Mary Lou Mullens**

10 Mosswood Circle  
Amherst, NH 03031  
mullensfam5@aol.com

## Guidance News

Karen Chininis, Guidance Director

It is hard to believe it is already August and we are preparing to welcome our students back to school. As a parent of Souhegan graduates and an incoming freshman, I now join the Souhegan community in another capacity, as the newest member of the guidance team. After a career in the mental health field, and the last 12 years as a counselor in the Nashua School District, I am so excited to serve my own community. I have been so impressed by the level of professionalism, experience, and knowledge your counselors possess. They are truly experts in their field! Throughout the summer, counselors have been busy meeting with students and parents, attending workshops, and working on programming for the coming year. We are enthusiastic about the 2008-09 year and are looking forward to working with you and your children.

There are several guidance events coming up to place on your calendars. **New Student Orientation** will take place on Registration Day, August 25th at 9:30 AM. Transfer students and new students to the school district are invited to attend. More detailed information will be mailed home. Also, **Senior Parent College Night** will be held on Monday, September 15th at 6:30 PM. Parents of seniors are invited to attend this valuable and timely presentation. As always, if you have any questions, please do not hesitate to contact me at x312, or your child's counselor. Enjoy the rest of your summer!

**SAT News:** the College Board has announced a new score-reporting policy, which will be launched in February 2009. Students will now have the option of reporting only the SAT scores they choose to the colleges of their choice. Prior to this change, students could not choose which scores to report. Students reporting to colleges after February will be able to take advantage of this option despite when they took the exams.

A College Board parent newsletter is now available to parents via email. The newsletter will include reminders of important dates and advice tailored to their child's grade level.

For more information, please visit [www.collegeboard.com](http://www.collegeboard.com). This website is very comprehensive with info related to all aspects of the college process. We encourage students and parents to spend time familiarizing themselves with this valuable resource.

We invite you to attend the School Board meetings. For information on our schedule, please visit <http://sprise.com> and click on Board Meetings under Quick Links. To review meeting minutes, policies, or School Board membership, click on School Board > Souhegan Cooperative.

Coming sometime this fall... The school board meetings will be broadcast live in Amherst on Comcast 21. Watch your local listings!

As you probably already know, Souhegan High School is a member of the Coalition of Essential Schools. If you'd like to gain a better understanding of what CES is, you can visit their website at <http://www.essentialschools.org>.

The School Board's School Start Time Committee continues to study the possibility of implementing a later start time for Souhegan students. There will be a short survey provided to the parents on Registration Day. Please take the time to give us your thoughts on the issue. Best wishes for a great learning experience in the year ahead.



**Title:** From the School Board

Thank you to all who came out to vote in support of Souhegan's budget on March 10. We worked in coordination with the SAU and Souhegan administration to come up with a responsible budget that does not compromise the education of our students. As always, we will continue to monitor our spending throughout the year. We sincerely appreciate your taking the time out of your busy day to come to the polls.

Congratulations to Jeanne Ludt who was reelected for a three year term as a school board member from Amherst. At our next meeting, March 19, we will be electing officers and making committee assignments. This year, we will continue our work studying the options around a later start time. In addition, we will be evaluating our space; looking at opportunities to use our facilities most effectively as enrollments drop. The Board continues to keep abreast of SAU-wide initiatives, including the use of assessment tools to aid in differentiated learning and the five-year literacy initiative. We will give more detail on each of these in upcoming issues of *Connections*.

Congratulations to Souhegan High, the New Hampshire winner of the 2009 Siemens Awards for Advanced Placement for excellence in math and science. The Siemens Foundation has been honoring the achievements of students, teachers and high schools that excel in the College Board's Advanced Placement Program® (AP®) math and science exams for the past 11 years.

Thank you again for your support. We look forward to your input in the coming months. The Souhegan Cooperative School Board meets on the third Thursday of the month at 6 P.M. in the Annex, Room A222. We invite you to join us. As we move ahead this year, we as a board remain committed in our efforts to *provide an educational foundation which prepares all students to be lifelong learners and responsible citizens.*

**Souhegan Cooperative School Board**

Steve Coughlan, swc@well.com  
Jeanne Ludt, jludt50@aol.com  
Christine Janson, chris@jansonfamily.org  
Mary Lou Mullens, mullensfam5@aol.com  
Dana Redmond, prattared@msn.com  
Dan Foley, Daniel.foley@fmr.com  
Pamela Coughlin, coughlinjp@gmail.com

2/3  
1/2/09

The School Board presented the proposed 2009-2010 budget at the Deliberative Session held on February 3<sup>rd</sup>. No changes were made to the budget at this public session. It will go forward as presented and will appear on the ballot in its original form. A quick recap:

- The budget reflects a modest increase of 2.09% primarily driven by:
  - raises associated with a 3 year faculty/staff contract voted on by the voters last year
  - increasing special education out of district placements
- In alignment with the decrease in student population, a measured reduction of 8.9 regular, special education and support staff positions will be taken.
- In order to bring in additional revenue, we increased user fees for both athletics and parking.

The overall tax impact represents a decrease to Amherst taxpayers of \$.01 per thousand and an increase of \$.33 per thousand for Mont Vernon taxpayers.

We believe that this budget is fiscally responsible without compromising the quality of our programs or the excellent education that is expected by our communities. Should this budget be defeated and a default budget becomes our operational budget, we would be forced to make even deeper and more painful cuts to faculty positions. As always, we ask for your support of this budget and hope that you will show it by voting on Tuesday, March 10 at Souhegan High School or the Mont Vernon Village School. Thank you.

*Jan. '09 - Connections*

## From the School Board

The ice storm of December, which wreaked havoc on our daily lives and caused the students of Amherst and Mont Vernon to miss school for an entire week, seems to be an appropriate way to end a year of general disorder in the economy, banking system and financial markets. We can only hope that 2009 brings more desirable weather and a recovery to the economy and job market. On a related note, the SAU 39 district school boards will be hearing a proposal from Superintendent Jennings for a revised school calendar to account for missed days at an upcoming school board meeting. We're sure you'll be hearing more about that in the near future.

Since our last correspondence in the November edition of Connections, the School Board has been working closely with the SHS Administration, the SAU 39 and the Advisory Finance Committee to develop a proposed budget for fiscal year 2009-2010 that meets two goals; to enable the faculty to continue to provide high quality education to the students of Souhegan High School and to not add a burden to the tax payers of Amherst and Mont Vernon, especially in these times of economic turmoil. We feel that these goals have been met with a budget proposal that has been held to a 2.09% increase over the current fiscal year. Based on our current projections, the Amherst tax rate to fund this budget will actually be decreased by \$.01 (per \$1,000 home assessment value) and the Mont Vernon tax rate impact will increase by \$.33. The variance between the Amherst and Mont Vernon tax impact is due to changes in the NH State Aid appropriations.

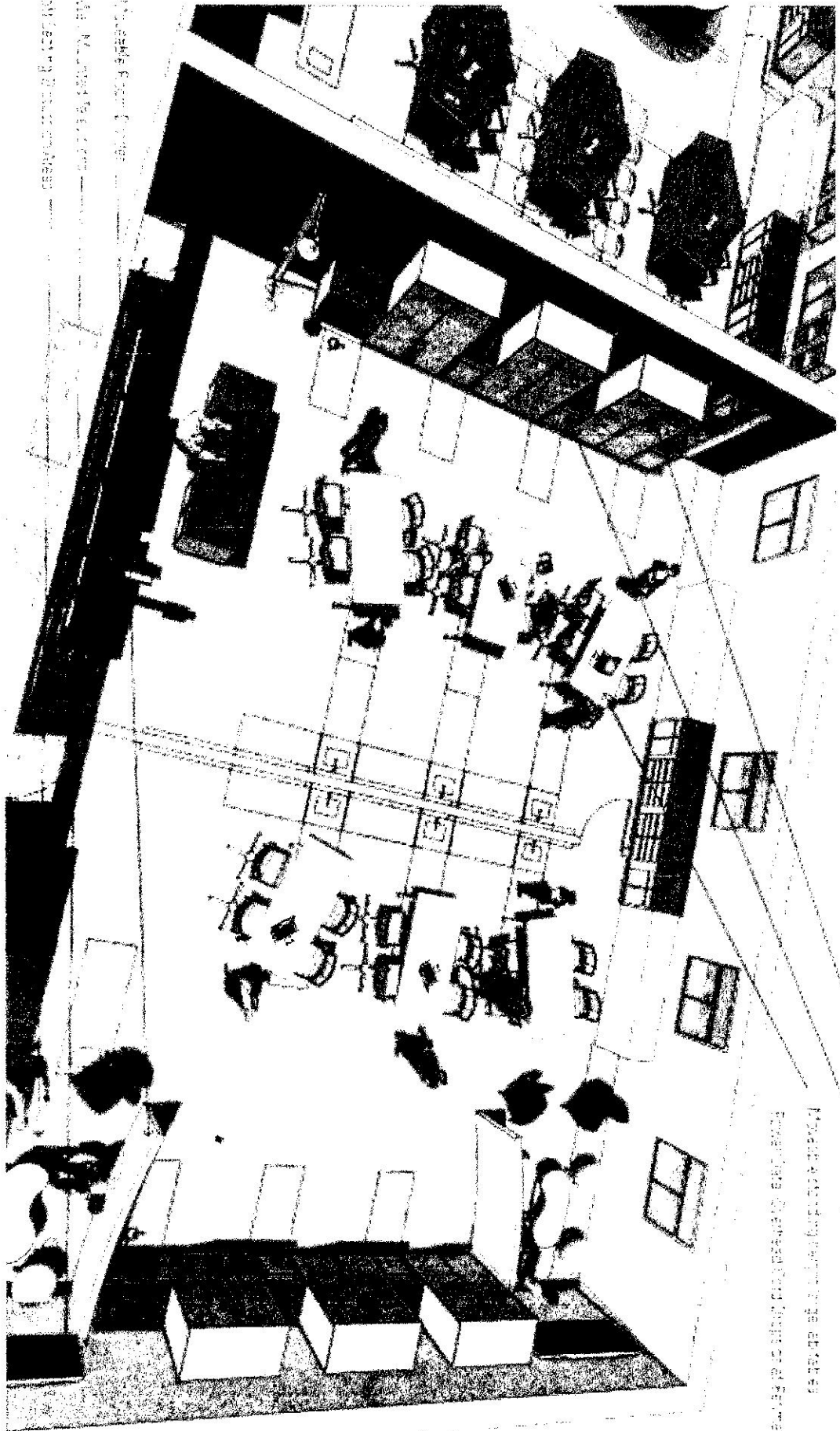
Brief highlights of changes in this year's proposed budget are as follows: A measured reduction of staff (5.5 employees in Regular and Special Education Professional Staff, 2.0 Support Staff, and 1.4 Cafeteria Staff) is planned for next year, keeping the student/teacher ratios in line with a projected enrollment decline of 36 students. While the Regular Education portion of the budget was held to a 0.62% increase, requirements for Out of District services increased the Special Education portion of the budget by 8.81%. We are very sensitive to special needs students and their parents and do not want to cause any discomfort to them in mentioning this fact, but feel it is unavoidable in explaining changes that substantially impact the budget. An additional item that impacts our budget is the \$10,000 cost of a federally mandated actuarial study for unfunded liabilities. In addition to spending reductions, we also made the difficult decision to offset expenses by increasing user fees for athletics and parking (athletic fees for the 2009-10 school year will be \$100 per student per sport and \$100 per year for parking).

Please mark your calendar for Tuesday evening, February 3<sup>rd</sup> at 7:00 PM to learn more about the SHS 2009-10 budget at the Deliberative Session. More importantly, we ask that you support the budget at your voting place on March 11th.

As always, we invite you to attend the School Board meetings. For information

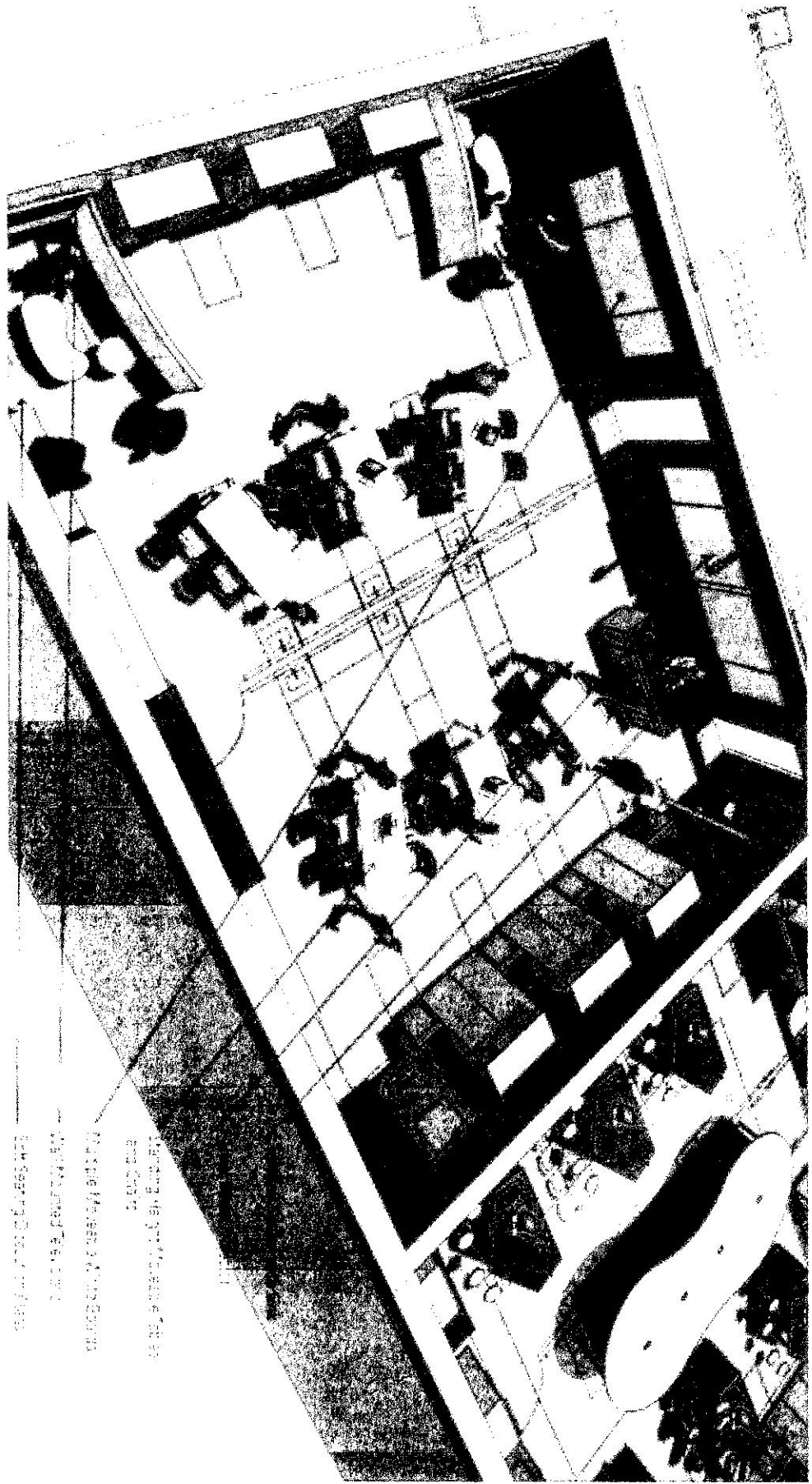
# Science Annex Renovations

## Feedback on Revised Plans



Architectural Drawing  
The Architect's Office  
1920-1925

The drawing is a technical sketch of a building's interior courtyard, showing a grid of windows and doors. The drawing is oriented vertically on the page.



1980s view of the building from the  
west side  
The building is a large  
complex of buildings  
with a grid-like floor plan  
and a parking area.



# Inquiry Lab-Life/Marine/Earth/Environmental Science

## Warmms

- Flexibility in seating, desk arrangement can be easily rearranged
- Like the white double boards-maybe projector to both boards?
- Love the nook area where a teacher can conference with individual students or groups, connect with outside experts, etc.

## Cools/Wonders/Suggestions/Other Ideas

- Maybe still have 2 person tables instead of 4? More flexibility in room set up. Would allow everyone to face the front when needed
- Let's add two more of the same/desks tables. These could be used as teacher workspace or more counter space when needed.
- Lack of counter space. Need space to prep lab materials/equipment. Could still lose some sinks--and then group the tall cabinets together? Really only need 3-4 sinks.
- Where would the big tank go? How about the big sink? Maybe only one nook and then the other space could be used for the tank, deep sink.
- Still some storage concerns-maybe add back some upper wall cabinets? Can the tall cabinets be a little deeper?
- Need to incorporate book shelves, display cases/laboratory display cabinet, etc
- Copy the window wall with upper and lower cabinetry like the advanced bio classroom.
- Since the rooms will be shared by at least two teachers- are there ways that we can make room for both teachers? For example in the front demonstration table-maybe having two sets of drawers-one for each teacher in the room. Any other ideas like that which can facilitate sharing spaces?
- Is there a way to build in a little more bulletin board space? Maybe two--one for each teacher/class?

# Original Life/Environmental/Marine Science Classroom/Inquiry Lab Wishlist

## Storage Needs

- Very accessible storage for microscopes (cordless?), Water testing kits, Aquariums
- More bookshelves
- Upper cabinets with variable heights, glass doors
- Is it possible to contain storage to one area/side of the room, to help the space feel more open? Balance storage needs without overloading the space

## Seating

- Possibility for all seating to face the board/"front" of the room
- Sit/stand desk
- Possibly try a soft seating option, with proximity to dry erase board
- Possibility of creating a "nook" or smaller, separate space for conferencing with individual students, for students who might need to separate from distractions periodically, or for video conferencing with outside experts

## Technology

- Large TV/monitor on the wall for presenting (or multiple for students working in groups to project their work)

## Utilities

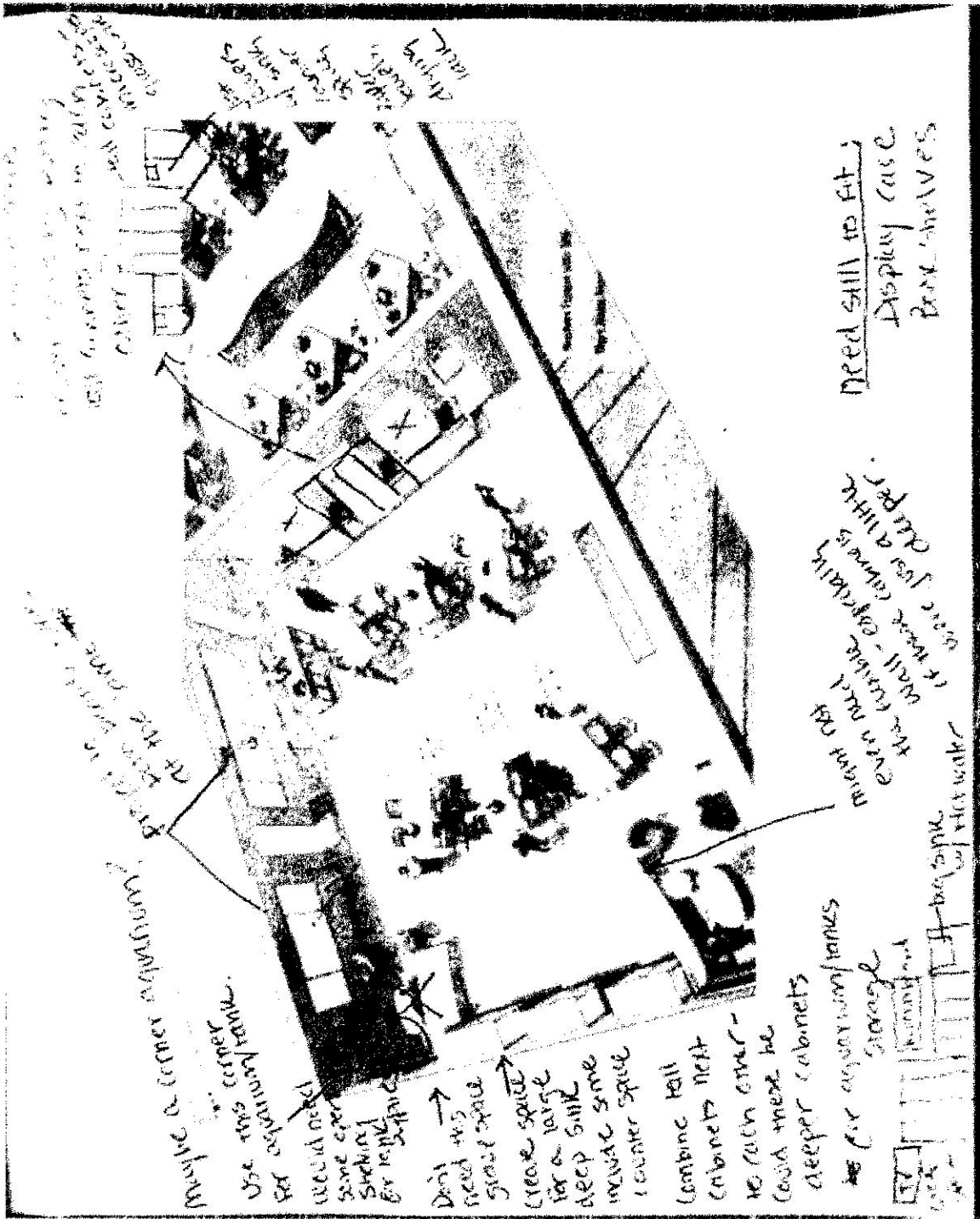
- One deep sink with hot water
- 2-3 others sinks accessible for students
- Deliberate space for drying glassware
- Deliberate space for trash/recycling bins (not what you walk into when you enter the classroom)
- Power cord access for students
- Capability to project from a microscope to a projector

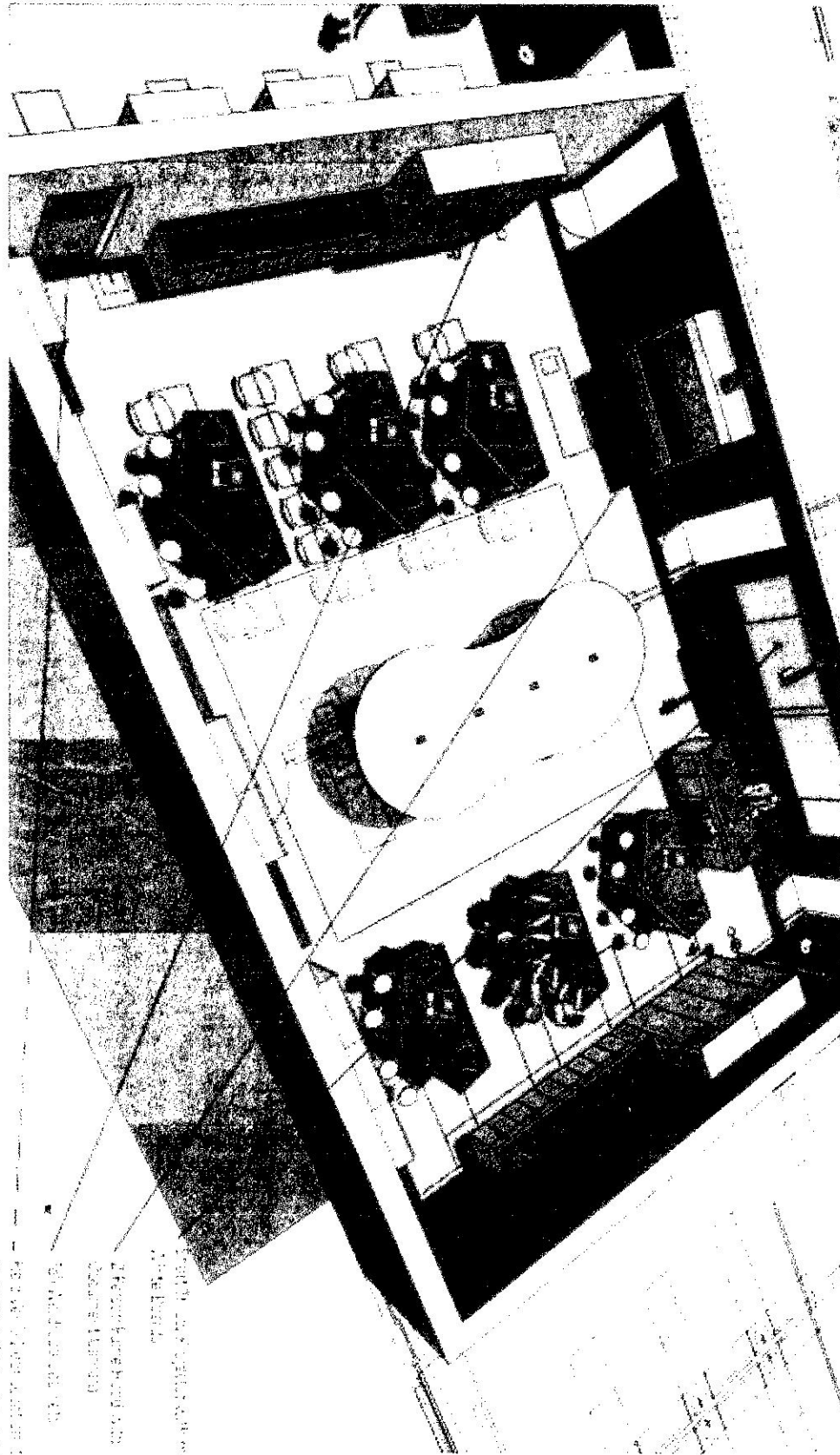
## Teacher Space

- Room will likely be shared by more than one teacher-can we try to find ways to make room for both teachers? For example, two sets of drawers in front demonstration table
- Need to be able to conveniently access the projector from teacher workspace/desk/table

## Marine Science Specific

- Display case for specimens
- Plan for where large aquarium will go-with proximity to deep sink
- Aquarium tank, storage for lighting, tank equipment storage-close to the large aquarium if possible.





2000-01-01 10:00 AM  
 1000-01-01 10:00 AM

2000-01-01 10:00 AM  
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Advanced Biology Science Lab

# Advanced Biology/Anatomy Lab

Warmers

Likes the general layout with large table in the middle

Likes the storage in the lab benches

Glass front cabinets

SEE NEXT SLIDE FOR DETAILED LIST!!

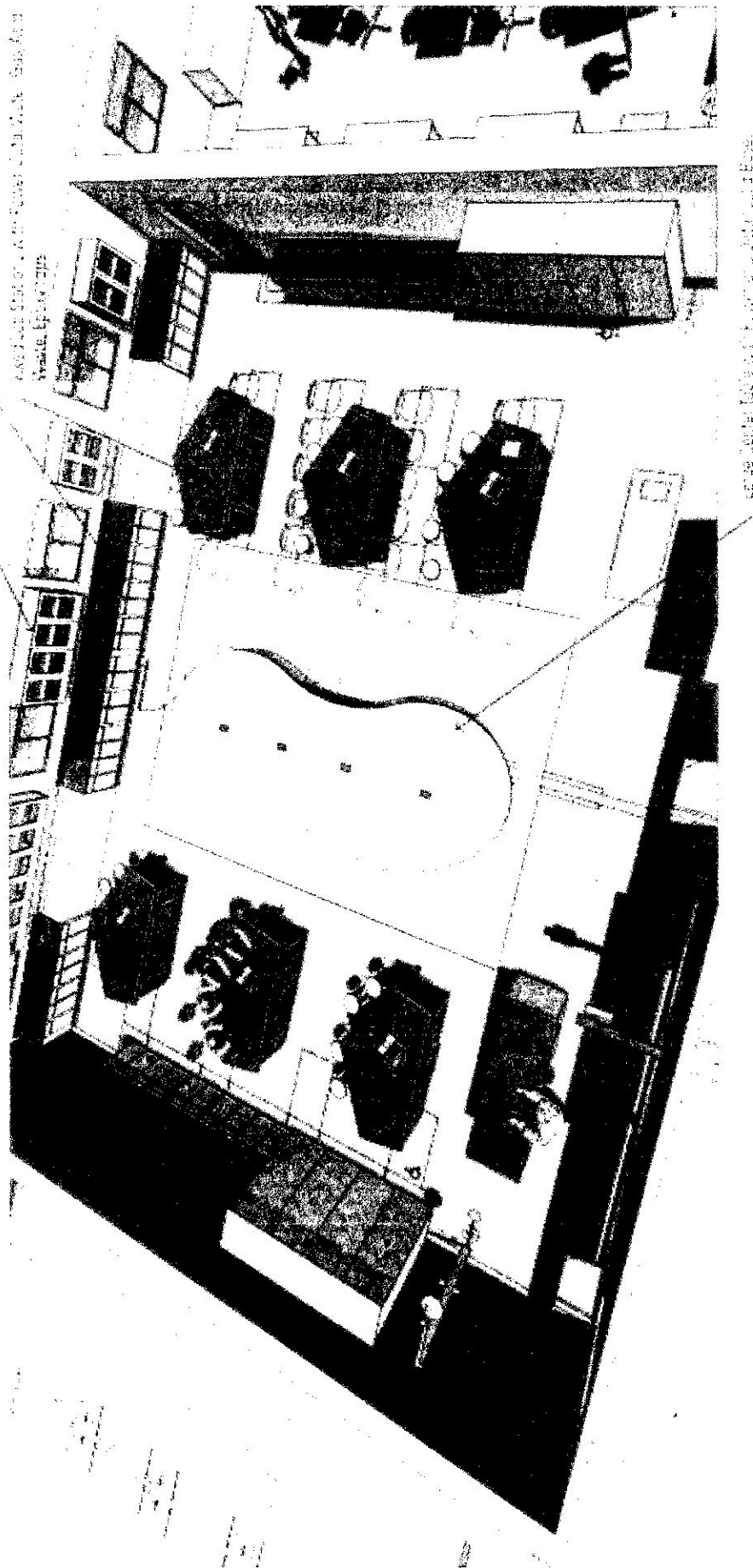
Cools/Wonders

Need a big, deep sink, on the wall with the eye wash, that connects to hot water

**Need clarification on current diagram::** Do the lab benches have one sink or two? Or is one for water and the other is gas? What do you mean by acid/waste sink? We think only one centrally located sink is necessary at benches.

Move handicap accessible lab bench to opposite side of room - because of placing large sink near the shower and teacher demo table. Less traffic on far side and closer to egress.





Architectural drawing showing a floor plan of a large room, possibly a gymnasium or auditorium, with various seating areas and a central stage area.

Architectural drawing showing a floor plan of a large room, possibly a gymnasium or auditorium, with various seating areas and a central stage area.

# Advanced Biology Science Classroom/Inquiry Lab Wishlist

## Utilities

- One deep sink with hot water - note placement should be on wall next to shower and teacher demo table
- Paper towel dispenser and soap dispenser with sink
- Deliberate space for drying glassware which drains over the sink
- Move tall storage closets\* down the wall and reduce the number of lower cabinets with counter space along that wall to accommodate the large sink
- Deliberate space for trash/recycling bins (not what you walk into when you enter the classroom)
- Capability to project from a microscope to a projector

## Teacher Space

- Keep large demonstration desk - Please clarify if that is a small sink in the table. What are potential dimensions of such a sink?
- Need to be able to conveniently access the projector from teacher workspace/desk/table

## Storage Needs

- \*Move two tall storage cabinets further down wall away from the shower to make room for large sink
- Make sure that one tall cabinet is designed to store classroom set of microscopes
- A long low bookshelf on wall below projector screen
- Reduce number of lower cabinets on back wall and replace with open shelving unit - for dissecting trays, etc., Dimensions to follow
- Need another medium sized bookshelf along one of walls - perhaps reduce a portion of low cabinets

## Seating

- Must have nice seats with backs for comfort in longer labs
- Seats must be able to be moved to the center table without being too heavy to move easily

## Technology

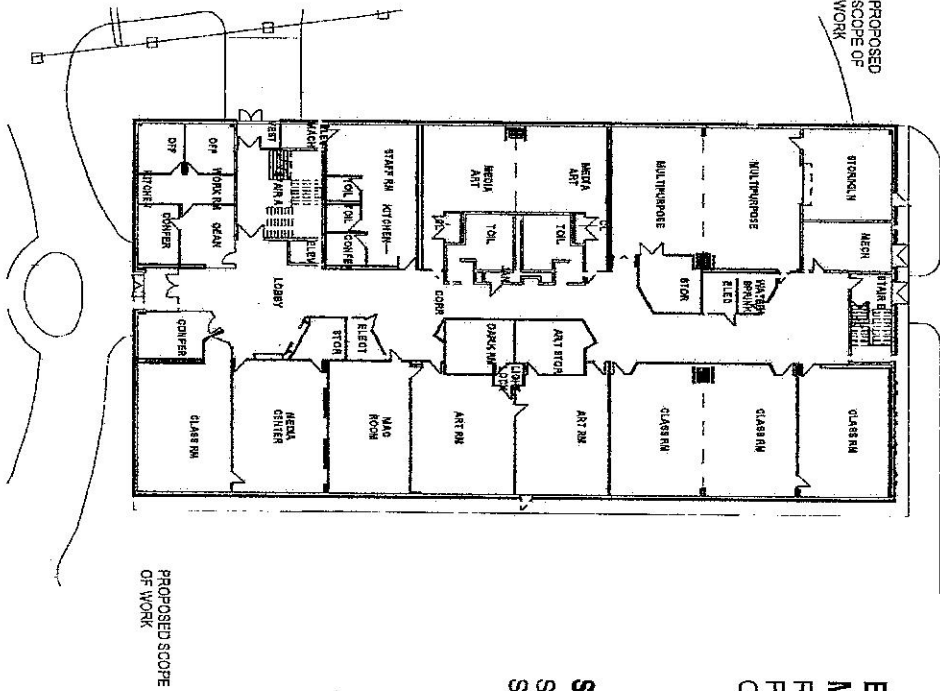
- Large TV/monitor on the wall for presenting (or multiple for students working in groups to project their work)
- Assignment dry erase board space on wall next to hood (Can we move hood slightly to the left so whiteboard would be seen by all students)



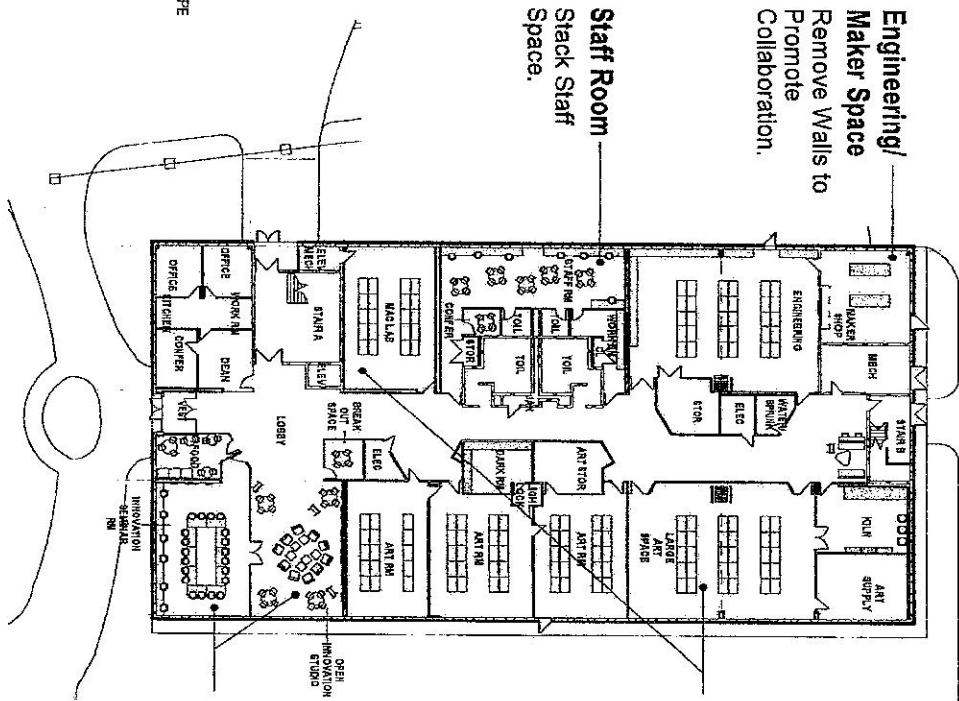


**SOUHEGAN SCHOOL DISTRICT**  
PROPOSED SOUHEGAN HIGH SCHOOL RENOVATIONS

1 EXISTING FIRST FLR ANNEX  
1" = 30'-0"



2 PROPOSED FIRST FLR ANNEX  
1" = 30'-0"



**Engineering/  
Maker Space**  
Remove Walls to  
Promote  
Collaboration.

**Staff Room**  
Stack Staff  
Space.

**Visual Arts**  
Cluster Visual  
Arts to Provide  
Interdisciplinary  
Cross Pollination  
with Engineering/  
Maker Space and  
Innovation Studio.

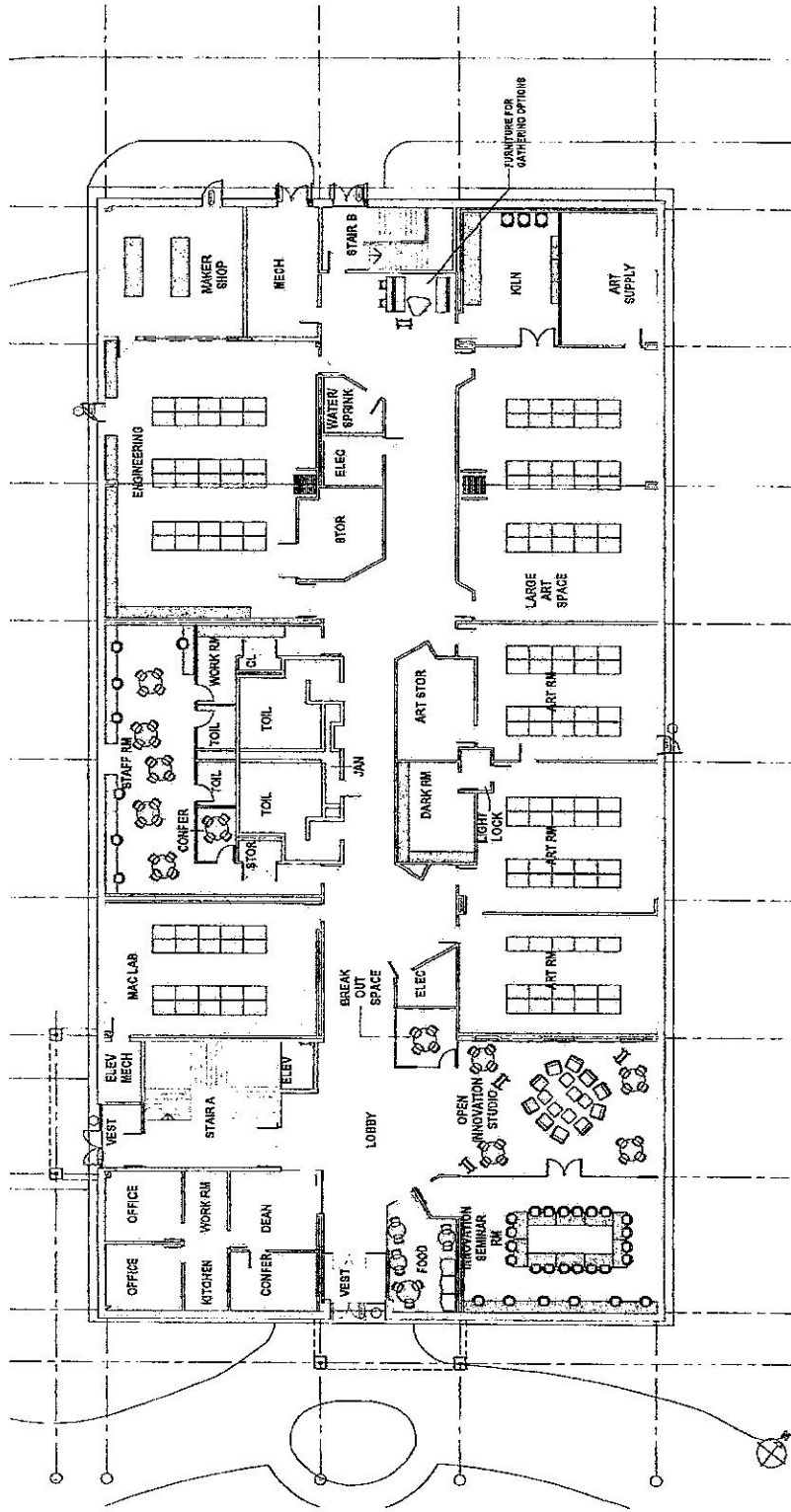
**Innovation Studio**  
Opening Walls to  
Facilitate Promote  
Collaboration.

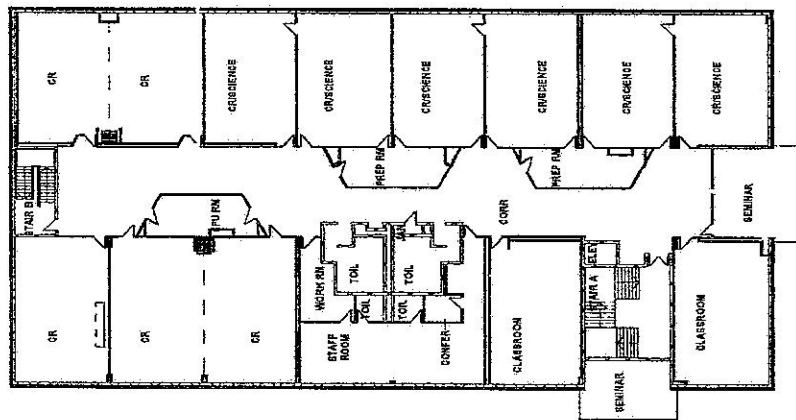
Visual Arts, Engineering/  
Maker Space and  
Innovation Studio are in  
Proximity to one another  
to Foster Collaboration  
during Evening Classes

**LEGEND**

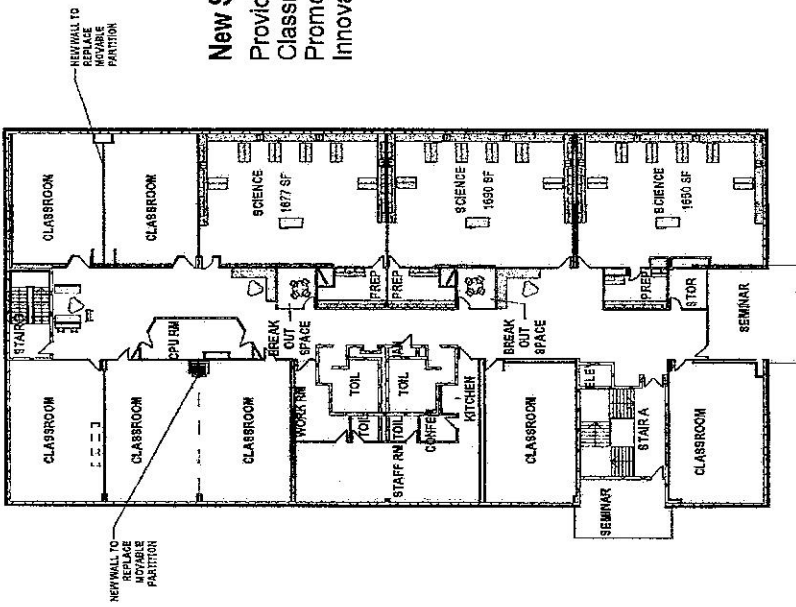
- Gathering Space
- Circulation
- Administration
- Classroom/Workroom
- Shared Space
- Utility
- Existing Program

SCALE: 1" = 30'-0" PG12  
LAVALLEE BRENSINGER ARCHITECTS  
03/27/2019





1 EXISTING SECOND FLR ANNEX  
1" = 30'-0"



**New Science Layout**  
Provide Flexible Classroom to Promote Innovation.

PROPOSED SCOPE OF WORK

**LEGEND**

- Gathering Space
- Circulation
- Classroom/Workroom
- Utility
- Existing Program

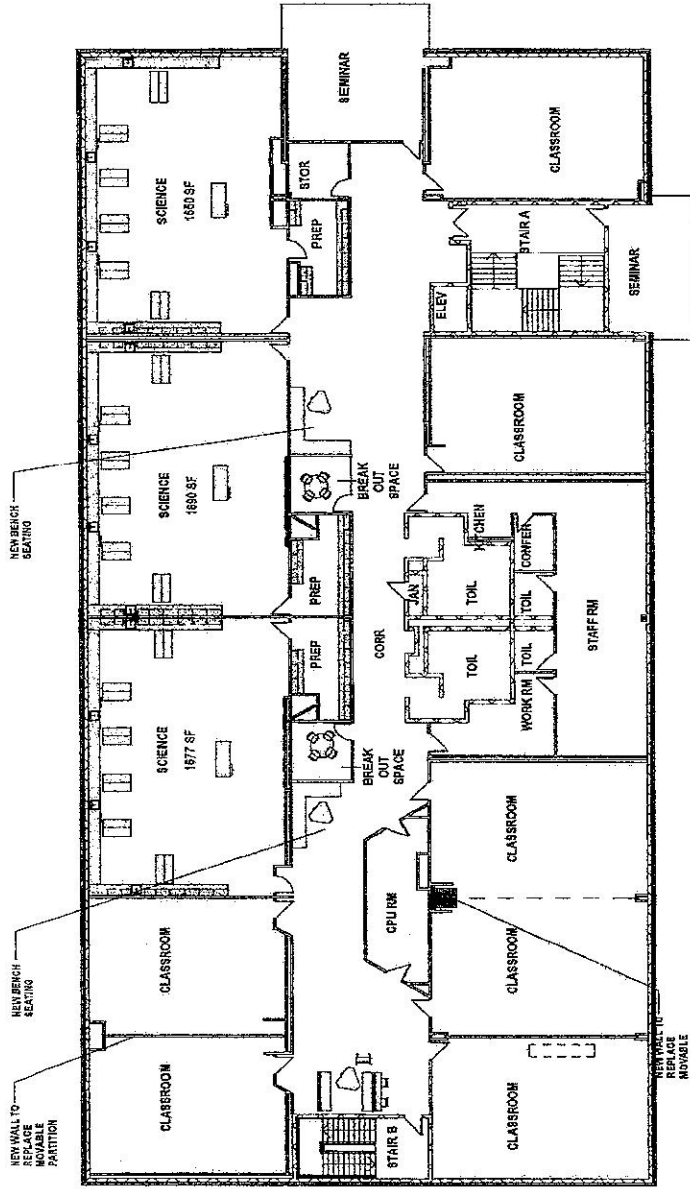
2 PROPOSED 2D FLR ANNEX  
1" = 30'-0"

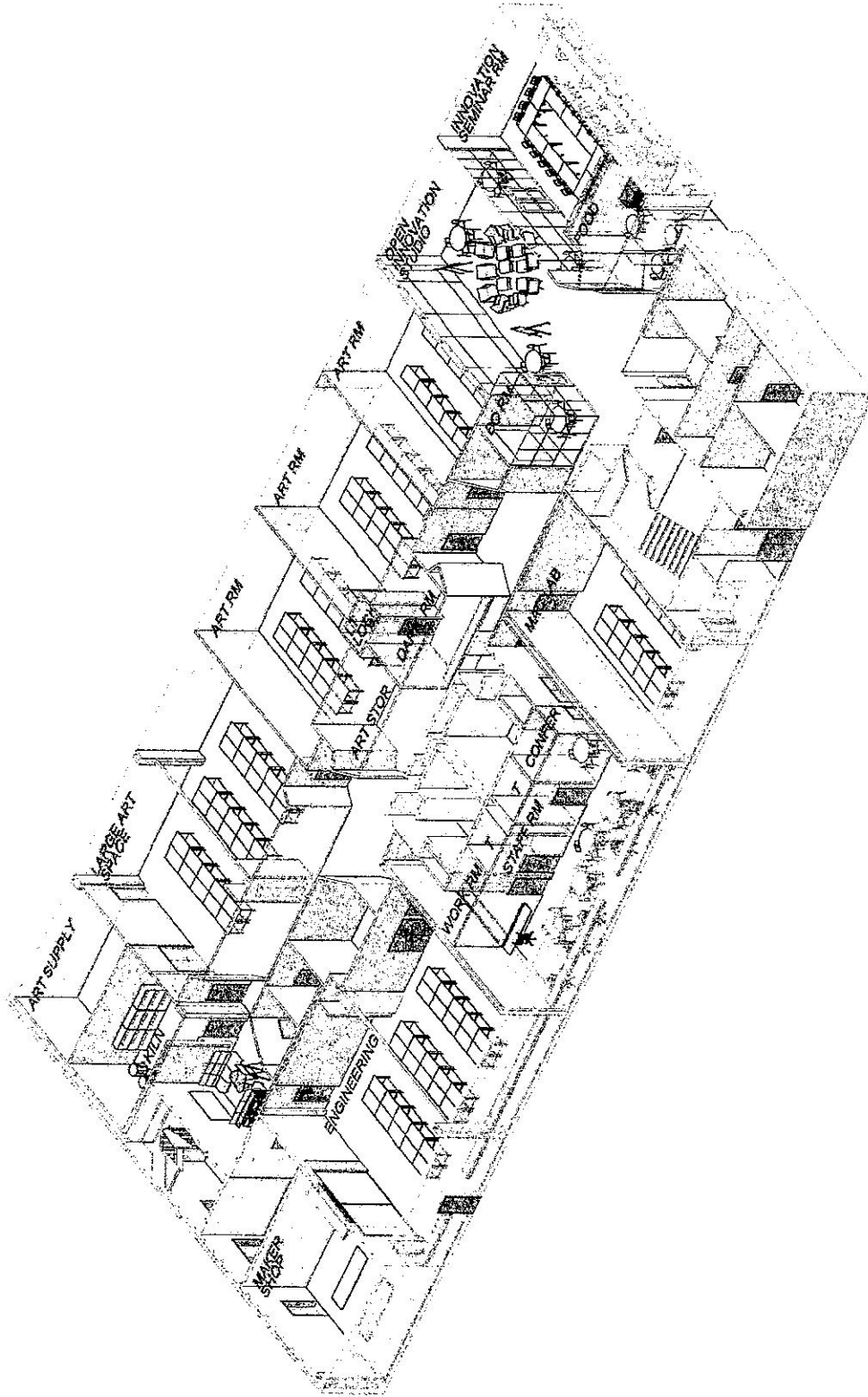


**SOUHEGAN SCHOOL DISTRICT**  
PROPOSED SOUHEGAN HIGH SCHOOL RENOVATIONS

EXISTING & PROPOSED SECOND FLOOR ANNEX

SCALE: 1" = 30'-0" PG14  
LAVALLÉE BRENSINGER ARCHITECTURE  
18





**SOUHEGAN SCHOOL DISTRICT**  
PROPOSED SOUHEGAN HIGH SCHOOL RENOVATIONS

SCALE: 1/8" = 1'-0"  
PROPOSED ANNEX FIRST FLR-3D  
LAVALLÉE BRENSINGER ARCHITECTS  
03/27/2019

## Souhegan Facilities Science Lab Tour

5/26/21

The Science Labs at SHS are all in need of minor and major renovations. Some fixes are easy and come from the regular maintenance budget, or can be put off for a number of years. Others have to be fixed as soon as possible. We met with Nathan Carle, SHS Physics teacher, for a tour of all Science facilities. He relayed the Science Department met many times, did a lot of research, surveying, and discussion amongst the teachers. The end result was the labs in the Annex are the ones that need to be tackled first.

