



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, DECEMBER 18, 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. Baboosic Lake Community Septic Committee Appointments
- 6. Scheduled Appointments**
 - 6.1. Energy Committee
- 7. Administration**
 - 7.1. No through trucking ordinance
 - 7.2. Action Items list
- 8. Staff Reports**
 - 8.1. FY25 Draft #4 Budget, Significant Changes and the 2024 Warrant Article Draft #1
 - 8.2. Town Purchasing Policy Update
 - 8.3. New Hire-Communications
 - 8.4. Re-hire Call Firefighter
- 9. Approvals**
 - 9.1. Assessing
 - 9.2. Payroll, AP and Minutes

10. Action Items

11. Old/New Business

Adjournment

Next Meeting: January 8, 2023

You are invited to a Zoom webinar.

When: Dec 18, 2023 06:30 PM Eastern Time (US and Canada)

Topic: BOS Meeting 12/18/23

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81144465086>

Or Telephone:+1 646 558 8656 US (New York)

Webinar ID: 811 4446 5086

**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

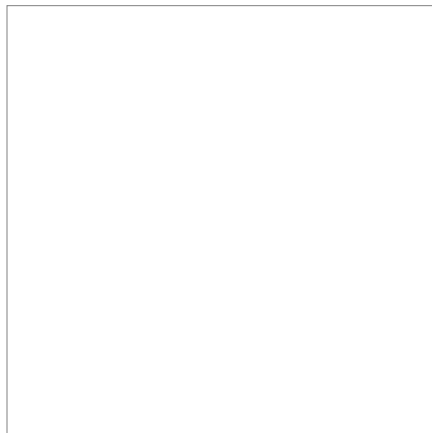
In accordance with RSA 485-A:32, IIa, the Town of Amherst grants local approval to construct the Individual Sewage Disposal system described above and in an application and plans dated _____, 20_____.