Annex Issues: AP/Dual Enrollment curriculum requires Annex labs be accomplished first in renovation.

- 1.) The rooms are too small. According to the National Science Teaching Association, the optimal square footage of a Science lab is 50-60 square feet per student. With a class size of 22 students, we are allotting about  $\frac{1}{2}$  of that per student.
  - a.) The desks are too small for the size of the students.
  - b.) There are too many sinks that are too small to be functional
  - c.) There are no exhaust hoods that are needed in Science labs, for safety.
  - d.) The existing counters are not the right material for chemical acid work.
  - e.) Current facilities make it difficult, if not impossible, to provide the curriculum necessary to be classified as Advanced Placement or Dual-Enrollment.

Recommended actions from Souhegan Cooperative School Board (SCSB):

- 1.) SCSB contact Lavalle Bransinger to determine cost of completing spec drawings on Annex Science Lab remodel
  - a.) Determine where funds to pay for LVB work will come from before 1 Jul 21.
- 2.) Form a committee, and/or request the Joint Facilities Advisory Committee to participate in the review of said plans, along with Roger Preston .
- 3.) Put work out to bid to establish a budget.
- 4.) Re-evaluate plan
  - a.) Finalize, with Science Department input, plans for renovation.
  - b.) Determine new budget, based on input from Admin, Staff, Committee members, Community.
- 5.) Determine scope of renovation and funding.

# Amherst Village Streets Action Plan

Village Streets Study Committee



A Report to the Board of Selectmen

November 28, 2023

# **Table of Contents**

Acknowledgments.....	iii
Village Streets Study Committee Members.....	iii
Staff Members.....	iii
Consultants.....	iii
Executive Summary .....	iv
Introduction .....	1
The Village Streets Study .....	1
Village Streets Study Timeline.....	1
Article 30 .....	2
Visioning Phase.....	3
Concepts Presentation & Feedback Phase.....	3
Village Streets Study Committee Phase .....	3
Village Streets Study Committee Activities .....	4
Public input-based goals.....	4
Vision & Process.....	5
Community Engagement .....	5
Recommendations.....	7
Article 30 Streets.....	7
Assessment .....	7
General recommendations: .....	7
Step 1: Network Design.....	9
Categories .....	9
Step 2: Streetscape Design .....	11
Selected Streetscape Designs .....	11
Local Flow Street with Separate Pedestrian Facility.....	12
Shared Space with Pedestrians, Pedestrian Priority .....	15
Palette of Surface Materials .....	16
Recommended application of selected streetscapes.....	18
Carriage Road.....	19
Church Street.....	20
Davis Lane .....	21



Jones Road .....	22
Main Street (from Amherst Street to Library driveway) .....	23
Main Street (from Library driveway to 8 Main Street) .....	25
Main Street (from 8 Main Street to Manchester Road) .....	27
Other Village Streets.....	28
Boston Post Road .....	30
Mack Hill Road (from Jones Road to Manchester Road).....	32
Step 3: Intersection Design.....	34
Amherst Street-Davis Lane-Carriage Road-Main Street Intersection.....	34
Boston Post Road-New Boston Road-Wilkins School.....	36
Boston Post Road-Church Street-Foundry Street .....	37
Carriage Road-Boston Post Road-Main Street-School Street Intersection .....	38
Davis Lane-Foundry Street Intersection.....	40
Dodge Road-Jones Road-Mack Hill Road Intersection .....	41
Mack Hill Road-Manchester Road.....	42
Main Street-Pierce Lane Intersection .....	42
Next Steps.....	44
Aligning Infrastructure Improvements with Established Plans .....	44
Strategic Alignment: Concepts from the <i>Envision Amherst 2035 Master Plan</i> .....	45
Potential Funding Sources .....	45
Prioritization .....	46
Appendix .....	49
Streetscape Recommendations Overview .....	51
Village Center Overview .....	52
Jones Road Overview.....	52

## **Acknowledgments**

The Village Streets Study Committee would like to thank the Board of Selectmen for the opportunity to serve the Town of Amherst.

Special thanks to town staff and consultants for sharing their expertise and providing dedicated support. We also want to acknowledge that public participation in this process was invaluable and greatly appreciated.

### **Village Streets Study Committee Members**

- Tracie Adams, Chair, Planning Board Representative
- Rolf Biggers, Citizen Representative
- Christopher Buchanan, Bicycle & Pedestrian Advisory Committee Representative
- Douglas Chabinsky, Historic District Commission Representative
- Kyle Coffey, Citizen Representative
- Thomas Grella, Board of Selectmen ex-officio (non-voting member)
- William Ludt, Heritage Commission Representative

### **Staff Members**

- Eric Slosek, Director, Department of Public Works
- Jennifer Stover, Executive Assistant
- Dr. Dean Shankle, Town Administrator
- Peter Lyon, Chair, Board of Selectmen

### **Consultants**

- Mobycon, design consultants including representatives, Mary Elbech, Emily Thomason and Narayan Donaldson
- CMA Engineers Inc., including representative, Samuel Fortier

## Executive Summary

The Village Streets Study Committee, adhering to the charter set forth by the Board of Selectmen, has diligently evaluated the consultant recommendations. This report culminates a comprehensive 14-month study, prioritizing the preservation of the distinctive character of the village, enhancing safety, and integrating extensive public input, including two open houses, an online survey, a site walk, multiple Board of Selectmen presentations, and ten public meetings.

Despite the demanding workload and timeline, the committee's dedicated efforts have culminated in a well-rounded proposal. A thorough analysis was conducted of the street network, proposed streetscapes, and intersection treatments. The recommendations are designed to honor the historical character of the village while giving important attention to the need for safety, offering a cost-effective solution that represents a win for both Amherst residents and our visitors.

The Committee expects the implementation of the recommendations within this report to take place over many years. Finding cost effective opportunities to implement these suggestions, whether by timing improvements with scheduled road work, by obtaining external funding, or a combination of both, will be important to successful execution of this vision.

Acknowledging that these improvements will happen in phases, the committee has established a prioritization for improvements:

- Priority 1: Improving the Carriage Road-Boston Post Road-Main Street-School Street Intersection.
- Priority 2: Spot Improvements at other Intersections and areas of High Need. Implementing recommended improvements at intersections and crosswalks with higher levels of pedestrian traffic.
- Priority 3: Leveraging Streetscape Design as Traffic Calming. Applying recommended streetscapes: *Local Flow Streets with Separate Pedestrian Facility* and *Shared Space with Pedestrians – Pedestrian Priority*, in that order.
- Priority 4: Other Recommended Streetscape Improvements.

Beyond establishing a priority for treatments throughout the village, each recommended streetscape is provided ideal, basic, and minimum treatment options to further accommodate budgetary constraints.

The committee strongly recommends pursuing these improvements and hiring an engineering firm for assistance in budgeting and applying for a federal infrastructure grant. This strategic move would maximize the impact of already-budgeted road construction funds by fulfilling local match requirements for the grant. Implementing these recommendations is poised to create a safer village environment that better highlights the unique historic character of our village, marking a significant accomplishment for the Amherst community.

The Village Streets Study Committee voted unanimously to adopt this report on Tuesday, November 28<sup>th</sup>, 2023.

## **Introduction**

In the heart of our town lies the Amherst Village Historic District, a beacon of historical significance and community life. The Village Streets Study is an effort spanning over a year, now culminating in the work by the Village Streets Study Committee (VSSC). It is a study that represents a deliberate endeavor to preserve this cherished area’s distinctive character while thoughtfully enhancing its streetscapes for the benefit of current and future generations.

Anchored in a shared vision that embraces the quaint charm of the village there is a clear priority of preserving open, green spaces and safe, walkable spaces. This study aligns with years of requests expressed by the public, occasionally captured by plans conducted over time, including the [Envision Amherst 2035 Master Plan](#) (2023), the [Amherst Village Strategic Plan](#) (2015), and the [Safe Routes to School Travel Plan](#) (2013), among others. The Village Streets Study draws from the deep well of community sentiment that seeks to maintain the village’s storied ambiance while weaving in the fabric of present-day safety needs.

A significant pillar of this study has been the extensive public input period, a testament to the town’s commitment to inclusivity and responsiveness to its residents. In partnership with professional design consultants the Town has engaged in a comprehensive process to ensure that the voices of Amherst’s citizens resonate through the resulting action plan.

This report unveils the culmination of rigorous analysis, robust community dialogue, and expert collaboration. It invites readers to journey through the envisioned transformation of the Amherst Village streets—a harmonious blend of historical reverence, safe functionality, and a steadfast dedication to fostering a lively and safe community.

### **The Village Streets Study**

The Village Streets Study was funded by the passage of Article 30 in the town warrant in March of 2022.

#### **Village Streets Study Timeline**

After the success of Article 30, the Village Streets Study was initiated in 2022.

- 1. Article 30**

Passed March 2022.

- 2. Village Streets Study**

Initiated summer 2022.

- a. Visioning Phase**

Summer 2022 – May 2023

- i. Design consultant site walk**

October 17<sup>th</sup>, 2022

- ii. Public input**

October 2022 – April 2023

- 1. Stakeholder’s Visioning Workshop**

October 18<sup>th</sup>, 2022

2. 1<sup>st</sup> open house  
October 18<sup>th</sup>, 2022
3. Online survey  
March 6, 2023 – April 20, 2023
4. 2<sup>nd</sup> open house  
April 6<sup>th</sup>, 2023

**b. Concepts Presentation & Feedback Phase**

May 2023 – August 2023

- i. Conceptual presentation with high-level scenarios  
Presented May 15, 2023
- ii. Creation of the Village Streets Study Committee  
July 12, 2023
- iii. Final menu of design options  
Delivered on August 1, 2023

**c. Village Streets Study Committee**

July 2023 – November 2023

- i. First meeting, July 24, 2023
- ii. Draft presentation to the Board of Selectmen, November 20, 2023

**d. Final Design Recommendations**

November 28, 2023

- i. A grant-worthy application that includes a finalized design.

**3. Grant Application**

- a. If the Board of Selectmen decides to proceed, a grant application would be submitted in 2024.

**4. Construction**

- a. The targeted window for implementation is during 2026 road work and is estimated to take 1-3 years to complete depending on whether additional grant funding is received.

**Article 30**

Amherst voters supported Article 30, which allocated funding specifically for the design and engineering work necessary to apply for federal grants, thus laying the financial and logistical groundwork for the Village Streets Study.

The key purpose of this article was to lay the groundwork for a grant application that could seize an opportunity for upcoming scheduled road work. This article provided the necessary funding to begin the design work needed to become eligible to apply for federal grant funding. Furthermore, by leveraging already-anticipated funds for road work as the required 20% local match required for grant funding, this would allow Amherst to submit a robust and realistic application for state, federal, and private grant funding.

Article 30 and its associated description is provided in the appendix.

## Visioning Phase

After the success of Article 30, the Village Streets Study was initiated in the summer of 2022 by contracting with design consultants Mobycon with project lead Mary Elbech of Durham, North Carolina and CMA Engineers with lead Samuel Fortier of Amherst, New Hampshire.

The Village Streets Study began with the **Visioning Phase** (October 2022-April 2023) when Mobycon's role was generally to initiate an updated public input process, conduct a thorough on-site study, and synthesize feedback into a menu of design options, ranging from minimal to maximal, for the Town to consider. This process was led by representatives of the Town as well as Mobycon planner Emily Thomason.

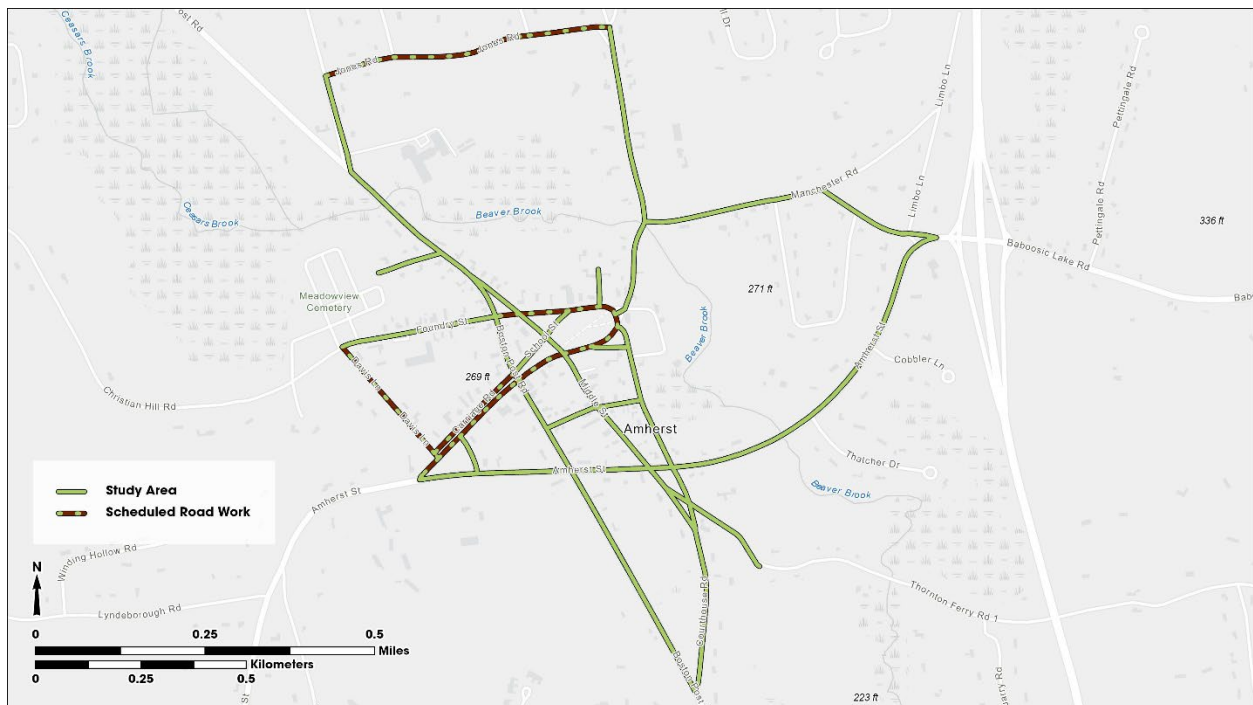


Figure 1. Village Streets Study geographical scope

## Concepts Presentation & Feedback Phase

On May 15<sup>th</sup>, 2023, Mobycon presented the Board of Selectmen with various high-level, conceptual scenarios to receive broad feedback from the Town to inform the scale, character, and direction of a final menu of design options. After receiving such feedback, Mobycon delivered their [final menu of design options to the Town on August 1, 2023](#).

In parallel with this feedback process, the Board of Selectmen established the Village Streets Study Committee (VSSC) on July 12, 2023. This committee was tasked with the critical role of reviewing any final recommendations, considering them with the public's input, and formulating a set of proposed design interventions for the Board of Selectmen to consider.

## Village Streets Study Committee Phase

The Village Streets Study Committee (VSSC) was established by the Board of Selectmen on July 12, 2023, following the Visioning Phase of the Village Streets Study. Its charter outlines the

committee's purpose to evaluate and assess streetscape improvements for Amherst's village area as suggested by the design consultants.

The VSSC's responsibilities encompassed providing a thorough review of proposed measures to improve safety and enhance the streetscape and incorporating public feedback from the visioning phase. The seven-member committee, including representatives from key local organizations and two at-large community members, was tasked with developing specific treatment options and formulating a detailed implementation plan.

#### VSSC Charter Key Points:

- The Charter designated committee membership includes representatives from various Town boards and citizen representatives.
- The purpose of the Village Streets Study Committee is to evaluate suggested streetscape improvements for the village area of the Town of Amherst.
- The VSSC would continue the Village Streets Study process of reviewing the options presented and allow for continued public input.
- The committee shall conduct a thorough assessment of the proposed traffic calming and streetscape improvements recommended by Mobycon and CMA Engineers.
- This assessment shall include a comprehensive evaluation of the proposed measures, taking into account their potential impact on improving safety, enhancing the overall streetscape, and addressing public feedback received during and after the visioning phase of the Village Streets Study.
- Based on this assessment, the committee shall develop a vision for specific treatment options and provide recommendations for consideration by the Board of Selectmen.

A copy of the entire VSSC charter is included in the appendix.

### **Village Streets Study Committee Activities**

The Village Streets Study Committee conducted a thorough assessment of the proposed traffic calming and streetscape improvements recommended by the design consultants. The assessment included a comprehensive evaluation of the proposed measures. Each proposal was evaluated for their potential impact on improving safety, enhancing the overall streetscape, and addressing public feedback received.

#### **Public input-based goals**

- Improve safety for all users
  - Reduce speeding and noise
  - Prevent unwanted cut-through traffic
  - Redesign confusing/dangerous intersections
- Make the Village even more pleasant to experience
  - Fill in the missing pedestrian network
  - Introduce aesthetically pleasing paving
- Reinforce the unique small-town character and celebrate the town's history

## **Vision & Process**

The committee’s vision for the streetscape in the Village is the result of evaluating the network of streets, streetscape design elements including the pedestrian network, and intersection design. The committee prioritized creating a comprehensive plan that could be utilized as a template for future design choices as streets become eligible for reconstruction or further grant opportunities become available.

The committee was very attentive to public input throughout the process and recommendations reflect the citizen’s desire to make changes that would be appropriate for the rural, historic village setting. There was consensus that options that are very applicable in urban and suburban areas were not a good fit for the rural, historic village.

Consistent with the recommendations provided by the consultants, the process by which the VSSC conducted its review of improvements was the following:

1. Network Design
2. Streetscape Design
3. Intersection Design

Three guiding principles were adopted and referred to for guidance when considering or deciding a difficult matter.

- When in doubt, refer to the Charter for the Village Streets Study Committee for guidance.
- Respect the integrity of Amherst Village as a designated member of the National Register of Historic Places as well as historic landmarks (e.g., horse watering trough, etc.)
- Prioritize citizen concerns about safety for everyone who enjoys the Amherst Village as a resident or uses the large public common as a gathering place.

Public feedback throughout the visioning phase, including the results from in-person meetings as well as an online survey, and a summary of “citizen concerns” over the last year were included to reflect upon throughout the process and can be found in the Appendix.

## **Community Engagement**

Public input opportunities were a prominent portion of each Village Streets Study Committee meeting. Amherst residents were encouraged to share their concerns and opinions. Public input was an important guiding force throughout the process and the results of a Site Walk helped solidify the direction of our recommendations.

Meetings were held 1<sup>st</sup> and 4<sup>th</sup> Tuesdays at 5:30PM in Town Hall:

- July 24, 2023, Organizational Meeting
- August 1, 2023, Overview of Purpose and Materials
- August 22, 2023, Step 1: Network Design Discussion
- September 5, 2023, Step 2: Streetscape Design Discussion
- September 26, 2023, Step 2: Streetscape Design Discussion
- October 3, 2023, Step 2: Streetscape Design Discussion
- October 15, 2023, Site Walk to 5 Streets
- October 24, 2023, Step 2: Streetscape Design Discussion



- November 7, 2023, Step 3: Intersection Design Discussion
- November 28, 2023, Other improvements and action plan adoption

In addition to public meetings, the VSSC made several efforts to continue community engagement into the process:

- Even while balancing a significant workload and a condensed timeline, the Village Streets Study Committee meetings prioritized time for public input at every meeting.
- The VSSC meeting schedule and site walk were published on the VSSC web page and the town calendar.
- The Committee's meeting schedule was posted at Town Hall, Moulton's Market, the Library, and on a sandwich board placed in front of the Town Hall prior to meetings.
- The committee hosted a site walk where citizens were invited to attend and provide input relative to streetscape design options. Flyers advertising the site walk were hand-delivered to residents in the village inviting citizens to attend. The site walk was well-attended with 41 total participants including 35 residents and 6 committee members.

## **Recommendations**

Detailed recommendations are provided, including the requested guidance for prioritization and potential funding sources. It is the hope of the VSSC that the Board of Selectmen will consider the action plan presented and move forward with the grant application process. The plan presented includes a vision for the village roads and options for the ideal, basic, and minimum options for streetscape design and materials. The committee appreciates that final plan decisions may be impacted by many factors including availability of funding and shifting priorities.

### **Article 30 Streets**

As part of the Village Streets Study, our initial efforts concentrated on the five streets identified in Article 30. These streets are Carriage Road, Church Street, Davis Lane, Jones Road and Main Street.

These streets were chosen because they have been scheduled for road work since the drafting of Article 30 in 2021. This initial phase is an essential step in developing a comprehensive approach to street improvements within Amherst Village. While these five streets serve as the committee's starting point, they lay the groundwork for subsequent phases that will extend our work to other streets in the area, ensuring a holistic enhancement of our village's streetscapes.

### **Assessment**

The Village Streets Study Committee conducted a thorough assessment of the proposed traffic calming and streetscape improvements recommended by Mobycon and CMA Engineers. The assessment included a comprehensive evaluation of the proposed measures. Each proposal was evaluated for their potential impact on improving safety, enhancing the overall streetscape, and addressing public feedback received. The committee considered data on road widths, vehicular volume counts, and research on historically appropriate surface materials. Three guiding principles were adopted and referred to for guidance when considering or deciding a difficult matter. A summary of citizen concerns over the last year was included to reflect upon throughout the process and can be found in the Appendix.

### **General recommendations:**

- The Village network of roads evolved organically over time, and it should be a priority to preserve it. The VSSC does not recommend closing streets or making streets into one-way streets.
- Utilize historic paving materials as a traffic calming technique to foster an atmosphere of safe, shared spaces for drivers, pedestrians, and other users by limiting vehicular speeds. While traffic control devices and enforcement are part of an overall approach to influencing driver behavior, it is of paramount importance that the Village streets themselves communicate to drivers the expectations of the area.
- Request the Board of Selectmen and the Highway Safety Committee consider designating the speed limit as 25 mph throughout the Village.
- Request the Board of Selectmen consider no through trucking on Boston Post Road in conjunction with the results of the related NRPC study. While outside of the VSSC's

scope, the Board of Selectmen may want to consider no through trucking for Lyndeborough Road as well to prevent the displacement of truck traffic onto another residential street.

- Prioritize creating new pedestrian facilities and upgrading existing, non-ADA compliant sidewalks to enhance the existing pedestrian network and improve the safety of users.
- Narrow the roads to minimum widths as a primary traffic calming measure.
- Paving materials and streetscape design choices should define the way we want drivers to behave.
- Connecting the pedestrian network using separate or shared streetscape designs is a priority.
- Leverage traffic calming as the primary mechanism of achieving slower vehicular speeds and a safer environment for nonmotorized users, including:
  - Physical narrowing of travel lanes
  - Optical narrowing of roadways and other psychological traffic calming techniques
  - Reduction of turning radii
  - Removal of painted markings, such as center lines.
  - Employ area-appropriate alternate paving materials to reinforce a sense that the village is a special, shared space and for their self-enforcing speed control properties through tactile and auditory feedback
  - Horizontal deflections, such as chicanes or similar designs
  - Add vertical elements on road edges such as trees and lamp posts for “edge friction” to better communicate to drivers their speed
- Stormwater management
  - Many residents wanted the Board of Selectmen to understand that stormwater management issues are a great concern and would like this to be addressed as road projects occur.
  - Reduction of impermeable surface, like asphalt, is a benefit to the environment. In New Hampshire, stormwater runoff contributes to over 90% of surface water quality impairments per the New Hampshire Department of Environmental Services. Please see the related link in the Appendix.
  - The Board of Selectmen adopted a new stormwater management plan in 2021 to help protect local natural resources from degradation and to prevent adverse impacts to adjacent and downstream land, property, facilities, and infrastructure by planning for and managing stormwater runoff. The Planning Board supported this plan and the reduction of impervious surfaces whenever possible. The recommendations to narrow road widths, reduce turning radii, and normalize to T-intersection design will contribute to an overall reduction in asphalt.
- Consider placing conduit for electrical lines as part of planned road work when possible. This opportunity would prepare for electrical line placement at a later date. Related vault placement and an opportunity for water mains to be updated may also be worth considering at the same time as road work projects.
- Over generations of resurfacing, several of the streets in the village have been raised significantly relative to their surrounding terrain. This has resulted in several streets

becoming an elevation obstacle for pedestrians while making the streets unnecessarily level and likely increasing speeds. Consider, during scheduled road work, reducing the elevation of streets to be flush with the surrounding terrain. This is particularly needed along Main Street.

- Throughout the public input process, citizens have stated that they desire a police presence as part of the solution to address speeding and safety concerns. Boston Post Road and Jones Road were the most desired areas for increased police patrols, placing unmanned patrol cars, etc.

The VSSC recommends that the implementation phase continue to be a public and transparent process. Committee members expressed their willingness to remain available as resources to the Town should any questions arise throughout this initiative.

### **Step 1: Network Design**

A foundational step undertaken by the Village Streets Study Committee was to delve into the concept of “network design” by examining the functional classification of various streets within the village. This critical analysis was not just a matter of categorizing streets; it was a strategic approach to understanding the unique role and purpose of each street within the broader network of the village's infrastructure.

Establishing functional classification serves as a key determinant in the following step, the selection of appropriate streetscape designs. This is imperative because it ensures that the chosen streetscape enhancements align with the intended use and character of each street. A street's classification underpins its operational dynamics, influences the behavior of its users, and shapes its role in the overall fabric of the village.

By meticulously classifying the streets, the committee aimed to ensure that the streetscapes to be developed would not only enhance aesthetic appeal and functionality but would also resonate with the desired character and utility of each street. This process is crucial for creating a cohesive, efficient, and user-friendly street network that reflects the needs and aspirations of the Amherst Village community.

### **Categories**

After completing the visioning phase, Mobycon recommended that the VSSC consider the following categories which were identified to exist within the village and then identify which streets should be placed into each of them.

- **Regional Flow Street - High Vehicle Speeds:** These streets are typically major thoroughfares that experience high levels of vehicular traffic moving at faster speeds. They are crucial for regional connectivity, linking the village with surrounding areas. The design for these streets needs to consider safety measures that can handle high-speed traffic while integrating features to potentially calm traffic and protect pedestrians and cyclists.
- **Regional Flow Street - Lower Vehicle Speeds:** These are also significant routes for regional traffic but are characterized by lower vehicle speeds compared to the high-speed regional flow streets. They may pass through more densely populated or commercially

active areas of the village. Streetscape design here might focus on balancing the flow of traffic with the safety and convenience of local residents and businesses.

- **Local Flow Streets:** Local flow streets primarily serve the village's internal traffic. They connect different parts of the village, handling moderate levels of traffic. The design of these streets could prioritize ease of local travel and access to residential areas, schools, and businesses, incorporating elements that encourage safe pedestrian and bicycle movement.
- **Neighborhood Access Streets:** These streets primarily provide direct access to residential areas. They typically experience low traffic volumes and speeds, making them ideal candidates for designs that prioritize pedestrian and cyclist safety and encourage neighborhood interaction.

Table 1. Functional classification of Village streets as determined by the VSSC. Streets identified with an asterisk are Article 30 streets. Nashua Regional Planning Commission (NRPC) average vehicular volumes were collected in December of 2022.

Functional classification	Street	Average vehicular volume (vehicles/day)
<i>Regional Flow Street-high vehicle speeds</i>	Amherst Street	8,043
<i>Regional Flow Street-lower vehicle speeds</i>	Boston Post Road	5,878
<i>Local Flow Streets</i>	Church Street*	No data
	Courthouse Road	No data
	Davis Lane*	295
	Foundry Street	1,013
	Jones Road*	1,008
	Mack Hill (between Jones Rd and Manchester Rd)	1,880
	Main Street*	1,347
	Manchester Road	1,443
	Middle Street	No data
	Narragansett Street	No data
	New Boston Road (from Boston Post Rd to Jones Road)	1,982
Thornton Ferry I	471	
<i>Neighborhood Access Streets</i>	Beaver Brook Circle	No data
	Carriage Lane*	No data
	Knight Street	No data
	Old Jailhouse Road	No data
	Pierce Lane	No data
	Sunset Avenue	No data

## Step 2: Streetscape Design

In the next phase of the Village Streets Study, the committee embarked on the crucial task of Streetscape Design. This step involved a strategic selection of streetscape design options from the consultant's proposed list, focusing on those that presented the most significant opportunities for enhancement and improvement. After a thorough review of the five streetscapes suggested by the consultants, the committee narrowed down its focus to three streetscape design options, prioritizing them based on a variety of factors including traffic volume, safety considerations, community impact, and the potential to enhance the village's overall aesthetic and functional appeal.

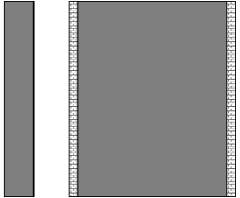
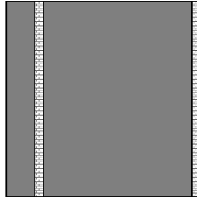
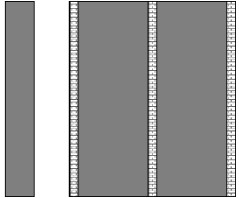
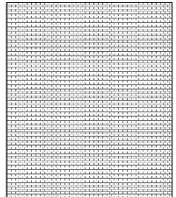
In the development of streetscape designs for each selected street, the primary focus was ensuring that the design aligns with the desired outcomes specific to that street. Public input during the site walk was a crucial part of this process and had a significant impact on final VSSC recommendations. This alignment was guided, among other factors, by the street's network classification established in the previous step.

This methodical approach ensures that each street's physical characteristics are in harmony with its functional role and safety requirements. It creates streetscapes that intuitively guide traffic behavior, promoting safer and more appropriate travel experiences for all users.

### Selected Streetscape Designs

These treatments are designed to enhance safety, improve functionality, and preserve the aesthetic charm of Amherst Village. Each design approach reflects a thoughtful consideration of the street's network classification and intended use, ensuring that the improvements align seamlessly with the everyday experiences of those who navigate these streets. Drawings depicting these treatments will be provided below (not to scale).

Table 2. Selected streetscape designs by function

<p>For streets with more of a through-function, a need to separate pedestrians, etc.</p>	 <p>Local Flow Street with Separate Pedestrian Facility</p>	 <p>Local Flow Street with Separate Pedestrian Facility, constrained right-of-way</p>	 <p>Cross-section of a Regional Flow Street with Separate Pedestrian Facility, higher vehicle volumes</p>
<p>For streets with less of or no through-function, with no space for a separate pedestrian facility, or where the street already functions as a shared space</p>	 <p>Shared Space with Pedestrians, Pedestrian Priority</p>		

### Local Flow Street with Separate Pedestrian Facility

This design is tailored for streets that function as local connectors within the village, balancing the flow needs of higher vehicular traffic with pedestrian safety and comfort.

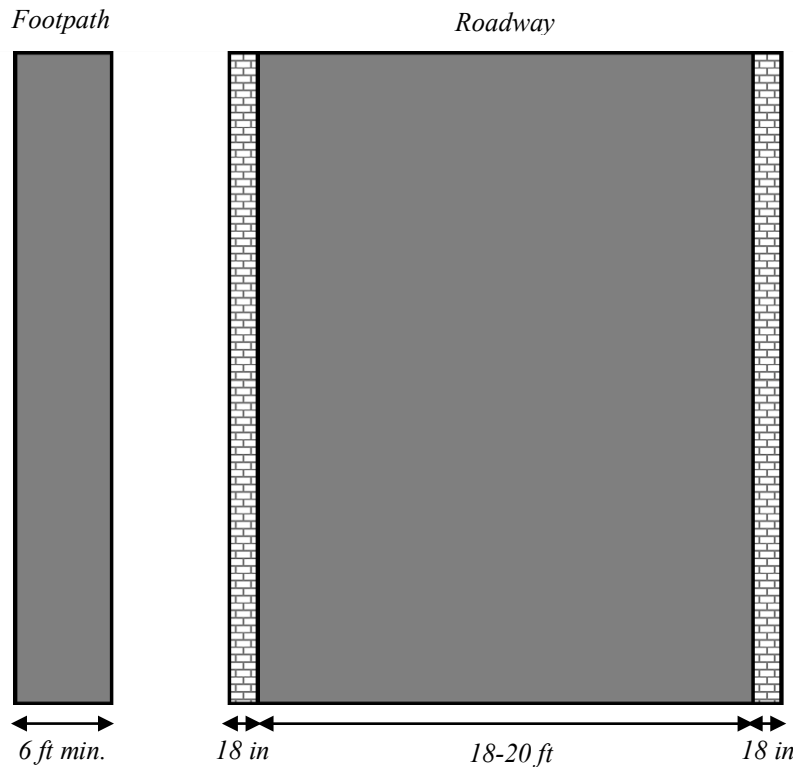


Figure 2. Cross-section of a Local Flow Street with Separate Pedestrian Facility

Key features of this design include:

- **Physically and Optically Narrowed Center Asphalt Area:** The central asphalt portion of the roadway is minimized to the narrowest width that can still accommodate two-way car traffic. This design naturally keeps vehicle speeds low, enhancing safety for all street users. The minimum width is set at 18 feet to ensure clear operation as two lanes, one for each direction, with no center line provided between to maintain a unified street appearance.
- **Alternate Surface Materials:** To accommodate wider vehicles like trucks or buses, alternate surface materials, selected from the approved palette, are used. These materials form a border of up to 18 inches, providing additional space alongside the asphalt.
- **Separate ADA-Compliant Sidewalk:** Pedestrian safety is prioritized with an Americans with Disabilities Act compliant sidewalk, ensuring accessibility for all. See additional details about ADA compliance in the appendix.

- **Historical Footpath Design:** Consistent with footpaths that existed in the village in the past, the sidewalk is level with the roadway and is separated from the roadway by a grass strip, creating a buffer zone that enhances pedestrian comfort and safety.

This design can also be adapted to localized contexts and needs:

- **Constrained Right-of-Way:** While not the preferred configuration, in cases where the right-of-way is limited, the sidewalk can be repositioned to be adjacent to the roadway, optimizing the available space while maintaining pedestrian accessibility.

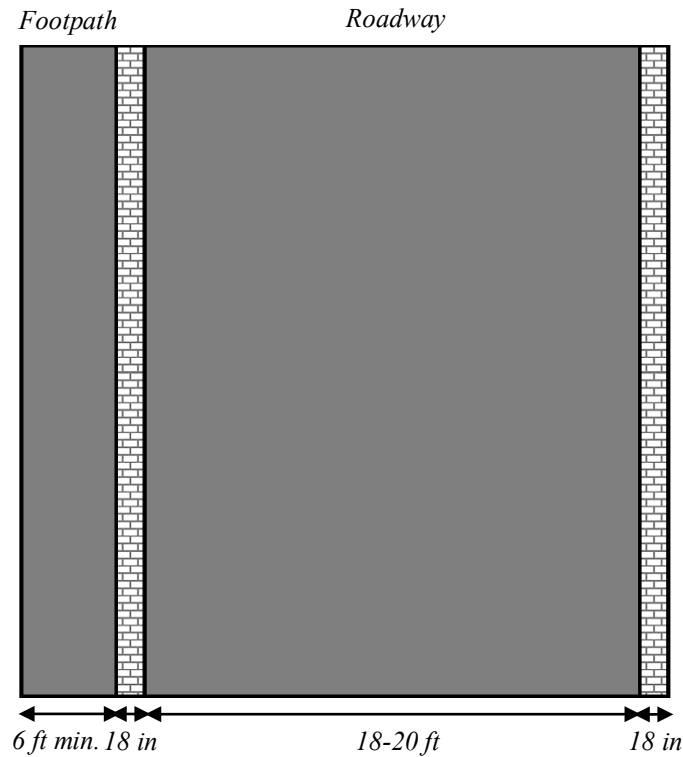


Figure 3. Cross-section of a Local Flow Street with Separate Pedestrian Facility, constrained right-of-way



- Higher vehicular volumes:** For streets classified as "Regional Flow Street - Lower Vehicle Speeds," especially those handling over 6,000 vehicles per day, the design may include a mountable center median. This median, constructed from alternate surface materials, provides a central delineation, aiding in traffic management and enhancing the street's visual appeal.

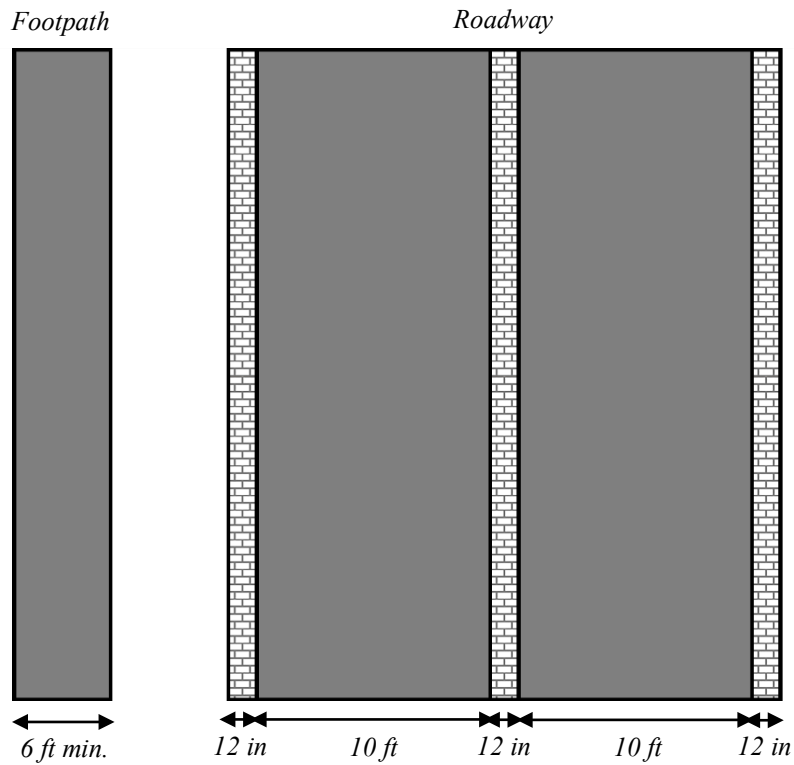


Figure 4. Cross-section of a Regional Flow Street with Separate Pedestrian Facility, higher vehicle volumes

### Shared Space with Pedestrians, Pedestrian Priority

This streetscape design reimagines the conventional division of roadway space by creating an integrated environment where pedestrians and vehicles coexist harmoniously.

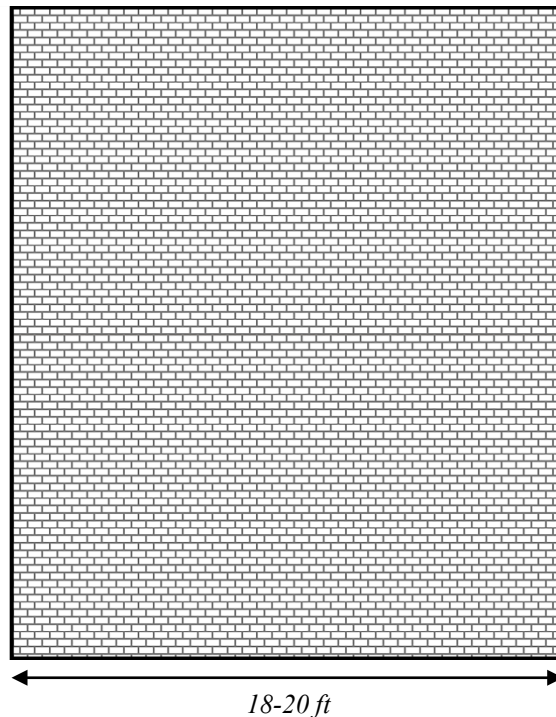


Figure 5. Cross-section of a Shared Space with Pedestrians, Pedestrian Priority

The design's key features include:

- **Alternate Surface Materials:** The entire road surface is paved with alternate surface materials selected from the approved palette. This choice of surface material not only enhances the aesthetic appeal of the neighborhood but also contributes to traffic calming by providing tactile and auditory feedback to drivers.
- **Consistent Design Application:** To ensure consistency and predictability for drivers, this paving design is primarily recommended for neighborhood access streets without separate pedestrian facilities. However, other street types can incorporate similar designs at intersections or pedestrian crossings to reinforce the pedestrian-priority concept.
- **Traffic Flow Considerations:** Neighborhood access streets designed with this approach should not serve as major through-routes for motor traffic, reinforcing their role as primarily pedestrian zones.
- **Self-Enforcing Speed Reduction:** The use of alternative surface materials inherently encourages lower vehicle speeds due to their tactile and auditory properties. This design philosophy ensures that drivers instinctively share the space with pedestrians at a safe, respectful speed, obviating the need for traditional pedestrian sidewalks.
- **Stormwater Management Benefits:** An added advantage of this design is its positive impact on stormwater management. The permeability of the pavers allows for natural

water dispersion, reducing the need for expensive underground stormwater systems and contributing to environmental sustainability.

This design concept redefines the relationship between pedestrians and vehicles, creating a shared space that prioritizes pedestrian safety and comfort, while also offering ecological benefits through sustainable stormwater management practice.

Palette of Surface Materials

The committee reviewed the materials currently present throughout the village area and used these as a basis for discussion about historically appropriate choices. Materials used in similar contexts in other nearby towns were also considered. The committee determined a palette of materials that it deemed were historically compatible with the village and met the practical needs of the village. Considerations discussed included plowability, ice removal, maintenance needs and costs, drainage, installation methodology and cost, and cost over the lifecycle of the materials. The committee appreciates that the plans being presented will require a systematic approach of implementation over many years as roadwork is initiated and funding becomes available.

Table 3. Approved palette of surface materials

	<b>Vehicular spaces</b>	<b>Shared spaces, shoulders</b>	<b>Parking areas, accents, etc.</b>
<b>Ideal</b>	Asphalt, chip seal, etc.	Granite paving blocks, setts, etc.	Granite paving blocks, setts, etc. (rougher texture).
<b>Basic</b>	Asphalt, chip seal, etc.	Pavers (e.g.: Unilock or similar company)	Pavers (e.g.: Unilock or similar company)
<b>Minimum</b>	Asphalt, chip seal, etc.	Asphalt, chip seal, etc. (temporary treatment to be replaced by superior option at next lifecycle)	Asphalt, chip seal, etc. (temporary treatment to be replaced by superior option at next lifecycle)

Note: setts are defined as small square stones that are used on driveways, garden patios, etc.

Key points:

- **Historical Compatibility and Practicality:** The committee carefully selected a palette of materials that are historically compatible with the village while meeting its practical needs. This involved reviewing existing materials in other communities.
- **Granite Paving Blocks - Ideal Option:**
  - Upfront Cost vs. Longevity: While granite paving blocks present a higher initial cost, they offer substantial long-term savings. This is due to their exceptional durability, often lasting for hundreds of years.
  - Reduced Stormwater Management Needs: The use of granite blocks can negate the need for elaborate stormwater management systems, thanks to their natural permeability.
  - Reasonable Lifetime Cost: Over their lifespan, granite blocks are cost-effective, minimizing the need for frequent replacements and maintenance.
- **Financial Feasibility and Implementation Strategies:**
  - Phased Implementation of Ideal Treatments: Where immediate implementation of ideal treatments is not financially viable, the town should consider a phased

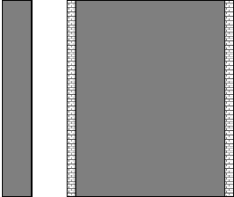
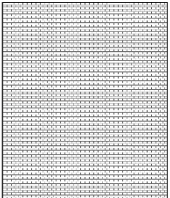
approach. This spreads the initial investment costs over time and allows for gradual enhancement.

- Preparatory Reworking of Existing Streetscapes: In cases where ideal treatments cannot be implemented immediately, existing streetscapes should be reworked to facilitate future installation of these treatments. This might include narrowing or repositioning roadways in preparation.
- Use of Less Expensive Materials as Interim Solutions: In the interim, more affordable materials can be used as placeholders, with the understanding that they will be replaced with optimal materials in the future.
- **Minimum (Asphalt, etc.) Option:** While these options start at a lower price point, they require more frequent replacement and, over multiple lifecycles, may prove more expensive than the ideal granite paving blocks. The minimum options does not enhance pedestrian safety in the village.

### Recommended application of selected streetscapes

The following table meticulously outlines the selected streetscape design for each street, providing a high-level guide to how these designs would be applied in practice. These recommendations are the culmination of rigorous analysis and careful consideration of each street's unique character and functional needs, aligning with the overall vision for enhancing the village's streetscapes.

Table 4. Overview of recommended streetscapes by street (Article 30 streets)

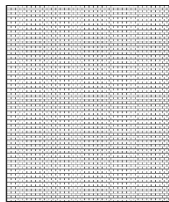
Streetscape	Street
 <p data-bbox="237 737 764 766">Local flow street with separate pedestrian facility</p>	<ul data-bbox="821 604 1373 699" style="list-style-type: none"> <li>• Jones Road</li> <li>• Main Street (between Amherst Street and Library driveway)</li> </ul>
 <p data-bbox="232 974 769 1003">Shared Space with Pedestrians, Pedestrian Priority</p>	<ul data-bbox="821 810 1378 968" style="list-style-type: none"> <li>• Carriage Road</li> <li>• Church Street</li> <li>• Davis Lane</li> <li>• Main Street (between Library driveway to 8 Main Street businesses)</li> </ul>

Article 30 streets will be explored first. For an overview of recommended streetscapes for all streets in the village, see Table 5. Overview of all recommended streetscapes by street on page 29 or Streetscape Recommendations Overview on page 51.

The following sections will delve into the specific application of the selected streetscape designs for each street as outlined in the study. These detailed discussions will encompass the implementation strategies tailored to the unique characteristics and requirements of each street. The focus will be on providing specific recommendations for regulatory and streetscape enhancements, based on the unique needs and limitations of each street. This comprehensive analysis ensures that the proposed changes align with the broader goals of the Village Streets Study, while respecting the distinct identity of each street within the village, and employing traffic calming techniques to foster a safer environment for all users by slowing vehicular traffic speeds, etc.

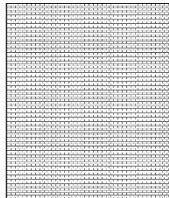
## Carriage Road

The following table presents a range of streetscape design options for Carriage Road, categorized into ideal, basic, and minimum treatments. These options have been developed considering the street's current characteristics as an active shared space today and utilizes traffic calming techniques to limit vehicular speeds to preserve its use as a shared space.

<b>Current characteristics</b>				
Network classification		Neighborhood access street		
Vehicular volume		No data		
Roadway width		18 ft		
<b>Recommendations</b>				
<i>Ideal</i>				
Regulatory considerations	Posted speed limit		25 mph	
	Through trucking		No	
Streetscape	Type	 Shared Space with Pedestrians, Pedestrian Priority		
	Modal separation		None (shared)	
	Total streetscape width		18 ft	
	Motor vehicle space	Dimensions	None	
		Surface material	None	
	Mountable shoulders/median	Dimensions	None	
		Surface material	None	
	Shared space	Dimensions	18 ft	
		Surface material	Granite paving blocks, setts, etc.	
	Nonvehicular space	Dimensions	None	
Surface material		None		
Painted markings		None		
Traffic calming		Area-wide alternate surface material, tactile and auditory feedback for drivers.		
<i>Basic</i>				
<i>All ideal attributes listed above except for:</i>				
Streetscape	Shared space	Dimensions	18 ft	
		Surface material	Pavers (e.g.: Unilock or similar company)	
<i>Minimum</i>				
<i>All ideal attributes listed above except for:</i>				
Streetscape	Shared space	Dimensions	18 ft	
		Surface material	Asphalt, chip seal, etc. (temporary treatment to be replaced by superior option at next lifecycle). Minimize road crown to be as flat as possible within Town standards.	

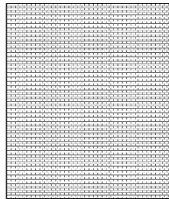
Church Street

The following table presents a range of streetscape design options for Church Street, categorized into ideal, basic, and minimum treatments. These options have been developed considering the street's current characteristics as an active shared space today, albeit with local flow characteristics. Recommendations utilize traffic calming techniques to limit vehicular speeds to preserve its use as a shared space.

Current characteristics			
Network classification		Local flow street	
Vehicular volume		No data	
Roadway width		23 ft	
Recommendations			
<i>Ideal</i>			
Regulatory considerations	Posted speed limit		25 mph
	Through trucking		No
Streetscape	Type		 Shared Space with Pedestrians, Pedestrian Priority
	Modal separation		None (shared)
	Total streetscape width		20 ft
	Motor vehicle space	Dimensions	None
		Surface material	None
	Mountable shoulders/median	Dimensions	None
		Surface material	None
	Shared space	Dimensions	20 ft
		Surface material	Granite paving blocks, setts, etc.
	Nonvehicular space	Dimensions	None
Surface material		None	
Painted markings		None	
Traffic calming		Physical narrowing of the roadway, area-wide alternate surface material, tactile and auditory feedback for drivers.	
<i>Basic</i>			
<i>All ideal attributes listed above except for:</i>			
Streetscape	Shared space	Dimensions	20 ft
		Surface material	Pavers (e.g.: Unilock or similar company)
<i>Minimum</i>			
<i>All ideal attributes listed above except for:</i>			
Streetscape	Shared space	Dimensions	20 ft
		Surface material	Asphalt, chip seal, etc. (temporary treatment to be replaced by superior option at next lifecycle). Minimize road crown to be as flat as possible within Town standards.

Davis Lane

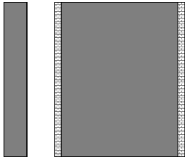
The following table presents a range of streetscape design options for Davis Lane, categorized into ideal, basic, and minimum treatments. These options have been developed considering the street's current characteristics as an active shared space today, albeit with local flow characteristics especially during school pickup and drop off times. Recommendations utilize traffic calming techniques to limit vehicular speeds to preserve its use as a shared space.

<b>Current characteristics</b>				
Network classification		Local flow street		
Vehicular volume		295 vehicles/day		
Roadway width		20 ft		
<b>Recommendations</b>				
<i>Ideal</i>				
Regulatory considerations	Posted speed limit		25 mph	
	Through trucking		No	
Streetscape	Type	 Shared Space with Pedestrians, Pedestrian Priority		
	Modal separation		None (shared)	
	Total streetscape width		20 ft	
	Motor vehicle space	Dimensions	None	
		Surface material	None	
	Mountable shoulders/median	Dimensions	None	
		Surface material	None	
	Shared space	Dimensions	20 ft	
		Surface material	Granite paving blocks, setts, etc.	
	Nonvehicular space	Dimensions	None	
Surface material		None		
Painted markings		None		
Traffic calming		Area-wide alternate surface material, tactile and auditory feedback for drivers.		
<i>Basic</i>				
<i>All ideal attributes listed above except for:</i>				
Streetscape	Shared space	Dimensions	20 ft	
		Surface material	Pavers (e.g.: Unilock or similar company)	
<i>Minimum</i>				
<i>All ideal attributes listed above except for:</i>				
Streetscape	Shared space	Dimensions	20 ft	
		Surface material	Asphalt, chip seal, etc. (temporary treatment to be replaced by superior option at next lifecycle). Minimize road crown to be as flat as possible within Town standards.	



## Jones Road

The table below details the streetscape design recommendations for Jones Road, a local flow street. It outlines three levels of treatment - ideal, basic, and minimum - each tailored to the street's unique requirements. These treatments encompass considerations for regulatory aspects, streetscape type, modal separation, and surface materials, reflecting a balance between historical compatibility, functionality, and financial feasibility. Community concerns about speeding and pedestrian safety and vehicle speeds on Jones Road have been a focal point, especially considering its role as a key component of a popular walking loop in the village. Jones Road is also a key street for pedestrian traffic whose destination is the Wilkins School.

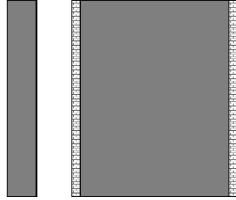
Current characteristics			
Network classification		Local flow street	
Vehicular volume		1,008 AADT	
Roadway width		25 ft	
Recommendations			
Ideal			
Regulatory considerations	Posted speed limit		25 mph
	Through trucking		No
Streetscape	Type		 <p>Local flow street with separate pedestrian facility</p>
	Modal separation		Separate
	Total streetscape width		21 ft + grass separation + 6 ft sidewalk
	Motor vehicle space	Dimensions	18 ft
		Surface material	Asphalt, chip seal, etc.
	Mountable shoulders/median	Dimensions	18 in shoulders (2), one on either side of motor vehicle space
		Surface material	Granite paving blocks, setts, etc.
	Shared space	Dimensions	None
		Surface material	None
	Nonvehicular space	Dimensions	6 ft minimum, separated, ADA-compliant sidewalk, south side of roadway
Surface material		Asphalt	
Painted markings		None	
Traffic calming		Physical narrowing of the roadway, optical narrowing of mountable shoulders.	
Basic			
<i>All ideal attributes listed above except for:</i>			
Streetscape	Mountable shoulders/median	Dimensions	18 in shoulders (2), one on either side of motor vehicle space
		Surface material	Pavers (e.g.: Unilock or similar company)
Minimum			
<i>All ideal attributes listed above except for:</i>			
Streetscape	Mountable shoulders/median	Dimensions	None
		Surface material	None
	Nonvehicular space	Dimensions	None
		Surface material	None (reposition roadway to accommodate future installation of footpath asphalt, etc.)

Main Street (from Amherst Street to Library driveway)

The character of Main Street changes significantly as it runs through the Village. As a result, the committee determined that it would be prudent to divide Main Street recommendations into three distinct sections, each of which is designed to reflect the uses and desired environments for each section.

This section of Main Street is more linear in its use, whether by motor vehicles or pedestrians. As a result, the committee determined to use a streetscape that communicates this through-function. In addition to the standard *Local flow street with separate pedestrian facility* streetscape, the addition of intermittent parallel parking on the north side of the street alternating with trees/vertical elements is encouraged both to address parking needs in the village as well as providing “edge friction” traffic calming to slow vehicular speeds.

The existing sidewalk is recommended to remain on the south side of the street, but to widen it to a 6 ft minimum and to ensure that there is a minimum 2 ft horizontal clearance from adjacent vertical surfaces such as fencing, etc. This would address safety concerns and improve pedestrian network connectivity. Furthermore, reducing the crown and embankment upon which the street is situated would make the area more level and welcoming.

Current characteristics			
Network classification		Local flow street	
Vehicular volume		1,347 AADT	
Roadway width		25 ft	
Recommendations			
Ideal			
Regulatory considerations	Posted speed limit	25 mph	
	Through trucking	No	
Streetscape	Type	 Local flow street with separate pedestrian facility	
	Modal separation		Separate
	Total streetscape width		21 ft + grass separation + 6 ft sidewalk
	Motor vehicle space	Dimensions	18 ft
		Surface material	Asphalt, chip seal, etc.
	Mountable shoulders/median	Dimensions	18 in shoulders (2), one on either side of motor vehicle space
		Surface material	Granite paving blocks, setts, etc.
	Shared space	Dimensions	None
		Surface material	None
	Nonvehicular space	Dimensions	6 ft minimum, separated, ADA-compliant sidewalk, south side of roadway
Surface material		Asphalt	
Painted markings		None	
Traffic calming		Physical narrowing of the roadway, optical narrowing of mountable shoulders. Parking defined with 2-3 parking spaces alternating with trees/vertical elements.	

<b>Basic</b>			
<i>All ideal attributes listed above except for:</i>			
Streetscape	Mountable shoulders/median	Dimensions	18 in shoulders (2), one on either side of motor vehicle space
		Surface material	Pavers (e.g.: Unilock or similar company)
<b>Minimum</b>			
<i>All ideal attributes listed above except for:</i>			
Streetscape	Mountable shoulders/median	Dimensions	None
		Surface material	None
	Nonvehicular space	Dimensions	None
		Surface material	None (reposition roadway to accommodate future installation of footpath asphalt, etc.)

### Main Street (from Library driveway to 8 Main Street)

The character of Main Street changes significantly as it runs through the Village. As a result, the committee determined that it would be prudent to divide Main Street recommendations into three distinct sections, each of which is designed to reflect the uses and desired environments for each section.

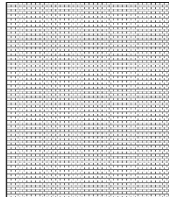
This section of Main Street is more spatial in its use, whether by motor vehicles or pedestrians. In many ways, this area is the cultural center of Amherst, and the streetscape should reflect this reality. Formal, linear, and “urban style” pedestrian treatments that delineate separate spaces for pedestrians are less meaningful in this area as it is the entire area that has multiple uses.

As a result, the committee determined to use a streetscape that communicates this spatial function by using the *Shared Space with Pedestrians, Pedestrian Priority* streetscape for this area. The use of these materials in this area was broadly seen as the highest priority area for such materials. Furthermore, the extent of these materials should span east to west from the Library Driveway to 8 Main Street and north to south from Mike’s Auto to the end of the Moulton’s parking area.

Use of a natural, locally sourced, native material like granite to designate the entire area as a pedestrian priority space is recommended as the ideal choice. This material will help calm traffic which addresses speeding and safety concerns. Parking areas should also be the same or a rougher similar material. Parking along the green space can be formalized with consideration given to a grass paver option.

It is recommended to ensure that the existing sidewalk which connects Carriage Road to Main Street in the area of the Library’s entrance also be updated with the same streetscape material as this area (and Carriage Road).

More information about this area is available in the *Carriage Road-Boston Post Road-Main Street-School Street Intersection* section on page 38.

Current characteristics			
Network classification		Local flow street	
Vehicular volume		1,157 vehicles/day	
Roadway width		25-27 ft	
Recommendations			
<i>Ideal</i>			
Regulatory considerations	Posted speed limit	25 mph	
	Through trucking	No	
Streetscape	Type	 Shared Space with Pedestrians, Pedestrian Priority	
	Modal separation		None (shared)
	Total streetscape width		20 ft
	Motor vehicle space	Dimensions	None
		Surface material	None
	Mountable shoulders/median	Dimensions	None
		Surface material	None
	Shared space	Dimensions	20 ft
		Surface material	Granite paving blocks, setts, etc.
	Nonvehicular space	Dimensions	None
		Surface material	None
Painted markings		None	
Traffic calming		Physical narrowing of the roadway, area-wide alternate surface material, tactile and auditory feedback for drivers.	
<i>Basic</i>			
<i>Not recommended due to this area being a top priority for streetscape improvement</i>			
<i>Minimum</i>			
<i>Not recommended due to this area being a top priority for streetscape improvement</i>			

Main Street (from 8 Main Street to Manchester Road)

The character of Main Street changes significantly as it runs through the Village. As a result, the committee determined that it would be prudent to divide Main Street recommendations into three distinct sections, each of which is designed to reflect the uses and desired environments for each section.

While this segment of Main Street plays a major role in the Village’s culture, a simple narrowing of the roadway was determined to be the most appropriate solution at this time. By narrowing the roadway from 27 ft to 20 ft and removing center lines, it will have a traffic calming effect on use, as well as reduce pavement costs. It was determined that the southern extent of the roadway should remain where it is while the narrowing should result in a reduction in asphalt from the northern side of the roadway, following existing natural curves and restoring the reclaimed 7 feet to the green space of the Common. Grass pavers may be considered for parking areas.

In the future, this area should be upgraded to granite when future funding becomes available.

<b>Current characteristics</b>			
Network classification		Local flow street	
Vehicular volume		No data (1,157 vehicles/day at adjacent segment, likely a reasonable approximation)	
Roadway width		27 ft	
<b>Recommendations</b>			
<i>Ideal</i>			
Regulatory considerations	Posted speed limit		25 mph
	Through trucking		No
Streetscape	Type		No modified streetscape recommended
	Modal separation		Undefined
	Total streetscape width		20 ft
	Motor vehicle space	Dimensions	20 ft
		Surface material	Asphalt, chip seal, etc.
	Mountable shoulders/median	Dimensions	None
		Surface material	None
	Shared space	Dimensions	None
		Surface material	None
	Nonvehicular space	Dimensions	None
Surface material		None	
Painted markings		None	
Traffic calming		Physical narrowing of the roadway	
<i>Basic</i>			
N/A			
<i>Minimum</i>			
N/A			

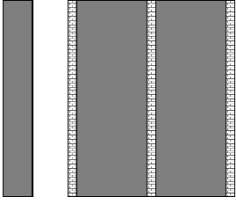
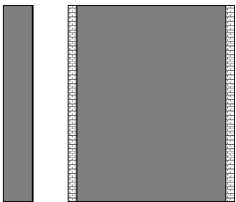
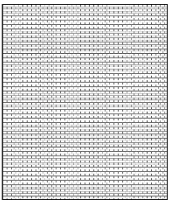
## **Other Village Streets**

Throughout this report, intentional effort was concentrated on the five streets that were scheduled for road work coinciding with the drafting of Article 30. This offered distinct benefits for narrowing our focus to develop an understanding of how to accomplish the large volume of work in our charter. With this in mind, it's important to note that the Village Streets Study Committee (VSSC) was chartered with a broader scope, to "evaluate suggested streetscape improvements for the village area of the Town of Amherst." Worth noting is the fact that the Amherst Public Works Department has identified several additional streets scheduled for upcoming road work.

This section will detail recommendations for the remaining streets within the Village Streets Study scope. Consistent with our other recommendations, these are not intended for immediate, simultaneous implementation but are envisioned to be phased in over time. This approach allows for improvements to be rolled out over time, generally coinciding with scheduled road work, external funding opportunities, or a combination of them both.

Our extensive work on the initial five streets has informed our understanding of how different network classifications influence the need for specific streetscape designs. Applying this insight, we extend similar streetscape recommendations to the other streets in the village, ensuring a cohesive and holistic improvement across the entire area. This section details additional recommendations for two streets - Boston Post Road and Mack Hill Road (from Manchester Road to Jones Road) - and provides a categorization of recommended streetscapes for the rest, with the aim of achieving a unified and improved village environment over time.

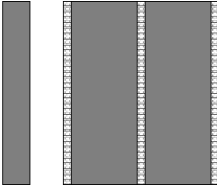
Table 5. Overview of all recommended streetscapes by street

Recommended Streetscape	Street	Network Classification
 <p data-bbox="215 464 581 548">Regional flow street with separate pedestrian facility, higher vehicle volumes</p>	<p data-bbox="613 394 808 422">Boston Post Road</p>	<p data-bbox="1027 380 1409 443">Regional Flow Street-lower vehicle speeds</p>
 <p data-bbox="232 800 565 863">Local flow street with separate pedestrian facility</p>	<p data-bbox="613 562 781 590">Foundry Street</p>	<p data-bbox="1027 562 1149 590">Local Flow</p>
	<p data-bbox="613 594 743 621">Jones Road</p>	<p data-bbox="1027 594 1149 621">Local Flow</p>
	<p data-bbox="613 625 992 688">Mack Hill Road (between Manchester Road and Jones Road)</p>	<p data-bbox="1027 646 1149 674">Local Flow</p>
	<p data-bbox="613 688 992 751">Main Street (between Amherst Street and Library driveway)</p>	<p data-bbox="1027 709 1149 737">Local Flow</p>
	<p data-bbox="613 751 992 814">Manchester Road (from Mack Hill Road to Narragansett Road)</p>	<p data-bbox="1027 772 1149 800">Local Flow</p>
	<p data-bbox="613 814 813 842">Narragansett Road</p>	<p data-bbox="1027 814 1149 842">Local Flow</p>
	<p data-bbox="613 846 992 909">New Boston Road (between Boston Post Road and Jones Road)</p>	<p data-bbox="1027 867 1149 894">Local Flow</p>
 <p data-bbox="232 1209 565 1272">Shared Space with Pedestrians, Pedestrian Priority</p>	<p data-bbox="613 909 776 936">Carriage Road</p>	<p data-bbox="1027 909 1263 936">Neighborhood Access</p>
	<p data-bbox="613 940 764 968">Church Street</p>	<p data-bbox="1027 940 1149 968">Local Flow</p>
	<p data-bbox="613 972 971 1035">Courthouse Road (from Amherst Street to Main Street)</p>	<p data-bbox="1027 993 1149 1020">Local Flow</p>
	<p data-bbox="613 1035 748 1062">Cross Street</p>	<p data-bbox="1027 1035 1263 1062">Neighborhood Access</p>
	<p data-bbox="613 1066 743 1094">Davis Lane</p>	<p data-bbox="1027 1066 1149 1094">Local Flow</p>
	<p data-bbox="613 1098 764 1125">Knight Street</p>	<p data-bbox="1027 1098 1263 1125">Neighborhood Access</p>
	<p data-bbox="613 1129 938 1213">Main Street (between Library driveway to 8 Main Street businesses)</p>	<p data-bbox="1027 1161 1149 1188">Local Flow</p>
	<p data-bbox="613 1213 992 1276">Manchester Road (from Main Street to Mack Hill Road)</p>	<p data-bbox="1027 1234 1149 1262">Local Flow</p>
	<p data-bbox="613 1276 764 1304">Middle Street</p>	<p data-bbox="1027 1276 1149 1304">Local Flow</p>
	<p data-bbox="613 1308 743 1335">Pierce Lane</p>	<p data-bbox="1027 1308 1263 1335">Neighborhood Access</p>
	<p data-bbox="613 1339 764 1367">School Street</p>	<p data-bbox="1027 1339 1149 1367">Local Flow</p>



## Boston Post Road

The table below details the streetscape design recommendations for Boston Post Road, a regional flow street. It outlines three levels of treatment - ideal, basic, and minimum. Community concerns about pedestrian safety, vehicle speeds, and trucking-related noise on Boston Post Road have been a focal point, especially considering its role as a key component of a popular walking loop in the village. As Boston Post Road is on the cusp of 6,000 vehicles per day, a granite mountable median is recommended to function as center delineation.

Current characteristics				
Network classification		Regional Flow Street - Lower Vehicle Speeds		
Vehicular volume		5,878 AADT		
Roadway width		24, 27, and 28 ft (variable widths)		
Recommendations				
<i>Ideal</i>				
Regulatory considerations	Posted speed limit		25 mph	
	Through trucking		No	
Streetscape	Type	 <p>Regional flow street with separate pedestrian facility, higher vehicle volumes</p>		
	Modal separation		Separate	
	Total streetscape width		23 ft + grass separation + 6 ft min footpath	
	Motor vehicle space	Dimensions	20 ft	
		Surface material	Asphalt, chip seal, etc.	
	Mountable shoulders/median	Dimensions	12 in shoulders (3), one on either side of motor vehicle space and one in center	
		Surface material	Granite paving blocks, setts, etc.	
	Shared space	Dimensions	None	
		Surface material	None	
	Nonvehicular space	Dimensions	6 ft minimum, separated, ADA-compliant sidewalk, west side of roadway (two sidewalks, on both east and west sides of roadway, from Amherst St to Main St)	
Surface material		Asphalt		
Painted markings		None		
Traffic calming		Physical narrowing of the roadway, optical narrowing of mountable shoulders.		
<i>Basic</i>				
<i>All ideal attributes listed above except for:</i>				
Streetscape	Mountable shoulders/median	Dimensions	12 in shoulders (3), one on either side of motor vehicle space and one in center	
		Surface material	Pavers (e.g.: Unilock or similar company)	
<i>Minimum</i>				
<i>All ideal attributes listed above except for:</i>				
Streetscape	Mountable shoulders/median	Dimensions	None	
		Surface material	None	
	Nonvehicular space	Dimensions	None	
		Surface material	None (reposition roadway to accommodate future installation of footpath asphalt, etc.)	

Improvements along Boston Post Road have been frequently requested throughout the public input process as its role in the village, as well as higher vehicular volumes, have resulted in a higher concentration of the same problems experienced throughout the village (e.g.: speeding, trucking-related concerns, noise, pedestrian safety, etc.). Understanding that Boston Post Road may not be scheduled for road work as soon as other streets in the village, interim recommendations are offered for improvements that can be made prior to comprehensive road work.

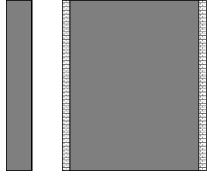
#### Interim Recommendations:

- Consider restriping to eliminate centerline markings and installing edge lanes along the shoulders in a manner that would simulate the preferred streetscape for Boston Post Road. Specifically, paint edge lines that would create two 10 ft lanes.
- Consider implementing a no through trucking policy
- Consider speed limit signage between Main Street and Sunset Avenue to reiterate 25 mph speed limit
- Consider a trial of traffic calming furniture along the roadway to simulate narrowing of the roadway, including crashworthy planters during non-snow removal months, as a proof-of-concept
- Consider exploring alternate routes for vehicles traveling from points north of the village to avoid going through the village. Further study of feasibility would be needed. Austin Road was mentioned as a possible road to explore.

To analyze the improvements of these interim recommendations, it is suggested that the Town enlist the assistance of the Nashua Regional Planning Commission to do before-and-after analyses of vehicular speeds and volume.

Mack Hill Road (from Jones Road to Manchester Road)

The table below details the streetscape design recommendations for lower Mack Hill Road, a local flow street. It outlines three levels of treatment - ideal, basic, and minimum - each tailored to the street's unique requirements. These treatments encompass considerations for regulatory aspects, streetscape type, modal separation, and surface materials, reflecting a balance between historical compatibility, functionality, and financial feasibility. Community concerns about pedestrian safety and vehicle speeds on Mack Hill Road have been a focal point, especially considering its role as a key component of a popular walking loop in the village.

Current characteristics			
Network classification		Local flow street	
Vehicular volume		1,880 AADT	
Roadway width		25 ft	
Recommendations			
<i>Ideal</i>			
Regulatory considerations	Posted speed limit		25 mph
	Through trucking		No
Streetscape	Type		 <p>Local flow street with separate pedestrian facility</p>
	Modal separation		Separate
	Total streetscape width		21 ft + grass separation + 6 ft min footpath; 27 ft if constrained space variant is required
	Motor vehicle space	Dimensions	18 ft
		Surface material	Asphalt, chip seal, etc.
	Mountable shoulders/median	Dimensions	18 in shoulders (2), one on either side of motor vehicle space
		Surface material	Granite paving blocks, setts, etc.
	Shared space	Dimensions	None
		Surface material	None
	Nonvehicular space	Dimensions	6 ft minimum, separated, ADA-compliant sidewalk, west side of roadway
Surface material		Asphalt	
Painted markings		None	
Traffic calming		Physical narrowing of the roadway, optical narrowing of mountable shoulders.	
<i>Basic</i>			
<i>All ideal attributes listed above except for:</i>			
Streetscape	Mountable shoulders/median	Dimensions	18 in shoulders (2), one on either side of motor vehicle space
		Surface material	Pavers (e.g.: Unilock or similar company)
<i>Minimum</i>			
<i>All ideal attributes listed above except for:</i>			
Streetscape	Mountable shoulders/median	Dimensions	None
		Surface material	None
	Nonvehicular space	Dimensions	None
		Surface material	None (reposition roadway to accommodate future installation of footpath asphalt, etc.)

Interim Recommendation:

- Consider eliminating center lines and narrowing vehicular lanes with edge line markings to delineate pedestrian space on west side of Mack Hill Road

### **Step 3: Intersection Design**

During public input opportunities, citizens commented that intersections in the village present safety concerns due to their design. Some intersections were described as confusing. The committee reviewed intersections related to the five Article 30 streets and offered suggestions to improve safety and geometry, decrease confusion, and reduce asphalt.

Intersection design concepts presented by CMA Engineers consultant Samuel Fortier introduced the following considerations:

- Narrowing the roadway
- Narrowing the intersection
- Reducing turning radii (reducing radii and providing truck apron for larger vehicles)
- Realigning intersections (e.g.: change geometry from a “skewed T” to standard “T intersection”)
- Using alternate surface material to designate shared space at intersections/crosswalk
- Horizontal deflections (e.g.: chicanes, splitter islands, etc.)
- Vertical deflections (e.g.: raised intersections)
- Adjusting flow (e.g. “push pin” or roundabout style intersections)

In general, the committee voiced support for most of the presented intersection design concepts, preferring simpler options wherever possible. The committee preferred to avoid vertical deflections or the use of “push pin” or roundabout-style intersections, showing a preference for simple T-style intersections that utilize the other intersection design concepts presented.

The committee’s preference for how to apply these intersection design concepts will be detailed below by intersection.

#### **Amherst Street-Davis Lane-Carriage Road-Main Street Intersection**

This redesign aims to normalize the geometry of the existing intersection while also enhancing pedestrian safety and reducing speeds of vehicles approaching Main Street. Below the image depicting proposed changes, find a detailed list of the specific alterations planned for this intersection.

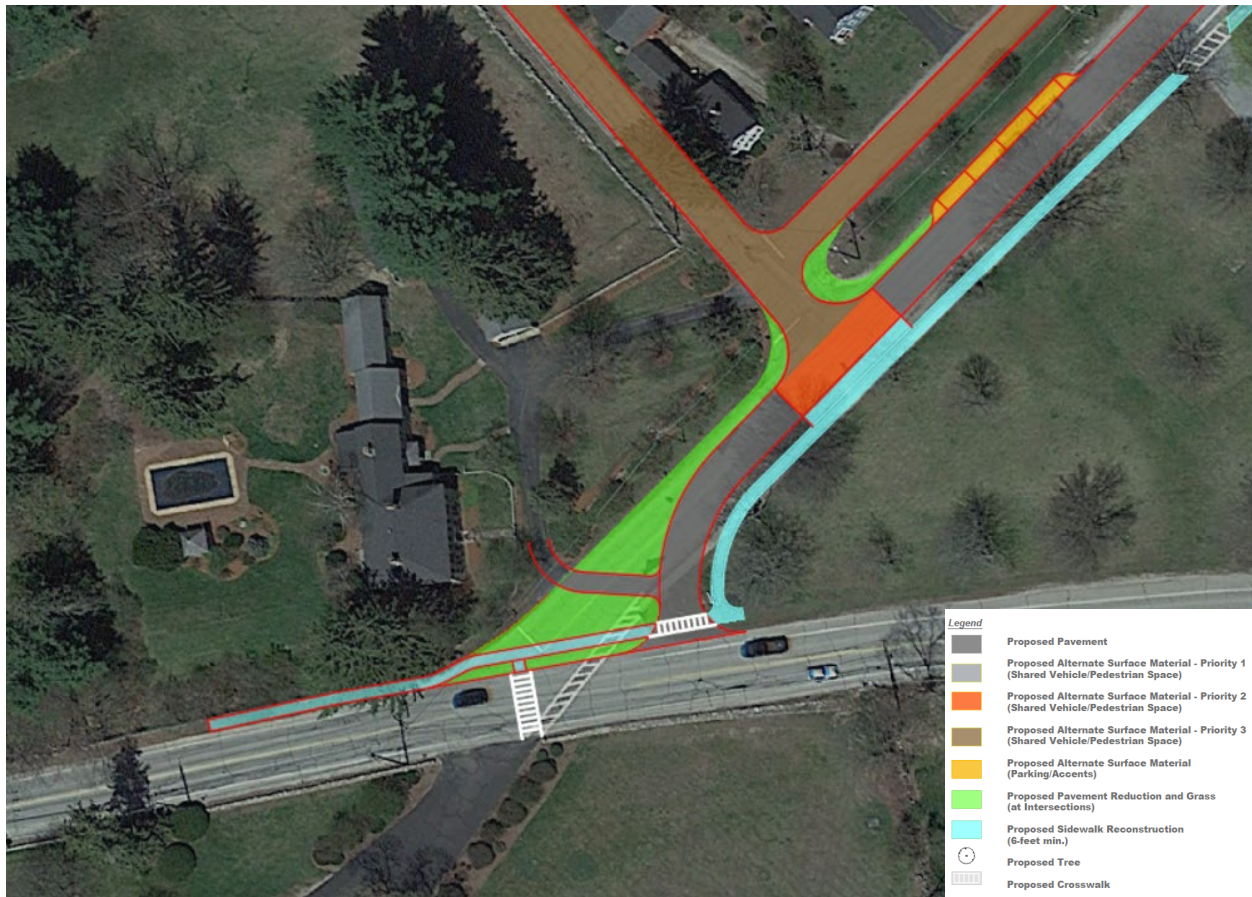


Figure 6. A depiction of recommended improvements for the Amherst Street-Davis Lane-Carriage Road-Main Street intersection

Recommended changes:

- Normalize intersection geometry by creating a T-intersection at Main Street and Amherst Street with the option to allow left-turn from Main Street onto Amherst Street.
- Reduce corner radii of both Davis Lane (on both sides of the street) and Carriage Road (south side)
- Reduce and remove asphalt no longer needed
- Extend alternate surface material from Davis Lane across Main Street so that the entire intersection becomes a pedestrian crossing and serves as a gateway treatment to alert drivers that they have entered a pedestrian priority space and need to slow speeds. This would allow pedestrians to walk from Davis Lane and Carriage Road across Main Street to the existing footpath
- Realign the current diagonal crosswalk from Country Mansion (135 Amherst Street) across Amherst Street to Main Street. Shortening sidepath crosswalk directly across Main Street to increase safety and decrease time in crosswalk. The current diagonal crosswalk design reduces sight lines to see traffic due to the angle

Note that the corner radii reductions can be accomplished with little to no additional costs incurred. Improving the intersection geometry to a T-intersection can be accomplished with minor additional costs.

### **Boston Post Road-New Boston Road-Wilkins School**

The proposed redesign of this intersection seeks to address several identified concerns in this area, including: a skewed approach of New Boston Road, a high degree of linearity along Boston Post Road allowing for drivers to achieve high speeds when approaching the village from the north, an unnatural crossing for pedestrians from the existing footpath as they walk to Wilkins School (and beyond), high speeds in the area of Wilkins School, and where to place the pickup queue for Wilkins School parents.

The committee considered two different possible reconfigurations for this intersection and did not endorse one over the other, voicing general support for the principles found within either design. Both configurations will be included for reference and the selection of either intersection, or a combination of the attributes found within them both, would be acceptable.

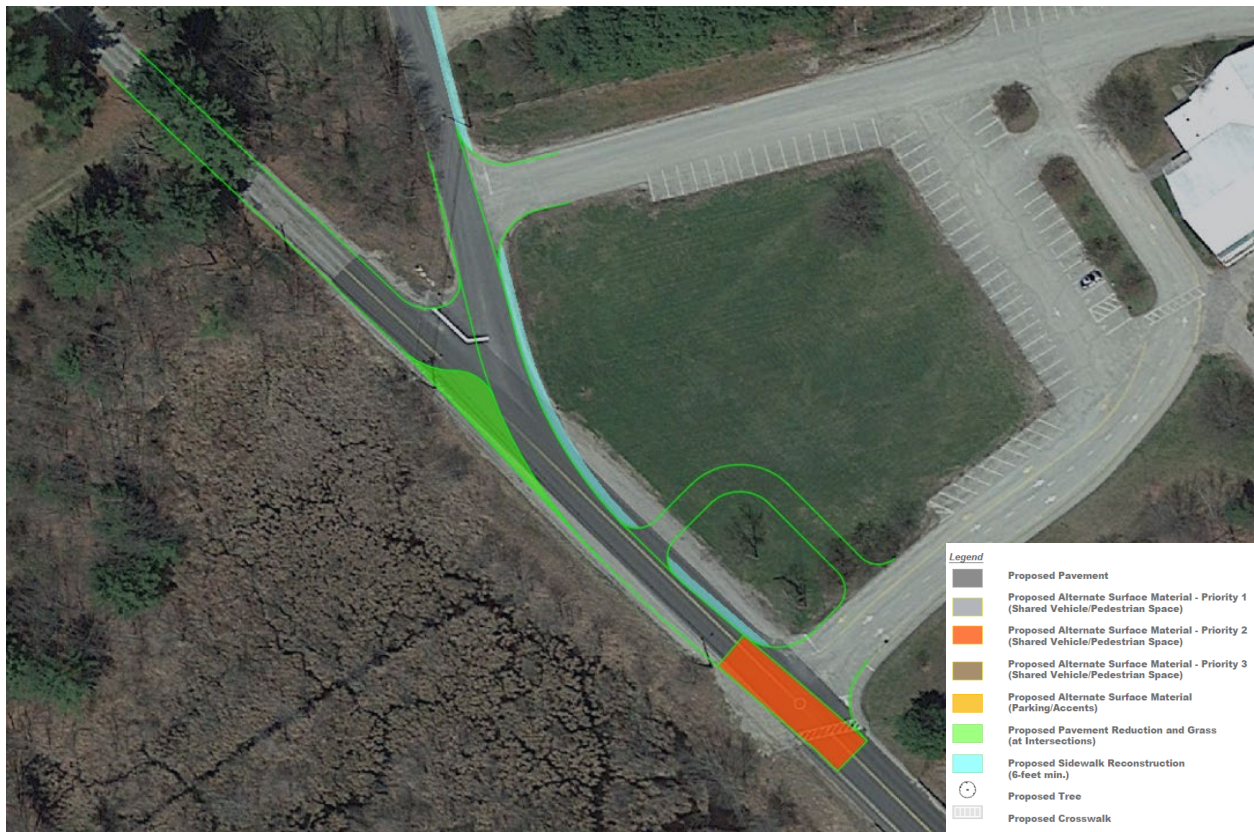


Figure 7. A depiction of an option for recommended improvements for the Boston Post Road-New Boston Road-Wilkins School intersection



Figure 8. A depiction of an option for recommended improvements for the Boston Post Road-New Boston Road-Wilkins School intersection

**Recommendations:**

- Normalize intersection geometry by creating a T-intersection at Boston Post Road and New Boston Road
- Add horizontal deflection to Boston Post Road
- Place alternate surface material in the intersection of Boston Post Road-New Boston Road as a visual and tactile area to alert drivers to slow down, and break up the linearity of Boston Post Road, serve as a gateway treatment to the Village
- Place alternate surface material in the intersection of Boston Post Road-Wilkins entrance driveway to serve both as traffic calming but also to replace the existing crosswalk, allowing the entire intersection to become the crosswalk, allowing pedestrians from the existing Boston Post Road sidewalk to access both Wilkins School and continue north to New Boston Road

**Boston Post Road-Church Street-Foundry Street**

The proposed redesign of this intersection seeks to establish a pedestrian-priority area for crossing the higher volume Boston Post Road from the Clark School area to the rest of the village. This would serve as a traffic calming effect for drivers on Boston Post Road with a visual and tactile area to alert drivers to slow down and break up the linearity of Boston Post Road.





Figure 9. A depiction of recommended improvements for the Boston Post Road-Church Street-Foundry Street intersection

Recommendations:

- Extend alternate surface material from Church Street into the intersection.

**Carriage Road-Boston Post Road-Main Street-School Street Intersection**

The proposed redesign of the Carriage Road-Boston Post Road-Main Street-School Street intersection prioritizes pedestrian safety and traffic efficiency. The changes are geared towards creating a more cohesive and functional space, with an emphasis on pedestrian priority, improved parking solutions, and a nod to this intersection being the cultural center of the Village today. Recommendations for this intersection are the highest priority recommendation for improvements by the committee.



Figure 10. A depiction of recommended improvements for the Carriage Road-Boston Post Road-Main Street-School Street intersection

Recommendations:

- Extend alternate surface material from the Main Street library driveway to 8 Main Street, and along Boston Post Road from the southern edge of the Moulton’s Market parking on Boston Post Road to Mike’s Auto. This will establish a pedestrian-priority area and serve as a visual and tactile gateway to alert drivers to slow down.
- Narrow School Street to facilitate a T-intersection with Boston Post Road, creating an opportunity to formalize additional parking spaces along the southern side of School Street.
- Consider reconfiguring parking spaces on Main Street to provide appropriate minimum distances between parking and crosswalks. This would improve safety by eliminating cars backing into the crosswalks.

- Consider providing an underground heated snow melting system for the parking area in the middle of this intersection due to the physical challenges of plowing it. Similar solutions were implemented in Concord, NH with a federal TIGER grant in 2012, to ease snow removal.

### Davis Lane-Foundry Street Intersection

The upcoming overview of the Davis Lane-Foundry Street Intersection focuses on key modifications aimed at enhancing pedestrian priority and safety. The proposed redesign is intended to alert drivers to the presence of pedestrians and encourage slower vehicle speeds through the intersection.



Figure 11. A depiction of recommended improvements for the Davis Lane-Foundry Street intersection

#### Recommendations:

- Extend alternate paving material from Davis Lane across intersection with Foundry Street. This serves as pedestrian crossing and serves as a gateway treatment to alert drivers that they have entered a pedestrian priority space and need to slow speeds.
- Reduce corner radii to extent practical

Note that corner radii reductions can be accomplished with little to no additional costs incurred.

## Dodge Road-Jones Road-Mack Hill Road Intersection

The proposed redesign of the Dodge Road-Jones Road-Mack Hill Road Intersection is geared towards improving traffic flow and enhancing pedestrian safety. The focus is on implementing initial changes that can be built upon progressively, based on effectiveness and necessity.

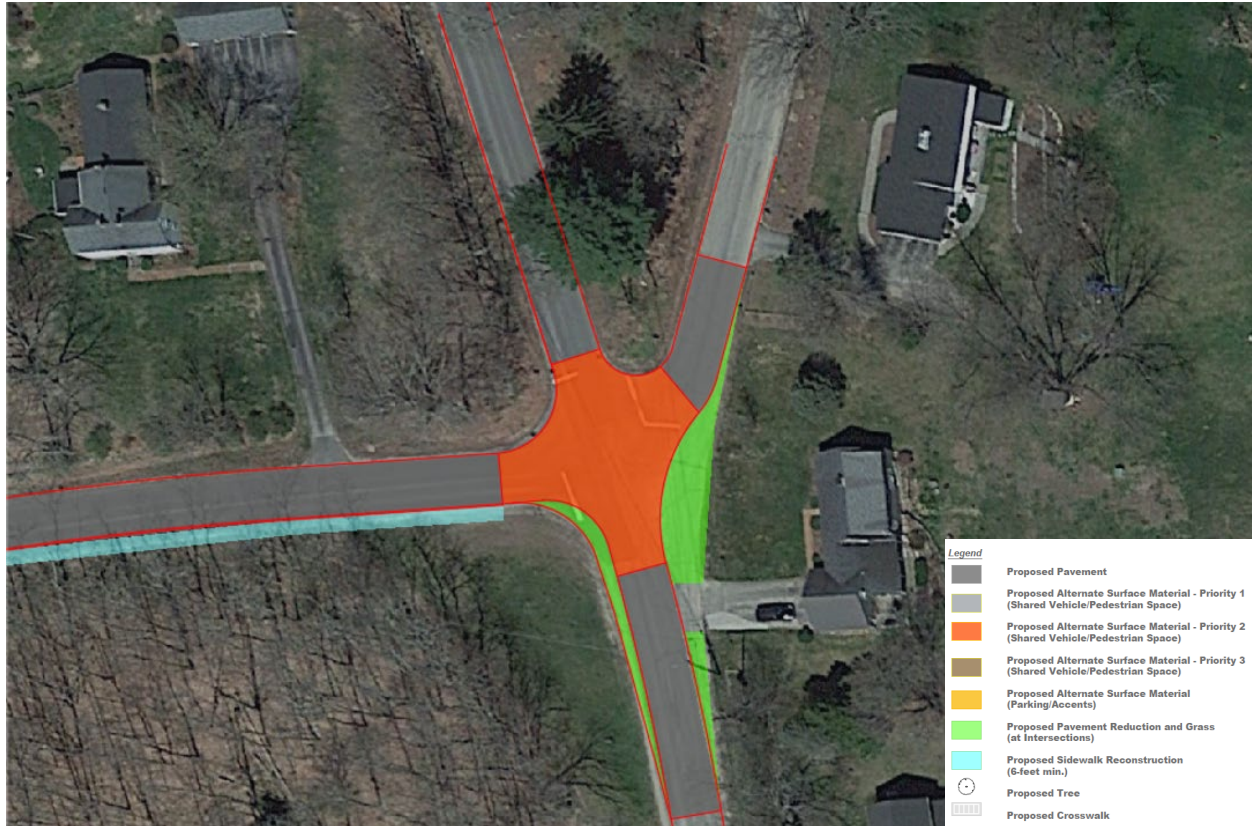


Figure 12. A depiction of recommended improvements for the Dodge Road-Jones Road-Mack Hill Road intersection

### Recommendations:

- Narrow the intersection, remove excess asphalt, and replace with grass.
- Improve the geometry of the Dodge Road approach to make for less of a skewed angle
- Reduce corner radii to the maximum extent practical, including a significant reduction in corner radius on the Dodge Road side of Mack Hill Road to slow traffic speeds

Recommendations for this intersection included a progression of additional options should further improvements be required:

- Alternate paving material in the entire intersection. This would give a nod to the original center of town and serve as a gateway treatment to indicate to drivers that they have entered pedestrian priority space and need to slow speeds.
- Mountable alternate surface materials at each approach for several feet as approach intersection, indicating a change of space
- A truck apron was discussed as an option for the eastern side of the intersection, but if deemed insufficient, look at the option for raised curb to address cars driving through

grass where the significant pavement area was reduced. Driving onto the grassy area would create ruts and can damage the asphalt.

### Mack Hill Road-Manchester Road

The proposed redesign of this intersection seeks to address several identified concerns at this intersection, including inadequate pedestrian facilities for the popular Jones Road-Mack Hill Road walking loop and ambiguous traffic controls.

Recommendations:

- Curve Manchester Road along the southern geometry of the existing intersection without interruption
- Normalize intersection geometry by creating a T-intersection at Mack Hill Road and Manchester Road with Manchester Road being the primary street and Mack Hill Road being the secondary street
- Connect proposed Mack Hill Road footpath to shared space treatment Manchester Road (between Main Street and Mack Hill Road)

### Main Street-Pierce Lane Intersection

The proposed redesign of the Main Street-Pierce Lane Intersection focuses on increasing safety and efficiency. The changes aim to streamline the intersection layout while adhering to town standards and minimizing additional costs.

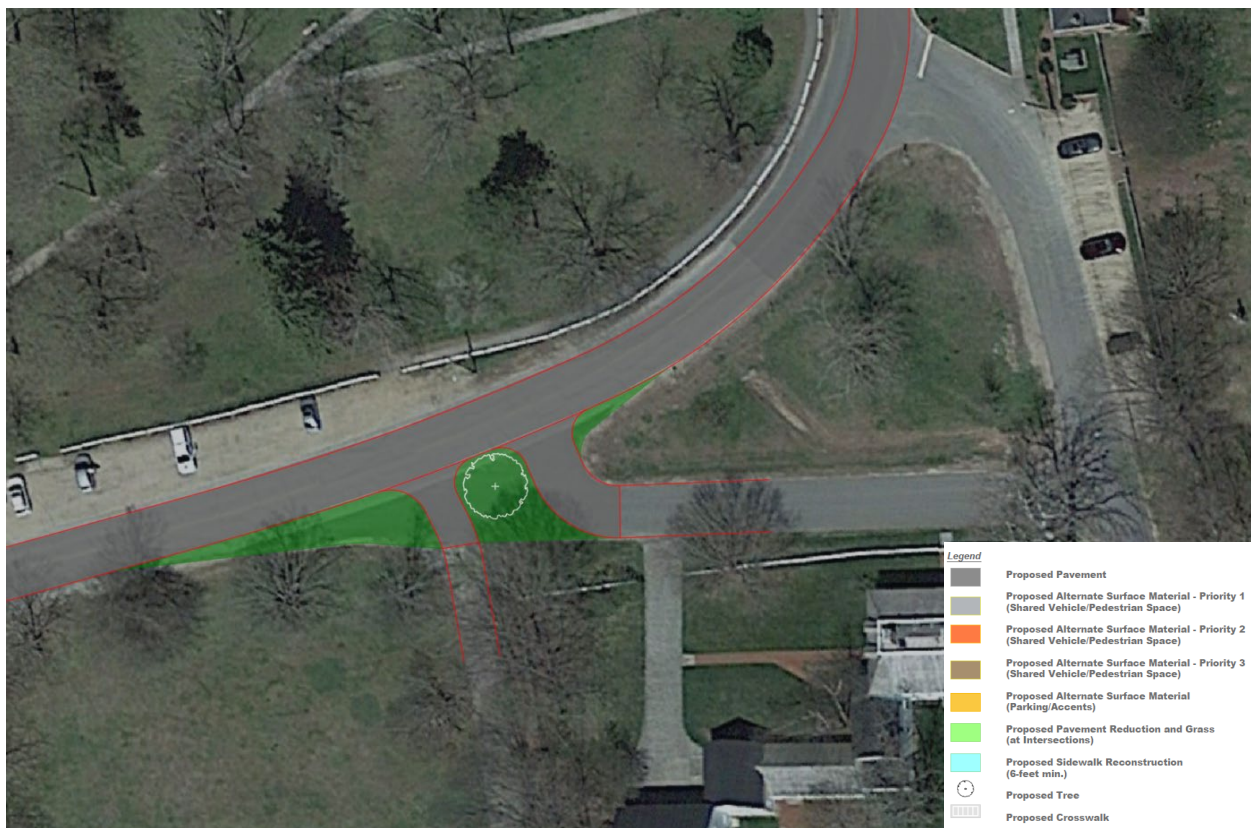


Figure 13. A depiction of recommended improvements for the Main Street-Pierce Lane intersection

Recommendations:

- Redesign the approaches of Pierce Lane and the Carriage House's driveway to form T-intersections with Main Street, enhancing the clarity of the intersection.
- Maximize the separation between approaches as much as is practically feasible.
- Removal of excess asphalt to reduce unnecessary space and improve the intersection's overall layout.
- Install a tree between the Pierce Lane approach and the Carriage House's driveway to reduce encroachment into green spaces.