Signature

Title

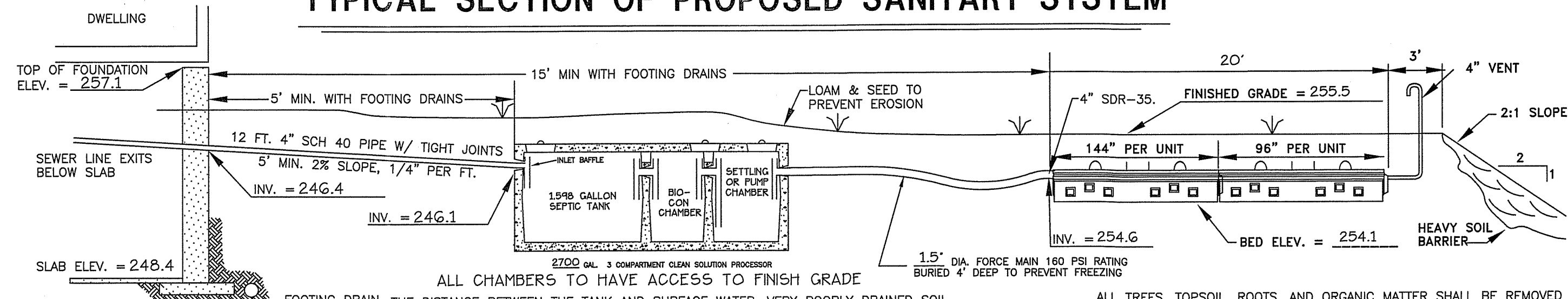
Date

- OR -

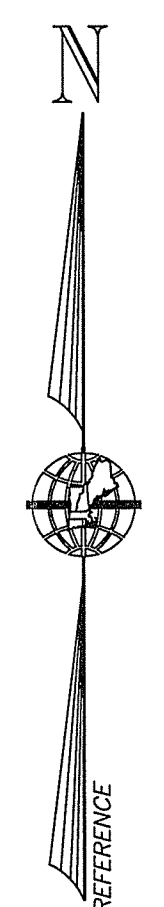


Town Stamp

TYPICAL SECTION OF PROPOSED SANITARY SYSTEM



- NOTES:
1. INLET AND OUTLET TO SEPTIC TANK ARE TO BE SEALED WITH A WATER-TIGHT, FLEXIBLE JOINT CONNECTOR PER. ENV-WQ 1010.08.
 2. ALL INVERT ELEVATIONS AND GRADES ARE FROM T.B.M. - ASSUMED DATUM
 3. SEPTIC TANK AND DISTRIBUTION BOX ARE TO BE SUPPLIED BY LAMARRE CONCRETE CORP., GREENVILLE NH OR EQUAL.
 4. SEPTIC TANK SIZE DOES NOT ANTICIPATE THE USE OF A GARBAGE GRINDER IN THE SYSTEM. IF A GARBAGE GRINDER IS INSTALLED THE SEPTIC TANK SIZE SHALL BE INCREASED BY 50%.
 5. SEPTIC TANK IS TO BE PUMPED AND CLEANED A MINIMUM OF EVERY THREE YEARS OR AT MORE FREQUENT INTERVALS IF NEEDED.
 6. THIS SYSTEM IS NOT DESIGNED FOR DISCHARGES FROM WATER PURIFICATION SYSTEMS OR FLOOR DRAINS.
 7. THERE ARE NO KNOWN BURIAL OR CEMETERY SITES ON OR WITHIN 100' OF THE SUBJECT PROPERTY.
 8. THIS SITE IS NOT LOCATED WITHIN 250 FT. OF BABOOSIC LAKE AND IS NOT SUBJECT TO SWQPA.
 9. THE DEDICATED RIGHT-OF-WAY AREAS SHOWN ON THE PLAN ARE OWNED BY THE TOWN OF AMHERST AND THIS DESIGN WILL BE SUBJECT TO LOCAL APPROVAL.
 10. PROPOSED SEWER LINE UNDER THE DEDICATED RIGHT-OF-WAY IS TO BE SLEEVED AND INSULATED.

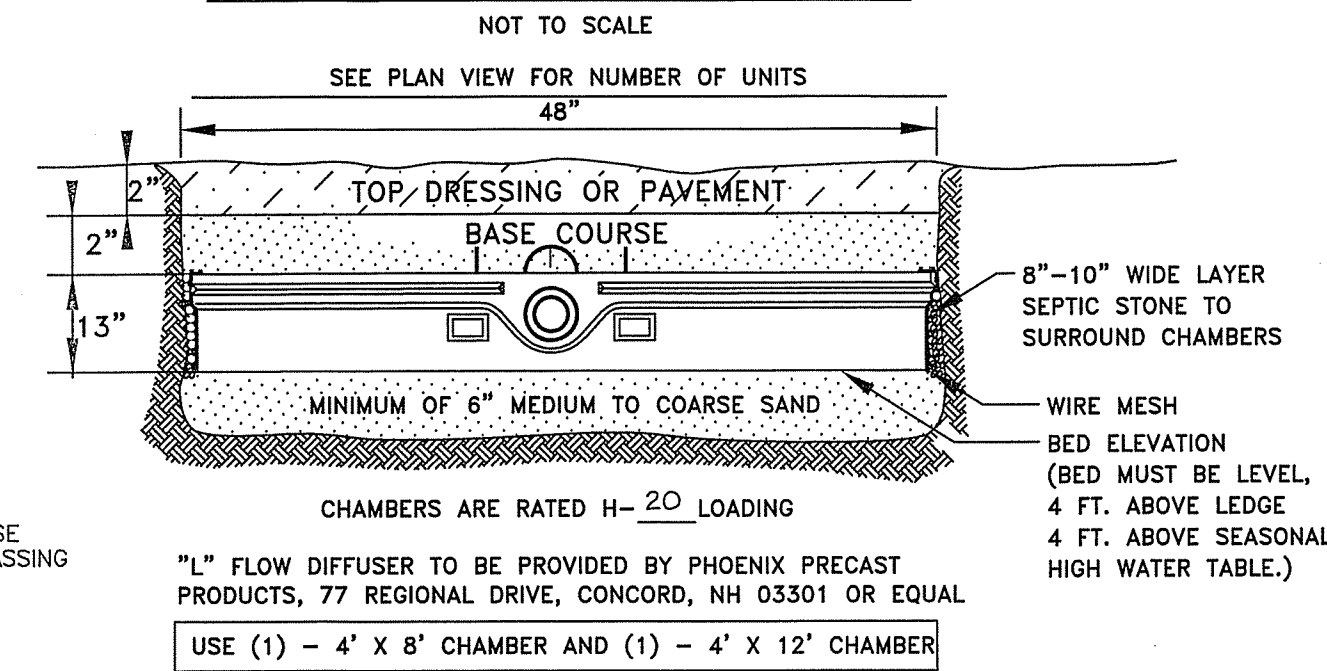


ALL CHAMBERS TO HAVE ACCESS TO FINISH GRADE
 THE DISTANCE BETWEEN THE TANK AND SURFACE WATER, VERY POORLY DRAINED SOIL OR A WELL MAY BE REDUCED TO 50 FT. IF SEALED IN ACCORDANCE WITH ENV-WQ 1008.04(C)

SEE SHEET 2 FOR H-20 TANK DETAILS
 AIR COMPRESSOR SHALL BE LOCATED WITHIN 50 FT. OF THE CLEAN SOLUTION SYSTEM

ALL TREES, TOPSOIL, ROOTS, AND ORGANIC MATTER SHALL BE REMOVED FROM THE AREA TO BE FILLED. BACKFILL SOIL IS TO BE WASHED CONCRETE SAND OR MEDIUM TO COARSE TEXTURED SAND WITH AN EFFECTIVE SIZE OF 0.25 TO 2.0 MM, NO GREATER THAN 5% PASSING THE NUMBER 200 SIEVE, AND NO PARTICLES LARGER THAN 3/4 INCH.