Note that this option can be accomplished with little to no additional costs incurred.

## Next Steps

The Village Streets Study Committee prioritized and respected the integrity of the Amherst Village as a designated member of the National Register of Historic Places as well as its historic landmarks. Reinforcing the unique small-town character and celebrating the town's history was integral to decisions made relative to network, streetscape, and intersection designs. The committee took to heart the feedback received from citizens of Amherst and strived to achieve the public input-based goals for improving safety by reducing speeding and noise, decreasing cut-through traffic, and redesigning confusing/dangerous intersections. Completing the pedestrian network and suggesting aesthetically pleasing paving materials were also key discussions.

Throughout the Village Streets Study Committee assessment process, our guiding principles and the consistent message from citizens that they desired a “less is more” approach, provided direction. The committee evaluated consultant options and moved toward maintaining the historic integrity and simplicity of the Village while providing options to address the concerns raised by citizens. The site walk provided residents an opportunity to provide feedback that was integral in creating the recommendations presented. The VSSC envisions the recommendations for streetscape designs and paving material choices will be utilized as a template for updating future village streets.

It is the hope of the Village Streets Study Committee that the Board of Selectmen will adopt the Action Plan presented and move forward with the final design review and creation of a robust grant application.

### **Aligning Infrastructure Improvements with Established Plans**

When seeking external funding for infrastructure improvements, it is imperative that proposed projects are consistent with established community plans. This approach not only strengthens the case for funding but also ensures that the improvements are deeply rooted in the community's long-term objectives and needs.

This study's recommendations closely align with the aspirations and concerns expressed by the public over the years, as documented in several key plans. These include the *Envision Amherst 2035 Master Plan* (2023), the *Amherst Village Strategic Plan* (2015), and the *Safe Routes to School Travel Plan* (2013). Each of these plans has articulated specific goals and visions for the community's future, particularly in terms of infrastructure development and enhancement.

The *Envision Amherst 2035 Master Plan*, for instance, emphasizes the need for sustainable, community-centric development that balances growth with historical preservation and environmental stewardship. It advocates for infrastructure projects that enhance connectivity, promote safety, and contribute to the overall livability of the town. Similarly, the *Amherst Village Strategic Plan* and the *Safe Routes to School Travel Plan* highlight the importance of pedestrian-friendly and safe transportation networks.

### **Strategic Alignment: Concepts from the *Envision Amherst 2035 Master Plan***

The Master Plan provides the legal basis for zoning and other land use regulations. It also provides the community with a big-picture view of where things are today, and where the community wants to be in the future.

The Amherst Master Plan was recently revised and approved. It provides [A Vision for Amherst in 2025](#) which states “The historic architecture, pedestrian friendly streets, and the common in Amherst’s village continue to be the heart and civic center of the community, and a place where neighbors meet and build relationships.”

The traffic calming techniques, streetscape designs, and materials selected align perfectly with the 2025 vision of Amherst. Priorities expressed by citizens during the Visioning Phase and the feedback found in the Master Plan survey are consistent.

Listed below are related results from the Master Plan survey. Please see related link in Appendix to review the Master Plan.

- The survey found that 66% of respondents strongly agree/agree that Amherst should improve safe routes (connectivity) for pedestrians and bicycles.
- Amherst should improve roads and infrastructure was supported as strongly agree/agree by 79% of respondents.
- Amherst should protect historic resources was supported as strongly agree/agree by 80% of respondents.
- Ranking priorities section found 82% highest/high priority to maintain the rural character and feeling of Amherst.
- Ranking priorities section found 61% highest/high priority to provide safe and comfortable routes for bikers and walkers.

### **Potential Funding Sources**

Below are four potential funding sources for infrastructure improvements. The grant that best correlates with the project in the Amherst Village is the Safe Streets and Roads for All Grant. In 2023 all grant application materials were due in early July. At this time the date for the 2024 applications has not been published.

The SS4A program requires a safety action plan (Action Plan) to apply for Implementation Grants. The document presented will serve as the required Action Plan.

- Safe Streets and Roads for All (SS4A) Grant
  - The [Bipartisan Infrastructure Law \(BIL\)](#) established the new Safe Streets and Roads for All (SS4A) discretionary program, with \$5 billion in appropriated funds over 5 years, 2022-2026. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries.
  - The [fiscal year \(FY\) 2023 Notice of Funding Opportunity \(NOFO\)](#) for Safe Streets and Roads for All grants closed on July 10, 2023. Planning and Demonstration Grant award decisions are expected to be announced in **October**



**2023** and Implementation Grant award decisions are expected to be announced in **December 2023**.

- The FY24 Notice of Funding Opportunity (NOFO) for SS4A is expected to open in Spring 2024.
- Congestion Mitigation, Air Quality (CMAQ) Grant
- State of New Hampshire, Department of Transportation, 10-Year Plan
- Transportation Alternate Program (TAP)

## **Prioritization**

The VSSC developed recommendations for streetscape and intersection improvements with explicit attention to a cost-effective and prioritized approach. Understanding that not all improvements can be pursued everywhere simultaneously, high level prioritization of our recommendations is provided below.

- **Leveraging scheduled road work and budget**

Scheduled road work for Article 30 streets is expected to use funds approved in the Town's road budget. While this budget is likely insufficient to fund ideal treatments throughout the village, these budgeted funds could be leveraged as the requisite 20% local match requirement for a federal infrastructure grant.

Such grant programs, especially the Safe Streets and Roads for All (SS4A) grant, would provide significantly more funds and allow the streetscape designs presented to be applied more immediately and completely. A grant award would amount to a substantial increase in funding potential at no additional cost to Amherst taxpayers.

- **The Highest Identified Priorities**

In this section, we highlight the top priorities identified by the committee for implementing ideal safety improvements, focusing on key intersections and areas of high pedestrian activity to enhance safety and promote a pedestrian-priority environment.

- **Priority 1: Carriage Road-Boston Post Road-Main Street-School Street Intersection**  
The committee recognized the intersection of Boston Post Road and Main Street as the top priority for using the ideal alternate paving materials. This is truly a mixed-use area that provides access to commercial businesses and a high level of pedestrian activity. Extending the ideal surface paving material, granite paver blocks, throughout this area would be an ideal way to designate this area as a pedestrian priority space shared with vehicular traffic. Creating safer spaces for pedestrians and enhancing the pedestrian network were priorities noted during the Visioning Phase citizen input opportunities. Using this treatment would also serve as a gateway treatment to alert vehicular traffic that they have entered a unique space that requires slower speeds and more attention to pedestrians in the space.
- **Priority 2: Spot Improvements at other Intersections and areas of High Need**  
The committee also recognizes a second priority is the use of the ideal alternate paving

material, granite paver blocks, at intersections and crosswalks with higher levels of pedestrian traffic. Examples of these pedestrian priority areas include Davis Lane and Foundry Street, Mack Hill Road and Jones Road, and the area of Manchester Road in front of Town Hall crossing to the common.

- **Priority 3: Leveraging Streetscape Design as Traffic Calming**

Modifying streets to implement the recommended streetscape designs will be a crucial component to streetscape improvements in the Village. These improvements will likely represent the highest financial commitment and thus will likely have to be phased over time.

- Priority 3A: the application of streetscapes with Local Flow Streets with Separate Pedestrian Facility. As these streetscapes see higher vehicular volumes and have a lower percentage of alternate surface materials, they will likely represent a lower linear foot cost to implement and thus may be able to be prioritized at any point, with or without external funding.
- Priority 3B: application of streetscapes with Shared Space with Pedestrians – Pedestrian Priority. As these streetscapes have lower volumes and have a 100% application of alternate surface materials, it is likely they will represent the highest linear foot cost to implement. Thus, these will likely need to coincide with scheduled road work, external funding opportunities, or both. Nonetheless, these streetscape improvements represent an essential piece in a village-wide improvement as they will make a profound impact on driver behavior.

- **Priority 4: Other Recommended Streetscape Improvements**

Options have been provided on a street-by-street basis whereby “ideal”, “basic”, and “minimum” options could be considered for implementation. While the ideal treatment is the optimal treatment with the highest recommendation from the VSSC, alternative options are provided in the event that improvements are limited by budget constraints.

- **Ideal Treatments**

When considering the streetscape treatments for Amherst's infrastructure improvements, it's crucial to weigh the initial costs against long-term financial implications. Ideal streetscape treatments, particularly those involving natural granite materials, present a higher upfront cost compared to alternatives like asphalt. However, their lifetime costs tell a different story.

Granite materials, known for their durability and longevity, can last for centuries with minimal maintenance. This makes them a financially savvy choice in the long run. While asphalt may appear more budget-friendly initially, it lacks the enduring quality of granite, leading to more frequent replacements and higher maintenance costs over time.

The strategic use of federal grants can play a pivotal role in this context. Leveraging such funding to invest in higher-quality materials can yield substantial savings for Amherst

taxpayers over generations. By opting for granite in streetscape projects, the town can ensure a legacy of sustainable, cost-effective infrastructure that stands the test of time.

This prioritization strategy aligns with a vision of fiscal responsibility and long-term planning. It not only addresses immediate infrastructure needs but also considers the financial impact on future generations, ensuring that today's investments continue to benefit the community for years to come.

- **Adapting to Financial Constraints: Implementing “Basic” and “Minimum” Treatments for Future-Ready Designs**

In scenarios where the ideal surface material is beyond current budgetary capabilities, the plan also includes a pragmatic approach with minimum treatments. These treatments involve restructuring the geometry of the streetscapes using more affordable, temporary materials. The key here is to design these temporary solutions with an eye toward the future, ensuring that they lay the groundwork for eventual upgrades to the ideal materials. This approach allows the town to make incremental improvements that align with financial realities while maintaining a clear path toward long-term goals. It ensures that even with budget constraints, the infrastructure work done today won't hinder or complicate future enhancements, but rather facilitate them. This strategy reflects a commitment to gradual but consistent progress in streetscape improvement, ensuring that each step, regardless of its scale, contributes positively to the overarching vision of Amherst's infrastructure development.

Options were provided to allow for various levels of change to the streetscape design and use of paving materials. The ideal option represents the choice that would be suggested outside of constraints related to budget, materials availability, etc. The upfront cost of the ideal material is greater, however over the lifetime of the material the costs are significantly lower. The basic option supports the streetscape design recommended with an option for paving materials that have a lower upfront cost. A third option, considered a minimum option, still supports the streetscape design selected while providing the most economical materials choices. It is important to note that basic geometry changes at intersections and narrowing the paved width of streets can largely be accomplished without grant funding and can be incorporated into the scheduled road work if grant funding is not obtained.

## Appendix

### Article 30

<https://www.amherstnh.gov/village-streets-study-committee/pages/article-30-village-area-multimodal-road-infrastructure-design>

### Origin of the VSSC

[https://www.amherstnh.gov/sites/g/files/vyhlf4116/f/uploads/tc\\_vssc\\_creation\\_background.pdf](https://www.amherstnh.gov/sites/g/files/vyhlf4116/f/uploads/tc_vssc_creation_background.pdf)

### Charter for the VSSC

[https://www.amherstnh.gov/sites/g/files/vyhlf4116/f/uploads/village\\_streets\\_study\\_committee\\_charter\\_approved.pdf](https://www.amherstnh.gov/sites/g/files/vyhlf4116/f/uploads/village_streets_study_committee_charter_approved.pdf)

### Amherst Village Streets Study (August 1, 2023) reviewed by the VSSC

[https://drive.google.com/file/d/12df8\\_h76cJPRnkyv8WO06eqfEdPAuCxK/view](https://drive.google.com/file/d/12df8_h76cJPRnkyv8WO06eqfEdPAuCxK/view)

### Amherst Village Streets Study Public Input Results

- October 2022 Open House Comments  
<https://www.amherstnh.gov/village-streets-study-committee/files/october-2022-mobycon-open-house-resident-comments>
- Online Survey Results
  - Question 1: What about the Village makes you proud?  
<https://www.amherstnh.gov/village-streets-study-committee/files/online-survey-results-question-1-what-about-village-makes-you>
  - Question 2: What concerns you about transportation in the Village?  
<https://www.amherstnh.gov/village-streets-study-committee/files/online-survey-question-2-what-concerns-you-regarding>
  - Question 3: What is your future vision regarding transportation in the Village?  
<https://www.amherstnh.gov/village-streets-study-committee/files/online-survey-results-question-3-what-your-future-vision>
- April 2023 Open House Comments  
<https://www.amherstnh.gov/village-streets-study-committee/files/april-2023-mobycon-open-house-resident-comments>
- October 15, 2023 Site Walk Minutes  
<https://www.amherstnh.gov/village-streets-study-committee/minutes/vssc-site-walk-minutes-final>

### Guiding Principles

[https://www.amherstnh.gov/sites/g/files/vyhlf4116/f/uploads/vssc\\_guiding\\_principles\\_final\\_08.22.2023.pdf](https://www.amherstnh.gov/sites/g/files/vyhlf4116/f/uploads/vssc_guiding_principles_final_08.22.2023.pdf)

Amherst Master Plan: A Vision of Amherst in 2035

[https://www.amherstnh.gov/sites/g/files/vyhlf4116/f/uploads/adopted\\_master\\_plan\\_013123\\_wit\\_h\\_appendix.pdf](https://www.amherstnh.gov/sites/g/files/vyhlf4116/f/uploads/adopted_master_plan_013123_wit_h_appendix.pdf)

Amherst Master Plan: Survey Results

[https://www.amherstnh.gov/sites/g/files/vyhlf4116/f/uploads/adopted\\_master\\_plan\\_013123\\_wit\\_h\\_appendix.pdf](https://www.amherstnh.gov/sites/g/files/vyhlf4116/f/uploads/adopted_master_plan_013123_wit_h_appendix.pdf)

New Hampshire Department of Environmental Services related to stormwater run-off.

<https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/2020-01/wmb-17.pdf>

Town of Amherst Stormwater Regulations

[https://www.amherstnh.gov/sites/g/files/vyhlf4116/f/uploads/stormwater\\_regulations\\_adopted\\_12.16.20\\_1.4.21\\_0.pdf](https://www.amherstnh.gov/sites/g/files/vyhlf4116/f/uploads/stormwater_regulations_adopted_12.16.20_1.4.21_0.pdf)

Federal Highway Administration Course on Bicycle and Pedestrian Transportation on Traffic Calming, Lesson 11

[https://safety.fhwa.dot.gov/ped\\_bike/univcourse/pdf/swless11.pdf](https://safety.fhwa.dot.gov/ped_bike/univcourse/pdf/swless11.pdf)

The Americans with Disabilities Act (ADA) has a set of guidelines to ensure that sidewalks are constructed to a set of standards that ensures accessibility for the disabled.

<https://safety.fhwa.dot.gov>

## Streetscape Recommendations Overview

Recommended Streetscape	Street	Vehicular Volume (vehicles/day)	Network Classification	Current streetscape width	Recommendations				
					Recommended streetscape width	Speed Limit	Through Trucking	Center Delineation	Pedestrian accommodation
 <p>Regional flow street with separate pedestrian facility, higher vehicle volumes</p>	Boston Post Road	5,878	Regional Flow Street-lower vehicle speeds	24, 27, and 28 ft (variable widths)	23 ft + grass separation + 6 ft min footpath	25 mph	No	12 in mountable median	6 ft min. footpath on west side, with grass separation wherever feasible
 <p>Local flow street with separate pedestrian facility</p>	Foundry Street	1,013	Local Flow	25 ft	21 ft + grass separation + 6 ft min footpath; 27 ft if constrained space variant is required	25 mph	No	None	6 ft min. footpath on south side, with grass separation wherever feasible
	Jones Road	1,008	Local Flow	25 ft	21 ft + grass separation + 6 ft min footpath; 27 ft if constrained space variant is required	25 mph	No	None	6 ft min. footpath on south side, with grass separation wherever feasible
	Mack Hill Road (between Manchester Road and Jones Road)	1,880	Local Flow	25 ft	21 ft + grass separation + 6 ft min footpath; 27 ft if constrained space variant is required	25 mph	No	None	6 ft min. footpath on west side, with grass separation wherever feasible
	Main Street (between Amherst Street and Library driveway)	1,347	Local Flow	25 ft	21 ft + grass separation + 6 ft min footpath; 27 ft if constrained space variant is required	25 mph	No	None	6 ft min. footpath on south side, with grass separation wherever feasible
	Manchester Road (from Mack Hill Road to Narragansett Road)	1,057	Local Flow	No data	21 ft + grass separation + 6 ft min footpath; 27 ft if constrained space variant is required	25 mph	No	None	6 ft min. footpath on south side, with grass separation wherever feasible
	Narragansett Road	No data	Local Flow	23 ft	21 ft + grass separation + 6 ft min footpath; 27 ft if constrained space variant is required	25 mph	No	None	6 ft min. footpath on west side, with grass separation wherever feasible
	New Boston Road (between Boston Post Road and Jones Road)	1,982	Local Flow	24 ft	21 ft + grass separation + 6 ft min footpath; 27 ft if constrained space variant is required	25 mph	No	None	6 ft min. footpath on east side, with grass separation wherever feasible
 <p>Shared Space with Pedestrians, Pedestrian Priority</p>	Carriage Road	No data	Neighborhood Access	18 ft	18 ft	25 mph	No	None	Shared space
	Church Street	No data	Local Flow	23 ft	20 ft	25 mph	No	None	Shared space
	Courthouse Road (from Amherst Street to Main Street)	No data	Local Flow	22 ft	20 ft	25 mph	No	None	Shared space
	Cross Street	No data	Neighborhood Access	No data	18-20 ft	25 mph	No	None	Shared space
	Davis Lane	295	Local Flow	20 ft	20 ft	25 mph	No	None	Shared space
	Knight Street	No data	Neighborhood Access	No data	20 ft	25 mph	No	None	Shared space
	Main Street (between Library driveway to 8 Main Street businesses)	No data	Local Flow	25 ft	20 ft	25 mph	No	None	Shared space
	Manchester Road (from Main Street to Mack Hill Road)	1,443	Local Flow	No data	20 ft	25 mph	No	None	Shared space
	Middle Street	No data	Local Flow	No data	20 ft	25 mph	No	None	Shared space
	Pierce Lane	No data	Neighborhood Access	No data	18-20 ft	25 mph	No	None	Shared space
School Street	No data	Local Flow	21 ft	20 ft	25 mph	No	None	Shared space	

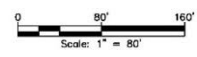
Village Center Overview



Jones Road Overview



- Legend**
- Proposed Pavement**
  - Proposed Alternate Surface Material (Shared Vehicle/Pedestrian Space)**
  - Proposed Alternate Surface Material (Parking/Accents)**
  - Proposed Pavement Reduction and Grass (at Intersections)**
  - Proposed Sidewalk Reconstruction (6-foot min.)**
  - Proposed Tree**
  - Proposed Crosswalk**





# Village Street Study Committee

**Action Plan**  
**Board of Selectmen**  
**December 4, 2023**

# Staff and Consultant Support

## Staff Members:

Peter Lyons,  
Chair, Board of  
Selectmen

Eric Slosek, DPW  
Director

Jennifer Stover,  
Executive  
Assistant

Dr. Dean  
Shankle, Town  
Administrator

## Consultants:

Mobycon Team  
including  
representatives, Emily  
Thomason, Mary  
Elbech, and Narayan  
Donaldson

CMA Engineers  
Inc Team  
representative,  
Sam Fortier, PE

# Village Streets Study Committee Members

Tom Grella, BOS  
Ex-Officio, non-  
voting member

Kyle Coffey,  
Citizen  
Representative

Rolf Biggers,  
Citizen  
Representative

Will Ludt,  
Heritage  
Commission  
Representative

Doug Chabinsky,  
Historic District  
Commission  
Representative

Chris Buchanan,  
Bike/Ped  
Committee  
Representative

Tracie Adams,  
Planning Board  
Representative

# New since November 20, 2023

## Presentation to Board of Selectmen



Last meeting November 28, 2023



Added few items...Boston Post Road and Mack Hill Road



Images from Sam Fortier with CMA Engineers

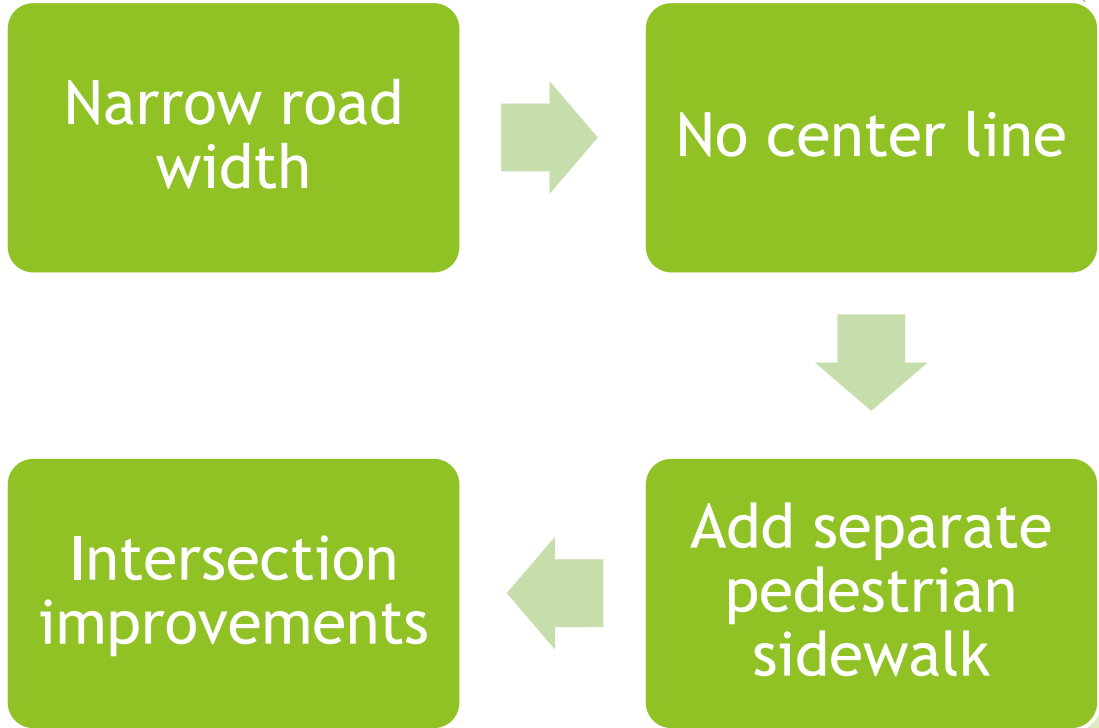
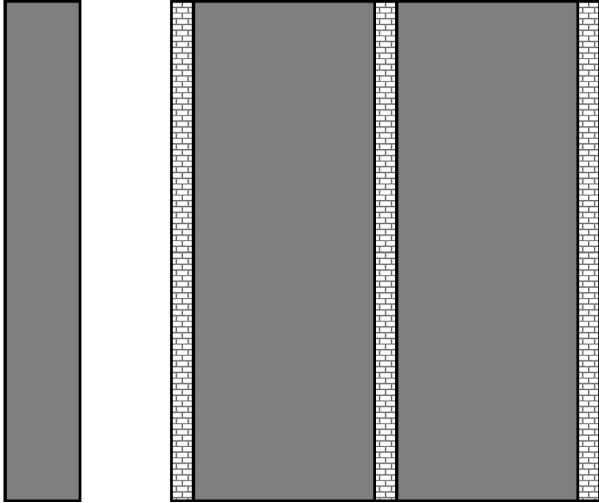


Updates to Action Plan



Unanimous vote to approve and forward to BOS

# Boston Post Road



# Boston Post Road Interim Recommendations



Edge lines narrow vehicle space/No center line

No through trucking policy

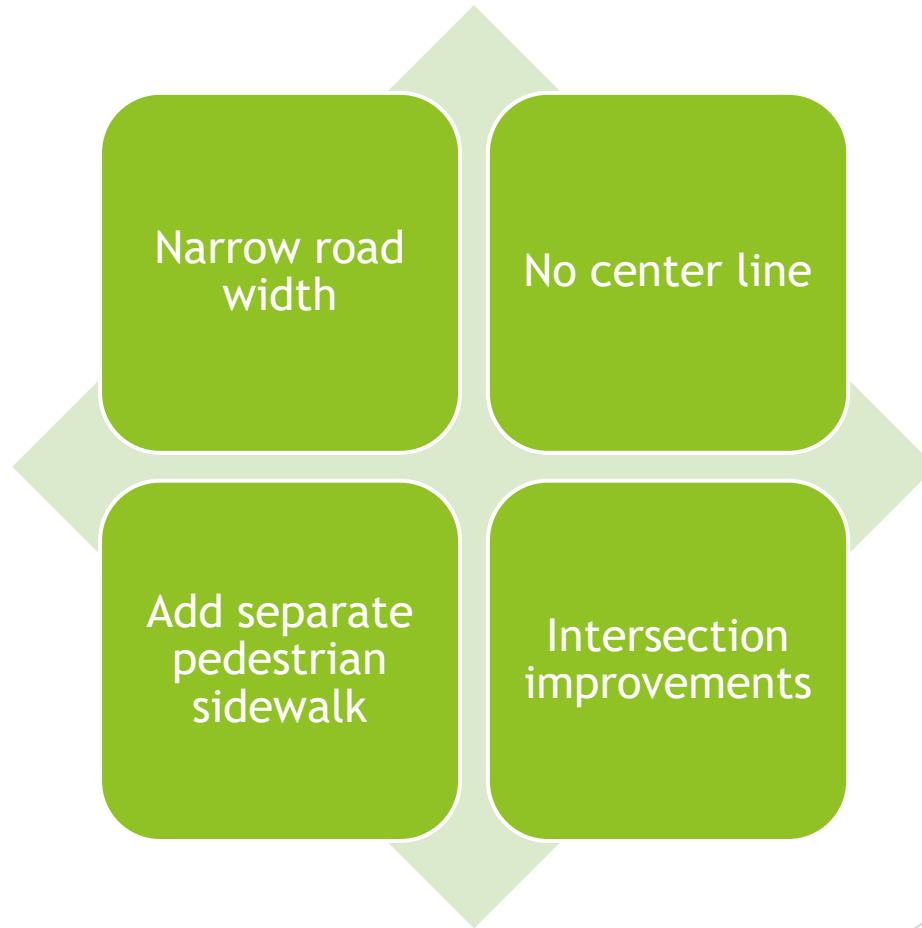
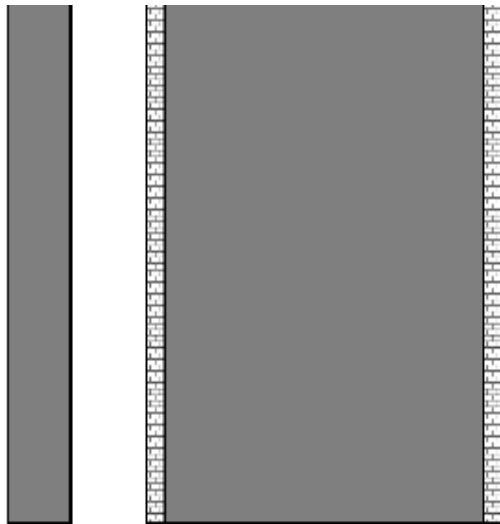
Speed limit sign Main Street and Sunset Ave

Trial crashworthy planters

Explore alternate routes from points north of the village

NRPC analyze the impact of improvements

# Mack Hill Road



# Response to BOS Feedback



PRIORITIZATION



FUNDING



COSTS



NOISE



MAIN STREET  
LEFT TURN  
ONTO AMHERST  
STREET



# Integrate

Place conduit for utilities. Address water mains

Streets flush with terrain

Aware of drainage concerns

Police presence

# Utilize Traffic Calming Techniques

Narrow  
streets

Remove  
lines

Reduce  
radii

Streetscape  
design

Alternate  
materials

# Prioritization



Apply Traffic Calming Techniques



Apply Intersection Concepts



Moulton's Intersection - Boston Post Road, Main Street, Carriage Road, School Street



Priority Intersections and Crosswalks



Streetscape Design with creation of separate pedestrian sidewalk



Streetscape Design with pedestrian priority

# Next Steps

Village Streets Study Committee  
available for consulting



Proceed with design engineering  
and grant writing phase



Sam Fortier with CMA Engineers



▶ Thank You



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

**Title:** Administrative Updates

**Department:** Administration

**Meeting Date:** December 4, 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:** 7 Thorntons Ferry Road I Petition to Quiet Title      **Department:** Administration

**Meeting Date:** December 4, 2023      **Staff Contact:**

---

**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Petition to Quiet Title

**STATE OF NEW HAMPSHIRE**

**HILLSBOROUGH, SS  
NORTHERN DISTRICT**

**SUPERIOR COURT  
Docket # \_\_\_\_\_**

**THE TOWN OF AMHERST, HILLSBOROUGH COUNTY, NEW HAMPSHIRE**

**V.**

**THERESA KANE CROSWELL,  
RALPH THOMAS CROSWELL,  
THERESA CROSWELL MONDAY,  
BANK OF AMERICA**

**AND ALL UNKNOWN HEIRS, DEVISEES, AND SUCCESSORS  
IN INTEREST TO THE ABOVE-NAMED RESPONDENTS AS  
WELL AS ANY UNKNOWN PERSONS CLAIMING AN INTEREST  
IN THE PREMISES SUBJECT TO THESE PROCEEDINGS**

**PETITION TO QUIET TITLE  
TO REAL ESTATE IN  
AMHERST, HILLSBOROUGH COUNTY, NEW HAMPSHIRE**

NOW COMES the Petitioner, The Town of Amherst, by and through its attorney, Thomas F. Quinn, Esquire, and says as follows:

**PARTIES**

1. Petitioner is a municipal corporation duly formed and existing pursuant to the laws of the State of New Hampshire;
2. Petitioner's address is 2 Main Street, Amherst, New Hampshire 03031;
3. Petitioner is acting in this proceeding by and through its Board of Selectmen;
4. Respondent Theresa Kane Croswell is believed to be deceased;
5. Respondent Ralph Thomas Croswell's last known address is 67 Tunnel Stream Road, Benton, New Hampshire 03785;



6. Respondent Theresa Croswell Monday's last known address is 922 Allegheny Circle, San Dimas, California 91773;
7. Petitioner has reviewed an online obituary for Theresa Kane Croswell that indicates that she deceased in South Portland, Maine on May 22, 2011;
8. Petitioner has no other definitive information as to whether Respondent Theresa Croswell is alive or deceased;
9. Petitioner's counsel has written to both Respondent Ralph Thomas Croswell and Respondent Theresa Croswell Monday and neither communication has been returned as undeliverable.
10. Petitioner's counsel has spoken by telephone with a person purporting to be, and believed to be, Theresa Croswell Monday.
11. During that call the person expressed that Theresa Kane Croswell is deceased, that her estate has not been probated and that Theresa Croswell Monday and Ralph Thomas Croswell are her sole heirs.
12. Despite a diligent effort, Petitioner has no knowledge of the names or whereabouts of any person who has, or may have, an interest in the property that is the subject matter of this proceeding ("the PROPERTY"), other than the named Respondents;
13. This Honorable Court has jurisdiction over these proceedings by virtue of RSA 498:5-a, and venue is proper because the PROPERTY is situated in the Town of Amherst, Hillsborough County, New Hampshire;
14. This Honorable Court, upon completion of appropriate service, will have jurisdiction over the Respondents because the proceedings involve any potential ownership interest of each Respondent in the PROPERTY;

#### THE PROPERTY

15. The PROPERTY is located at 7 Thornton Ferry Road I, Amherst, Hillsborough County, New Hampshire;
16. The PROPERTY is described in a deed from John Henry Jakubens, as Successor Co-Trustee of the M.E.H. Revocable Trust dated December 15, 1992 and Michael Grant Jakubens, as Successor Co-Trustee of the M.E.H. Revocable Trust Dated December 15, 1992 to Theresa Kane Croswell, by deed dated June 29, 2006, and recorded in the Hillsborough County Registry of Deeds at Book 7702, Page 2751;
17. The PROPERTY is also known as Lot 21 on Map 016 of the Town of Amherst Tax Maps;

18. The PROPERTY is described as follows:

A certain tract of land, with any buildings thereon, situated at 7 Thornton's Ferry Road #1 in the Town of Amherst, in the County of Hillsborough and State of New Hampshire, bounded and described as follows, to wit:

Beginning at a stone bound on the southerly line of Thornton's Ferry Road on the westerly line of a twenty-five (25) foot right-of-way leading to land of the Amherst Water Works; thence

1. North 81° West by Thornton's Ferry Road 161 feet to a fence post; thence
2. Southerly by the easterly line of the abandoned right-of-way of the Boston & Maine Railroad 232 feet to a point; thence
3. Easterly 130 feet to a point on the westerly line of a twenty-five (25) feet right-of-way leading to land of the Amherst Water Works; thence proceeding
4. Northerly along the right-of-way leading to land of the Amherst Water Works, 250 feet to the point of beginning.

All measurements and courses being more or less. Said premises being the most northerly portion as shown on a survey of land of Guy Nelson, made by William M. Falconer, surveyor, dated May 1961.

#### THE BACKGROUND

19. Theresa Kane Croswell purchased the PROPERTY in 2006, as described above;
20. At the time of Theresa Kane Croswell's purchase of the PROPERTY, she executed two mortgages on the PROPERTY, both of which mortgages have been discharged;
21. Also in 2006, Theresa Kane Croswell granted a mortgage in favor of Bank of America, in the face amount of \$202,506.00 as a credit limit, dated October 23, 2006, recorded in the Hillsborough County Registry of Deeds at Book 7778, Page 2545;
22. The mortgage to Bank of America has not been discharged of record;
23. According to an online obituary for Theresa Kane Croswell, published on <https://www.legacy.com>, a Theresa Kane Croswell deceased on May 22, 2011 at Huntington Commons, Kennebunk, Maine, of complications due to Alzheimer's Disease at the age of 79;
24. The Petitioner believes and avers that the Respondent Theresa Kane Croswell, the former owner of the PROPERTY, and the Theresa Kane Croswell named in the obituary are one and the same person;

25. According to the obituary, Theresa Kane Crosswell was survived by her two children, the Respondent Ralph Thomas Crosswell and the Respondent Theresa (“Terry”) Crosswell Monday;
26. The obituary lists several family members who predeceased Theresa Kane Crosswell, but there is no mention of any predeceased children or issue of a predeceased issue;
27. Accordingly, the Petitioner believes and avers that the Respondents Ralph Thomas Crosswell and the Respondent Theresa Crosswell Monday are the only heirs of Theresa Kane Crosswell;
28. No probate proceedings have been opened in Hillsborough County, New Hampshire or York County, Maine for Theresa Kane Crosswell;
29. Real estate taxes levied against the PROPERTY for Fiscal Year 2012, Fiscal Year 2013, Fiscal Year 2014, Fiscal Year 2015, and Fiscal Year 2016 were unpaid;
30. Reports of Collector’s Execution of Real Estate Tax Liens for each of the fiscal years referenced above were duly recorded in the Hillsborough County Registry of Deeds;
31. By Tax Collector’s Deed, dated August 11, 2017, recorded in the Hillsborough County Registry of Deeds at Book 8997, Page 21, Gail P. Stout, Tax Collector for the Petitioner, conveyed the PROPERTY to the Town of Amherst;
32. The Tax Collector’s Deed recites that in making the conveyance, she had in all things complied with the law;
33. All notices required by the statute were sent timely to Respondent, Bank of America, N.A., and were received, as evidenced by the return of the so-called “Green Cards” signed for on its behalf;
34. Since the date of the recording of the Tax Collector’s Deed, the Petitioner’s ownership of the PROPERTY has been peaceful, undisturbed, and unchallenged, and no person has raised any issue with respect to the procedural steps involved in the tax taking;
35. The PROPERTY is in a state of extreme disrepair and the existing buildings are likely in need of razing;
36. The Petitioner is now considering the sale of the PROPERTY and has been advised by Town Counsel to pursue a Petition to Quiet Title to the PROPERTY, prior to proceeding with a possible sale;

#### THE CLOUD

A cloud exists upon the Petitioner’s title to the PROPERTY for several reasons:

37. The ten-year period for bringing an action to contest the validity of an execution of a real estate tax lien and collector's deed, said ten-year period to run from the date of recording of the Tax Collector's Deed, has not yet expired and will not expire for several years;
38. Such ten-year period will not expire until August 11, 2027;
39. Due to the fact that the ten-year period for challenging the validity of the tax deed process has not yet expired, there exists a cloud on the Petitioner's title to the PROPERTY;
40. Yet, the parties in interest and all relevant facts and circumstances that would be relevant are all known at this point;
41. This proceeding is brought in part to litigate if necessary and to resolve any issues, relating to the tax deeding process;
42. Because the Respondent Theresa Kane Crosswell had deceased in 2011, and the Petitioner had no knowledge of a probate proceeding for her estate having been filed, Petitioner did not know the actual owners of the PROPERTY and to whom to send the necessary tax bills and statutory notices;
43. At the time of the Tax Deed in 2017 and for several years prior thereto, the Property had been unoccupied and unmaintained;
44. The Petitioner believed, however, that the Respondent Ralph Thomas Crosswell was a surviving son of the Respondent Theresa Kane Crosswell, and all required notices were sent to Respondent Theresa Kane Crosswell c/o Respondent Ralph Thomas Crosswell;
45. All such notices were returned unclaimed and marked with notice that the letters could not be forwarded;
46. As a result, the Petitioner's records do not establish that the Respondent Theresa Kane Crosswell or her heirs received actual notice of all stages of the proceedings;
47. Of course, actual notice is not required under the applicable statutes, but the fact is enough to raise a cloud on the Petitioner's title;
48. Respondent Bank of America was sent all notices required under the applicable statutes, including specifically, the Notice of Execution of Tax Lien for the Levy Year of 2014, and Notice of Impending Tax Deed, both notices having been sent certified mail and the return receipt confirming that such notices were received;
49. Due to the lack of probate proceedings relative to the Estate of Respondent Theresa Kane Crosswell, it is impossible for Petitioner to know with certainty the names of all persons having an interest in the PROPERTY;

50. As a result, there may be a person or persons unknown to Petitioner who may claim to have an interest in the PROPERTY;
51. Accordingly, Petitioner has named all heirs, successors or assigns of Respondent Theresa Kane Crowell as additional Respondents;
52. Petitioner believes, alleges and avers that Petitioner's Tax Collector has complied with all requirements of the statutes relating to the tax collecting process generally and to the tax deeding process specifically;
53. More than three (3) years have passed from the recording of the tax deed in August 2017, and accordingly, the obligation of Petitioner to provide notice of its intent to sell the PROPERTY and the right of the Respondent to re-purchase the PROPERTY have lapsed;
54. Accordingly, Petitioner is free to retain the PROPERTY for its own public uses or to sell the PROPERTY all as authorized by vote of the Town meeting;
55. Likewise, Petitioner is free to raze the buildings situated upon and comprising a portion of the PROPERTY and may in all respects treat the PROPERTY as its own without any accountability to Respondents other than to account for any excess proceeds upon any sale of the PROPERTY pursuant to RSA 80:89.

WHEREFORE, the Petitioner respectfully requests that this Honorable Court:

1. Issue appropriate Orders of Notice;
2. After return of such service, receipt and review of the report of the guardian ad litem, if applicable, review of any Answer that may be filed and upon conclusion of any hearing as may be appropriate, issue a decree in favor of the Petitioner decreeing that the Petitioner is the owner of the PROPERTY free and clear of any interest of the named Respondents, their heirs, successors and assigns or of any other person;
3. After returns of such service, receipt and review of the report of the guardian ad litem, if applicable, review of any Answer that may be filed and upon conclusion of any hearing as may be appropriate, issue a decree in favor of the Petitioner decreeing that the Petitioner has full right and authority to sell the PROPERTY without further notice or obligation to the Respondents other than to account for so-called excess proceeds pursuant to RSA 80:88; and
4. After returns of such service, receipt and review of the report of the guardian ad litem, if applicable, review of any Answer that may be filed and upon conclusion of any hearing as may be appropriate, issue a decree in favor of the Petitioner decreeing that the Petitioner may raze existing buildings and improvements comprising a portion of the PROPERTY as the Petitioner deems appropriate, and to otherwise deal with the PROPERTY as its own; and

5. Grant such other and further relief as is just and equitable.

Date: \_\_\_\_\_, 2023

Respectfully submitted,  
The Town of Amherst, NH  
by and through its attorney,  
Thomas F. Quinn, Esquire

---

Thomas F. Quinn, Esquire  
Law Office of Thomas F. Quinn Prof. Corp  
62 Elm Street  
Milford, NH 03055  
Tel: (603) 554-1662  
EMAIL: [tquinn@tfqtitle.com](mailto:tquinn@tfqtitle.com)  
NH Bar #2085

22-0149 AMHERST Petition to Quiet Title REV 11 13 23

DRAFT



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

**Title:** NRPC Traffic Survey on Boston Post Road **Department:** Administration  
Road

**Meeting Date:** December 4, 2023

**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Letter - Boston Post Road Amherst large truck traffic survey



Friday, November 17, 2023

Dean Shankle, Town Manager  
Town of Amherst  
2 Main Street  
Amherst, NH

**Re: Truck Traffic Survey along Boston Post Road and New Boston Road**

Dear Mr. Shankle:

The Nashua Regional Planning Commission (NRPC) conducted a survey of vehicle traffic along Boston Post Road and New Boston Road. This report is a review and analysis of vehicle classification data from 5 traffic count sites in Amherst. The purpose of the data analysis is basic research for policy recommendations to the Town of Amherst on non-local and through truck traffic along Boston Post Road and New Boston Road. Vehicle classification counts were collected over several consecutive weeks during October and November 2023 and covering weekdays.

**Vehicle Classification Counts**

Visualization of the constituent vehicle within the traffic flow of a road is a critical component of understanding function of a road. Vehicle classification data is more difficult to visualize because of the numerous categories and is most frequently depicted using the distribution of vehicle type percentages. FHWA developed a 13-class vehicle classification system in the mid-1980s. This system was the result of compromises designed to meet the needs of many traffic data users. A key user are communities highly interested in the amount of travel occurring in multi-unit vehicles along their roads. The NRPC traffic counters can measure the presence of vehicles, detecting the number of axles, and determining the distance between consecutive axles based on the timing of each vehicle as it passed over the sensors.

**FHWA Vehicle Class Definitions**

- Class 1 – Motorcycles. All 2- or 3-wheeled motorized vehicles. Typical vehicles in this category have saddle type seats and are steered by handlebars rather than steering wheels. This category includes motorcycles, motor scooters, mopeds, motor-powered bicycles, and 3-wheel motorcycles.
- Class 2 – Passenger Cars. All sedans, coupes, and station wagons manufactured primarily for the purpose of carrying passengers and including those passenger cars pulling recreational or other light trailers.



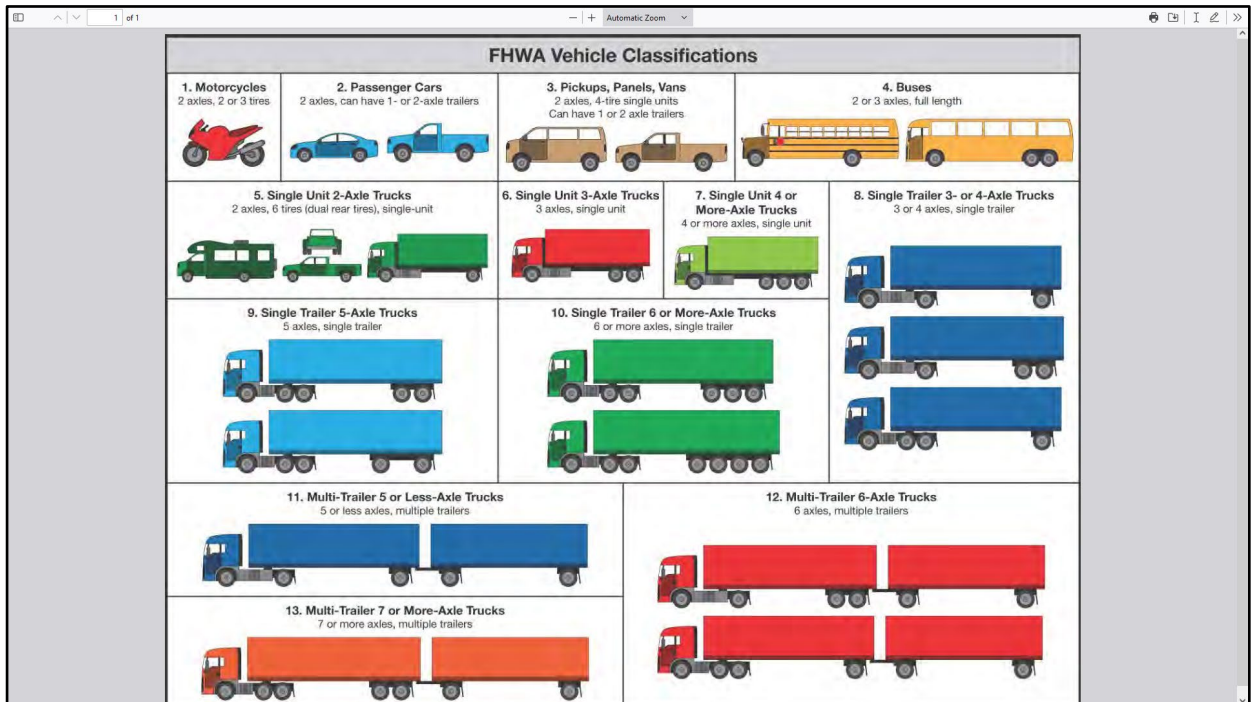
- Class 3 – Other 2-Axle, 4-Tire Single Unit Vehicles (Pickup trucks). All 2-axle, 4-tire vehicles, other than passenger cars. Included in this classification are pickups, panels, vans, and other vehicles such as campers, motor homes, ambulances, hearses, carryalls, and minibuses. Other 2-axle, 4-tire single-unit vehicles pulling recreational or other light trailers are included in this classification.
- Class 4 – Buses. All vehicles manufactured as traditional passenger-carrying buses with 2 axles and 6 tires or 3 or more axles. This category includes only traditional buses (including school buses) functioning as passenger-carrying vehicles.
- Class 5 – 2-Axle, 6-Tire, Single-Unit Trucks. All vehicles on a single frame, including trucks, camping and recreational vehicles, motor homes, etc., with 2 axles and dual rear wheels.
- Class 6 – Three-Axle Single-Unit Trucks. All vehicles on a single frame, including trucks, camping and recreational vehicles, motor homes, etc., with 3 axles.
- Class 7 – Four or More Axle Single-Unit Trucks. All trucks on a single frame with 4 or more axles.
- Class 8 – Four or Fewer Axle Single-Trailer Trucks. All vehicles with 4 or fewer axles consisting of 2 units, one of which is a tractor or straight truck power unit.
- Class 9 – Five-Axle Single-Trailer Trucks. All 5-axle vehicles consisting of 2 units, one of which is a tractor or straight truck power unit.
- Class 10 – Six or More Axle Single-Trailer Trucks. All vehicles with 6 or more axles consisting of 2 units, one of which is a tractor or straight truck power unit.
- Class 11 – Five or fewer Axle Multi-Trailer Trucks. All vehicles with 5 or fewer axles consisting of 3 or more units, one of which is a tractor or straight truck power unit.
- Class 12 – Six-Axle Multi-Trailer Trucks. All 6-axle vehicles consisting of 3 or more units, one of which is a tractor or straight truck power unit.
- Class 13 – Seven or More Axle Multi-trailer Trucks. All vehicles with 7 or more axles consisting of 3 or more units, one of which is a tractor or straight truck power unit.

For this survey Class 1/Motorcycles, Class 2/Passenger Cars, Class 3/Pickup trucks, Class 4/Buses were considered as part of the general residential traffic flow originating from a residence or having a residential purpose. All other traffic classes were considered non-local or through truck traffic.

**Table 1 – Vehicle Classification report**

Location	Percent of Traffic		Number of Trucks per Day
	Residential Traffic	Heavy Trucks	
Mont Vernon Road - east of Secomb Rd	85.5%	14.5%	318
Boston Post Road – north of New Boston Road	87.3%	12.7%	347
New Boston Rd – near Mont Vernon town line	90.8%	9.2%	57
New Boston Rd - south of Brookwood Drive	93.9%	6.1%	102
Boston Post Rd - south of New Boston Road	89.2%	10.8%	481

**Figure 1 – Vehicle Classification Types**



**Observations**

- All traffic at all the locations was evenly split approximately 50/50 between each travel lane and direction.
- For United States, truck traffic represents 23.7% of all traffic on rural interstates and 11.4% on urban interstates. The distribution of vehicle classes for Boston Post Road and New Boston Road are well within the averages found on other local roads.
- Boston Post Road north of New Boston Road had an identical split between passenger vehicles and truck traffic in 2022 when another vehicle classification was conducted as part of the annual NHDOT traffic count program.

**Recommendation:**

- To reduce truck traffic consider creating an ordinance regulating truck traffic along public roads that are duly signed. Several good examples currently exist and are being employed by communities in New Hampshire. The City of Nashua has an excellent example that details every street in the city what vehicles classes are permitted, timing of certain vehicle classes, and size of vehicles. The Town of Nottingham also has a good although much more simplified example.

Please do not hesitate to contact us if you have any questions or if we can be of any further assistance.

Sincerely,

**NASHUA REGIONAL PLANNING COMMISSION**

Edward Connell (Ned)  
Transportation Planner

CC: Jay Minkarah



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** 41:14-a Acquisition or sale of land, buildings, or both  
Shenk donation of easement and drainage easement

**Department:** Administration

Sale of land, Houvener

**Meeting Date:** December 4, 2023

**Staff Contact:**

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## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

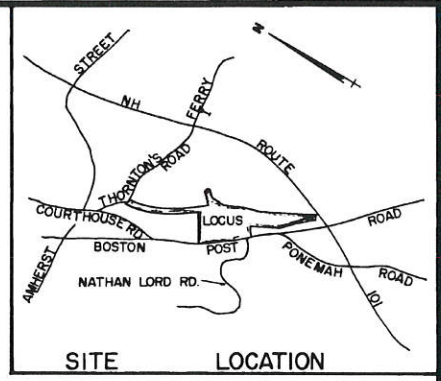
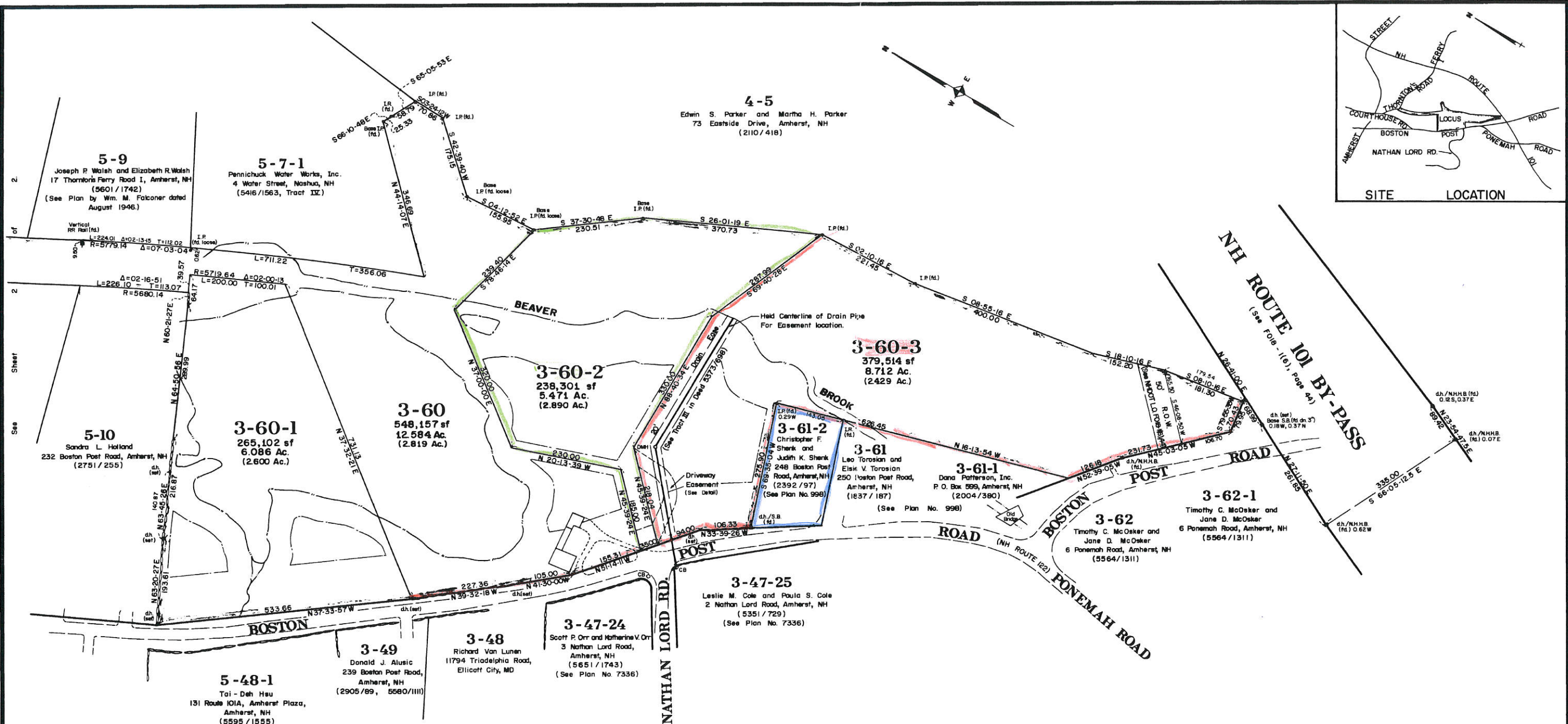
## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

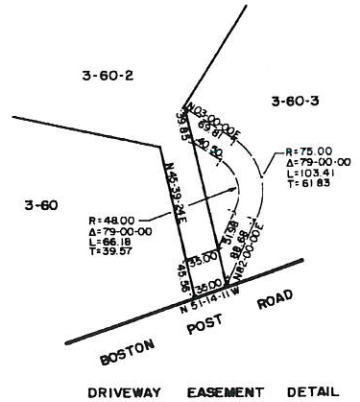
## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Shenk Plan 27833
2. 22-0114 Shenk Confirmatory Drainage Easement
3. 22-0114 Shenk Temporary Access Easement



AMHERST PLANNING BOARD  
 APPROVED ON: *Mar 1st '95*  
 BY: *[Signature]*  
 Chairman, Vice-Chairman, Secretary



- Notes:
1. See Deed 5373/698.
  2. See Boston and Maine Railroad Vol. Sheet V. 23.5/16, 17
  3. See Unrecorded Plan of Land in Amherst, NH, Boston and Maine Railroad to Arne I. and Norma R. Weimont, dated Nov. 1962.
  4. Zoning: Residential/Rural - 2 acres x 200' frontage
  5. Areas in parenthesis are the non-wetland areas.
  6. All utilities will be above ground.
  7. Bounds or drill holes are to be set at 4 principal corners of each lot per Amherst Zoning Ordinance, Art. XII, Sec. 6-2, B, 2, a.
  8. Denotes Edge of Wetlands identified by Richard Bond, CSS of T.F. Moran, Inc. on 12-22-94.
  9. Limit of 100 Year Flood Plain Denotes Setback Lines - 30' Street, 15' Side and Rear, 100' Scenic, 50' Wetlands, 100' Watershed Protection District
  10. Lot 3-60-2 is a Class A reduced frontage lot.
  11. The Subdivision Regulations of the Town of Amherst are part of this plat, and approval of this plat is contingent on completion of all requirements of said Subdivision Regulations, excepting only any variances or modifications made in writing by the Board and attached hereto.
  12. I certify that an actual survey was made on the ground to an accuracy greater than 1 in 10,000 and that this plan complies with the Town of Amherst Subdivision Regulations.

**WEIMONT SUBDIVISION**  
**FINAL SUBDIVISION**  
**PLAN OF LAND**  
**AMHERST, NH**

Owned By: Arne I. Weimont, Trustee of Arne I. Weimont Revocable Trust P.O. Box 444, Amherst, NH

September 12, 1995 Revised: 0-10-95

Scale: 100 feet to an inch



AMHERST SURVEY ASSOCIATES, INC.  
 Land Planners and Surveyors  
 17 Old Nashua Road, Amherst, NH

*Plan 21533 Dur 123 1 of 2 27833*

Please return to:

## **CONFIRMATORY DRAINAGE EASEMENT**

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

A nonexclusive drainage easement over a certain tract or parcel of land situated in the Town of Amherst, in the County of Hillsborough and State of New Hampshire, and being shown as Lot 3-60-3 on a plan of land entitled “Weimont Subdivision, Final Subdivision Plan of Land, Amherst, New Hampshire”, dated September 12, 1995, revised as of October 10, 1995, prepared by Amherst Survey Associates, Inc., recorded in the Hillsborough County Registry of Deeds as Plan No. 27833, upon the terms and conditions hereinafter set forth.

1. **EASEMENT AREA**

The Easement Area is a corridor twenty feet (20’) wide running from the eastern sideline of Boston Post Road (NH Route 122) and extending in a northeast direction and then in a southeast direction to the centerline of Beaver Brook as shown on said Plan No. 27833. The location of the existing pipe shall constitute the centerline of the Easement Area being ten feet (10’) wide on each side, measured from the centerline of said pipe.

2. **USE.**

The Easement shall be used for the purpose of facilitating adequate drainage of stormwater through the existing pipe and a replacement thereof as shown on said Plan No. 27833. The Easement expressly does not include the right to flow water over the surface and the Easement Area.

3. **CONSTRUCTION/MAINTENANCE.**

The Easement shall include the right to grade, construct, install, maintain, inspect, repair and replace structures, facilities, pipes, conduits, fill or other materials below ground as reasonably necessary to facilitate proper drainage through the Drainage Area. The Easement also includes the right to pass over portions of said Lot 3-60-3 adjacent to the Easement Aea, from time to time, on a temporary basis, for the purpose of exercising its

rights under this Easement. The Grantee shall not damage Lot 3-60-3, or cause damage to said lot except as necessary to exercise its rights under this Easement. The Grantee shall repair any damage caused to the Lot in the exercise of its rights under this Easement and shall upon completion of any work undertaken pursuant to this Easement, promptly commence and pursue with diligence the restoration of the damaged area to its former condition and shall leave the property in a neat and attractive condition.

This Easement does not permit the Easement Area to be used for surface drainage, it being an express condition of this Easement that the Grantee directs all drainage across the Easement Area through subsurface pipes and conduits. Nor shall the Grantee cause any damage to flow outside the limits of the Easement Area.

4. EXPENSE.

The Grantee shall be responsible for all costs associated with the exercise of its rights under this Easement. In no event shall the Grantor have any responsibility to contribute to any such cost.

5. RESERVED RIGHTS.

The Grantor reserves all rights to the use and enjoyment of the Easement Area that do not substantially interfere with the Grantee's exercise of its rights under this Easement.

6. RISK.

The Grantor shall have no duty to inspect or maintain the Easement Area or any components of the drainage system constructed by or used by the Grantee in the exercise of its rights pursuant to this Easement. Nor shall the Grantor have any duty to warn the Grantee about any problems or malfunctions associated with said drainage system. The Grantee shall be responsible for injury or damage to the person or property of the Grantors, or others, arising from the Grantee's use and enjoyment of its rights provided for in this Easement, including, but limited to, drainage to the waters of Beaver Brook and groundwater affected by the Grantee's use of the Easement. Any person or persons entering upon the Easement Area in the exercise of the Grantee's rights pursuant to this Easement does so at his, her or their sole risk.

7. INDEMNITY.

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

8. SUCCESSORS/ASSIGNS.

The terms and conditions of this Agreement shall be binding upon and inure to the benefit of the Grantor, the Grantee, and their respective heirs, successors and assigns. The benefit and burden of this Easement to the Grantor shall run with the Property. The benefit and burden of this Easement to the Grantee shall be in gross and shall not be tied to any particular property owned by the Grantee, now or in the future. The Grantee may assign

the Easement to other Federal, State or local government entities without the consent of the Grantor. Other assignments will require the prior written consent of Grantor.

9. SEVERABILITY.

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

10. TITLE REFERENCE.

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

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

\STATE OF NEW HAMPSHIRE  
COUNTY OF HILLSBOROUGH

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

\_\_\_\_\_  
Justice of the Peace/Notary Public  
Commission Expires:



Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

The Town of Amherst

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

STATE OF NEW HAMPSHIRE  
COUNTY OF HILLSBOROUGH

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

\_\_\_\_\_  
Justice of the Peace/Notary Public  
Commission Expires:

22-0114 SHENK Confirmatory Drainage Easement

Please return to:

## TEMPORARY ACCESS EASEMENT

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

A nonexclusive temporary access easement over two (2) certain tracts or parcels of land situated in the Town of Amherst, in the County of Hillsborough and State of New Hampshire, and being shown as Lot 3-60-2 and Lot 3-60-3 on a plan of land entitled “Weimont Subdivision, Final Subdivision Plan of Land, Amherst, New Hampshire”, dated September 12, 1995, revised as of October 10, 1995, prepared by Amherst Survey Associates, Inc., recorded in the Hillsborough County Registry of Deeds as Plan No. 27833, upon the terms and conditions hereinafter set forth.

1. EASEMENT AREA

The portion of the Easement Area located upon said Lot 3-60-2 consists of an area approximately thirty-five feet (35’) by forty-five and one-half feet (45.5’) situated on the east sideline of Boston Post Road (NH Route 122) as shown on said Plan No. 27833. The portion of the Easement Area located upon said Lot 3-60-3 consists of that portion of said Lot 3-60-3 shown as the Drainage Easement and that part of the Driveway Easement on said Lot 3-60-3 located between the south boundary of said Lot 3-60-2 and the centerline of the Drainage Easement all as shown on said Plan No. 27833. That portion of the Easement overlapping the Drainage Easement shown on said Plan No. 27833 terminates where it intersects the trail (the “Trail”) located upon a certain Trail Easement conveyed by the Grantor to the Grantee by virtue of a Trail Easement, dated \_\_\_\_\_ and recorded in the Hillsborough County Registry of Deeds at Book \_\_\_\_\_, Page \_\_\_\_\_ (the “Trail Easement”).

2. USE.

The Easement shall be used for the purpose of ingress to and egress from the Trail and Boston Post Road (NH Route 101) on foot and by motorized vehicles permitted to be used on the Trail, as outlined in the Trail Easement.

The Grantee may also use that portion of the Easement Area located upon said Lot 3-60-2 for the purpose of creating a temporary trail head, the erection of a single kiosk and parking for not more than four (4) automobiles.

3. CONSTRUCTION/MAINTENANCE.

The Grantee shall have the right to create a rustic trail within the Easement Area for the purpose of facilitating access to the Trail over the Easement Area. No excavation, grading, cut and fill, cutting or removal of trees, paving or other significant changes to the grade or material condition of the land within the Easement Area shall be made by Grantor without the prior, express, written approval of the Grantee. The Grantee shall maintain the Easement Area in a neat, clean, and attractive condition. The Grantee shall not deposit or allow or permit the deposit or accumulation of, litter, trash, garden or yard waste, refuse, junk or other debris within the Easement Area and shall remove any such prohibited material at periodic intervals not less frequently than monthly.

4. EXPENSE.

The Grantee shall be responsible for all costs associated with the exercise of its rights under this Easement. In no event shall the Grantor have any responsibility to contribute to any such cost.

5. RESERVED RIGHTS.

The Grantor reserves all rights to the use and enjoyment of the Easement Area that do not substantially interfere with the Grantee's exercise of its rights under this Easement.

6. RISK.

The Grantor shall have no duty to inspect or maintain the Easement Area or any improvements constructed by or used by the Grantee in the exercise of its rights pursuant to this Easement. Nor shall the Grantor have any duty to warn the Grantee about any problems or malfunctions associated with any such improvements. The Grantee shall be responsible for injury or damage to the person or property of the Grantors, or others, arising from the Grantee's use and enjoyment of its rights provided for in this Easement. Any person or persons entering upon the Easement Area in the exercise of the Grantee's rights pursuant to this Easement does so at his, her or their sole risk.

7. INDEMNITY.

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

8. SUCCESSORS/ASSIGNS.

The terms and conditions of this Agreement shall be binding upon and inure to the benefit of the Grantor, the Grantee, and their respective heirs, successors and assigns. The benefit and burden of this Easement to the Grantor shall run with the Property. The benefit and burden of this Easement to the Grantee shall be in gross and shall not be tied to any

particular property owned by the Grantee, now or in the future. The Grantee may assign the Easement to other Federal, State or local government entities without the consent of the Grantor. Other assignments will require the prior written consent of Grantor.

9. SEVERABILITY.

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

10. TITLE REFERENCE.

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

11. TERMINATION.

The Grantor expressly reserves the right to terminate this Easement in the Grantor's sole and unrestricted discretion for any reason, or for no reason, upon thirty (30) days' written notice. Such notice shall not be required to state any reason for such termination.

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

\STATE OF NEW HAMPSHIRE  
COUNTY OF HILLSBOROUGH

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

\_\_\_\_\_  
Justice of the Peace/Notary Public  
Commission Expires:

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

The Town of Amherst

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

STATE OF NEW HAMPSHIRE  
COUNTY OF HILLSBOROUGH

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

\_\_\_\_\_  
Justice of the Peace/Notary Public  
Commission Expires:

22-0114 SHENK Temporary Access Easement



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

**Title:** BOS Action Items

**Department:** Administration

**Meeting Date:** December 4, 2023

**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. BOS Action Items 2023 as of 11-20-23

**AMHERST BOS ACTION ITEMS**

<b>ITEM</b>	<b>CREATION DATE</b>	<b>DUE DATE</b>	<b>PERSONS RESPONSIBLE</b>	<b>NOTES</b>
<b>BOS Review Health Benefit options</b>	5/22/23	12/4/23	BOS	Report to BOS on options available
<b>Discussions re revision to Mont Vernon Ambulance Contract</b>	6/26/23	12/4/23	Danielle, Dean	Meet with MV reps to discuss on 11/8
<b>TF I private home well test results to assist BOS in decisions on potential connection to public water</b>	5/8/23	12/4/23	Dean	Report status. Question is "fingerprint" of new results.
<b>Status of TF I Property Quiet Title Effort</b>	10/10/23	12/4/23	Dean	Check with T. Quinn re status
<b>VSSC committee final report to BOS</b>	8/28/23	12/4/23	VSSC	
<b>Update Purchasing Policy</b>	10/10/23	12/4/23	Dean, Danielle	Report Status
<b>BOS discuss Investment Policy</b>	5/22/23	12/4/23	BOS	
<b>Examine restructuring of Tax Assessing/Collecting Functions</b>	9/11/23	12/4/23	Dean/Gail/John	Report on status of effort
<b>Make inquiries re improving cell service in village</b>	7/24/23	12/4/23	Peter, Danielle, Dean	Dean to inquire about process/agents to assist with company funded tower
<b>Sanborn-Head Report/Recommendations re Fire Station Remediation</b>	10/10/23	12/4/23	Dean	Status of Report/Recommendations
<b>BOS discuss village truck traffic ban</b>	5/8/23	12/4/23	Dean	NRPC traffic study complete
<b>Amherst Birthday Party Planning</b>	11/6/23	12/4/23	Danielle	
<b>Request Withdrawal of server replacement expense from CRF</b>	9/25/23	12/18/23	Debbie	
<b>Chestnut Hill traffic study/Highway Safety status</b>	11/6/23	12/18/23	Dean	
<b>BOS discuss use of ARPA Funds</b>	5/22/23	12/18/23	BOS	
<b>Written request impact fee expenditure for Buck Meadow Engineering per policy</b>	11/20/23	12/18/23	Craig	
<b>Begin Semiquincentennial Planning</b>	9/25/23	1/8/24	Danielle	Update
<b>Post Town Treasurer Position Availability</b>	10/23/23	1/8/24	Danielle, Dean	
<b>Advise BOS of Ambulance Usage and Cost information, separately for each of the three ambulances</b>	5/8/23	5/1/24	Chief Conley	
<b>Civil Engineering on-Call Contract - Report on FY24 Usage</b>	9/11/23	7/15/24	Eric	Compare usage of two awardees





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** FY25 Operating Budget - Draft 2,  
with warrant articles

**Department:** Finance Department

**Meeting Date:** December 4, 2023

**Staff Contact:** Debbie Bender

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## **BACKGROUND INFORMATION:**

As per the Board's request, I have gone over the FY25 Operating Budget - Draft 1 and have made some additional adjustments which lower the proposed budget amounts for FY25. I have also prepared a list of changes reflecting both significant changes from FY24 and significant changes between FY25 Draft 1 and Draft 2.

Right now I have requests for the following Warrant Articles:

- Fire Truck - \$297,000
- Bike/Pet – New Rail to Trail project – unknown amount
- ACC Open Space Acquisition Bond - \$10m
- Assessing Revaluation - \$25,000
- Communications - \$40,000
- Amherst Community Power Plan – non-financial

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Any changes to Draft 2 will be made and presented to the Board at their next meeting on Monday, December 11, 2023.

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Significant Changes FY25 Town Operating Budget Draft 2 - 11-30-23
2. FY25 Town Operating Budget Draft 2 - 11-30-23

Significant changes in FY25 Budget vs FY24 Budget					
G/L code	Description	Amount - Notes	Draft 1	Changes	Draft 2
01-4152-10-1115	PT wages Dept Assistant	Funding for future personnel restructure	12,000	0	12,000
01-4155-20-1260	Workers Comp. Insurance	Primex - FY25 WC premium	171,000	22,610	193,610
01-4196-50-2525	Property/Liability Insurance	Primex - FY25 P&L premium	163,000	16,450	179,450
01-4210-40-2451	Outside Hire - Prof Serv	Prosecutor Services - will be able to get 9 months of services	73,000	-20,000	53,000
01-4311-xx-xxxx	Staff PT to FT	30,000 wages + 21,000 (taxes,insurance,deferred comp)	51,000	0	51,000
01-4312-xx-xxxx	MS-4 Stormwater	Budget request lowered to \$118,500 - offset by \$70K zero'd budgets	364,200	-245,700	118,500
01-4312-10-1110	FT wages DPW	Correction - wages added in twice for mechanic	622,000	-52,000	570,000
01-4312-70-2735	Road Rebuild	Increase of \$200,000 reduced to increase of \$100,000	1,600,000	-100,000	1,500,000
01-4319-00-0000	Bike - Pedestrian	Lower request by \$10K at least it gets this function on the budget	35,000	-15,000	20,000
01-4324-10-1110	Full Time Wages	Move Lead Tfr Sta Attendant from G7/S5 to G14/S5 (foreman)	56,200	14,200	70,400
01-4324-10-1115	PT wages TRF STA	Add regular PT position to Transfer Station	23,900	0	23,900
01-4522-40-2430	Equip Repair/Maint	Added \$15,000 for 4 new lights at TH & in Common	15,000	0	15,000
01-4550-10-1110	Full Time Wages	Change in forecast, discussion with Amy FY22 & FY23 Actuals	520,000	-20,000	500,000
01-xxxx-xx-2374	Custodian	Cleaning Connection closed, no increase in many years - New Vendor	38,460	25,710	64,170
01-xxxx-xx-1230	Deferred wages 457b	Assumption 60% stay with current plan	77,640	33,790	111,430
01-xxxx-xx-1234	NHRS Group I	Assumption 40% switch to NHRS - <b>Net decrease over draft 1 is \$72,810</b>	294,090	-106,600	187,490
01-xxxx-xx-1210	Health Insurance	Assuming EE portion from 13% to 16%, Premium up 8%, increase BBH 22%	1,487,630	-30,600	1,457,030
01-4711-41-7101	ACC Land Bond 1- Princ	FY25 offset by ACC payment to Town - FY26 offset by retiring Road Bond	102,560	0	102,560
01-4711-41-7102	ACC Land Bond 1- Princ	FY25 offset by ACC payment to Town - FY26 offset by retiring Road Bond	100,000	0	100,000
01-4711-41-7103	ACC Land Bond 1- Princ	FY25 offset by ACC payment to Town - FY26 offset by retiring Road Bond	100,000	0	100,000
01-4721-41-7101	ACC Land Bond 1- Int	Interest on new conservation land bond	96,160	0	96,160
01-4721-41-7102	ACC Land Bond 1- Int	Interest on new conservation land bond	96,510	0	96,510
01-4721-41-7103	ACC Land Bond 1- Int	Interest on new conservation land bond	100,000	0	100,000
			5,853,350	-516,200	5,337,150

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
Admin	01-4130-10-1110	Full Time Wages	168,964	178,143	192,500	62,953	201,400	TwAdmin - ExecAssist	8,900	4.6%
Admin	01-4130-10-1115	Wages, PT Perm/Call Pay	2,868	4,075	4,000	2,700	4,500	BOS meetings - minute taker	500	12.5%
Admin	01-4130-10-1130	Elected Officials	23,400	26,261	23,400	8,100	23,400	BOS	0	0.0%
Admin	01-4130-10-1131	Moderator Wages	589	1,760	1,500	0	1,600	Moderator wages	100	6.7%
Admin	01-4130-10-1140	Overtime	6,409	8,606	0	2,572	1,500	OT for ExecAssist	1,500	100.0%
Admin	01-4130-20-1210	Health Insurance	33,526	42,289	38,000	13,800	41,390	Health insurance & BBH	3,390	8.9%
Admin	01-4130-20-1211	Dental Insurance	2,625	2,778	2,650	953	2,900	Dental Insurance & BBD	250	9.4%
Admin	01-4130-20-1220	Social Security	14,507	14,842	13,730	5,463	17,000	Social Security 6.2 %	3,270	23.8%
Admin	01-4130-20-1225	Medicare	3,393	3,471	3,210	1,278	3,900	Medicare 1.45%	690	21.5%
Admin	01-4130-20-1230	Deferred Compensation - 60%	9,277	9,825	10,590	3,666	6,650	457b Town contribution 5.5% @ 60%	-3,940	-37.2%
Admin	01-4130-20-1234	NHRS Group I - 40%	0	0	0	0	10,900	NHRS Group I - 13.53% @ 40%	10,900	100.0%
Admin	01-4130-20-1266	Sick Leave Incentive	3,464	4,359	3,600	0	4,400	Annual payout for unused sick time	800	22.2%
Admin	01-4130-20-1290	Longevity	0	0	0	0	500	Longevity	500	100.0%
Admin	01-4130-20-1294	Educat. & Training/Prof. Dev.	786	975	3,000	0	3,500	Training	500	16.7%
Admin	01-4130-30-2335	Electronic Information	0	2,187	1,900	348	2,000	SpareBox 159/mnth - storage	100	5.3%
Admin	01-4130-30-2341	Telephone	7,685	8,243	8,000	2,191	8,250	Nextiva, Verizon	250	3.1%
Admin	01-4130-30-2342	Cable Access	20,679	21,411	21,000	8,950	28,750	Community TV	7,750	36.9%
Admin	01-4130-30-2343	Internet Service	2,344	2,965	2,400	0	3,100	Comcast	700	29.2%
Admin	01-4130-30-2374	Custodian	6,640	6,640	6,700	1,660	8,100	New cleaning contractor Nov 2023	1,400	20.9%
Admin	01-4130-30-2381	Outside Hire - Professional Services	8,519	0	1,000	3,105	2,000	Misc services	1,000	100.0%
Admin	01-4130-30-2392	Outside Hire - Web Site	2,199	2,309	2,400	0	2,500	Civic Clerk - web site	100	4.2%
Admin	01-4130-30-2395	Outside Hire - IT	103,907	110,383	110,000	18,517	115,000	Microtime service contract	5,000	4.5%
Admin	01-4130-40-2410	Electricity	9,004	6,978	12,800	2,881	13,200	TwHall - Eversource & Constellation	400	3.1%
Admin	01-4130-40-2411	Heat	5,224	6,266	9,200	625	9,400	Tw Hall - Heat	200	2.2%
Admin	01-4130-40-2412	Water	3,952	3,998	4,200	1,120	4,700	Tw Hall - Pennichuck	500	11.9%
Admin	01-4130-40-2430	Equip Repair/Maint	0	0	100	0	100	equipment repair & maint	0	0.0%
Admin	01-4130-50-2550	Printing	3,353	4,311	3,500	0	4,400	voters guide	900	25.7%
Admin	01-4130-50-2551	Advertising	490	715	1,000	1,120	1,500	post public hearings	500	50.0%
Admin	01-4130-50-2552	Town Report	2,142	2,200	2,000	0	2,300	printing of Town Report	300	15.0%
Admin	01-4130-50-2553	Record Binding	0	0	200	0	200	To bind Selectmen minutes	0	0.0%
Admin	01-4130-50-2560	Dues & Subscriptions	12,577	13,708	13,500	0	13,900	NHMA, Merr-Souh Valley, Welfare, Muni Mgmt	400	3.0%
Admin	01-4130-50-2565	Software License	4,935	6,623	5,000	5,002	6,900	Adobe, CivicClerk, SHI	1,900	38.0%
Admin	01-4130-50-2581	Travel	0	489	400	0	500	Travel to conferences	100	25.0%
Admin	01-4130-60-2620	Office Supplies	2,267	959	2,000	225	1,600	Office Supplies	-400	-20.0%
Admin	01-4130-60-2621	Computer Equipment	2,430	1,920	2,000	908	2,000	Computer Equipment	0	0.0%
Admin	01-4130-60-2625	Postage	1,384	832	2,000	207	1,000	Postage	-1,000	-50.0%
Admin	01-4130-80-2618	Special Events & supplies	663	644	1,000	628	1,000	Special Events & supplies	0	0.0%
Admin	01-4130-80-2762	Equip Lease Payment	4,976	7,224	5,000	425	3,500	Printer/Copier lease - 2nd floor	-1,500	-30.0%
Admin	01-4130-80-2820	Mileage	50	261	100	0	300	Mileage	200	200.0%
Admin	01-4130-80-2825	Meetings & Conferences	2,451	218	1,000	0	1,000	Meetings & Conferences	0	0.0%
<b>Admin Total</b>				<b>508,870</b>	<b>514,580</b>		<b>560,740</b>		<b>46,159</b>	<b>9.0%</b>
TwnClrk	01-4140-10-1110	Full Time Wages	66,738	68,779	75,140	24,562	79,300	Town Clerk salary	4,160	5.5%
TwnClrk	01-4140-10-1111	FT Clerical	53,796	58,910	62,980	20,590	66,500	Deputy Town Clerk	3,520	5.6%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
TwnClrk	01-4140-10-1115	Wages, PT Perm	10,422	17,315	27,000	2,317	27,000	PT Town Clerk Assistant	0	0.0%
TwnClrk	01-4140-10-1130	Elected Officials	1,956	3,469	2,500	0	2,500	TwnClk - Supervisors of the Checklist	0	0.0%
TwnClrk	01-4140-10-1140	Overtime	647	2,341	500	0	500	OT for Deputy TwnClrk	0	0.0%
TwnClrk	01-4140-20-1210	Health Insurance	36,200	41,306	43,650	15,637	47,100	Health insurance & BBH	3,450	7.9%
TwnClrk	01-4140-20-1211	Dental Insurance	1,457	1,507	1,500	530	1,650	Dental Insurance & BBD	150	10.0%
TwnClrk	01-4140-20-1220	Social Security	7,785	9,411	10,420	3,113	10,900	Social Security 6.2 %	480	4.6%
TwnClrk	01-4140-20-1225	Medicare	1,821	2,201	2,440	728	2,550	Medicare 1.45%	110	4.5%
TwnClrk	01-4140-20-1230	Deferred Compensation - 60%	6,477	7,036	7,600	2,629	4,810	457b Town contribution 5.5% @ 60%	-2,790	-36.7%
TwnClrk	01-4140-20-1234	NHRS Group I - 40%	0	0	0	0	7,900	NHRS Group I - 13.53% @ 40%	7,900	100.0%
TwnClrk	01-4140-20-1266	Sick Leave Incentive	1,883	721	2,000	855	1,500	Annual payout - unused sick time	-500	-25.0%
TwnClrk	01-4140-20-1290	Longevity	2,060	2,000	2,000	0	2,000	Longevity	0	0.0%
TwnClrk	01-4140-50-2551	Advertising	185	80	200	0	200	Advertising	0	0.0%
TwnClrk	01-4140-50-2562	Ballot Machine Programing	5,722	9,341	2,000	3,310	5,000	Ballot Machine Programing	3,000	150.0%
TwnClrk	01-4140-50-2565	Software License	7,723	8,270	7,800	8,191	8,500	Interware annual support & SHI	700	9.0%
TwnClrk	01-4140-60-2610	Supplies - General	832	3,742	2,000	2,086	3,000	Supplies - General	1,000	50.0%
TwnClrk	01-4140-60-2620	Office Supplies	3,631	1,589	3,000	47	3,000	Office Supplies	0	0.0%
TwnClrk	01-4140-60-2621	Computer Equipment	3,586	0	2,000	0	1,400	Computer Equipment	-600	-30.0%
TwnClrk	01-4140-60-2625	Postage	4,231	5,314	4,500	739	4,500	Postage	0	0.0%
TwnClrk	01-4140-80-2612	Equipment Purchases	0	0	100	0	100	Office furniture - Equipment purch	0	0.0%
TwnClrk	01-4140-80-2820	Mileage	0	264	100	0	200	Mileage	100	100.0%
TwnClrk	01-4140-80-2825	Meetings & Conferences	578	337	750	863	850	Meetings & Conferences	100	13.3%
<b>TwnClrk Total</b>				<b>243,932</b>	<b>260,180</b>		<b>280,960</b>		<b>20,780</b>	<b>8.0%</b>
Finance	01-4150-10-1110	Full Time Wages	109,504	152,767	235,600	55,375	236,200	Director, Accountant, Assistant	600	0.3%
Finance	01-4150-10-1115	Wages, PT	19,685	7,275	0	3,107	0	Not needed with new position	0	0.0%
Finance	01-4150-10-1130	Elected Officials	13,833	14,387	15,400	5,502	7,500	Treasurer & Deputy Treasurer	-7,900	-51.3%
Finance	01-4150-10-1140	Overtime	63,637	0	0	0	0	OT not needed with new position	0	0.0%
Finance	01-4150-20-1210	Health Insurance	22,336	43,800	71,170	25,529	105,150	Health insurance & BBH	33,980	47.7%
Finance	01-4150-20-1211	Dental Insurance	1,248	2,173	2,000	1,156	3,350	Dental Insurance & BBD	1,350	67.5%
Finance	01-4150-20-1220	Social Security	9,569	11,525	15,600	4,244	15,200	Social Security 6.2 %	-400	-2.6%
Finance	01-4150-20-1225	Medicare	2,238	2,695	3,640	993	3,540	Medicare 1.45%	-100	-2.7%
Finance	01-4150-20-1230	Deferred Compensation - 60%	5,359	8,438	12,960	3,194	7,800	457b Town contribution 5.5% @ 60%	-5,160	-39.8%
Finance	01-4150-20-1234	NHRS Group I - 40%	0	0	0	0	12,800	NHRS Group I - 13.53% @ 40%	12,800	100.0%
Finance	01-4150-20-1266	Sick Leave Incentive	0	1,910	1,500	0	2,000	Annual payout - unused sick time	500	33.3%
Finance	01-4150-20-1294	Educat. & Training/Prof. Dev.	2,059	270	2,500	0	2,500	Educat. & Training/Prof. Dev.	0	0.0%
Finance	01-4150-30-2301	Auditing	22,836	25,700	20,000	3,450	25,000	Audit & Actuarial services	5,000	25.0%
Finance	01-4150-50-2560	Dues & Subscriptions	150	70	250	35	200	NHMA, NHGFOA	-50	-20.0%
Finance	01-4150-50-2561	Bank/Credit Card Fees	3,139	20,044	10,000	-18,919	15,000	Citizens, BarHarborFees and Ck Stock	5,000	50.0%
Finance	01-4150-50-2565	Software License	58,822	61,779	59,000	659	55,000	Springbrook, Microsoft	-4,000	-6.8%
Finance	01-4150-60-2620	Office Supplies	3,038	1,267	3,300	6,235	3,500	paper, envelopes, New office space reno	200	6.1%
Finance	01-4150-60-2621	Computer Equipment	0	0	1,200	3,512	1,400	New - computer set up	200	16.7%
Finance	01-4150-60-2625	Postage	975	1,588	1,000	422	1,600	mail AP checks & misc	600	60.0%
Finance	01-4150-80-2820	Mileage	13	122	50	0	200	Reimb mileage - Town business	150	300.0%
<b>Finance Total</b>				<b>355,813</b>	<b>455,170</b>		<b>497,940</b>		<b>42,770</b>	<b>9.4%</b>

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
Tax	01-4151-10-1110	Full Time Wages	68,991	69,063	75,200	24,562	79,300	Full Time Wages	4,100	5.5%
Tax	01-4151-10-1140	Overtime	3,116	1,823	4,300	634	4,000	Overtime	-300	-7.0%
Tax	01-4151-20-1210	Health Insurance	33,152	31,598	28,730	9,456	31,390	Health insurance & BBH	2,660	9.3%
Tax	01-4151-20-1211	Dental Insurance	1,703	1,297	940	312	1,040	Dental Insurance & BBD	100	10.6%
Tax	01-4151-20-1220	Social Security	4,486	4,461	4,930	1,650	5,170	Social Security 6.2%	240	4.9%
Tax	01-4151-20-1225	Medicare	1,049	1,043	1,150	386	1,210	Medicare 1.45%	60	5.2%
Tax	01-4151-20-1230	Deferred Compensation - 60%	3,794	3,862	4,140	1,430	2,620	457b Town contribution 5.5% @ 60%	-1,520	-36.7%
Tax	01-4151-20-1234	NHRS Group I - 40%	0	0	0	0	4,330	NHRS Group I - 13.53% @ 40%	4,330	100.0%
Tax	01-4151-20-1266	Sick Leave Incentive	1,761	1,497	1,800	600	1,800	Annual sick leave payout	0	0.0%
Tax	01-4151-20-1290	Longevity	1,250	1,250	1,250	0	1,250	Longevity	0	0.0%
Tax	01-4151-20-1294	Educat. & Training/Prof. Dev.	65	135	600	0	600	Educat. & Training/Prof. Dev.	0	0.0%
Tax	01-4151-30-2340	Banking Services (Lockbox)	0	493	3,500	0	3,500	Banking Services (Lockbox)	0	0.0%
Tax	01-4151-30-2391	Registry Fees	391	434	550	5	550	Registry Fees	0	0.0%
Tax	01-4151-30-2393	Tax Lien & Deed Research	1,450	1,548	1,700	0	1,700	Tax Lien & Deed Research	0	0.0%
Tax	01-4151-50-2560	Dues & Subscriptions	20	40	60	20	60	Dues & Subscriptions	0	0.0%
Tax	01-4151-50-2565	Software License	3,284	3,344	3,600	220	3,700	Software License	100	2.8%
Tax	01-4151-60-2620	Office Supplies	2,533	683	3,300	156	2,900	Office Supplies	-400	-12.1%
Tax	01-4151-60-2625	Postage	6,458	7,367	7,900	2,833	7,750	Postage	-150	-1.9%
Tax	01-4151-80-2621	Computer Equipment	1,437	1,820	2,100	0	1,200	Computer Equipment	-900	-42.9%
Tax	01-4151-80-2820	Mileage	0	39	250	38	200	Mileage	-50	-20.0%
<b>Tax Total</b>				<b>131,799</b>	<b>146,000</b>		<b>154,270</b>		<b>8,270</b>	<b>5.7%</b>
Assessing	01-4152-10-1110	Stipend	0	0	8,000	2,769	8,350	Dept Head oversight - add'l department	350	4.4%
Assessing	01-4152-10-1110	Full Time Wages	58,248	63,866	68,200	19,134	72,000	Full Time Wages	3,800	5.6%
Assessing	01-4152-10-1115	PT Wages - Dept Assit	0	0	0	0	12,000	Funding-future personnel restructure	12,000	100.0%
Assessing	01-4152-10-1140	Overtime	44	0	200	0	100	Overtime	-100	-50.0%
Assessing	01-4152-20-1210	Health Insurance	11,627	13,779	14,390	6,181	15,710	Health insurance & BBH	1,320	9.2%
Assessing	01-4152-20-1211	Dental Insurance	494	530	540	218	570	Dental Insurance & BBD	30	5.6%
Assessing	01-4152-20-1220	Social Security	3,775	4,086	4,740	1,614	5,500	Social Security 6.2 %	760	16.0%
Assessing	01-4152-20-1225	Medicare	883	957	1,110	377	1,250	Medicare 1.45%	140	12.6%
Assessing	01-4152-20-1230	Deferred Compensation - 60%	3,160	3,505	4,190	950	2,380	457b Town contribution 5.5% @ 60%	-1,810	-43.2%
Assessing	01-4152-20-1234	NHRS Group I - 40%	0	0	0	0	3,900	NHRS Group I - 13.53% @ 40%	3,900	100.0%
Assessing	01-4152-20-1266	Sick Leave Incentive	548	496	1,500	0	1,100	Sick Leave Incentive	-400	-26.7%
Assessing	01-4152-20-1290	Longevity	1,250	1,250	1,250	0	1,250	Longevity	0	0.0%
Assessing	01-4152-20-1294	Educat. & Training/Prof. Dev.	0	10	400	0	300	Educat. & Training/Prof. Dev.	-100	-25.0%
Assessing	01-4152-30-2382	Outside Hire - Professional Services	47,672	66,385	91,000	10,597	91,000	Granite St / S.Bartlett - assessors	0	0.0%
Assessing	01-4152-30-2391	Registry Fees	209	0	250	242	250	Registry Fees	0	0.0%
Assessing	01-4152-30-2394	Tax Maps	45	0	200	0	200	Tax Maps	0	0.0%
Assessing	01-4152-50-2560	Dues & Subscriptions	60	40	60	0	60	Dues & Subscriptions	0	0.0%
Assessing	01-4152-50-2565	Software Licenses	10,597	13,309	11,400	4,200	13,500	Vision / G3 / Adobe	2,100	18.4%
Assessing	01-4152-60-2620	Office Supplies	283	459	400	202	450	Office Supplies	50	12.5%
Assessing	01-4152-60-2621	Computer Equipment	0	313	1,400	0	1,200	Computer Equipment	-200	-14.3%
Assessing	01-4152-60-2625	Postage	407	498	500	82	500	Postage	0	0.0%
Assessing	01-4152-80-2820	Mileage	0	47	200	0	150	Mileage	-50	-25.0%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
<b>Assessing Total</b>				<b>169,531</b>	<b>209,930</b>		<b>231,720</b>		<b>21,790</b>	<b>10.4%</b>
Legal	01-4153-30-2320	Town Counsel	41,892	61,790	50,000	28,586	70,000	legal	20,000	40.0%
<b>Legal Total</b>				<b>61,790</b>	<b>50,000</b>		<b>70,000</b>		<b>20,000</b>	<b>40.0%</b>
Personnel	01-4155-20-1214	Short Term Disability Insurance	19,838	24,446	22,000	12,810	26,000	Health Trust	4,000	18.2%
Personnel	01-4155-20-1215	Life and Disability Insurance	20,488	19,310	21,000	8,281	19,000	Health Trust - 15% Decrease for FY25	-2,000	-9.5%
Personnel	01-4155-20-1250	NH Unemployment	0	1,816	5,000	0	4,970	Primex	-30	-0.6%
Personnel	01-4155-20-1260	Workers Comp. Insurance	122,065	163,667	171,000	176,001	193,610	Primex	22,610	13.2%
Personnel	01-4155-20-1280	Health Reimbursement Account	10,398	7,839	11,000	5,303	11,000	NH Interlocal Trust	0	0.0%
<b>Personnel Total</b>				<b>217,079</b>	<b>230,000</b>		<b>254,580</b>		<b>24,580</b>	<b>10.7%</b>
Planning	01-4191-10-1115	Wages, PT Perm/Call Pay	3,649	3,202	4,200	916	4,000	PB Minute taker wages	-200	-4.8%
Planning	01-4191-20-1220	Social Security	223	203	260	57	250	Social Security 6.2%	-10	-3.8%
Planning	01-4191-20-1225	Medicare	52	47	60	13	60	Medicare 1.45%	0	0.0%
Planning	01-4191-30-2381	Outside Hire - Professional Services	2,192	7,820	25,500	1,435	25,500	KNA, MP, NRPC, GIS	0	0.0%
Planning	01-4191-30-2430	Equip Repair/Maint	690	715	750	750	800	Large Plotter - copy maps	50	6.7%
Planning	01-4191-50-2396	Storm Water II Project	0	0	25,000	0	0	Hoyle Tanner - move to MS4	-25,000	-100.0%
Planning	01-4191-50-2550	Printing	0	0	100	0	100	Business cards	0	0.0%
Planning	01-4191-50-2551	Advertising	0	487	500	89	500	PB hearing notices	0	0.0%
Planning	01-4191-50-2555	Master Plan	22,650	0	0	0	0	Not using this year	0	0.0%
Planning	01-4191-50-2560	Dues & Subscriptions	10,063	10,063	10,570	10,566	10,400	NRPC - Actual #	-170	-1.6%
Planning	01-4191-60-2620	Office Supplies	1,377	826	1,890	375	1,500	Office supplies & large plotter	-390	-20.6%
Planning	01-4191-60-2625	Postage	2,886	4,042	3,000	503	3,000	Certified mail for abbutter mailings & misc	0	0.0%
<b>Planning Total</b>				<b>27,405</b>	<b>71,830</b>		<b>46,110</b>		<b>-25,720</b>	<b>-35.8%</b>
Zoning	01-4192-10-1110	Full Time Wages	241,604	221,166	300,000	77,467	330,000	4 FT employees - Grade 15, Bldg Insp & Planner	30,000	10.0%
Zoning	01-4192-10-1115	Wages, PT Perm/Call Pay	1,329	2,502	2,200	983	2,300	ZBA minute taker wages	100	4.5%
Zoning	01-4192-10-1140	Overtime	135	0	800	0	700	Overtime	-100	-12.5%
Zoning	01-4192-20-1210	Health Insurance	82,204	83,124	113,160	29,068	112,650	Health insurance & BBH	-510	-0.5%
Zoning	01-4192-20-1211	Dental Insurance	4,166	4,003	4,830	1,315	5,200	Dental Insurance & BBD	370	7.7%
Zoning	01-4192-20-1220	Social Security	15,655	14,530	18,790	5,462	19,770	Social Security 6.2%	980	5.2%
Zoning	01-4192-20-1225	Medicare	3,661	3,398	4,400	1,277	4,620	Medicare 1.45%	220	5.0%
Zoning	01-4192-20-1230	Deferred Compensation - 60%	12,071	11,257	16,500	4,254	10,450	457b Town contribution 5.5% @ 60%	-6,050	-36.7%
Zoning	01-4192-20-1234	NHRS Group I - 40%	0	0	0	0	17,250	NHRS Group I - 13.53% @ 40%	17,250	100.0%
Zoning	01-4192-20-1266	Sick Leave Incentive	3,095	2,842	3,340	3,146	3,400	annual - sick leave payout	60	1.8%
Zoning	01-4192-20-1290	Longevity	0	0	0	0	500	Longevity	500	0.0%
Zoning	01-4192-20-1294	Educat. & Training/Prof. Dev.	820	1,363	6,140	0	4,300	ESBOF - ICC - OPD - New code books	-1,840	-30.0%
Zoning	01-4192-30-2341	Telephone	3,229	3,558	3,780	1,142	3,600	Telephone	-180	-4.8%
Zoning	01-4192-30-2382	Outside Hire	275	0	14,000	0	14,000	ZBA, HDC, Meridian, CLG grant shortfall	0	0.0%
Zoning	01-4192-40-2425	Vehicle Repairs	172	112	1,000	93	500	Vehicle Repairs - Town Car	-500	-50.0%
Zoning	01-4192-50-2550	Printing	0	0	3,060	0	1,000	HDC update regulations and send	-2,060	-67.3%
Zoning	01-4192-50-2551	Advertising	1,232	793	1,320	282	1,300	Posting ZBA, HDC & Heritage notices	-20	-1.5%
Zoning	01-4192-50-2560	Dues & Subscriptions	465	881	1,130	416	1,100	APA, BOA, ICC	-30	-2.7%
Zoning	01-4192-50-2565	Software Licenses	12,487	11,371	13,620	13,422	15,000	Permitting Software, ESRI, SHI (Microsoft)	1,380	10.1%
Zoning	01-4192-50-2615	Uniforms	188	50	300	0	150	Uniforms	-150	-50.0%
Zoning	01-4192-60-2620	Office Supplies	258	466	350	0	350	Office Supplies	0	0.0%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
Zoning	01-4192-60-2635	Gasoline	306	354	300	69	400	Gasoline	100	33.3%
Zoning	01-4192-80-2621	Computer Equipment	4,401	23	100	0	1,000	Computer replacement & misc	900	900.0%
Zoning	01-4192-80-2820	Mileage	244	22	100	0	50	Mileage Reimb	-50	-50.0%
<b>Zoning Total</b>				<b>361,814</b>	<b>509,220</b>		<b>549,590</b>		<b>40,370</b>	<b>7.9%</b>
Building	01-4194-10-1110	Full Time Wages	60,539	98,531	139,500	37,299	147,200	FT wages - 2 Employees	7,700	5.5%
Building	01-4194-10-1140	Overtime	866	9,766	2,500	973	2,600	Bldg & Grounds - OT wages	100	4.0%
Building	01-4194-20-1210	Health Insurance	24,130	27,527	57,470	10,421	62,780	Health insurance & BBH	5,310	9.2%
Building	01-4194-20-1211	Dental Insurance	944	977	1,880	368	2,000	Dental Insurance & BBD	120	6.4%
Building	01-4194-20-1220	Social Security	4,231	6,685	8,800	2,585	9,290	Social Security 6.2%	490	5.6%
Building	01-4194-20-1225	Medicare	989	1,563	2,060	605	2,170	Medicare 1.45%	110	5.3%
Building	01-4194-20-1230	Deferred Compensation - 60%	3,351	5,233	7,780	2,142	4,950	457b Town contribution 5.5% @ 60%	-2,830	-36.4%
Building	01-4194-20-1234	NHRS Group I - 40%	0	0	0	0	8,110	NHRS Group I - 13.53% @ 40%	8,110	100.0%
Building	01-4194-20-1266	Sick Leave Incentive	611	2,384	1,800	494	1,800	annual - sick leave payout	0	0.0%
Building	01-4194-20-1290	Longevity	1,000	1,169	2,000	0	2,250	Longevity	250	12.5%
Building	01-4194-30-2397	Town Clocks	550	820	900	0	1,000	Maintain town clocks	100	11.1%
Building	01-4194-40-2430	Equip Repair/Maint	169,239	130,041	55,000	9,757	120,000	Maint projects town bldgs - FY24 70K ARPA funded	65,000	118.2%
Building	01-4194-40-2433	Alarms	8,567	8,840	9,000	750	9,000	maintenance of alarms	0	0.0%
Building	01-4194-40-2434	Common Lighting	798	731	1,100	72	900	Common lighting	-200	-18.2%
Building	01-4194-40-2451	Outside Hire	11,652	20,140	20,000	3,360	22,000	Outside Hire	2,000	10.0%
Building	01-4194-50-2545	Trash Removal	1,594	1,452	1,800	371	2,000	Trash Removal	200	11.1%
Building	01-4194-60-2630	Maintenance Supplies	10,223	6,700	4,900	2,921	7,000	Maintenance Supplies	2,100	42.9%
<b>Building Total</b>				<b>322,560</b>	<b>316,490</b>		<b>405,050</b>		<b>88,560</b>	<b>28.0%</b>
Cemetery	01-4195-10-1110	Full Time Wages	5,524	4,973	3,900	3,673	6,000	DPW FT wages, for cemetery	2,100	53.8%
Cemetery	01-4195-10-1115	Wages, PT Perm/Call Pay	6,706	8,233	5,700	2,980	7,400	PT wages, cemetery	1,700	29.8%
Cemetery	01-4195-10-1140	Overtime	606	524	1,200	201	750	Overtime	-450	-37.5%
Cemetery	01-4195-20-1210	Health Insurance	207	0	230	21	0	Health insurance & BBH	-230	-100.0%
Cemetery	01-4195-20-1211	Dental Insurance	11	0	20	1	0	Dental Insurance & BBD	-20	-100.0%
Cemetery	01-4195-20-1220	Social Security	797	1,082	670	425	900	Social Security 6.2%	230	34.4%
Cemetery	01-4195-20-1225	Medicare	186	253	160	99	210	Medicare 1.45%	50	31.3%
Cemetery	01-4195-20-1230	Deferred Compensation - 60%	283	409	220	202	330	457b Town contribution 5.5% @ 60%	110	50.0%
Cemetery	01-4195-20-1234	NHRS Group I - 40%	0	0	0	0	560	NHRS Group I - 13.53% @ 40%	560	100.0%
Cemetery	01-4195-20-1290	Longevity	0	0	0	0	0	No longer used	0	0.0%
Cemetery	01-4195-40-2410	Electricity	766	1,104	1,100	428	1,100	Electricity	0	0.0%
Cemetery	01-4195-40-2412	Water	2,038	355	700	1,369	800	Water - Increase 14%	100	14.3%
Cemetery	01-4195-40-2430	Equip Repair/Maint	1,741	949	1,900	455	2,500	Facility Repair/Maint	600	31.6%
Cemetery	01-4195-40-2432	Headstone Repair	0	398	100	0	200	Headstone Repair	100	100.0%
Cemetery	01-4195-40-2451	Outside Hire	37,862	42,786	40,000	21,836	36,000	Outside Hire	-4,000	-10.0%
Cemetery	01-4195-40-2470	Tree Care	600	200	600	0	500	Tree Care	-100	-16.7%
Cemetery	01-4195-50-2560	Dues & Subscriptions	1,435	580	300	90	300	Cemetery Assoc Dues	0	0.0%
Cemetery	01-4195-50-2565	Software Licenses	0	0	3,180	0	3,200	Cem.SW Lic & Website hosting	20	0.6%
Cemetery	01-4195-60-2610	Supplies - General	6,126	3,898	2,910	621	4,500	Supplies - General	1,590	54.6%
Cemetery	01-4195-60-2613	Fertilizer & Lime	0	0	2,090	0	2,000	Fertilizer	-90	-4.3%
Cemetery	01-4195-60-2667	Loam	0	0	0	0	0	Loam	0	0.0%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
Cemetery	01-4195-80-2612	Equipment Purchases	0	0	150	0	300	Hand tools as needed	150	100.0%
<b>Cemetery Total</b>				<b>65,743</b>	<b>65,130</b>		<b>67,550</b>		<b>2,420</b>	<b>3.7%</b>
Insurance	01-4196-50-2525	Property/Liability Insurance	106,255	146,719	163,000	167,688	179,450	PRIMEX - P&L Insurance	16,450	10.1%
Insurance	01-4196-50-2529	Insurance Deductible	0	0	2,000	0	2,000	Insurance Deductible	0	0.0%
<b>Insurance Total</b>				<b>146,719</b>	<b>165,000</b>		<b>181,450</b>		<b>16,450</b>	<b>10.0%</b>
Other	01-4199-80-2870	Contingency Fund	0	0	0	0	0	\$120,000 Separate WA to come from Fund Balance	0	0.0%
<b>Other Total</b>				<b>0</b>	<b>0</b>		<b>0</b>		<b>0</b>	<b>0.0%</b>
Police	01-4210-10-1110	Full Time Wages	1,150,459	1,132,683	1,164,200	346,211	1,164,200	Full Time Wages	0	0.0%
Police	01-4210-10-1111	FT Clerical	60,408	44,404	68,200	22,290	72,000	FT Clerical	3,800	5.6%
Police	01-4210-10-1112	Supervisor Wages	172,012	184,711	320,500	50,348	335,000	Chief & Captains	14,500	4.5%
Police	01-4210-10-1115	Wages, PT	0	0	250	0	300	Wages, PT	50	20.0%
Police	01-4210-10-1119	Traffic Aids	18,956	20,369	24,530	4,398	24,500	Traffic Aids	-30	-0.1%
Police	01-4210-10-1140	Overtime	120,310	137,784	120,000	35,805	120,000	Overtime	0	0.0%
Police	01-4210-10-1141	Overtime-Clerical	5,672	3,693	7,170	2,955	7,000	Overtime-Clerical	-170	-2.4%
Police	01-4210-20-1210	Health Insurance	286,474	296,567	332,090	80,249	334,460	Health insurance & BBH	2,370	0.7%
Police	01-4210-20-1211	Dental Insurance	23,821	22,851	24,000	6,970	24,500	Dental Insurance & BBD	500	2.1%
Police	01-4210-20-1220	Social Security	6,342	5,665	6,210	1,920	6,300	Social Security 6.2 %	90	1.4%
Police	01-4210-20-1225	Medicare	24,288	24,638	24,720	8,161	24,980	Medicare 1.45%	260	1.1%
Police	01-4210-20-1230	Deferred Compensation - 60%	3,331	2,932	3,760	1,298	2,380	457b Town contribution 5.5% @ 60%	-1,380	-36.7%
Police	01-4210-20-1234	NHRS Group I - 40%	0	0	0	0	4,060	NHRS Group I - 13.53% @ 40%	4,060	100.0%
Police	01-4210-20-1235	Group II Retirement - Police	497,931	519,401	501,950	154,806	501,950	Group II Retirement - Police	0	0.0%
Police	01-4210-20-1240	Education Reimbursement	0	0	1,400	0	1,400	Education Reimbursement	0	0.0%
Police	01-4210-20-1266	Sick Leave Incentive	26,892	18,652	29,500	23,212	30,000	Sick Leave Incentive	500	1.7%
Police	01-4210-20-1269	Vacation Buyout-Union Contract	4,036	26,893	7,000	15,320	10,000	Vacation Buyout	3,000	42.9%
Police	01-4210-20-1290	Longevity	19,523	23,765	24,000	1,438	15,100	Longevity	-8,900	-37.1%
Police	01-4210-20-1294	Educat. & Training/Prof. Dev.	6,071	9,979	7,500	1,495	11,000	Educat. & Training/Prof. Dev.	3,500	46.7%
Police	01-4210-20-1295	Educational Incentive	19,770	20,877	21,250	6,520	21,250	Educational Incentive	0	0.0%
Police	01-4210-30-2336	Blood Analysis	0	150	250	0	250	Blood Analysis	0	0.0%
Police	01-4210-30-2337	Crime Lab	706	1,497	1,200	120	1,200	Crime Lab	0	0.0%
Police	01-4210-30-2341	Telephone	13,891	14,203	15,000	5,160	15,000	Telephone	0	0.0%
Police	01-4210-30-2343	Internet Service	2,961	3,037	3,600	1,071	3,000	Internet Service	-600	-16.7%
Police	01-4210-30-2350	Physicals/Alcohol/Drug Tests	1,353	1,766	1,500	0	2,700	Physicals/Alcohol/Drug Tests	1,200	80.0%
Police	01-4210-30-2374	Custodian	11,318	10,764	12,000	2,691	16,000	New cleaning contractor Nov 2023	4,000	33.3%
Police	01-4210-30-2380	Uniform Cleaning	4,540	3,438	4,800	638	4,800	Uniform Cleaning	0	0.0%
Police	01-4210-40-2410	Electricity	27,491	23,439	21,700	4,480	23,000	Electricity	1,300	6.0%
Police	01-4210-40-2411	Heat	1,820	2,709	3,000	115	3,000	Heat	0	0.0%
Police	01-4210-40-2412	Water	1,893	1,903	2,000	333	2,000	Water	0	0.0%
Police	01-4210-40-2425	Vehicle Repairs	30,142	17,847	20,000	7,207	22,000	Vehicle Repairs	2,000	10.0%
Police	01-4210-40-2429	Radio Replacement and Repair	5,869	14,492	8,500	750	10,000	Radio Replacement and Repair	1,500	17.6%
Police	01-4210-40-2440	Equipment Rental	2,830	3,294	3,400	733	3,600	Equipment Rental	200	5.9%
Police	01-4210-40-2451	Outside Hire - Prof Serv	0	0	0	0	53,000	Prosecutor Position	53,000	100.0%
Police	01-4210-50-2550	Printing	1,367	1,390	1,200	331	1,500	Printing	300	25.0%
Police	01-4210-50-2551	Advertising	0	0	500	0	500	Advertising	0	0.0%



Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
Police	01-4210-50-2560	Dues & Subscriptions	834	1,132	1,000	928	1,300	Dues & Subscriptions	300	30.0%
Police	01-4210-50-2565	Software License	12,919	17,414	15,700	8,003	18,600	Software License - AFIS new	2,900	18.5%
Police	01-4210-50-2580	Public Relations	482	807	750	0	1,250	Public Relations	500	66.7%
Police	01-4210-60-2614	Ammunition & Supplies	4,018	6,218	5,000	2,677	7,000	Ammunition & Supplies	2,000	40.0%
Police	01-4210-60-2615	Uniforms	6,956	15,022	11,000	3,439	15,000	Uniforms	4,000	36.4%
Police	01-4210-60-2620	Office Supplies	2,823	2,599	3,000	775	3,000	Office Supplies	0	0.0%
Police	01-4210-60-2621	Computer Equipment	20,271	11,423	14,000	3,583	14,000	Computer Equipment	0	0.0%
Police	01-4210-60-2625	Postage	1,047	1,082	1,500	152	1,500	Postage	0	0.0%
Police	01-4210-60-2635	Gasoline	37,176	45,045	44,500	7,784	47,000	Gasoline	2,500	5.6%
Police	01-4210-60-2643	Body Warn Cameras	96	0	100	0	16,000	Body Worn Cam. Yearly- partially offset grant reve	15,900	15900.0%
Police	01-4210-60-2653	Tools & Equipment	1,435	2,253	2,000	195	2,000	Tools & Equipment	0	0.0%
Police	01-4210-60-2654	Tires	8,198	6,583	10,500	1,467	10,500	Tires	0	0.0%
Police	01-4210-60-2660	Vehicle Supplies	517	798	800	16	800	Vehicle Supplies	0	0.0%
Police	01-4210-60-2670	Books & Periodicals	882	569	1,000	595	1,000	Books & Periodicals	0	0.0%
Police	01-4210-70-2740	New Equipment, Capital	8,738	8,545	13,000	0	10,000	New Equipment, Capital	-3,000	-23.1%
Police	01-4210-70-2750	Furniture and Fixtures - Office	285	6,210	500	0	1,000	Furniture and Fixtures - Office	500	100.0%
Police	01-4210-70-2760	New Vehicles	90,326	68,349	90,200	-1,000	101,200	New Vehicles	11,000	12.2%
Police	01-4210-70-2761	Motorcycle Lease	0	4,938	4,950	4,938	4,950	Motorcycle Lease	0	0.0%
Police	01-4210-80-2811	Prisoner Care	0	0	30	0	30	Prisoner Care	0	0.0%
Police	01-4210-80-2825	Meetings & Conferences	1,355	2,338	1,500	1,153	1,500	Meetings & Conferences	0	0.0%
<b>Police Total</b>				<b>2,797,120</b>	<b>3,007,910</b>		<b>3,129,560</b>		<b>121,650</b>	<b>4.0%</b>
Rescue	01-4215-10-1115	Wages, PT Perm/Call Pay	511,299	531,840	578,500	190,129	610,300	PT EMT wages	31,800	5.5%
Rescue	01-4215-10-1140	Overtime	5,289	18,047	5,500	16,036	10,000	OT	4,500	81.8%
Rescue	01-4215-20-1220	Social Security	31,430	33,907	36,210	13,497	38,400	Social Security 6.2 %	2,190	6.0%
Rescue	01-4215-20-1225	Medicare	7,351	7,930	8,470	3,157	9,000	Medicare 1.45%	530	6.3%
Rescue	01-4215-20-1294	Educat. & Training/Prof. Dev.	2,015	3,748	2,500	448	3,500	Educat. & Training/Prof. Dev.	1,000	40.0%
Rescue	01-4215-20-1296	Supplemental Vol. Insur.	3,524	3,536	4,300	3,536	4,000	Supplemental Vol. Insur.	-300	-7.0%
Rescue	01-4215-30-2305	Amb Billing Service Fee	27,347	30,419	30,000	5,761	30,800	Amb Billing Service Fee	800	2.7%
Rescue	01-4215-30-2341	Telephone	5,960	5,395	5,000	1,602	5,500	Telephone	500	10.0%
Rescue	01-4215-40-2425	Vehicle Repairs	13,123	9,948	11,000	3,373	11,000	Vehicle Repairs	0	0.0%
Rescue	01-4215-40-2429	Radio Replacement and Repair	1,426	1,820	4,500	291	4,000	Radio Replacement and Repair	-500	-11.1%
Rescue	01-4215-40-2430	Equip Repair/Maint	2,720	4,242	4,000	3,099	4,500	Equip Repair/Maint	500	12.5%
Rescue	01-4215-50-2560	Dues & Subscriptions	330	360	400	0	400	Dues & Subscriptions	0	0.0%
Rescue	01-4215-60-2615	Uniforms	1,053	2,337	1,400	88	2,300	Uniforms	900	64.3%
Rescue	01-4215-60-2621	Computer Equipment	139	0	1,000	0	1,000	Computer Equipment	0	0.0%
Rescue	01-4215-60-2625	Postage	100	89	50	0	100	Postage	50	100.0%
Rescue	01-4215-60-2635	Gasoline	964	1,180	1,000	138	1,200	Gasoline	200	20.0%
Rescue	01-4215-60-2636	Diesel Fuel	5,961	10,325	6,200	838	8,000	Diesel Fuel	1,800	29.0%
Rescue	01-4215-60-2680	ALS Supplies	6,835	6,744	6,000	4,372	7,200	ALS Supplies	1,200	20.0%
Rescue	01-4215-60-2685	Oxygen	1,284	1,864	1,300	170	1,400	Oxygen	100	7.7%
Rescue	01-4215-60-2686	BLS Supplies	9,775	7,260	5,500	3,652	7,000	BLS Supplies	1,500	27.3%
Rescue	01-4215-60-2690	Misc. Supplies	1,732	633	500	306	600	Misc. Supplies	100	20.0%
<b>Rescue Total</b>				<b>681,623</b>	<b>713,330</b>		<b>760,200</b>		<b>46,870</b>	<b>6.6%</b>

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
Fire	01-4220-10-1110	Full Time Wages	101,579	102,923	111,050	36,673	117,200	Fire Chief Wages	6,150	5.5%
Fire	01-4220-10-1111	FT Clerical/Fire Insp	84,748	121,369	99,250	63,886	108,900	FT Wages Deputy Chiefs	9,650	9.7%
Fire	01-4220-10-1112	Supervisor Wages	78,354	55,447	94,080	0	104,700	Capt Fire/Rescue	10,620	11.3%
Fire	01-4220-10-1114	PT Wages & Mechanic	9,675	3,689	10,000	0	3,000	Mechanic wages	-7,000	-70.0%
Fire	01-4220-10-1115	Wages, PT Perm/Call Pay	73,270	110,261	90,000	6,782	110,000	PT & Call Fire	20,000	22.2%
Fire	01-4220-20-1210	Health Insurance	43,260	49,015	49,980	18,140	54,600	Health insurance & BBH	4,620	9.2%
Fire	01-4220-20-1211	Dental Insurance	2,349	2,450	2,350	851	2,600	Dental Insurance & BBD	250	10.6%
Fire	01-4220-20-1220	Social Security	1,932	7,072	6,200	415	6,820	Social Security 6.2 %	620	10.0%
Fire	01-4220-20-1225	Medicare	4,463	5,905	5,870	1,671	6,450	Medicare 1.45%	580	9.9%
Fire	01-4220-20-1235	Group II Retirement - Fire	86,783	91,405	90,910	31,364	100,400	NHRS	9,490	10.4%
Fire	01-4220-20-1266	Sick Leave Incentive	8,164	8,603	8,200	1,637	8,500	annual - sick leave payout	300	3.7%
Fire	01-4220-20-1290	Longevity	750	750	1,250	0	1,250	Longevity	0	0.0%
Fire	01-4220-20-1294	Educat. & Training/Prof. Dev.	4,649	3,588	6,000	2,643	5,000	Educat. & Training/Prof. Dev.	-1,000	-16.7%
Fire	01-4220-20-1296	Supplemental Vol. Insur.	3,524	3,536	4,000	3,536	4,000	Supplemental Vol. Insur.	0	0.0%
Fire	01-4220-30-2341	Telephone	7,691	6,400	7,700	2,343	6,600	Telephone	-1,100	-14.3%
Fire	01-4220-30-2343	Internet Service	3,376	3,757	3,500	1,171	3,900	Internet Service	400	11.4%
Fire	01-4220-30-2350	Physicals/Alcohol/Drug Tests	1,875	3,392	2,800	2,195	3,500	Physicals/Alcohol/Drug Tests	700	25.0%
Fire	01-4220-30-2374	Custodian	3,156	5,205	3,160	2,672	7,300	New cleaning contractor Nov 2023	4,140	131.0%
Fire	01-4220-40-2410	Electricity	11,596	15,501	7,000	4,376	10,000	Electricity	3,000	42.9%
Fire	01-4220-40-2411	Heat	8,179	12,183	11,600	90	12,000	Heat	400	3.4%
Fire	01-4220-40-2412	Water	6,112	5,694	6,000	1,475	6,000	Water	0	0.0%
Fire	01-4220-40-2425	Vehicle Repairs	36,853	26,281	21,000	21,390	28,000	Vehicle Repairs	7,000	33.3%
Fire	01-4220-40-2430	Equip Repair/Maint	7,754	6,118	6,300	297	6,300	Equip Repair/Maint	0	0.0%
Fire	01-4220-50-2560	Dues & Subscriptions	5,731	7,429	6,100	4,000	6,800	Dues & Subscriptions	700	11.5%
Fire	01-4220-60-2610	Supplies - General	2,473	3,604	2,500	401	3,000	Supplies - General	500	20.0%
Fire	01-4220-60-2615	Uniforms	2,281	2,721	2,300	98	2,500	Uniforms	200	8.7%
Fire	01-4220-60-2616	Protective Clothing	21,980	20,866	21,000	2,354	20,000	Protective Clothing	-1,000	-4.8%
Fire	01-4220-60-2620	Office Supplies	1,096	1,350	1,800	38	1,400	Office Supplies	-400	-22.2%
Fire	01-4220-60-2621	Computer Equipment	2,898	3,150	4,500	879	3,500	Computer Equipment	-1,000	-22.2%
Fire	01-4220-60-2624	Education & Prevention	1,500	762	1,500	0	1,000	Education & Prevention	-500	-33.3%
Fire	01-4220-60-2625	Postage	316	449	300	0	400	Postage	100	33.3%
Fire	01-4220-60-2635	Gasoline	4,881	5,446	5,100	727	5,700	Gasoline	600	11.8%
Fire	01-4220-60-2636	Diesel Fuel	3,287	9,683	3,500	1,301	7,000	Diesel Fuel	3,500	100.0%
Fire	01-4220-60-2651	Breathing Apparatus	25,174	16,640	25,000	8,167	21,000	Breathing Apparatus	-4,000	-16.0%
Fire	01-4220-60-2652	Radios and Pagers	7,735	9,747	11,000	2,689	10,000	Radios and Pagers	-1,000	-9.1%
Fire	01-4220-60-2653	Tools & Equipment	14,221	16,524	15,000	3,123	16,000	Tools & Equipment	1,000	6.7%
Fire	01-4220-60-2654	Tires	0	630	3,000	0	0	Tires	-3,000	-100.0%
Fire	01-4220-80-2762	Equip Lease Payment	1,378	1,187	1,400	0	300	Equip Lease Payment	-1,100	-78.6%
Fire	01-4220-80-2820	Mileage	0	0	200	0	100	Mileage	-100	-50.0%
<b>Fire Total</b>				<b>750,732</b>	<b>752,400</b>		<b>815,720</b>		<b>63,320</b>	<b>8.4%</b>
EmergMgmt	01-4290-50-2560	Dues & Subscriptions	9,053	9,777	10,000	10,578	11,000	Onsolve,LLC - Code Red Renewal	1,000	10.0%
<b>EmergMgmt Total</b>				<b>9,777</b>	<b>10,000</b>		<b>11,000</b>		<b>1,000</b>	<b>10.0%</b>
Dispatch	01-4299-10-1110	Full Time Wages	246,700	239,624	287,600	91,983	303,000	FT wages - 5 FT positions	15,400	5.4%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
Dispatch	01-4299-10-1115	Wages, PT Perm/Call Pay	17,852	28,923	20,140	3,664	20,000	PT wages	-140	-0.7%
Dispatch	01-4299-10-1140	Overtime	19,538	25,661	21,500	11,850	22,700	Overtime	1,200	5.6%
Dispatch	01-4299-20-1210	Health Insurance	132,885	126,009	159,410	44,818	163,220	Health insurance & BBH	3,810	2.4%
Dispatch	01-4299-20-1211	Dental Insurance	5,596	5,143	6,200	1,738	6,200	Dental Insurance & BBD	0	0.0%
Dispatch	01-4299-20-1220	Social Security	17,362	18,308	20,420	6,919	21,400	Social Security 6.2 %	980	4.8%
Dispatch	01-4299-20-1225	Medicare	4,072	4,282	4,780	1,618	5,000	Medicare 1.45%	220	4.6%
Dispatch	01-4299-20-1230	Deferred Compensation - 60%	10,495	9,833	12,000	3,694	10,000	457b Town contribution 5.5% @ 60%	-2,000	-16.7%
Dispatch	01-4299-20-1234	NHRS Group I - 40%	0	0	0	0	17,500	NHRS Group I - 13.53% @ 40%	17,500	100.0%
Dispatch	01-4299-20-1266	Sick Leave Incentive	5,558	5,481	6,000	421	6,000	Sick Leave Incentive	0	0.0%
Dispatch	01-4299-20-1290	Longevity	891	1,606	1,500	0	2,250	Longevity	750	50.0%
Dispatch	01-4299-20-1294	Educat. & Training/Prof. Dev.	620	632	1,500	0	1,500	Educat. & Training/Prof. Dev.	0	0.0%
Dispatch	01-4299-30-2341	Telephone	7,347	8,350	8,000	2,111	8,500	Telephone	500	6.3%
Dispatch	01-4299-30-2343	Internet Service	2,443	3,037	3,100	607	2,700	Internet Service	-400	-12.9%
Dispatch	01-4299-30-2350	Physicals/Alcohol/Drug Tests	125	225	750	0	750	Physicals/Alcohol/Drug Tests	0	0.0%
Dispatch	01-4299-30-2430	Equip Repair/Maint	1,300	3,248	1,500	399	1,500	Equip Repair/Maint	0	0.0%
Dispatch	01-4299-40-2440	Equipment Rental	0	99	1,800	0	1,800	Equipment Rental	0	0.0%
Dispatch	01-4299-50-2560	Dues & Subscriptions	395	361	450	0	450	Dues & Subscriptions	0	0.0%
Dispatch	01-4299-50-2565	Software License	6,012	6,362	7,000	7,718	7,000	Software License	0	0.0%
Dispatch	01-4299-60-2615	Uniforms	1,136	530	1,700	91	2,500	Uniforms	800	47.1%
Dispatch	01-4299-60-2620	Office Supplies	356	271	500	0	500	Office Supplies	0	0.0%
Dispatch	01-4299-60-2621	Computer Equipment	1,494	7,339	3,000	382	3,000	Computer Equipment	0	0.0%
Dispatch	01-4299-60-2625	Postage	55	0	50	0	50	Postage	0	0.0%
Dispatch	01-4299-80-2612	Equipment Purchases	1,009	3,229	1,250	0	2,000	Equipment Purchases	750	60.0%
<b>Dispatch Total</b>				<b>498,553</b>	<b>570,150</b>		<b>609,520</b>		<b>39,370</b>	<b>6.9%</b>
DPW Admin	01-4311-10-1110	Full Time Wages	177,444	201,868	254,800	82,224	327,300	FT - DPW Dir, AssistDir,ExecAssist,Secretary	72,500	28.5%
DPW Admin	01-4311-10-1115	Wages, PT Perm	22,983	26,673	28,000	11,629	0	PT Clerical - Position added to FT	-28,000	-100.0%
DPW Admin	01-4311-10-1116	Part Time Stormwater intern	0	0	15,000	0	0	PT - Stormwater intern - offset MS-4	-15,000	-100.0%
DPW Admin	01-4311-10-1140	Overtime	704	407	750	49	750	Overtime	0	0.0%
DPW Admin	01-4311-20-1210	Health Insurance	24,766	27,992	59,240	11,474	43,210	Health insurance & BBH	-16,030	-27.1%
DPW Admin	01-4311-20-1211	Dental Insurance	2,828	2,556	3,660	960	3,600	Dental Insurance & BBD	-60	-1.6%
DPW Admin	01-4311-20-1220	Social Security	14,145	15,930	18,510	6,870	20,340	Social Security 6.2%	1,830	9.9%
DPW Admin	01-4311-20-1225	Medicare	3,308	3,726	4,330	1,607	4,760	Medicare 1.45%	430	9.9%
DPW Admin	01-4311-20-1230	Deferred Compensation - 60%	9,660	10,785	14,020	4,788	10,800	457b Town contribution 5.5% @ 60%	-3,220	-23.0%
DPW Admin	01-4311-20-1230	NHRS Group I - 40%	0	0	0	0	17,800	NHRS Group I - 13.53% @ 40%	17,800	100.0%
DPW Admin	01-4311-20-1266	Sick Leave Incentive	6,112	4,169	5,500	1,191	5,000	annual - sick leave payout	-500	-9.1%
DPW Admin	01-4311-20-1290	Longevity	750	757	750	0	1,000	Longevity	250	33.3%
DPW Admin	01-4311-20-1294	Educat. & Training/Prof. Dev.	1,276	2,313	3,000	1,401	6,000	Educat. & Training/Prof. Dev.	3,000	100.0%
DPW Admin	01-4311-30-2310	Engineering	31,624	7,081	20,000	875	20,000	Engineering - Misc	0	0.0%
DPW Admin	01-4311-30-2341	Telephone	6,966	6,612	7,100	1,630	7,500	Nextiva,Verizon,MCI,Consolidated	400	5.6%
DPW Admin	01-4311-30-2343	Internet Service	4,853	3,336	5,000	1,273	4,200	Comcast - Internet	-800	-16.0%
DPW Admin	01-4311-30-2374	Custodian	2,210	2,295	2,300	510	4,000	New cleaning contractor Nov 2023	1,700	73.9%
DPW Admin	01-4311-30-2396	Storm Water II Project	1,618	4,750	2,750	1,768	0	MS4 - Stormwater - move to 01-4312-44-xxxx	-2,750	-100.0%
DPW Admin	01-4311-40-2410	Electricity	12,330	25,431	17,300	3,169	17,300	Electricity	0	0.0%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
DPW Admin	01-4311-40-2411	Heat	5,127	8,574	11,450	265	8,500	Heat	-2,950	-25.8%
DPW Admin	01-4311-40-2412	Water	1,420	1,223	1,490	370	1,700	Water	210	14.1%
DPW Admin	01-4311-40-2430	Equip Repair/Maint	11,760	7,427	9,000	2,883	0	Equip Repair/Maint - moved to 4312	-9,000	-100.0%
DPW Admin	01-4311-50-2551	Advertising	1,102	1,269	1,500	192	1,500	Advertising	0	0.0%
DPW Admin	01-4311-50-2560	Dues & Subscriptions	1,698	4,063	3,000	0	3,500	Dues & Subscriptions	500	16.7%
DPW Admin	01-4311-60-2620	Office Supplies	2,685	4,620	3,500	1,260	4,000	Office Supplies	500	14.3%
DPW Admin	01-4311-60-2621	Computer Equipment	2,326	5,930	8,900	3,757	8,000	Computer replacement & misc	-900	-10.1%
DPW Admin	01-4311-60-2625	Postage	506	506	400	34	500	Postage	100	25.0%
DPW Admin	01-4311-70-2750	Furniture and Fixtures - Office	851	319	1,500	600	2,000	Misc office furnishings	500	33.3%
DPW Admin	01-4311-80-2820	Mileage	0	97	150	0	150	Reimb mileage - Town business	0	0.0%
<b>DPW Admin Total</b>				<b>380,708</b>	<b>502,900</b>		<b>523,410</b>		<b>20,510</b>	<b>4.1%</b>
DPW HwySts	01-4312-10-1110	Full Time Wages	473,407	409,354	544,000	148,397	570,000	FT wages - includes mechanic was separate FY24	26,000	4.8%
DPW HwySts	01-4312-10-1115	Wages, PT Perm	43,106	35,750	82,000	18,345	60,100	PT Perm & seasonal	-21,900	-26.7%
DPW HwySts	01-4312-10-1140	Overtime	81,302	73,219	114,700	4,380	100,000	Overtime	-14,700	-12.8%
DPW HwySts	01-4312-20-1210	Health Insurance	184,215	162,904	175,550	77,621	208,940	Health insurance & BBH	33,390	19.0%
DPW HwySts	01-4312-20-1211	Dental Insurance	8,412	8,039	8,360	3,721	11,500	Dental Insurance & BBD	3,140	37.6%
DPW HwySts	01-4312-20-1220	Social Security	36,916	34,206	45,930	12,678	45,200	Social Security 6.2%	-730	-1.6%
DPW HwySts	01-4312-20-1225	Medicare	8,634	8,000	10,740	2,965	10,500	Medicare 1.45%	-240	-2.2%
DPW HwySts	01-4312-20-1230	Deferred Compensation - 60%	22,275	19,718	29,920	8,299	18,900	457b Town contribution 5.5% @ 60%	-11,020	-36.8%
DPW HwySts	01-4312-20-1234	NHRS Group I - 40%	0	0	0	0	34,100	NHRS Group I - 13.53% @ 40%	34,100	100.0%
DPW HwySts	01-4312-20-1266	Sick Leave Incentive	3,049	2,537	3,350	605	3,000	annual - sick leave payout	-350	-10.4%
DPW HwySts	01-4312-20-1290	Longevity	3,292	2,373	1,500	0	2,500	Longevity	1,000	66.7%
DPW HwySts	01-4312-30-2350	Physicals/Alcohol/Drug Tests	3,292	3,143	3,300	348	3,300	Physicals/Alcohol/Drug Tests	0	0.0%
DPW HwySts	01-4312-40-2425	Vehicle Repairs	49,890	59,006	60,000	27,601	65,000	Vehicle Repairs	5,000	8.3%
DPW HwySts	01-4312-40-2429	Radio Replacement and Repair	0	938	1,200	0	1,200	Radio Replacement and Repair	0	0.0%
DPW HwySts	01-4312-40-2430	Equip Repair/Maint	88,725	28,840	75,000	8,440	65,000	Equip Repair/Maint	-10,000	-13.3%
DPW HwySts	01-4312-40-2431	Facility Maintenance/Repairs	58,094	45	4,000	0	10,000	Facility Maint/Repairs - DPW Buildings	6,000	150.0%
DPW HwySts	01-4312-40-2435	Fuel Tank Apron	5,336	267	2,500	440	2,500	Fuel Tank Apron	0	0.0%
DPW HwySts	01-4312-40-2443	Pennichuck Water Main Assess	270,896	297,439	310,000	96,625	330,000	Pennichuck Water Main Assess	20,000	6.5%
DPW HwySts	01-4312-40-2450	Line Stripe Roads	26,766	1,200	29,000	12,654	36,000	Line Stripe Roads	7,000	24.1%
DPW HwySts	01-4312-40-2451	Outside Hire	76,901	70,139	92,500	1,195	115,000	Outside Hire	22,500	24.3%
DPW HwySts	01-4312-40-2452	Equip Lease/Rental Pymts	9,321	3,423	7,500	0	7,500	Equip Lease/Rental Pymts	0	0.0%
DPW HwySts	01-4312-40-2453	Fuel Tank Testing	0	1,060	2,500	0	2,500	Fuel Tank Testing	0	0.0%
DPW HwySts	01-4312-40-2461	Street Sweeping	3,535	5,665	7,000	900	0	Street Sweeping	-7,000	-100.0%
DPW HwySts	01-4312-40-2463	Catch Basin	15,098	12,775	20,290	29,356	0	Catch Basin	-20,290	-100.0%
DPW HwySts	01-4312-40-2470	Tree Care	18,100	13,400	15,000	5,910	40,000	Tree Care	25,000	166.7%
DPW HwySts	01-4312-44-0000	MS4 Storm Water	0	0	0	0	118,500	\$70K offset by various related lines down to zero	118,500	100.0%
DPW HwySts	01-4312-60-2610	Supplies - General	28,025	25,258	33,000	10,219	33,000	Supplies - General	0	0.0%
DPW HwySts	01-4312-60-2615	Uniforms	18,896	20,637	19,500	6,134	12,000	Uniforms	-7,500	-38.5%
DPW HwySts	01-4312-60-2616	Protective Clothing ADD SAFETY EQ	9,542	11,091	9,000	3,272	10,000	Protective Clothing & Safety Equipment	1,000	11.1%
DPW HwySts	01-4312-60-2626	Oil & Grease	3,602	8,393	6,000	76	8,000	Oil & Grease	2,000	33.3%
DPW HwySts	01-4312-60-2635	Gasoline	17,135	16,681	17,990	2,362	20,000	Gasoline	2,010	11.2%
DPW HwySts	01-4312-60-2636	Diesel Fuel	30,306	61,710	50,000	4,097	55,000	Diesel Fuel	5,000	10.0%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
DPW HwySts	01-4312-60-2653	Tools & Equipment	24,817	8,050	8,000	1,587	9,000	Tools & Equipment	1,000	12.5%
DPW HwySts	01-4312-60-2654	Tires	3,094	5,643	6,000	2,698	6,000	Tires	0	0.0%
DPW HwySts	01-4312-60-2662	Salt	110,200	153,419	140,000	0	160,000	Salt	20,000	14.3%
DPW HwySts	01-4312-60-2663	Sand	0	12,534	7,500	0	10,000	Sand	2,500	33.3%
DPW HwySts	01-4312-60-2665	Gravel	7,794	30,576	12,000	2,191	30,000	Gravel	18,000	150.0%
DPW HwySts	01-4312-60-2666	Calcium Chloride	15,841	8,339	27,000	0	30,000	Calcium Chloride	3,000	11.1%
DPW HwySts	01-4312-60-2668	Cold Patch	690	0	1,200	0	1,200	Cold Patch	0	0.0%
DPW HwySts	01-4312-60-2684	Guardrails	7,847	0	7,600	0	7,600	Guardrails	0	0.0%
DPW HwySts	01-4312-60-2687	Signs & Misc. Supplies	13,399	7,055	12,500	1,176	12,500	Signs & Misc. Supplies	0	0.0%
DPW HwySts	01-4312-70-2730	Road Maintenance	24,984	40,154	100,000	4,317	75,000	Road Maintenance	-25,000	-25.0%
DPW HwySts	01-4312-70-2735	Road Rebuild	617,058	1,141,239	1,400,010	130,626	1,500,000	Road Rebuild	99,990	7.1%
DPW HwySts	01-4312-70-2740	New Equipment, Capital	32,639	140,000	163,000	0	180,000	New Equipment, Capital	17,000	10.4%
DPW HwySts	01-4312-70-2762	Equip Lease Payment	46,480	46,480	0	0	0	Equip Lease Payment	0	0.0%
<b>DPW HwySts Total</b>				<b>2,990,697</b>	<b>3,666,140</b>		<b>4,020,540</b>		<b>354,400</b>	<b>9.7%</b>
DPW Lightin	01-4316-40-2414	General Street Lighting	15,965	42,103	8,000	1,898	8,500	General Street Lighting	500	6.3%
DPW Lightin	01-4316-40-2415	Warning Lights	2,245	2,416	2,580	400	2,500	Warning Lights	-80	-3.1%
DPW Lightin	01-4316-40-2416	Traffic Signals	1,335	1,150	1,540	277	1,500	Traffic Signals	-40	-2.6%
<b>DPW Lighting Total</b>				<b>45,670</b>	<b>12,120</b>		<b>12,500</b>		<b>380</b>	<b>3.1%</b>
DPW Bike-Pe	01-4319-00-0000	Bike - Pedestrian	0	0	0	0	20,000	Bike/Ped - new function	20,000	100.0%
<b>DPW Bike-Ped Total</b>				<b>0</b>	<b>0</b>		<b>20,000</b>		<b>20,000</b>	<b>100.0%</b>
DPW Waste	01-4323-30-2307	Souhegan Regional Landfill	383,600	449,031	541,730	126,413	542,000	SRLD - Amherst assessment - Final Budget vote 12	270	0.0%
<b>DPW Waste Total</b>				<b>449,031</b>	<b>541,730</b>		<b>542,000</b>		<b>270</b>	<b>0.0%</b>
DPW ATS	01-4324-10-1110	Full Time Wages	53,204	36,715	52,290	14,908	70,400	FT Wages 1 EE - G14/S1 to G14/S5	18,110	34.6%
DPW ATS	01-4324-10-1115	Wages, PT Perm/Call Pay	56,019	88,150	109,200	33,257	124,000	PT wages 3 employees +1 Reg PT position	14,800	13.6%
DPW ATS	01-4324-10-1140	Overtime	2,863	6,563	3,200	5,653	5,500	Overtime	2,300	71.9%
DPW ATS	01-4324-20-1210	Health Insurance	37,069	29,433	38,780	13,886	42,360	Health insurance & BBH	3,580	9.2%
DPW ATS	01-4324-20-1211	Dental Insurance	1,904	1,366	1,710	598	1,800	Dental Insurance & BBD	90	5.3%
DPW ATS	01-4324-20-1220	Social Security	6,769	8,030	10,220	3,412	12,820	Social Security 6.2%	2,600	25.4%
DPW ATS	01-4324-20-1225	Medicare	1,583	1,878	2,390	798	3,000	Medicare 1.45%	610	25.5%
DPW ATS	01-4324-20-1230	Deferred Compensation - 60%	236	2,171	2,880	852	2,300	457b Town contribution 5.5% @ 60%	-580	-20.1%
DPW ATS	01-4324-20-1234	NHRS Group I - 40%	0	0	0	0	3,800	NHRS Group I - 13.53% @ 40%	3,800	100.0%
DPW ATS	01-4324-20-1266	Sick Leave Incentive	321	576	800	598	500	annual - sick leave payout	-300	-37.5%
DPW ATS	01-4324-20-1294	Educat. & Training/Prof. Dev.	525	775	600	150	700	Educat. & Training/Prof. Dev.	100	16.7%
DPW ATS	01-4324-30-2341	Telephone	1,457	1,642	1,500	446	2,000	Telephone	500	33.3%
DPW ATS	01-4324-30-2343	Internet Service	2,456	2,843	2,600	1,043	3,000	Internet Service	400	15.4%
DPW ATS	01-4324-40-2410	Electricity	6,527	7,838	9,440	1,072	10,000	Electricity	560	5.9%
DPW ATS	01-4324-40-2412	Water	930	691	980	245	1,100	Water	120	12.2%
DPW ATS	01-4324-40-2420	Waste disposal	106,627	101,350	115,000	39,841	110,000	Waste disposal	-5,000	-4.3%
DPW ATS	01-4324-40-2431	Facility Maintenance/Repairs	2,711	5,149	8,000	264	8,000	Facility Maintenance/Repairs	0	0.0%
DPW ATS	01-4324-40-2451	Outside Hire	5,022	14,897	12,000	500	9,000	Outside Hire	-3,000	-25.0%
DPW ATS	01-4324-40-2452	Equip Lease/Rental Pymts	180	1,930	0	875	100	Equip Lease/Rental Pymts	100	100.0%
DPW ATS	01-4324-50-2560	Dues & Subscriptions	9,181	9,269	9,690	9,501	10,000	Dues & Subscriptions	310	3.2%
DPW ATS	01-4324-50-2561	Bank/Credit Card Fees	3,556	3,989	3,750	651	3,600	Bank/Credit Card Fees	-150	-4.0%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
DPW ATS	01-4324-50-2563	Weighmaster Licences	254	408	500	0	500	Weighmaster Licences	0	0.0%
DPW ATS	01-4324-60-2664	Landfill Waste Oil	1,137	2,028	2,500	0	2,500	Landfill Waste Oil	0	0.0%
DPW ATS	01-4324-60-2687	Signs & Misc. Supplies	1,404	2,876	1,800	1,476	2,000	Signs & Misc. Supplies	200	11.1%
DPW ATS	01-4324-60-2688	Tire removal	857	1,482	1,500	336	1,600	Tire removal	100	6.7%
DPW ATS	01-4324-80-2612	Equipment Purchase	0	0	0	0	1,000	Equipment Purchase - Added line per Eric FY24	1,000	100.0%
<b>DPW ATS Total</b>				<b>332,049</b>	<b>391,330</b>		<b>431,580</b>		<b>40,250</b>	<b>10.3%</b>
Health	01-4411-10-1115	Wages, PT Perm/Call Pay	2,000	1,965	2,200	770	2,300	Health Officer stipend	100	4.5%
Health	01-4411-20-1220	Social Security	115	114	140	44	150	Social Security	10	7.1%
Health	01-4411-20-1225	Medicare	27	27	30	10	30	Medicare	0	0.0%
<b>Health Total</b>				<b>2,105</b>	<b>2,370</b>		<b>2,480</b>		<b>110</b>	<b>4.6%</b>
Animal Cont	01-4414-60-2619	Dog Emergency Care	0	400	200	0	200	Dog Emergency Care	0	0.0%
Animal Cont	01-4414-80-2811	Kennel Costs	200	0	200	0	200	Animal Rescue League of NH - annual contract	0	0.0%
<b>Animal Contr Total</b>				<b>400</b>	<b>400</b>		<b>400</b>		<b>0</b>	<b>0.0%</b>
Charitable	01-4415-30-2399	Health Agencies	55,000	55,000	55,000	55,000	55,000	Health Agencies	0	0.0%
<b>Charitable Total</b>				<b>55,000</b>	<b>55,000</b>		<b>55,000</b>		<b>0</b>	<b>0.0%</b>
Welfare	01-4442-40-2441	Rent, WGA	5,398	3,090	8,000	0	7,000	Rent, WGA	-1,000	-12.5%
Welfare	01-4442-60-2627	Utilities, WGA	371	866	1,500	0	1,500	Utilities, WGA	0	0.0%
Welfare	01-4442-60-2699	Other Charges - WGA	75	2,132	750	20	1,750	Other Charges - WGA	1,000	133.3%
<b>Welfare Total</b>				<b>6,089</b>	<b>10,250</b>		<b>10,250</b>		<b>0</b>	<b>0.0%</b>
Recreation	01-4520-10-1110	Full Time Wages	139,578	142,024	162,820	51,337	171,000	2 FT employees	8,180	5.0%
Recreation	01-4520-10-1112	Supervisor Wages (Maint EE)	112,680	121,127	127,000	41,514	130,000	2 FT Maintenance employees	3,000	2.4%
Recreation	01-4520-10-1113	Part Time Wages - Seasonal	15,711	0	0	0	0	CLOSE & USE 01-4520-10-1115	0	0.0%
Recreation	01-4520-10-1115	Wages - PT year round	15,711	20,121	30,000	2,478	25,000	PT Maintenance - year round	-5,000	-16.7%
Recreation	01-4520-10-1140	Overtime	0	0	700	0	500	Overtime	-200	-28.6%
Recreation	01-4520-20-1210	Health Insurance	42,914	39,097	47,350	12,725	45,710	Health insurance & BBH	-1,640	-3.5%
Recreation	01-4520-20-1211	Dental Insurance	3,533	3,350	3,650	1,161	5,000	Dental Insurance & BBD	1,350	37.0%
Recreation	01-4520-20-1220	Social Security	18,695	19,798	19,880	7,063	20,250	Social Security 6.2%	370	1.9%
Recreation	01-4520-20-1225	Medicare	4,372	4,630	4,650	1,652	4,750	Medicare 1.45%	100	2.2%
Recreation	01-4520-20-1230	Deferred Compensation - 60%	13,842	14,467	15,940	5,413	9,900	457b Town contribution 5.5% @ 60%	-6,040	-37.9%
Recreation	01-4520-20-1234	NHRS Group I - 40%	0	0	0	0	16,300	NHRS Group I - 13.53% @ 40%	16,300	100.0%
Recreation	01-4520-20-1266	Sick Leave Incentive	3,633	4,089	3,800	0	3,800	Annual sick leave payout	0	0.0%
Recreation	01-4520-20-1290	Longevity	500	750	1,250	0	1,250	Longevity	0	0.0%
Recreation	01-4520-30-2341	Telephone	6,130	7,176	7,200	2,076	7,200	Telephone	0	0.0%
Recreation	01-4520-30-2343	Internet Service	2,640	3,389	5,040	1,404	3,630	Internet Service	-1,410	-28.0%
Recreation	01-4520-30-2374	Custodian	1,300	1,300	1,300	400	1,770	New cleaning contractor Nov 2023	470	36.2%
Recreation	01-4520-40-2410	Electricity	11,405	8,248	7,590	1,586	7,590	Electricity- portion covered by Fund 2	0	0.0%
Recreation	01-4520-40-2411	Heat	4,044	6,073	6,740	136	6,740	Heat	0	0.0%
Recreation	01-4520-40-2412	Water	792	531	830	102	830	Water	0	0.0%
Recreation	01-4520-40-2425	Vehicle Repairs	7,154	4,038	6,000	5,663	6,000	Vehicle Repairs	0	0.0%
Recreation	01-4520-40-2431	Facility Maintenance/Repairs	8,005	14,722	8,000	8,470	8,000	Field Maintenance - move \$2K to Fund 2	0	0.0%
Recreation	01-4520-50-2545	Trash Removal	1,351	1,494	1,400	369	1,500	Recreation building	100	7.1%
Recreation	01-4520-50-2551	Advertising	197	507	400	0	400	recruiting	0	0.0%
Recreation	01-4520-50-2565	Software License	947	765	960	1,240	1,050	SHI, Adobe	90	9.4%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
Recreation	01-4520-50-2615	Uniforms	1,304	1,044	1,000	0	1,000	maintenance staff uniforms	0	0.0%
Recreation	01-4520-60-2610	Supplies - General	2,108	1,563	2,000	510	2,000	Supplies - General	0	0.0%
Recreation	01-4520-60-2612	Equipment Purchases	0	24,427	13,000	697	13,000	Equipment Purchases - mower 1st half	0	0.0%
Recreation	01-4520-60-2620	Office Supplies	98	669	800	56	800	Office Supplies	0	0.0%
Recreation	01-4520-60-2621	Computer Equipment	0	3,740	2,000	0	2,000	Replace equipment as needed	0	0.0%
Recreation	01-4520-60-2625	Postage	62	102	100	20	100	Postage	0	0.0%
Recreation	01-4520-60-2635	Gasoline	6,923	7,349	7,500	1,734	7,500	Gasoline	0	0.0%
Recreation	01-4520-60-2636	Diesel Fuel	1,560	2,401	1,700	586	2,500	Diesel Fuel	800	47.1%
Recreation	01-4520-70-2762	Equip Lease Payment	12,338	1,305	1,350	0	1,350	copy machine	0	0.0%
Recreation	01-4520-80-2653	Tools & Equipment	148	1,843	2,500	721	2,000	Tools & Equipment	-500	-20.0%
Recreation	01-4520-80-2820	Mileage	0	0	100	0	100	Mileage	0	0.0%
Recreation	01-4520-80-2825	Meetings & Conferences	1,131	2,491	2,000	1,175	2,500	Meetings & Conferences	500	25.0%
<b>Recreation Total</b>				<b>464,629</b>	<b>496,550</b>		<b>513,020</b>		<b>16,470</b>	<b>3.3%</b>
Parks	01-4522-10-1115	Wages, PT Perm/Call Pay	14,253	14,751	17,200	10,633	18,000	Wages PT	800	4.7%
Parks	01-4522-20-1220	Social Security	884	941	1,070	659	1,120	Social Security	50	4.7%
Parks	01-4522-20-1225	Medicare	207	220	250	154	270	Medicare	20	8.0%
Parks	01-4522-40-2430	Equip Repair/Maint	653	883	650	0	15,650	Equip Repair/Maint	15,000	2307.7%
Parks	01-4522-40-2451	Outside Hire	1,100	782	500	440	700	Outside Hire	200	40.0%
Parks	01-4522-60-2610	Supplies - General	1,348	254	750	315	800	Supplies - General	50	6.7%
Parks	01-4522-60-2613	Fertilizer & Lime	444	564	1,000	0	1,000	Fertilizer & Lime	0	0.0%
Parks	01-4522-80-2612	Equipment Purchases	0	161	500	140	300	Equipment Purchases	-200	-40.0%
<b>Parks Total</b>				<b>18,557</b>	<b>21,920</b>		<b>37,840</b>		<b>15,920</b>	<b>72.6%</b>
Library	01-4550-10-1110	Full Time Wages	415,002	438,684	496,000	152,147	500,000	7 FT employees	4,000	0.8%
Library	01-4550-10-1115	Wages, PT Perm	139,428	171,508	160,000	60,782	176,000	17 PT employees	16,000	10.0%
Library	01-4550-20-1210	Health Insurance	125,751	121,796	170,800	38,181	107,790	Health insurance & BBH	-63,010	-36.9%
Library	01-4550-20-1211	Dental Insurance	6,059	5,667	7,000	1,897	7,000	Dental Insurance & BBD	0	0.0%
Library	01-4550-20-1220	Social Security	35,244	39,802	41,300	14,377	43,200	Social Security 6.2 %	1,900	4.6%
Library	01-4550-20-1225	Medicare	8,243	9,309	9,670	3,362	10,100	Medicare 1.45%	430	4.4%
Library	01-4550-20-1230	Deferred Compensation - 60%	19,512	23,068	27,280	7,504	17,160	457b Town contribution 5.5% @ 60%	-10,120	-37.1%
Library	01-4550-20-1234	NHRS Group I - 40%	0	0	0	0	28,100	NHRS Group I - 13.53% @ 40%	28,100	100.0%
Library	01-4550-20-1266	Sick Leave Incentive	7,179	6,444	8,200	198	7,500	Annual sick leave payout	-700	-8.5%
Library	01-4550-20-1290	Longevity	1,500	1,500	2,250	0	2,250	Longevity - 3 FT employees	0	0.0%
Library	01-4550-20-1294	Educat. & Training/Prof. Dev.	35	2,837	300	465	600	Educat. & Training/Prof. Dev.	300	100.0%
Library	01-4550-30-2341	Telephone	3,011	3,440	3,200	1,078	3,200	Nextiva, Consolidated, Verizon	0	0.0%
Library	01-4550-30-2343	Internet Service	6,246	6,423	6,200	1,565	6,500	Comcast - Internet	300	4.8%
Library	01-4550-30-2374	Custodian	11,400	11,400	13,000	5,860	27,000	New cleaning contractor Nov 2023	14,000	107.7%
Library	01-4550-30-2395	Outside Hire - IT	4,740	120	5,000	2,310	5,000	Outside Hire - IT	0	0.0%
Library	01-4550-40-2410	Electricity	8,338	12,136	11,500	3,591	12,100	Electricity	600	5.2%
Library	01-4550-40-2411	Heat	7,407	10,480	12,500	0	12,000	Heat	-500	-4.0%
Library	01-4550-40-2412	Water	3,159	2,742	3,300	877	3,200	Water	-100	-3.0%
Library	01-4550-40-2430	Repairs Bldg & Grounds	0	0	100	0	100	misc - irrigation	0	0.0%
Library	01-4550-50-2560	Dues & Subscriptions	1,215	1,392	1,200	282	1,400	NHLTA,NHLA,NELA,ALA	200	16.7%
Library	01-4550-50-2565	Software License	44,229	43,139	45,000	39,222	44,500	Polaris,Assabet,Dashlane,etal	-500	-1.1%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
Library	01-4550-50-2581	Travel	0	0	100	0	100	conference travel/hotel	0	0.0%
Library	01-4550-60-2620	Office Supplies	6,315	12,091	7,000	4,012	7,500	Office & Libr processing supplies	500	7.1%
Library	01-4550-60-2625	Postage	538	466	500	316	500	Out of state Libr Loans postage	0	0.0%
Library	01-4550-60-2670	Books & Periodicals	97,384	111,785	103,000	25,374	105,000	All content & formats	2,000	1.9%
Library	01-4550-80-2612	Equipment Purchases	469	350	500	0	500	Durable goods, not supplies	0	0.0%
Library	01-4550-80-2618	Special Events & supplies	15,715	17,984	16,000	6,745	16,900	Speaker fees,Supplies,Printing,et al	900	5.6%
Library	01-4550-80-2621	Computer Equipment	17,173	2,004	10,000	94	9,000	Computer,server,projector,misc	-1,000	-10.0%
Library	01-4550-80-2762	Equipment Lease Payment	0	4,654	5,000	2,741	5,000	Copier Lease - rental & overages	0	0.0%
Library	01-4550-80-2820	Mileage	125	1,173	300	29	500	Reimb mileage - Libr business	200	66.7%
Library	01-4550-80-2825	Meetings & Conferences	369	50	1,500	0	1,000	Conf registration - PLA 2024,others	-500	-33.3%
<b>Library Total</b>				<b>1,062,443</b>	<b>1,167,700</b>		<b>1,160,700</b>		<b>-7,000</b>	<b>-0.6%</b>
Patriotic	01-4583-80-2860	4th of July Subsidy	8,000	8,000	8,000	0	8,000	Add'l \$2,000 requested by Peter Giannakopoulos	0	0.0%
Patriotic	01-4583-80-2861	Memorial Day Subsidy	0	610	500	0	600	Memorial Day - Flags	100	20.0%
<b>Patriotic Total</b>				<b>8,610</b>	<b>8,500</b>		<b>8,600</b>		<b>100</b>	<b>1.2%</b>
Heritage	01-4589-10-1115	Wages, PT Perm/Call Pay	-4	504	500	159	580	Heritage Commission - minute taker	80	16.0%
Heritage	01-4589-20-1220	Social Security	31	31	30	10	40	Social Security 6.2%	10	33.3%
Heritage	01-4589-20-1225	Medicare	7	7	10	2	10	Medicare 1.45%	0	0.0%
Heritage	01-4589-30-2382	Outside Hire	4,200	1,000	50	0	1,050	\$1,000 for Asbestos Abatement - Cooperage	1,000	2000.0%
Heritage	01-4589-50-2550	Printing	255	0	400	0	400	Printing	0	0.0%
Heritage	01-4589-60-2610	Supplies - General	35	0	80	0	80	Supplies - General	0	0.0%
Heritage	01-4589-60-2621	Computer Equipment	0	250	80	0	100	Computer Equipment	20	25.0%
Heritage	01-4589-80-2618	Special Events & supplies	0	0	300	0	300	Special Events & supplies	0	0.0%
Heritage	01-4589-80-2825	Meetings & Conferences	0	0	300	0	300	Meetings & Conferences	0	0.0%
<b>Heritage Total</b>				<b>1,792</b>	<b>1,750</b>		<b>2,860</b>		<b>1,110</b>	<b>63.4%</b>
ConComm	01-4611-10-1115	Wages, PT Perm/Call Pay	1,455	1,985	1,800	635	2,000	ConsComm meetings - minute taker	200	11.1%
ConComm	01-4611-20-1220	Social Security	90	125	110	39	120	Social Security 6.2%	10	9.1%
ConComm	01-4611-20-1225	Medicare	21	29	30	9	30	Medicare 1.45%	0	0.0%
ConComm	01-4611-20-1294	Educat. & Training/Prof. Dev.	75	0	750	0	500	Educat. & Training/Prof. Dev.	-250	-33.3%
ConComm	01-4611-40-2483	Land Management	200	0	3,000	1,080	0	Land Management	-3,000	-100.0%
ConComm	01-4611-40-2486	Water Crossing Repair & Maint	2,930	2,499	1,500	0	2,500	Water Crossing Repair & Maint	1,000	66.7%
ConComm	01-4611-40-2487	Invasives Mitigation	9,105	1,530	2,500	168	4,000	Invasives Mitigation	1,500	60.0%
ConComm	01-4611-40-2488	Signage	1,750	1,500	0	0	2,000	Signage	2,000	100.0%
ConComm	01-4611-50-2560	Dues & Subscriptions	840	892	1,000	750	1,000	Dues & Subscriptions	0	0.0%
ConComm	01-4611-50-2564	Educational Outreach	0	642	1,500	50	1,500	Educational Outreach	0	0.0%
<b>ConComm Total</b>				<b>9,201</b>	<b>12,190</b>		<b>13,650</b>		<b>1,460</b>	<b>12.0%</b>
LTD Prin	01-4711-41-7101	Conservation Land - Bond 1- principal	0	0	0	51,282	102,560	Conservation Land - Bond 1- principal	102,560	100.0%
LTD Prin	01-4711-41-7102	Conservation Land - Bond 2- principal	0	0	0	50,000	100,000	Conservation Land - Bond 2- principal	100,000	100.0%
LTD Prin	01-4711-41-7103	Conservation Land - Bond 3- principal	0	0	0	0	100,000	Conservation Land - Bond 3- principal	100,000	100.0%
LTD Prin	01-4711-90-2210	Road Construction Phase 1 & 2	306,000	306,000	306,000	0	306,000	Road Construction Phase 1 & 2 (Paid off FY25)	0	0.0%
LTD Prin	01-4711-90-2214	Road Construction FY14	200,000	200,000	0	0	0	Road Construction FY14 - PAID OFF	0	0.0%
LTD Prin	01-4711-90-2215	Road Construction FY15	200,000	200,000	200,000	100,000	0	Road Construction FY15 - PAID OFF FY24	-200,000	-100.0%
LTD Prin	01-4711-90-2216	Road Construction FY16	400,000	400,000	400,000	400,000	400,000	Road Construction FY16 (Paid off FY26)	0	0.0%
<b>LTD Prin Total</b>				<b>1,106,000</b>	<b>906,000</b>		<b>1,008,560</b>		<b>102,560</b>	<b>11.3%</b>



Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
LTD Int	01-4721-41-7101	Conservation Land - Bond 1- interest	0	0	0	100,274	96,160	Conservation Land - Bond 1- interest	96,160	100.0%
LTD Int	01-4721-41-7102	Conservation Land - Bond 2- interest	0	0	0	50,411	96,510	Conservation Land - Bond 2- interest	96,510	100.0%
LTD Int	01-4721-41-7103	Conservation Land - Bond 3- interest	0	0	0	0	100,000	Conservation Land - Bond 3- interest	100,000	100.0%
LTD Int	01-4721-90-2210	Road Construction Phase 1 & 2	29,494	22,161	14,670	0	7,350	Road Construction Phase 1 & 2 (Paid off FY25)	-7,320	-49.9%
LTD Int	01-4721-90-2214	Road Construction FY14	9,099	4,599	0	0	0	Road Construction FY14 - PAID OFF	0	0.0%
LTD Int	01-4721-90-2215	Road Construction FY15	12,716	8,167	3,470	2,294	0	Road Construction FY15 - PAID OFF FY24	-3,470	-100.0%
LTD Int	01-4721-90-2216	Road Construction FY16	45,896	36,800	27,600	27,524	18,500	Road Construction FY16 (Paid off FY26)	-9,100	-33.0%
<b>LTD Int Total</b>				<b>71,726</b>	<b>45,740</b>		<b>318,520</b>		<b>272,780</b>	<b>596.4%</b>
<b>Grand Total</b>				<b>14,355,565</b>	<b>15,889,910</b>		<b>17,307,869</b>		<b>1,417,959</b>	<b>8.9%</b>
								Money from ACC in FY25 for Bond Payments	-370,000	
									0	
									1,047,959	6.6%



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Promotion of P. Derek Mahoney  
**Meeting Date:** December 4, 2023

**Department:** Police Department  
**Staff Contact:** Anthony Ciampoli

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## **BACKGROUND INFORMATION:**

See attached memo

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Sgt. Mahoney's promotion would potentially result in a yearly cost of \$7,592 with his grade/step adjustment as well as a one-time payout of vacation accrual of \$4,855 in order to bring his bank to town guidelines.

## **POLICY IMPLICATIONS:**

NA

## **DEPARTMENT HEAD RECOMMENDATION:**

Accept my recommendation for promotion to Captain at Grade 18-Step 5 and authorize the payout of 120 hours of banked vacation time.

## **SUGGESTED MOTION:**

Move to accept Sgt. Mahoney's promotion to Captain effective 12-11-23 to grade 18 step 5 (\$44.11)

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. 20231129122411
2. Mahoney Memo
3. 20231130123222

# Amherst Police Department

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## Memorandum

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To: Dean Shankle, Amherst Town Administrator  
& Amherst Board of Selectmen  
From: Chief Anthony Ciampoli  
Reference: P. Derek Mahoney Promotion

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I am thrilled to announce Sgt. Derek Mahoney's well-deserved promotion to the role of Captain for our Operations Division at the Amherst Police Department.

Sgt. Mahoney brings an impressive background, having graduated from the University of Maine with a major in International Affairs and a focus in Political Science. His commitment to our department spans 17 years, during which he has exemplified true leadership qualities.

His work ethic is unparalleled, consistently placing the interests of our town and department at the forefront. Sgt. Mahoney's approach is simple yet invaluable: treating others with the respect he would expect, leading by example, and never shying away from any task, regardless of its nature.

His dedication has not gone unnoticed among his peers. The overwhelming support expressed by his colleagues is a testament to the respect and admiration he has earned through his hard work and dedication.

To align with forthcoming changes in our compensation structure, I propose initiating Sgt. Mahoney at grade 18, step 5, resulting in an increase in his hourly rate to \$44.11. Additionally, with his transition from the AFSCME, there will be adjustments to his benefit guidelines,

particularly his maximum allowable vacation bank, which will be capped at 240 hours. To ensure compliance, I propose a buy-out for the surplus hours Sgt. Mahoney has accrued, compensating him for 120 hours at his current rate of \$40.46 before his effective promotional date of 12-11-23. Sgt. Mahoney has been briefed on all other changes accompanying this transition.

In closing, the Amherst Police Department is privileged to have such a highly capable individual as Sgt. Mahoney. I am eager to witness his continued growth and contributions in his new role as Captain.

Thank you for your attention to this matter.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Anthony E. Ciampoli', with a large, stylized initial 'A'.

Chief Anthony E. Ciampoli

# AMHERST POLICE DEPARTMENT

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



**ANTHONY E. CIAMPOLI**  
CHIEF OF POLICE

11-30-23

Mr. Derek Mahoney

Captain-Operations

Amherst Police Department

RE: Promotion

Dear Derek,

Congratulations on your recent promotion to Captain! Over the years, I've witnessed your unwavering commitment, loyalty, and dedication to both your colleagues and the Town of Amherst. Your stellar work and the respect you've earned made the decision to promote you an easy one. You embody the ideal supervisor and are an asset to the department. I'm confident that you'll continue to thrive in this new role, and I'm committed to supporting and nurturing your growth every step of the way.

With your upcoming promotion, there will be some changes to your benefits package, necessitating your withdrawal from the local chapter of the American Federation of State, Local, and Municipal Employees. Here are the significant changes outlined below:

- Your wages will see an approximate 9% increase compared to what you would have expected without the promotion.
- Regarding longevity pay, there's a variation between union and non-union employees. Given your promotion date, you'll receive a \$1500 longevity bonus in the next pay period while still covered by the union. Next year, this will reduce to \$1000 following the non-union guidelines.
- Your vacation time remains unchanged; however, you'll now accrue vacation time in equal installments per pay period.
- The rules regarding "banking" of time will also change. The town policy permits a maximum accrual of 240 hours, and any excess time will be forfeited. Although vacation time won't be paid out, I suggest a one-time payment for 120 hours to align your benefits with the town policy.

- While there are current discrepancies in contribution rates for health insurance between union and non-union members, the opt-out benefit remains the same, which I understand you'll continue to utilize.

I'm thrilled to extend this opportunity to you and eagerly anticipate your transition into this new role. You're a crucial part of the future growth and development of the Amherst Police Department.

Warm regards,

A handwritten signature in black ink, appearing to read 'A. Ciampoli', written over the text 'Warm regards,'.

Anthony E. Ciampoli, Chief



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

**Title:** Appointment of Police Officer  
**Meeting Date:** December 4, 2023

**Department:** Police Department  
**Staff Contact:** Anthony Ciampoli

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**BACKGROUND INFORMATION:**

See attached Memo

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

See memo and PAR attached

**POLICY IMPLICATIONS:**

N/A

**DEPARTMENT HEAD RECOMMENDATION:**

Appoint Lois Kerwin to the position of full-time Patrolman effective 12-27-23 at Grade 9, Step 1 (\$26.62).

**SUGGESTED MOTION:**

Move to accept the appointment of Lois Kerwin to full-time Patrolman effective 12-27-23 at Grade 9 step 1 (\$26.62).

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Memorandum
2. 20231129140525
3. 20231130081337
4. 20231130081323

# Memorandum

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To: Dean Shankle, Amherst Town Administrator  
& Amherst Board of Selectmen  
From: Chief Anthony Ciampoli  
Reference: Appointment of New Police Officer

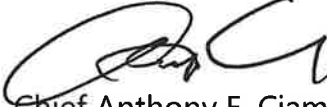
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After an extensive recruitment, selection, and background investigation process, I am recommending Mrs. Lois Kerwin for the position of full-time patrolman at the Amherst Police Department, effective December 27, 2023.

Lois is a proud resident of Amherst, deeply connected to her community alongside her husband and two children. Holding a master's degree in social work, she brings valuable experience as a case manager in an adult rehabilitation center. Currently employed as a Yoga Instructor at New Hampshire Power Yoga, Lois possesses a unique blend of skills and perspectives that can greatly benefit the Amherst Police Department.

Her intelligence, maturity, and diverse professional background are assets that can fill one of the department's five current vacancies effectively. Lois' potential to bridge her social work experience and community dedication with the demands of a patrolman's role makes her a promising candidate for this position. Thank you for time and consideration in approving this request.

Respectfully Submitted,



Chief Anthony E. Ciampoli





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** DPW Use of Town Vehicle request

**Department:** Public Works

**Meeting Date:** December 4, 2023

**Staff Contact:** Eric Slosek

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## **BACKGROUND INFORMATION:**

The DPW seeks authorization from the BOS to permit Bruce Bowler, the DPW Road Foreman, to take home a Town vehicle pursuant to the "Town-Owned Vehicle Use Policy" (ref. section 3.6 and 3.7). As per the policy, for a town employee to be assigned a take home vehicle they must meet the following criteria: they are called out at least 6 times per quarter or 24 times per year, and have a primary responsibility to respond to call-outs which require immediate response to protect life or property; and, cannot use alternative forms of transportation to respond to emergencies; and, cannot pick up Town-owned assigned vehicles at designated sites without impacting the employee's ability to respond to emergencies, which require immediate response to protect life and property. The DPW road foreman meets all requirements outlined in this policy. Further, the road foreman lives within the 10-mile max distance from work (2.8 miles).

The road foreman frequently responds to emergencies in town related to town infrastructure, including roads, bridges, culverts, and in the absence of the buildings and grounds foreman, responds to emergencies for buildings, parks, and the transfer station. DPW response times to emergencies will improve if the road foreman is allowed to take home an assigned vehicle, which will in turn reduce risk to life and property. Examples of recent call-outs include at least five call-outs for trees in the road, icy road conditions, overhead door at FD not closing overnight, downed stop sign, and damage via traffic accident to a guardrail on BPR. As we are approaching winter, call-outs will become even more frequent as we deal with inclement weather events.

It is understood that if permitted, permission to take home the town assigned vehicle would be considered a taxable benefit as per the town policy. If approved, DPW will work with finance to determine next steps.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Recommend authorizing Bruce Bowler to take home an assigned work vehicle (Ford F350 pickup).

**SUGGESTED MOTION:**

I move to authorize Bruce Bowler to take home an assigned work vehicle (Ford F350 pickup), pursuant to the Town of Amherst "Town Owned Vehicle Use Policy", dated August 23, 2004.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. town-owned vehicle policy

# Town of Amherst



## Town Owned Vehicle Use Policy

Effective: August 23, 2004

## **Town of Amherst Town Owned Vehicle Use Policy**

### **Section 1. Purpose**

The purpose of this policy is to establish standard requirements and procedures in accordance with applicable provisions of the Internal Revenue Code, for Town of Amherst employees who use, or who are assigned town-owned or leased vehicles in the course of providing Town services and conducting Town business. This policy is intended to ensure the safety and well-being of Town employees; to facilitate the efficient and effective use of Town resources; to minimize the Town's exposure to liability; to monitor the use of Town-owned vehicles; and to comply with the Internal Revenue Service regulations relating to Town vehicle usage.

This policy shall be known as the "Town of Amherst Owned Vehicle Use Policy" and may be cited as such.

### **Section 2. Definitions**

For the purposes of this Policy, the following terms, phrases, words and their derivations shall have the meanings ascribed to them in this section:

**2.1 ASSIGNED TAKE HOME VEHICLE** – A Town owned or leased vehicle which is used by a Town employee for Town business and for regularly commuting to and from the employee's home.

**2.2 ASSIGNED VEHICLE** – A Town owned or leased vehicle assigned to a department or town employee, but not for employee commuting to and from the employee's home.

**2.3 CALL OUT** – A directive to an employee to report to a work site during off duty time or day, and to respond to emergencies, which require immediate response to protect life and safety.

**2.4 DE MINIMIS<sup>1</sup> PERSONAL USE**– Use of a Town vehicle for personal use that is rare and minimal, such as stopping for a personal errand on the way between a business use and the employee's home.

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<sup>1</sup> The full expression is **de minimis non curat lex**. This is a Latin phrase which means "the law does not care about very small matters". It can be used to describe a component part of a wider transaction, where it is in itself insignificant or immaterial to the transaction as a whole, and will have no legal relevance or bearing on the end result.

**2.5 ECONOMIC BENEFIT TO THE TOWN** – The amount saved when the cost of reimbursement to an employee for business use of his or her private vehicle to respond to emergency call-outs is greater than the commuting costs associated with an assigned, Town-owned, take-home vehicle for the same assignment period.

**2.6 EMERGENCY RESPONSE** – An immediate response, to protect life and property, and to maintain and enforce law and order during an emergency.

**2.7 OCCASIONAL OVERNIGHT USAGE** – When an employee takes home a Town-owned vehicle for conducting Town business away from the employee's normal place of work and outside the employee's normally scheduled work hours. Occasional overnight usage for a town-owned vehicle shall mean no more than 4 times per quarter on average.

**2.8 SPECIAL EQUIPMENT VEHICLES** – Vehicles manufactured for special applications or a vehicle equipped with tools or devices for specific job applications.

**2.9 TEMPORARY ON-CALL STATUS** – When an employee is directed by his or her supervisor to be available to respond to emergency situations for a specific and limited period of time.

**2.10 WORK STATION** – The office or site a Town employee reports to perform normally scheduled work.

### **Section 3. Policy**

**3.1** The Town of Amherst wants to create a uniform policy governing Town-owned vehicles being used by employees to commute to and from work.

**3.2** Assignment of a Town vehicle is neither a privilege nor a right of any Town employee.

**3.3** Assignment of a Town vehicle shall not be made based on employee merit.

**3.4** The need for communication access (car radio, telephone, etc.) shall not normally be considered adequate justification for a Town vehicle assignment.

**3.5** Wherever possible, assigned Town vehicles shall be picked up and dropped off at the appropriate work station, thereby avoiding the assignment of take-home vehicles.

**3.5.1 ASSIGNED VEHICLES:** Assigned vehicles shall be determined by the Department Heads based on an employee's need for daily workday usage, and vehicle availability, but shall not include take-home vehicles.

- 3.6 **TAKE HOME VEHICLES:** Take-home Town vehicle assignments must be recommended by a Department Head authorized by the Board of Selectmen.
- 3.7 **EMERGENCY RESPONSES: Take home vehicles may be assigned to Town employees who:**
  - 3.7.1 Are called out at least 6 times per quarter, or 24 times a year and have primary responsibility to respond to emergencies which require immediate response to protect life or property; and
  - 3.7.2 Cannot use alternative forms of transportation to respond to emergencies; and
  - 3.7.3 Cannot pick up Town-owned assigned vehicles at designated sites without impacting the employee's ability to respond to emergencies, which require immediate response to protect life and property.
    - 3.7.3.1 Emergency response assignments should be supported by data demonstrating the actual number and nature of emergency responses. There must be an explanation as to why an employee cannot use alternative forms of transportation to respond to the emergencies or pick up a Town-owned assigned vehicle at a designated work station.
- 3.8 **CALL OUT RESPONSES: Take home vehicles may be assigned to Town employees who:**
  - 3.8.1 Are paid to be on call for a specific duration and are expected to respond when called; or:
  - 3.8.2 Are called out at least 6 times per quarter, or 24 times a year and have primary responsibility to respond to call-outs which require immediate response to protect life or property; and
  - 3.8.3 Cannot use alternative forms of transportation to respond to call outs; and
  - 3.8.4 Cannot pick up Town-owned assigned vehicles at designated sites without impacting the employee's ability to respond to call outs, which require immediate response to protect life and property.
    - 3.8.4.1 Call out assignments should be supported by data demonstrating the actual number and nature of call out responses. There must be an explanation as to why an employee cannot use alternative forms of transportation to respond to the call outs or pick up a Town-owned assigned vehicle at a designated work station.

**3.9 SPECIAL EQUIPMENT VEHICLES:** Take home vehicles may be assigned if an employee needs specialized equipment or a special vehicle to perform Town work outside an employee's normally scheduled workday.

**3.9.1** Employees must have primary responsibility to respond to emergencies.

**3.9.2** Special equipment vehicle assignments shall be supported by information describing the special equipment needed to perform the Town work. (For example, on a paramedic intercept vehicle, the equipment includes advanced airway equipment, cardiac monitor/defibrillator, IV solutions, specialized mass casualty supplies and medications.)

**3.10 ECONOMIC BENEFIT TO THE TOWN:** Take-Home vehicles may be assigned if employees' private vehicle mileage reimbursement costs are greater than the commuting costs for an assigned Town vehicle with overnight vehicle usage.

**EXAMPLE #1 (BENEFIT): EMPLOYEES LIVES 2 MILES FROM WORK, RESPONDED 40 TIMES IN 6 MONTHS.**

Private Vehicle			Town Assigned Vehicle # _____				
A.	B.	C.	D.	E.	F.	G.*	H.
Number of call-outs in 6 months	Total miles driven in 6 month call out	Reimbursement at Town Rate of \$0.36 per mile	Average Daily Commute Mileage	Average Monthly Commute Mileage	Total 6 month commute mileage	Vehicle # cost per mile \$0.483 times six months commute mileage	Economic Benefit or (loss) to the Town: Column C minus G
40	1000	\$ 360.00	4	120	720	\$ 347.76	\$ 12.24

\* Note: Cost per mile includes gas, maintenance and repairs based on the prior 12 months

**3.11 DISTANCE FROM WORK STATION CAP:** For employees who qualify for take-home vehicle usage under sections 3.7, 3.8, 3.9, or 3.10 of this policy shall be subject to a 10 mile cap from their work station.

**3.12 RE-AUTHORIZATION OF TAKE HOME VEHICLES:** Take-home vehicle assignment period shall not be more than twelve (12) months unless re-authorized by the Town Administrator and Department Head.

**3.12.1 The Board of Selectmen will annually review this policy and take home assignments to determine the need for changes or modifications of this policy.**

**3.13 EXEMPTIONS:**

**3.13.1 OCCASIONAL OVERNIGHT USAGE OF TOWN-OWNED VEHICLES:**

Occasional overnight usage of Town-owned vehicles is permitted when authorized by the Department Head. Such occasional usage of Town vehicles may occur when an employee conducts Town business away from the employee's normal place of work, and outside the employee's normally scheduled work day. Other types of occasional overnight usage is permitted when the following conditions exist:

3.13.1.1 Inclement weather conditions: When employee is on-call and has primary responsibility to respond.

3.13.1.2 Emergency preparedness or seasonal assignment: Town-owned vehicle usage is permitted when an employee is on-call and the vehicle is taken home less than 12 times per quarter.

3.13.1.3 Attendance at required meetings or training, professional association meetings or committees and the vehicle is taken home less than 4 times per quarter.

**Section 4. Internal Revenue Service Rules and Taxes**

**4.1 TAXABLE USE:** The Internal Revenue Service (IRS) has determined that personal use of employer-owned vehicles is non-cash earnings subject to taxation. IRS regulations include the commute between the employee's residence and work station in the definition of personal use.<sup>2</sup>

**4.2 CALCULATION OF TAXABLE BENEFIT:**

**4.2.1** For all employees, the Town will use the Annual Lease Method established by the IRS to determine the taxable benefit to the employee.

**4.2.2** Employees will be taxed for income, Social Security and Medicare taxes as applicable for the value of their personal use of the vehicle.

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<sup>2</sup> IRS Code 26 CFR Ch.1 (4-1-03 Edition) § 1.217-1 "The Taxpayer's cost of commuting to his place of business or employment are personal expenses and do not qualify as deductible expenses." The Town of Amherst, per Internal Revenue Code Section 132, classifies employer provided vehicles as a 'working condition fringe'. A 'working condition fringe' is 'any property or service provided to an employee of an employer to the extent that, if the employee paid for the property of service, the amount paid would be allowable as a deduction under section 162 or 167' and not included in gross income of the employee. Since personal use is not an allowable deduction, any personal use of vehicles provided by the Town of Amherst is considered a form of compensation to the employee and subject to all employee payroll tax withholdings. The employee's cost of commuting to and from employment is considered a personal expense per Internal Revenue Code Section 262, thus considered a non-cash benefit and taxable to the employee.



- 4.2.3 **Value Assumptions:** The value of the vehicle for the ensuing fiscal year will be based on its value on July 1 each year based on the Kelly Blue Book.
- 4.2.4 Based on the book value, the annual lease value shall be used as published each year by the IRS.
- 4.2.5 Once the annual lease value is determined, the Town will determine how much of the vehicle's use is personal and not reimbursed by the employee. Based on mileage logsthe personal use will be determined by the percentage of the total use. (For example: if the total vehicle miles per year is 10,000 and the employee commutes 10 miles per day each way 52 week per year, or 5,200 miles, the employee is taxed on 52 percent of the annual lease value.

**4.2.5.1 Example:**

<b>Annual Lease Method Example</b>			
Fair Market Value of Vehicle	\$ 12,500.00	Annual Lease Amount per IRS	\$ 3,600.00
Total vehicle miles (1 Year)	15,000	Percentage of Personal Use	\$ 1,248.00
Total personal miles (not reimbursed)	5,200	Federal Income Tax (25%)	\$ 312.00
		Social Security (6.2%)	\$ 77.38
		Medicare (1.45%)	\$ 18.10
Percentage of Personal Use	35%	<b>Total Employee Taxes</b>	<b>\$ 407.47</b>

## Section 5. Employee Rules and Responsibility

- 5.1 All Operators of Town vehicles shall possess a valid driver's license. Employees are responsible for notifying the Town if their license is suspended. Employees must forward a copy of their driver's license to their supervisor and Finance Office on an annual basis. In the event of license suspension, vehicle use privileges will be suspended and may be terminated. Employees are required to notify their supervisors of any violations or summonses received while in possession of, or operating a Town vehicle. Failure to do so may result in the loss of vehicle use privileges and employee disciplinary action.
- 5.2 Only Town employees are authorized to operate Town vehicles.
- 5.3 All drivers, as well as passengers must wear seat belts and obey traffic laws. Any moving violation citation incurred while operating a Town vehicle will be the employees responsibility. Parking tickets and equipment violation citations will be brought immediately to the supervisor and will be addressed on the specific circumstance.

- 5.4 Employees are strictly prohibited from operating a Town vehicle while under the influence of alcohol or illegal drugs. As a general rule, any use of alcohol within the previous six (6) hours would preclude the operation of any town vehicle. Employees are likewise prohibited from using prescription or over the counter medication which may impair their ability to safely operate a motor vehicle.
- 5.5 Smoking in any Town vehicle is prohibited.
- 5.6 In the case of an accident, the employee driving the vehicle shall immediately notify the nearest police department and notify his/her supervisor as soon as possible to report the accident and complete a full accident report. Copies of the completed accident report shall be forwarded to the employee's supervisor, the Town Administrator, and the Town's insurance carrier, along with the required "notice of claim" form.
- 5.7 Employees shall complete a Take-Home Vehicle Authorization Request Form and sign to certify that they have read and understand this policy. It shall be the responsibility of each Town employee assigned a Town vehicle to comply with this policy. Failure to comply with all provisions of this policy shall result in disciplinary action as well as suspension or termination of vehicle privileges.
- 5.8 Only Town employees or those who are conducting official business with the Town may be a passenger in a Town owned vehicle. Family members of an employee are not authorized to be transported in a Town owned vehicle.
- 5.9 Personal use such as stopping for a personal errand on the way between a business use and the employee's home should be *DE MINIMIS* or rare and minimal.

## **Section 6. Vehicle Use Procedures**

- 6.1 Employees: Employees with assigned take-home vehicles shall:
  - 6.1.2 Complete the daily Vehicle Take-Home Trip Log Form for the assigned vehicle and submit a copy to their department head or supervisor no later than the 5<sup>th</sup> working day after the end of each month. The trip log shall contain all information on the form:
    - 6.1.2.1 Vehicle number, month, year, department, employee name, employee position/title, regular work hours, beginning of the month odometer..
    - 6.1.2.2 Enter the total daily commute miles, and the total daily business miles, and list the trip destination, including checking the box if the trip was an emergency call out.

**6.1.2.3** Forward copies of the completed Vehicle Trip Logs to the Finance Department, no later than 5 working days after the end of each month, so that auto fringe withholdings can be made for those days on which a Town vehicle was used for commuting.

## Section 7. Employee Acknowledgement

7.1 **EMPLOYEE ACKNOWLEDGEMENT:** I acknowledge that I have received a copy of the Town of Amherst Vehicle Use Policy, and I understand that it is my responsibility to read and comply with the policies contained in this policy and any revisions made to it.

7.2 **EMPLOYEE'S NAME (PRINTED):** \_\_\_\_\_

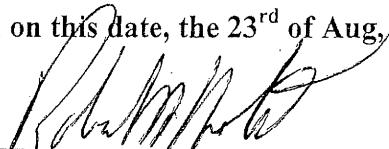
7.3 **EMPLOYEE'S SIGNATURE:** \_\_\_\_\_

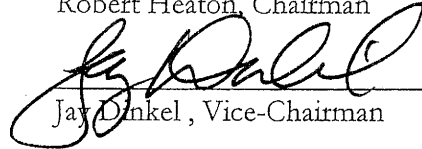
7.4 **DATE:** \_\_\_\_\_

### Section 8. Implementation

8.1 To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to town employees upon hiring and at such other times as may be necessary.

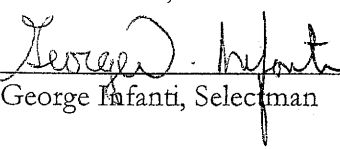
Adopted by vote of the Board of Selectmen on this date, the 23<sup>rd</sup> of Aug, 2004.

  
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Robert Heaton, Chairman

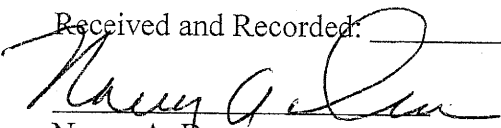
  
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Jay Dinkel, Vice-Chairman

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Marilyn Peterman, Selectman

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Bruce Bowler, Selectman

  
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George Infanti, Selectman

Received and Recorded: \_\_\_\_\_, 2004

  
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Nancy A. Demers  
Town Clerk



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Proposed Update to Town  
Purchasing Policy

**Department:** Public Works

**Meeting Date:** December 4, 2023

**Staff Contact:** Eric Slosek

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## **BACKGROUND INFORMATION:**

The DPW Director will present a proposed update to the existing Town of Amherst Purchasing policy. The primary updates/changes to the policy include increasing the purchasing thresholds outlined in the policy, removing references to purchase orders which the Town has not utilized, and permitting the use of cooperative purchasing agreements when pre-approved by the BOS (in addition to the current acceptance of NH state contracts). Other minor grammatical edits were made.

These changes have been reviewed and found acceptable by the Town Administrator and all other Department Heads, and discussed at last week's department head meeting.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

Policy will be updated.

## **DEPARTMENT HEAD RECOMMENDATION:**

Recommend adopting changes to policy.

## **SUGGESTED MOTION:**

I move to adopt the proposed changes to the Town Purchasing Policy, effective immediately.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

1. Purchasing\_Policy\_DRAFT 11-13-23 with tracking
2. Purchasing Policy 11-27-23 Draft with tracked changes
3. Purchasin Policy 11-29-23 Draft Final
4. Local Purchasing Policy Comparison

# Town of Amherst



## Purchasing Policy

Effective May 21, 2001

**Amended December 9, 2019; November 13, 2023**

# Town of Amherst Purchasing Policy

## **Section 1. Purpose**

The Town of Amherst expends substantial sums of money each year carrying out the many functions and services that it provides. Taxpayers have a right to expect that the Town's operations be carried out efficiently and expeditiously with adequate financial control, transparency, and accountability. At the same time vendors should have a reasonable right to equal opportunity to provide the goods and services that are used by the Town if they can provide an equivalent product or service and a competitive price. Nothing in this policy is meant to supersede existing State of New Hampshire RSA's pertaining to purchasing of goods and services by ~~Town departments~~the town library.

## **Section 2. Objectives**

- 2.1 Strike a balance between the need for department operating efficiency and flexibility, the need for financial control and accountability, and the need to provide reasonable opportunity for all qualified vendors and citizens to compete for the Town's business.
- 2.2 Encourage joint and bulk purchasing among departments and agencies wherever such purchasing practices achieve better pricing without significantly degrading quality or operational efficiency.
- 2.3 Consider the use of State contracts and other qualified cooperative purchasing contracts for goods and services, wherever possible, as such contracts may provide savings to the town.

This policy shall be known as the "Town of Amherst Purchasing Policy" and may be cited as such.

## **Section 3. Definitions**

For the purposes of this Policy, the following terms, phrases, words and their derivations shall have the meanings ascribed to them in this section:

- 3.1 **Approved Vendor** – Suppliers of supplies and services who have done business with the Town of Amherst. The Board of Selectmen shall remove certain vendors when recommended by the Town Administrator or Department Head with just cause. The Board of Selectmen may also remove a vendor without recommendation with just cause. The Finance Director shall maintain a current vendor list.
- 3.2 **Bid Most Advantageous ~~To~~ The Town** - Not necessarily the low bid; in addition to price, the quality of the commodity, the bid meeting Town specifications, the commodity's warrantee, speed of delivery, and the demonstrated service record of the vendor must be considered in determining the "bid most advantageous to the town."



- 3.3 Competitive Bidding** - The documented process of achieving the lowest bid or the bid most advantageous to the town for the goods and services desired by the town, whether through formal or informal bidding procedures.
- 3.4 Direct Purchase** – The direct purchase by a Department Head from a vendor of supplies or services needed in small quantities for day-to-day operations.
- 3.5 Emergency Purchase** - A purchase necessitated by a threat to public health, safety or to property.
- 3.6 Formal Bid** – A written quotation obtained in a sealed envelope from an approved vendor or through advertisement and opened at a specific day, place, and time.
- 3.7 Goods** - The complete array of purchases of the town, including but not limited to; supplies, commodities, equipment, construction materials and labor.
- 3.8 Group Purchase** - A purchase made by the Town by grouping two (2) or more departmental requests in one (1) purchase.
- 3.9 Informal Bids** – Quotations, written and oral, received from a vendor by means other than a formal Request for Proposal (RFP) or Request for Quotation (RFQ) process and not required to be opened publicly at a specified date ~~and~~ time, and location.
- 3.10 Project** – A large or major undertaking, especially one involving considerable money, personnel, and equipment that is contemplated, devised, or planned in a scheme of things.
- 3.11 Purchase** – Buying, renting, leasing, or otherwise acquiring goods or services for a price.
- 3.12 Purchase Amount** - The total cost of goods or services including all determinable associated costs, e.g. construction, engineering, delivery, setup and training. Where the purchase consists of small frequent charges, the aggregate twelve- month cost of goods or services shall be used to determine the amount of a purchase and the applicability of the specific sections of the Purchasing Policy. For multi-year lease agreements, the total multi-year cost shall be used to determine the amount of the purchase, and the total cost shall determine the applicability of the specific sections of the Purchasing Policy.
- 3.13 Purchase Order** - A document which authorizes a vendor to deliver goods or provide a service, and which assures that public funds for such goods or services will be encumbered for future payment.
- 3.14 Qualified Vendor** – A vendor who agrees to the terms of payment of the Town of Amherst and demonstrates quality, timely delivery, and quality performance.

**3.15 Services** – the lease or rental of all grounds, buildings, offices, space, or equipment required by the town, the repair or maintenance of all equipment or real property owned by or the responsibility of the Town, and all labor furnished to the Town by persons, firms, individuals or corporations, professional services such as legal, engineering or accounting not part of or connected with the Town government.

**3.16 Specifications** - The qualitative standards set by department heads as a guide to the Town Administrator and Board of Selectmen and as a measure of quality and quantity that successful vendors must achieve to be considered for ~~award~~ award. Specifications shall not restrict purchases as to trade name or eliminate bids being submitted on items that have the same specifications but not as to a specific trade name.

#### **Section 4. Authority**

This policy is adopted by the Board of Selectmen in accordance with RSA 31:39<sup>2</sup>: Powers and Duties of Towns” and in accordance with RSA 41:8<sup>3</sup> and RSA 41:9<sup>4</sup> “Choice and Duties of Town Officers” as it relates to their management of the Town’s prudential affairs and their authority over expenditures.

#### **Section 5 Purchase Amounts between \$1 and \$51,000**

**5.1** Purchases for one thousand dollars (~~\$5,000,1000~~) or LESS may be executed by direct purchasing by the Department Head with no further approval.

**5.2** Department Heads shall take the appropriate steps to attain the best pricing practical when using direct purchases.

**5.3** Direct purchases should not be used for small, frequent purchases of the same commodity if it is KNOWN or ESTIMATED that the aggregate twelve-month costs of such purchases would exceed one thousand dollars (~~\$5,1000~~).

**5.4** In addition, direct purchases MAY be executed for emergency purchases up to but not exceeding five thousand dollars (~~\$7,5005,000~~). A report of such emergency purchases must be sent to the Town Administrator within seventy-two (72) hours of the emergency.

#### **Section 6 Purchase Amounts between \$51,0010 and \$105,000**

**6.1** Purchases between ~~\$5,0011,000~~ and \$105,000 require the Department Head to conduct and document the informal competitive bidding. No further pre-approval is required.

#### **Section 7 Purchase Amounts between \$10,0015,000 and \$25,00010,000**

**7.1** Purchases between ~~\$5,00010,001~~ and ~~\$10,00025,000~~ require the Department Head to conduct informal competitive bidding and the written quotes from vendors shall be submitted to the Town Administrator ~~along with a prescribed Staff Report form for review and submission to the Board of Selectmen~~ for approval. If approved, a purchase order will be issued for the purchase. See Section 13.

- 7.2 Emergency purchases up to but not exceeding five thousand dollars (\$25,000) may be executed without utilizing the bidding process. A report of such emergency purchases must be sent to the Town Administrator within seventy-two (72) hours of the emergency.

## **Section 8 Purchase Amounts \$10,00025,001 and ABOVE**

- 8.1 Each Department Head in conjunction with the Town Administrator shall advertise and conduct competitive, formal, sealed bidding pursuant to specifications on file in his/her office for purchases of goods and services of more than ten-twenty-five thousand dollars (\$10,00025,000) or more in accordance with Section 11 of the Purchasing Policy.
- 8.2 All purchases of goods and services of more than ten-twenty-five thousand dollars (\$10,00025,000) or more shall be approved, rejected or negotiated by majority vote of the Board of Selectmen prior to the awarding of such purchases. If approved, a purchase order will be issued for the purchase. See Section 13.

## **Section 9 Optional Purchasing Methods**

Notwithstanding any other provision of this policy to the contrary, the following methods may be employed for the purpose of purchasing goods and services.

- 9.1 **Emergency Waiver of Bidding Requirements** - The bidding procedures may be waived by the Board of Selectmen when there exists an emergency as determined by the Town Administrator and/or Board of Selectmen. All attempts shall be made to obtain the most competitive price within the time available. The Department Head shall report all such emergency purchases immediately to the Town Administrator to present for presentation to the Board of Selectmen at their next regular meeting.
- 9.2 Purchases Made Through State; State Bid Prices- The Department Head may, with approval by the Town Administrator and/or Board of Selectmen, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices. This section does not supersede but not superseding Section 8.2. The bid requirements may apply, At the discretion of the Town Administrator and/or Board of Selectmen, the bid requirements may apply.
- 9.3 Purchases Made Through Cooperative Purchasing Agreements - The Department Head may, with approval by the Town Administrator and/or Board of Selectmen, waive bidding procedures when purchasing through cooperative purchasing agreements previously approved by the Board of Selectmen. This section does not supersede section 8.2. The bid requirements may apply at the discretion of the Town Administrator and/or Board of Selectmen.

9.2

- 9.39.4 Blanket Purchases - The Town Administrator is empowered to bid and award blanket purchase orders for goods and services at an agreed upon price and/or quantities, but in quantities delivered and paid for as needed, subject to other

provisions of the Purchasing Policy.

**9.49.5 Requests for Proposals (RFP)** - The Town Administrator may solicit competitive proposals if he/she determines that compiling detailed technical specifications is not feasible or advantageous. Solicitation and award of RFPs is subject to other provisions of the Purchasing Policy.

**9.59.6 Regional Purchasing** - The Town Administrator and Department Heads may participate in solicitations to bid conducted by the Town or another town or Town Administrator where the goal is to bid for goods and services for more than one town or towns subject to other provisions of the Purchasing Policy and approval of the Board of Selectmen.

## **Section 10. Exceptions**

**10.1 Exception Reporting** - The Department Head shall report apparent exceptions to the bidding and award requirements to the Town Administrator for submission to the Board of Selectmen.

**10.2 Exemptions to Bidding and Approval Requirements** - Payments exempt from the bidding and Board of Selectmen approval requirements due to their nature or other statutory provisions include:

**10.2.1** Utility consumption costs including electrical, telephone, cable/internet expenses, natural gas, water, and sewer.

**10.2.2** Advertising.

**10.2.3** Postage.

**10.2.4** Federal, state and local taxes.

**10.2.5** Court judgments.

**10.2.6** Workers Compensation claims.

**10.2.7** Debt service payments.

**10.2.8** Police special investigative costs where disclosure may jeopardize an investigation.

**10.2.9** Contractual Agreements – Including ongoing equipment and software service agreements which have previously been approved through the budgeting process; ongoing independent contractor agreements such as snowplowing; assessing; auditing; and legal services.

~~10.2.9~~**10.2.10** Winter road salt purchases.

~~10.2.10~~**10.2.11** Human Service payments.

~~10.2.11~~**10.2.12** Payments made on behalf of employees as part of their job description/training.

## **Section 11 Competitive Bidding Procedure**

**11.1** Competitive bidding will open with notice from Department Heads, or by the

Town Administrator, by notice of solicitations for bidding, which shall be sent to vendors, and/or by

advertising. The notice shall contain specifications as to the quantity and quality, date and time at which bidding shall be closed and the date and time at which bids shall be opened and read. The notice shall also describe when ~~and~~ the purchase awards will be made. All solicitations shall note that all purchases are subject to the conditions set forth in the Town Purchasing Policy.

11.211.1 The Department Head in conjunction with the Town Administrator shall solicit at least three (3) vendors on every purchase requiring bidding; provided, however, that in all cases a bid most advantageous to the town shall be awarded. In the event less than three (3) bids shall be received, the Board of Selectmen may either award the purchase on ~~basisthe basis~~ of the best bid of those submitted or shall order a re- bid on that item.

11.311.2 Technical specifications for bids shall state information as broadly as is practicable yet shall be specific enough to describe the requirements of the department. Non-technical specifications for bids shall state the quality required in general terms.

11.411.3 Formal, sealed bids shall be submitted by qualified vendors before that stated deadline and may be withdrawn by any bidder before the deadline. After the deadline the Town Administrator, shall receive no further bids, and no bidder shall withdraw a bid. The town shall have custody of all bids submitted pursuant to this Policy.

11.511.4 In accordance with RSA 447:16<sup>i</sup>, the Town Administrator shall require security from vendors for construction projects estimated to ~~be in excess of~~ \$25,001 or greater<sup>0</sup>. The elements of a purchase to be secured include, but are not limited to, the following:

~~11.5.111.4.1~~ **Bid Price** - To insure a margin above the bid price, from the time of bid opening until signing of the contract, in case of default by the bidder. The amount is used to offset the cost of accepting the next lowest qualified bidder. Minimum of 10% of bid price.

~~11.5.211.4.2~~ **Performance** - To insure compliance with and completion of the contract. 100% of contract.

~~11.5.311.4.3~~ **Labor and Material Payment** - To insure payment to suppliers and subcontractors by the contractor. 100% of contract.

11.611.5 The form of the security will be prescribed by the Town Administrator and acceptable by the Town Attorney and Finance Director and can consist, but is not limited to, bonds issued by surety companies licensed within the United States, certified checks and irrevocable letters of credit at banks acceptable to the Town.

11.711.6 The Town Administrator may include security requirements for projects less than \$25,001<sup>0</sup> and in other types of purchases where doing so is determined to be in the best interests of the Town.

~~11.8~~11.7 In the event of a tie for low bid by equally qualified bidders where one bid is not considered a bid most advantageous, the following rules shall apply to the tied bidders:

~~11.8.1~~11.7.1 Preference for award shall be given first to any bidder who is located within Amherst. If none of the bidders are from Amherst preference shall then be given to any bidder located within the State of New Hampshire.

~~11.8.2~~11.7.2 If preference cannot be determined the Town Administrator shall, in the presence of such bidders if possible or in the presence of a witness, draw lots to determine who shall be awarded the bid in accordance with the Town Purchasing Policy.

~~11.9~~11.8 The Town Administrator shall open bids, read them in public, inspect them, and process ~~for~~the award. In determining the low bid or the bid most advantageous, the Town Administrator shall, whenever possible, analyze the bids so that the bids are compared on an equal basis.

~~11.10~~11.9 The competitive bid procedure may be waived by a majority vote of the Board of Selectmen.

## **Section 12. Re-bidding**

**12.1** The Town Administrator is authorized to solicit the re-bid for any or all items that have been noticed for bidding where less than three bids have been received, notwithstanding solicitations seeking the same, or where no bid most advantageous to the town has been received.

## **Section 13. Purchase Orders**

All purchases in excess of ~~\$5,000~~10,000 shall require a purchase order signed by the Department Head and any other individual or groups as required by this policy.

**13.1** Purchases relating to ongoing operational expenditures shall be assigned an annual blanket purchase order number (vehicle fuels, heating oil, propane). Vendors that fall under a blanket purchase order number shall use the specific number(s) on their invoices.

**13.2** When required, and upon approval of the Board of Selectmen, the Department Head shall enter a P.O. in the Purchase Order module of the financial software. The purchase order should, at a minimum, contain the following information:

**13.2.1** The quantity and quality of goods or service required.

**13.2.2** Description of material or service required.

**13.2.3** Vendor's name, location, and contact information.

**13.2.4** Reason for purchase.

**13.2.5** The unit costs, if applicable.

**13.2.6** Any extra charges, such as freight, insurance, etc.

**13.2.7** Total amount of purchase and related budget amount.



- 13.2.8 Place and expected time of delivery.
  - 13.2.9 Date the order is prepared.
  - 13.2.10 Purchase order number.
  - 13.2.11 Budget account to which to charge the purchase.
- The purchase order is approved by the Town Administrator.

13.3 Department Head submits a copy of the Purchase Order with an invoice for payment processing.

13.4 Change Purchase Orders - The Town Administrator is empowered to issue change purchase orders for changes in scope or quantity of an existing purchase. The ~~change~~change in purchase amount is subject to other provisions of the Purchasing Policy.

**Section 14. Contract Processing**

~~14.1 The Town Administrator is designated as the contracting officer of the town unless otherwise designated by vote of the Board of Selectmen. Execution of a contract or contract change order accompanying a purchase order or purchase change order greater than one thousand dollars (\$1,000) shall occur only after the contract has been reviewed as to form by the Town Attorney and funding confirmed by the Finance Director. Purchases involving contracts are subject to all other provisions of the Purchasing Policy.~~

**Section 15. Conditions of Purchase**

15.1 All purchases made by the town shall be subject to the following conditions:

15.1.1 All purchases shall be awarded on the basis of the lowest bid meeting specifications or the bid most advantageous to the town and meeting specifications.

15.1.2 All purchases shall be subject to the reservation of the right by the town to accept or reject any or all bids.

15.1.3 When an award of purchase shall be recommended ~~to someone~~ other than the lowest qualified bidder, the Town Administrator shall submit such recommendation to the Board of Selectmen for approval ~~or disapproval~~. Should the Board of Selectmen reject ~~such recommendation~~ a recommendation, the award shall be made to the lowest responsible bidder, unless all bids are rejected.

**Section 16 Duties of Department Heads**

16.1 All Department Heads shall:

16.1.1 Determine acceptable quality and quantity of commodities and supplies to be purchased.

16.1.2 Assist the Town Administrator in establishing lists of approved specifications and vendors.

16.1.3 Share knowledge of special factors that will implement a policy designed to enable the town to minimize cost and maximize quality.

16.1.4 Supply the Town Administrator with a list of estimated annual requirements of frequently used supplies, thereby fostering group purchasing.

16.1.5 Be empowered to reject any unacceptable supply or commodity on grounds including high cost or low quality and provide the Town Administrator with a detailed written report explaining the reasons for such rejection.

**Section 17 Exchange for Goods and Services**

17.1 Any transfer of town assets, waiving or abatement of fees, or performance of town services in exchange for goods and services to be received by the town shall be deemed a purchase and shall be subject to the provisions of the Purchasing Policy as determined by the fair market value of the town assets, fees, and/or services being exchanged.

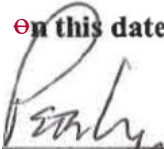
**Section 18 Conflicts of Interest**

18.1 No employee of the town shall solicit the favorable treatment of himself or others with vendors customarily bidding for town purchase awards, nor shall any employee accept any gift from any vendor interested in obtaining town purchases, except for an advertising token of insignificant value.

**Section 19 Implementation**

19.1 To Facilitate conduct in accordance with this policy, a copy of this policy shall be made available to town officials, employees, volunteers, board and commissions upon hiring, appointment or election to office and at such other times as may be necessary.

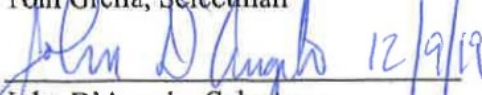
Adopted by vote of the Board of Selectmen on this date, the 9<sup>th</sup> DEC. 2019.

  
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Peter Lyo — Chairman

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Tom Grella, Selectman

  
John D'Angelo, Selectman

Received and Recorded: \_\_\_\_\_, 2023~~19~~

Amended: December 9, 2019  
November 20, 2023

~~Nancy A. Demers~~  
~~Town Clerk~~

~~447:16 B011d Required.— Officers, public botmls, agents or other persons who contract in behalf of the state, or any political subdivision thereof for the construction, repair or rebuilding of public building, public highways, bridges or other public works shall if said contract involves an expenditure of \$25,000, and may if it involves an expenditure of less amount, obtain a condition precedent to the execution of the contract, sufficient security, by bond or otherwise, in an amount equal to at least 100 percent of the contract price, or of the estimated cost of the work if no aggregate price is agreed upon, conditioned upon the payment by the contractors and subcontractors for all labor performed or furnished, for all equipment used, including trucks, for all material used for fuels, lubricants, power, tools, hardware and supplies purchased by said principal and used in carrying out said contract. And for labor and parts furnished upon the order of said contractor for the repair of equipment used in carrying out said contract. Source: 1927, 88:2. RL264:26. 1943, 182:1, par.26. 1949, 71: 1, 19-3, 213:3. RSA 447:16. 1979, 28:1-1981, 4:5, eff. March 6, 1981.~~

~~31:39 Purpose and Penalties.—~~

~~I. Towns may make bylaws for:  
(f) Making and ordering their prudential affairs;~~

~~31:8 Election and Duties.— Every town, at the annual meeting, shall choose, by ballot, one selectman to hold office for 3 years;— The selectmen shall manage the prudential affairs of the town and perform the duties by law prescribed.~~

~~41:9 Financial Duties.—~~

~~VI. The selectmen shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties.~~

Source: 1869, 26:3. 1874, **RS:1**. GL40:9. TS 43:7. PL47:14. RL59:13. RSA41:9. 1993, 181:1. 1994, 147:2. 2007, 246:2, eff. Aug. 27, 2007.

PURCHASING POLICY ADDENDEUM A

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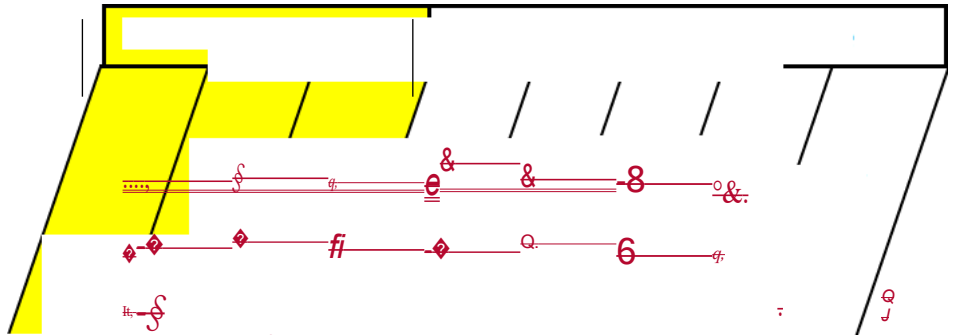
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\$10,001+	X	X	X			X	X	◆
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**Town of Amherst**



**Purchasing Policy**  
**Effective May 21, 2001**

**Town of Amherst**  
**Purchasing Policy**

**Section 1. Purpose**

The Town of Amherst expends substantial sums of money each year carrying out the many functions and services that it provides. Taxpayers have a right to expect that the Town's operations be carried out efficiently and expeditiously with adequate financial control, transparency, and accountability. At the same time vendors should have a reasonable right to equal opportunity to provide the goods and services that are used by the Town if they can provide an equivalent product or service and a competitive price. Nothing in this policy is meant to supersede existing State of New Hampshire RSA's pertaining to purchasing of goods and services by Town departments.

**Section 2. Objectives**

- 2.1 Strike a balance between the need for department operating efficiency and flexibility, the need for financial control and accountability, and the need to provide reasonable opportunity for all qualified vendors and citizens to compete for the Town's business.
- 2.2 Encourage joint and bulk purchasing among departments and agencies wherever such purchasing practices achieve better pricing without significantly degrading quality or operational efficiency.
- 2.3 Consider the use of State contracts and other qualified cooperative purchasing contracts for goods and services, wherever possible, as such contracts may provide savings to the town.

This policy shall be known as the "Town of Amherst Purchasing Policy" and may be cited as such.

**Section 3. Definitions**

For the purposes of this Policy, the following terms, phrases, words and their derivations shall have the meanings ascribed to them in this section:

- 3.1 **Approved Vendor** – Suppliers of supplies and services who have done business with the Town of Amherst. The Board of Selectmen shall remove certain vendors when recommended by the Town Administrator or Department Head with just cause. The Board of Selectmen may also remove a vendor without recommendation with just cause. The Finance Director shall maintain a current vendor list.
- 3.2 **Bid Most Advantageous to The Town** - Not necessarily the low bid; in addition to price, the quality of the commodity, the bid meeting Town specifications, the commodity's warrantee, speed of delivery, and the demonstrated service record of the vendor must be considered in determining the "bid most advantageous to the town."

- 3.3 Competitive Bidding** - The documented process of achieving the lowest bid or the bid most advantageous to the town for the goods and services desired by the town, whether through formal or informal bidding procedures.
- 3.4 Direct Purchase** – The direct purchase by a Department Head from a vendor of supplies or services needed in small quantities for day-to-day operations.
- 3.5 Emergency Purchase** - A purchase necessitated by a threat to public health, safety or to property.
- 3.6 Formal Bid** – A written quotation obtained in a sealed envelope from an approved vendor or through advertisement and opened at a specific day, place, and time.
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- 3.8 Group Purchase** - A purchase made by the Town by grouping two (2) or more departmental requests in one (1) purchase.
- 3.9 Informal Bids** – Quotations, written and oral, received from a vendor by means other than a formal Request for Proposal (RFP) or Request for Quotation (RFQ) process and not required to be opened publicly at a specified date, time, and location.
- 3.10 Project** – A large or major undertaking, especially one involving considerable money, personnel, and equipment that is contemplated, devised, or planned in a scheme of things.
- 3.11 Purchase** – Buying, renting, leasing, or otherwise acquiring goods or services for a price.
- 3.12 Purchase Amount** - The total cost of goods or services including all determinable associated costs, e.g., construction, engineering, delivery, setup and training. Where the purchase consists of small frequent charges, the aggregate twelve- month cost of goods or services shall be used to determine the amount of a purchase and the applicability of the specific sections of the Purchasing Policy. For multi-year lease agreements, the total multi-year cost shall be used to determine the amount of the purchase, and the total cost shall determine the applicability of the specific sections of the Purchasing Policy.
- 3.13 Purchase Order** - A document which authorizes a vendor to deliver goods or provide a service, and which assures that public funds for such goods or services will be encumbered for future payment.
- 3.14 Qualified Vendor** – A vendor who agrees to the terms of payment of the Town of Amherst and demonstrates quality, timely delivery, and quality performance.



**3.15 Services** – The lease or rental of all grounds, buildings, offices, space, or equipment required by the town, the repair or maintenance of all equipment or real property owned by or the responsibility of the Town, and all labor furnished to the Town by persons, firms, individuals or corporations, professional services such as legal, engineering or accounting not part of or connected with the Town government.

**3.16 Specifications** - The qualitative standards set by department heads as a guide to the Town Administrator and Board of Selectmen and as a measure of quality and quantity that successful vendors must achieve to be considered for an award. Specifications shall not restrict purchases as to trade name or eliminate bids being submitted on items that have the same specifications but not as to a specific trade name.

**Section 4. Authority**

This policy is adopted by the Board of Selectmen in accordance with RSA 31:39<sup>2</sup>: Powers and Duties of Towns”, and in accordance with RSA 41:8<sup>3</sup> and RSA 41:9<sup>4</sup> “Choice and Duties of Town Officers”, as it relates to their management of the Town’s prudential affairs and their authority over expenditures.

**Section 5. Purchase Amounts less than \$5,000**

**5.1** Purchases of five thousand dollars (\$5,000) or LESS may be executed by direct purchasing by the Department Head with no further approval.

**5.2** Department Heads shall take the appropriate steps to attain the best pricing practical when using direct purchases.

**5.3** Direct purchases should not be used for small, frequent purchases of the same commodity if it is KNOWN or ESTIMATED that the aggregate twelve-month costs of such purchases would exceed five thousand dollars (\$5000).

**Section 6. Purchase Amounts between \$5,001 and \$10,000**

**6.1** Purchases between \$5,001 and \$10,000 require the Department Head to conduct and document informal competitive bidding. No further pre-approval is required.

**Section 7. Purchase Amounts between \$10,001 and \$25,000**

~~**7.1**~~ **7.1** Purchases between \$10,001 and \$25,000 require the Department Head to conduct informal competitive bidding and the written quotes from vendors shall be submitted to the Town Administrator for approval. ~~If approved, a purchase order will be issued for the purchase. See Section 13.~~

7.2 Emergency purchases up to but not exceeding twenty-five thousand dollars (\$25,000) may be executed without utilizing the informal competitive bidding process. A report of such emergency purchases must be sent to the Town Administrator within seventy-two (72) hours of the emergency.

7.3 Upon denial of a purchase by the Town Administrator, Department Heads may appeal the decision to the Board of Selectmen.

## **Section 8 Purchase Amounts Above \$25,000**

**8.1** Each Department Head, in conjunction with the Town Administrator, shall advertise and conduct competitive, formal, sealed bidding pursuant to specifications on file in their office for purchases of goods and services of more than twenty-five thousand dollars (\$25,000) in accordance with Section 11 of the Purchasing Policy.

**8.2** All purchases of goods and services of more than twenty-five thousand dollars (\$25,000) shall be approved, rejected, or negotiated by majority vote of the Board of Selectmen prior to the award of such purchases. ~~If approved, a purchase order will be issued for the purchase. See Section 13.~~

## **Section 9 Optional Purchasing Methods**

Notwithstanding any other provision of this policy to the contrary, the following methods may be employed for the purpose of purchasing goods and services.

**9.1 Emergency Waiver of Bidding Requirements** - The bidding procedures may be waived by the Board of Selectmen when there exists an emergency as determined by the Town Administrator and/or Board of Selectmen. All attempts shall be made to obtain the most competitive price within the time available. The Department Head shall report all such emergency purchases immediately to the Town Administrator for presentation to the Board of Selectmen at their next regular meeting.

**9.2 Purchases Made Through State; State Bid Prices** - The Department Head may, with approval by the Town Administrator and/or Board of Selectmen, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices. This section does not supersede Section 8.2. At the discretion of the Town Administrator and/or Board of Selectmen, the bid requirements may apply.

**9.3 Purchases Made Through Cooperative Purchasing Agreements** - The Department Head may, with approval by the Town Administrator and/or Board of Selectmen, waive bidding procedures when purchasing through cooperative purchasing agreements previously approved by the Board of Selectmen. This section does not supersede section 8.2. At the discretion of the Town Administrator and/or Board of Selectmen, the bid requirements may apply.

- **9.3.1** The Finance Office shall maintain a list of pre-approved cooperative purchasing agencies and contract agreements.

**9.4 Blanket Purchases** - The Town Administrator is empowered to bid and award blanket purchases ~~orders~~ for goods and services at an agreed upon price and/or quantities, but in quantities delivered and paid for as needed, subject to other provisions of the Purchasing Policy.

**9.5 Requests for Proposals (RFP)** - The Town Administrator, or their designee, may solicit competitive proposals if he/shethey determines that compiling detailed technical specifications is not feasible or advantageous. Solicitation and award of RFPs is subject to other provisions of the Purchasing Policy.

**9.6 Regional Purchasing** - The Town Administrator, or their designee, and Department Heads may participate in solicitations to bid conducted by the Town or another town or Town Administrator where the goal is to bid for goods and services for more than one town or towns subject to other provisions of the Purchasing Policy and approval of the Board of Selectmen.

### **Section 10. Exceptions**

**10.1 Exception Reporting** - The Department Head shall report apparent exceptions to the bidding and award requirements to the Town Administrator for submission to the Board of Selectmen.

**10.2 Exemptions to Bidding and Approval Requirements** - Payments exempt from the bidding and Board of Selectmen approval requirements due to their nature or other statutory provisions include:

**10.2.1** Utility consumption costs including electrical, telephone, cable/internet expenses, natural gas, water, and sewer.

**10.2.2** Advertising.

**10.2.3** Postage.

**10.2.4** Federal, statestate, and local taxes.

**10.2.5** Court judgments.

**10.2.6** Workers Compensation claims.

**10.2.7** Debt service payments.

**10.2.8** Police special investigative costs where disclosure may jeopardize an investigation.

**10.2.9** Contractual Agreements – Including ongoing equipment and software service agreements which have previously been approved through the budgeting process; ongoing independent contractor agreements such as snowplowing; assessing; auditing; and legal services.

**10.2.10** Winter road salt purchases.

**10.2.11** Human Service payments.

**10.2.12** Payments made on behalf of employees as part of their job description/training.

**10.2.12**

## Section 11 Competitive Bidding Procedure

- 11.1 Competitive bidding will open with notice from ~~Department Heads, or by the Town Administrator~~The Town Administrator, or their designee, by notice of solicitations for bidding which shall be sent to vendors, and/or by advertising. The notice shall contain specifications as to the quantity and quality, the date and time at which bidding shall be closed, and the date and time at which bids shall be opened and read. The notice shall also describe when the purchase awards will be made. All solicitations shall note that all purchases are subject to the conditions set forth in the Town Purchasing Policy.
- 11.2 ~~Department Heads in conjunction with the~~ Town Administrator, or their designee, shall solicit at least three (3) vendors on every purchase requiring bidding; provided, however, that in all cases a bid most advantageous to the town shall be awarded. In the event less than three (3) bids shall be received, the Board of Selectmen may either award the purchase on the basis of the best bid of those submitted or shall order a re- bid on that item.
- 11.3 Technical specifications for bids shall state information as broadly as is practicable yet shall be specific enough to describe the requirements of the department. Non-technical specifications for bids shall state the quality required in general terms.
- 11.4 Formal, sealed bids shall be submitted by qualified vendors before that stated deadline and may be withdrawn by any bidder before the deadline. After the deadline the Department Head or Town Administrator shall receive no further bids, and no bidder shall withdraw a bid. The town shall have custody of all bids submitted pursuant to this Policy.
- 11.5 In accordance with RSA 447:16<sup>i</sup>, the Department Head or Town Administrator shall require security from vendors for construction projects estimated to be in excess of ~~\$2575,000~~\$7525,000. The elements of a purchase to be secured include, but are not limited to, the following:
- 11.5.1 **Bid Price** - To insure a margin above the bid price, from the time of bid opening until signing of the contract, in case of default by the bidder. The amount is used to offset the cost of accepting the next lowest qualified bidder. Minimum of 10% of bid price.
- 11.5.2 **Performance** - To insure compliance with and completion of the contract. 100% of contract.
- 11.5.3 **Labor and Material Payment** - To insure payment to suppliers and subcontractors by the contractor. 100% of contract.
- 11.6 The form of security will be prescribed by the Department Head or Town Administrator and acceptable by the Town Attorney and Finance Director. The security can consist of, but is not limited to, bonds issued by surety companies licensed within the United States, certified checks, and irrevocable letters of credit at banks acceptable to the Town.
- 11.7 The Department Head or Town Administrator may include security requirements for projects less than ~~\$7525,001~~\$7525,001, and in other types of purchases, ~~when~~re doing so is determined to be in the best interests of the Town.
- 11.8 In the event of a tie for low bid by equally qualified bidders where one bid is not considered a bid most advantageous, the following rules shall apply to the tied bidders:

- 11.8.1 Preference for award shall be given first to any bidder who is located within Amherst. If none of the bidders are from Amherst preference shall then be given to any bidder located within the State of New Hampshire.
- 11.8.2 If preference cannot be determined the Town Administrator shall, in the presence of such bidders if possible or in the presence of a witness, draw lots to determine who shall be awarded the bid in accordance with the Town Purchasing Policy.
- 11.9 The Department Head or Town Administrator shall open bids, read them in public, inspect them, and process the award. In determining the low bid or the bid most advantageous, the Department Head or Town Administrator shall, whenever possible, analyze the bids so that the bids are compared on an equal basis.
- 11.10 The competitive bid procedure may be waived by a majority vote of the Board of Selectmen.

**Section 12. Re-bidding**

- 12.1 The Town Administrator is authorized to solicit the re-bid for any or all items that have been noticed for bidding where less than three bids have been received, notwithstanding solicitations seeking the same, or where no bid most advantageous to the town has been received.

**Section 13. Purchase Orders**

~~All purchases in excess of \$10,000 shall require a purchase order signed by the Department Head and any other individual or groups as required by this policy.~~

- ~~13.1 Purchases relating to ongoing operational expenditures shall be assigned an annual blanket purchase order number (vehicle fuels, heating oil, propane). Vendors that fall under a blanket purchase order number shall use the specific number(s) on their invoices.~~
- ~~13.2 When required, and upon approval of the Board of Selectmen, the Department Head shall enter a P.O. in the Purchase Order module of the financial software. The purchase order should, at a minimum, contain the following information:~~
  - ~~13.2.1 The quantity and quality of goods or service required.~~
  - ~~13.2.2 Description of material or service required.~~
  - ~~13.2.3 Vendor's name, location, and contact information.~~
  - ~~13.2.4 Reason for purchase.~~
  - ~~13.2.5 The unit costs, if applicable.~~
  - ~~13.2.6 Any extra charges, such as freight, insurance, etc.~~
  - ~~13.2.7 Total amount of purchase and related budget amount.~~
  - ~~13.2.8 Place and expected time of delivery.~~
  - ~~13.2.9 Date the order is prepared.~~
  - ~~13.2.10 Purchase order number.~~
  - ~~13.2.11 Budget account to which to charge the purchase.~~

~~The purchase order is approved by the Town Administrator.~~

- ~~13.3 Department Head submits a copy of the Purchase Order with an invoice for payment processing.~~

~~13.4—Change Purchase Orders—The Department Head is empowered to issue change purchase orders for changes in scope or quantity of an existing purchase of \$10,000 or less. The change in purchase amount is subject to other provisions of the Purchasing Policy. If the amount of the change exceeds \$10,000, approval by the Town Administrator is required.~~

**Section 135. Conditions of Purchase**

**15.1** All purchases made by the town shall be subject to the following conditions:

**15.1.1** All purchases shall be awarded on the basis of the lowest bid meeting specifications or the bid most advantageous to the town and meeting specifications.

**15.1.2** All purchases shall be subject to the reservation of the right by the town to accept or reject any or all bids.

**15.1.3** When an award of purchase shall be recommended to someone other than the lowest qualified bidder, the Town Administrator or their designee shall submit a recommendation to the Board of Selectmen for approval. Should the Board of Selectmen reject a recommendation, the award shall be made to the lowest responsible bidder unless all bids are rejected.

**Section 16 Duties of Department Heads**

**16.1** All Department Heads shall:

**16.1.1** Determine acceptable quality and quantity of commodities and supplies to be purchased.

**16.1.2** Assist the Town Administrator in establishing lists of approved specifications and vendors.

16.1.3 Share knowledge of special factors that will implement a policy designed to enable the town to minimize cost and maximize quality.

16.1.4 Supply the Town Administrator with a list of estimated annual requirements of frequently used supplies, thereby fostering group purchasing.

16.1.5 Be empowered to reject any unacceptable supply or commodity on grounds including high cost or low quality and provide the Town Administrator with a detailed written report explaining the reasons for such rejection.

**Section 17 Exchange for Goods and Services**

17.1 Any transfer of town assets, waiving or abatement of fees, or performance of town services in exchange for goods and services to be received by the town shall be deemed a purchase and shall be subject to the provisions of the Purchasing Policy as determined by the fair market value of the town assets, fees, and/or services being exchanged.

**Section 18 Conflicts of Interest**

18.1 No employee of the town shall solicit the favorable treatment of himself or others with vendors customarily bidding for town purchase awards, nor shall any employee accept any gift from any vendor interested in obtaining town purchases, except for an advertising token of insignificant value.

**Section 19 Implementation**

19.1 To Facilitate conduct in accordance with this policy, a copy of this policy shall be made available to town officials, employees, volunteers, board and commissions upon hiring, appointment or election to office and at such other times as may be necessary.

**Adopted by vote of the Board of Selectmen on this \_\_\_\_\_ day of 2023.**

**Peter Lyon, Chairman** \_\_\_\_\_

**Danielle Pray, Vice-Chair** \_\_\_\_\_

**John D'Angelo, Member** \_\_\_\_\_

**William Stoughton, Member** \_\_\_\_\_

**Tom Grella, Member** \_\_\_\_\_

*Received and Recorded on \_\_\_\_\_, 2023*

*Nancy A. Demers, Town Clerk* \_\_\_\_\_

*Amended: December 9, 2019 & ~~December 4~~November xx, 2023.*

**Town of Amherst**



**Purchasing Policy**

**Effective May 21, 2001**



**Town of Amherst**  
**Purchasing Policy**

**Section 1. Purpose**

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- 11.5** In accordance with RSA 447:16, the Department Head or Town Administrator shall require security from vendors for construction projects estimated to be in excess of \$75,000. The elements of a purchase to be secured include, but are not limited to, the following:
  - 11.5.1 Bid Price** - To insure a margin above the bid price, from the time of bid opening until signing of the contract, in case of default by the bidder. The amount is used to offset the cost of accepting the next lowest qualified bidder. Minimum of 10% of bid price.
  - 11.5.2 Performance** - To insure compliance with and completion of the contract. 100% of contract.
  - 11.5.3 Labor and Material Payment** - To insure payment to suppliers and subcontractors by the contractor. 100% of contract.
- 11.6** The form of security will be prescribed by the Department Head or Town Administrator and acceptable by the Town Attorney and Finance Director. The security can consist of, but is not limited to, bonds issued by surety companies licensed within the United States, certified checks, and irrevocable letters of credit at banks acceptable to the Town.
- 11.7** The Department Head or Town Administrator may include security requirements for projects less than \$75,001, and in other types of purchases, when doing so is determined to be in the best interests of the Town.
- 11.8** In the event of a tie for low bid by equally qualified bidders where one bid is not considered a bid most advantageous, the following rules shall apply to the tied bidders:
  - 11.8.1** Preference for award shall be given first to any bidder who is located within Amherst. If none of the bidders are from Amherst preference shall then be given to any bidder located within the State of New Hampshire.

**11.8.2** If preference cannot be determined the Town Administrator shall, in the presence of such bidders if possible or in the presence of a witness, draw lots to determine who shall be awarded the bid in accordance with the Town Purchasing Policy.

**11.9** The Department Head or Town Administrator shall open bids, read them in public, inspect them, and process the award. In determining the low bid or the bid most advantageous, the Department Head or Town Administrator shall, whenever possible, analyze the bids so that the bids are compared on an equal basis.

**11.10** The competitive bid procedure may be waived by a majority vote of the Board of Selectmen.

### **Section 12. Re-bidding**

**12.1** The Town Administrator is authorized to solicit the re-bid for any or all items that have been noticed for bidding where less than three bids have been received, notwithstanding solicitations seeking the same, or where no bid most advantageous to the town has been received.

### **Section 13. Conditions of Purchase**

**15.1** All purchases made by the town shall be subject to the following conditions:

**15.1.1** All purchases shall be awarded on the basis of the lowest bid meeting specifications or the bid most advantageous to the town and meeting specifications.

**15.1.2** All purchases shall be subject to the reservation of the right by the town to accept or reject any or all bids.

**15.1.3** When an award of purchase shall be recommended to someone other than the lowest qualified bidder, the Town Administrator or their designee shall submit a recommendation to the Board of Selectmen for approval. Should the Board of Selectmen reject a recommendation, the award shall be made to the lowest responsible bidder unless all bids are rejected.

### **Section 16 Duties of Department Heads**

**16.1** All Department Heads shall:

**16.1.1** Determine acceptable quality and quantity of commodities and supplies to be purchased.

**16.1.2** Assist the Town Administrator in establishing lists of approved specifications and vendors.

**16.1.3** Share knowledge of special factors that will implement a policy designed to enable the town to minimize cost and maximize quality.

**16.1.4** Supply the Town Administrator with a list of estimated annual requirements of frequently used supplies, thereby fostering group purchasing.

**16.1.5** Be empowered to reject any unacceptable supply or commodity on grounds including high cost or low quality and provide the Town Administrator with a detailed written report explaining the reasons for such rejection.

**Section 17 Exchange for Goods and Services**

**17.1** Any transfer of town assets, waiving or abatement of fees, or performance of town services in exchange for goods and services to be received by the town shall be deemed a purchase and shall be subject to the provisions of the Purchasing Policy as determined by the fair market value of the town assets, fees, and/or services being exchanged.

**Section 18 Conflicts of Interest**

**18.1** No employee of the town shall solicit the favorable treatment of himself or others with vendors customarily bidding for town purchase awards, nor shall any employee accept any gift from any vendor interested in obtaining town purchases, except for an advertising token of insignificant value.

**Section 19 Implementation**

**19.1** To Facilitate conduct in accordance with this policy, a copy of this policy shall be made available to town officials, employees, volunteers, board and commissions upon hiring, appointment or election to office and at such other times as may be necessary.

**Adopted by vote of the Board of Selectmen on this \_\_\_\_\_ day of 2023.**

**Peter Lyon, Chairman** \_\_\_\_\_

**Danielle Pray, Vice-Chair** \_\_\_\_\_

**John D'Angelo, Member** \_\_\_\_\_

**William Stoughton, Member** \_\_\_\_\_

**Tom Grella, Member** \_\_\_\_\_

*Received and Recorded on \_\_\_\_\_, 2023*

*Nancy A. Demers, Town Clerk* \_\_\_\_\_

*Amended: December 9, 2019 & December 4, 2023.*



## Local Purchasing Policy Comparison

5-11-2022

	<u>Amherst</u>	<u>Milford</u>	<u>Hollis</u>	<u>Brookline</u>	<u>Merrimack</u>
<b>No approval necessary</b>	< \$1000	< \$2,500	< \$5,000	< \$2,500	≤ \$1,000
<b>Three verbal quotes required</b>	Between \$1000 and \$5000	Between \$2,501 and \$10,000	N/A	Between \$2,500 and \$7,500	Between \$1,001 and \$3,500
<b>Three written quotes required</b>	Between \$5000 and \$10,000	Between \$10,001 and \$25,000	Between \$5,000 and \$20,000	Between \$7,500 and \$20,000	Between \$3,501 and \$10,000
<b>Formal bids required</b>	Over \$10,000	Over \$25,000	Over \$20,000	Over \$20,000	Over \$10,000



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Stormwater Utility Development  
**Meeting Date:** December 4, 2023

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

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## **BACKGROUND INFORMATION:**

The DPW seeks direction from the BOS regarding the "MS4 Stormwater Utility" question. DPW advocates for the development of a stormwater utility as the funding mechanism to pay for MS4 compliance in Amherst. There are costs associated with the development of questions and answers necessary to make informed decisions on this matter. Much work remains to be done to explore this funding option. The first critical step is to conduct an impervious surface parcel analysis of all properties in town, and to use this information to develop a rate structure. Our engineer sent us a proposal for this work. Without this information, we would not be able to assess the viability of this funding mechanism. Our engineer's cost proposal for these tasks is a combined expense of \$18,513.00. DPW recommends that the BOS approve this expenditure.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

\$18,513.00 from 01-4311-30-2396 Stormwater II Projects

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Recommend to approve an expenditure not to exceed \$18,513.00 to further develop the stormwater utility concept.

## **SUGGESTED MOTION:**

I move to approve an expenditure to Weston & Sampson, not to exceed \$18,513.00, to complete an impervious parcel analysis of Amherst properties and development of associated stormwater rate structures.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Task Order No. 3 - Stormwater Enterprise Rate Structure Development

November 26, 2023

Mr. Eric Slosek  
Director of Public Works  
Town of Amherst  
Department of Public Works  
22 Dodge Road  
Amherst, NH 03031

Re: **General Services Agreement**  
Task Order No. 3 – Stormwater Enterprise Rate Structure Development

Dear Mr. Slosek:

Weston & Sampson is pleased to provide the following scope of services to assist with the development of a fee structure for adoption of a stormwater enterprise fund. The following tasks are to be completed as part of the scope of services:

### Task 1 – Impervious Surface Parcel Analysis

Weston & Sampson, and their subconsultant, will utilize existing aerial orthophoto/imagery from GRANIT public data (2015), along with the Town Assessors' data available from GRANIT on parcel size and land use designation to assess the impervious cover on up to 3,465 parcels in Amherst. Weston & Sampson, and their subconsultant, will develop and provide an impervious cover GIS data layer and an Excel spreadsheet of impervious cover for the Town at the parcel level.

Our impervious cover approach is as follows:

- Features within the existing dataset are polygons and new/modified will be of the same type. Features will be closed polygons that meet the standard topology rules and database specifications. If foliage or trees cover the portion of a feature, the hidden portion of the features will be estimated, and the entire polygon of the features will be attributed as "estimated".
- Parcel ID correlation: Each impervious feature will be clipped using the provided parcel boundary data to create a new polygon with the parcel ID as an additional attribute. As the data is a polygon, the impervious surface area will have an "area" attribute in square feet.
- Building Outlines: Assessment will include the capture of visible buildings and miscellaneous structures  $\geq 10$  square feet. Collection will be closed polygons depicting the building roof outline. In areas of building lean, the building outline will be moved to match the visible corner of the building on the ground. This will align the building to the correct spatial location, not the building lean. Buildings will be mapped orthogonally unless it is obvious the building is not constructed orthogonally. Building additions will be captured as part of the building.
- Driveways: The edge of the driveway shall be collected as a closed polygon from the edge of pavement to the end. If a driveway runs into a building, the feature will be closed at the building edge.
- Parking: Parking areas will be collected along the outside of the visible area.
- Sidewalks and Walkways: Delineation of sidewalks and walkways shall be captured with closed polygons depicting the paved sidewalk or walkway clipped to the parcel boundary. Other impervious surface features shall have precedence over the sidewalk and walkway features. For example, if a sidewalk runs into a driveway, the sidewalk will be closed at the driveway edge. If a walkway runs from the driveway to the building, the walkway will be closed at both edges.
- Concrete Pads (utility) within the parcel will be captured if  $\geq 10$  sq. feet.

- Decks and Patios will be captured as separate features if  $\geq 10$  sq. feet.
- Swimming Pools will also be captured as separate features.

**Task 2 – Stormwater Enterprise Rate Structure Alternatives**

Weston & Sampson will review current stormwater utilities/enterprise funds, including their rate structure, exemptions, and revenue targets, where available, to provide the Town with current information on how other municipalities are assigning stormwater fees to property owners. Weston & Sampson will also examine and summarize information regarding the decision-making and adoption process in other communities that Weston & Sampson has worked with, including those issues and concerns that arose during implementation.

Using the impervious surface cover data obtained under Task 1, Weston & Sampson will examine three (3) different rate structure alternatives including annual revenue generation amounts for ERU, fixed rate/land use type, tiered structures and/or a combination of these approaches. Weston & Sampson will utilize Town Assessors' data to assign a land use category of single family residential, multi-family residential, commercial, industrial, non-profit, and other (municipal/state/federal) land use categories. Weston & Sampson will meet with the Town to identify and discuss the fee scenarios that will be the basis of the three scenarios for stormwater revenue generation. An Excel workbook will be provided for the fee structure analysis.

As part of the analysis, Weston & Sampson will review the annual cost to a single family property owner under the stormwater enterprise in comparison with what a single family property owner might pay if the additional funds were raised through an increase in property taxes.

**Schedule & Costs**

Weston & Sampson can complete services within three (3) months of an executed task order. The estimated schedule for each task is as shown in the table below.

Task	Estimated Date of Completion	Estimated Cost
<i>Assumed Notice to Proceed:</i>		
1 – Impervious Surface Parcel Analysis	January 5, 2024	\$8,623
2 – Stormwater Enterprise Rate Structure Alternatives	February 15, 2024	\$9,890

Weston & Sampson proposes a fee to complete the scope as detailed herein for a not-to-exceed amount of \$18,513. A scope and cost for additional services can also be provided upon request, depending upon the level of assistance desired by the Town.

**Acceptance**

If you agree with the terms presented here and wish to retain us to provide the above-detailed services, please sign this task order, and return one electronic copy.

Weston & Sampson appreciates the opportunity to provide this proposal to the Town of Amherst and looks forward to working with the Town. Should you require further information or have any questions regarding our proposal, please do not hesitate to contact me at (603) 570-6312.

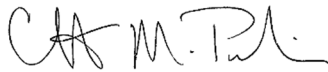
Very truly yours,

WESTON & SAMPSON ENGINEERS, INC.

TOWN OF AMHERST, NEW HAMPSHIRE

Accepted by:

Accepted by:



\_\_\_\_\_  
Christopher M. Perkins, PE  
Vice President | Regional Manager

\_\_\_\_\_  
Eric Slosek  
DPW Director

11/26/23

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Addendum to Hollis Building  
Inspector Mutual Aid Agreement

**Department:** Community Development  
Office

**Meeting Date:** December 4, 2023

**Staff Contact:** Nic Strong

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## **BACKGROUND INFORMATION:**

Following the recent successful renewal of the Mutual Aid Agreement for building inspection services with the Town of Hollis, the Hollis Town Administrator and Board of Selectmen propose the attached addendum to capture the details for the time needed during the complete absence of a building inspector in Amherst. This is to allow the Hollis Building Inspector to assist us in an increased capacity for 60 days, from October 30, 2023, to December 31, 2023. At the end of that time period, the agreement will revert to the normal agreement.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

To approve the addendum to the Mutual Aid and Assistance Agreement with the Town of Hollis for the period of October 30, 2023, to December 31, 2023, with thanks for their continued support.

## **SUGGESTED MOTION:**

I move to approve the addendum to the Mutual Aid and Assistance Agreement with the Town of Hollis for the period of October 30, 2023, to December 31, 2023.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. MA Addendum Hollis 2023

Mutual Aid and Assistance Agreement Addendum

Beginning October 30, 2023, Expires December 31, 2023

The purpose of this addendum is to clarify hours and timeline for the assistance of inspection services provided by the Town of Hollis to aid in the absence of a building inspector in the Town of Amherst. The Town of Hollis agrees to cover for a minimum of 60 days to allow the Town of Amherst to fulfill the vacant position. This addendum is subject to extension under reasonable circumstances.

Preferred hours of coverage from provider are three days a week (unless stated otherwise and worked out between both parties) in the mornings from 10 am to 12:30 pm. This is to allow the inspector to conduct business in employed town.

After the 60 days of this addendum is complete, the mutual aid agreement will revert back to original agreement. All other agreements of the Mutual Aid and Assistance document shall be followed.

TOWN OF HOLLIS SELECT BOARD

TOWN OF AMHERST SELECT BOARD

\_\_\_\_\_  
\_\_\_\_\_  
*R. J. ...*  
*Joseph ...*  
*...*  
*Abdul ...*  
\_\_\_\_\_

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Date of approval 11/13/2023

Date of approval \_\_\_\_\_



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Baboosic Lake Community Septic Warrants

**Department:** Tax Collector

**Meeting Date:** December 4, 2023

**Staff Contact:** Gail Stout

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## **BACKGROUND INFORMATION:**

Baboosic Lake Community Septic Quarterly Warrants due for January 2, 2024 are being submitted for approval and signature.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

To Approve and Sign

## **SUGGESTED MOTION:**

I move to approve and sign the Baboosic Lake Community Septics Warrants due January 2, 2024 as follows:

Phase I	\$2,122.44
Phase II	\$2,469.68
Phase III	\$6,742.42
Phase IV	\$4,780.50

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Community Septic Warrants BOS 12 4 2023 Confidential





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** AP  
**Meeting Date:** December 4, 2023

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

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## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Accounts Payable**

**AP1** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$36,893.60 dated November 16, 2023, subject to review and audit. (NH DMV)

**AP2** ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$702,910.18 dated November 21, 2023, subject to review and audit. (Vendors)

### **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

None