TYPICAL CROSS SECTION



NOTE:
 CONTRACTOR IS TO VERIFY BUILDING SETBACKS WITH THE TOWN PRIOR TO COMMENCING CONSTRUCTION. THE HOUSE AS SHOWN MAY OR MAY NOT CONFORM TO THE BUILDING SETBACK DIMENSIONAL REQUIREMENTS OF THE TOWN ZONING ORDINANCE.

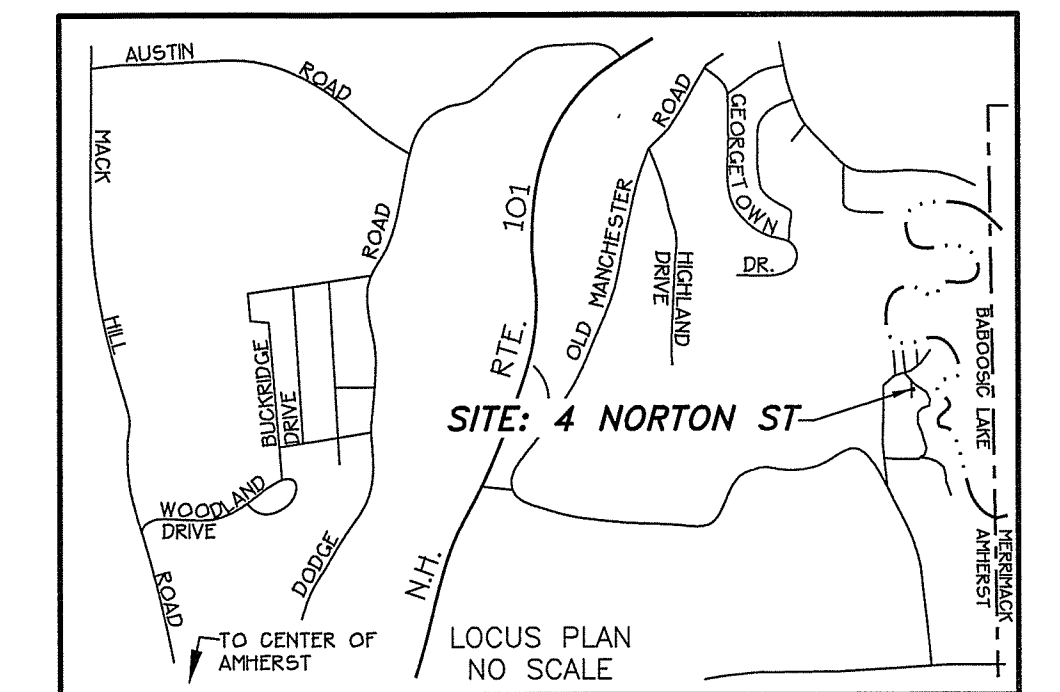
NOTE:
 BOUNDARY INFORMATION IS APPROXIMATE. THIS IS NOT THE RESULT OF A PRECISE SURVEY BY THIS OFFICE. BOUNDARY LINES TO BE VERIFIED BY A LICENSED LAND SURVEYOR PRIOR TO CONSTRUCTION.

- ENV-WQ 1008.04 WAIVER REQUESTS:
- PROPOSED LEACH FIELD WITHIN 10 FT. OF PROPERTY LINES.
 - THE PROPOSED LEACH FIELD WILL REMAIN AT LEAST 8 FT. FROM PROPERTY LINES.
 - TOWN OF AMHERST AND ENV-WQ 1008.04 WAIVER REQUESTS:
 - 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.

TEST PIT DATA

TP 1	9/8/23	TP 2	9/11/23
10YR 3/3 DARK BROWN SANDY LOAM	4'	10YR 3/3 DARK BROWN SANDY LOAM	5'
10YR 4/6 DARK YELLOWISH BROWN GRAVELLY SANDY LOAM GRANULAR, VERY FRIABLE	16'	10YR 3/6 DARK YELLOWISH BROWN LOAMY GRAVELLY SAND GRANULAR, VERY FRIABLE	16'
2.5Y 6/4 LIGHT YELLOWISH BROWN LOAMY SAND SUB-ANGULAR BLOCKY, VERY FRIABLE	50'	2.5Y 6/4 LIGHT YELLOWISH BROWN LOAMY SAND MASSIVE, VERY FRIABLE	28'
		2.5Y 6/4 LIGHT YELLOWISH BROWN LOAMY FINE SAND MASSIVE, FRIABLE	44'
ROOTS	22'	ROOTS	30'
LEDGE	>50'	LEDGE	44'
WATER	NONE	WATER	NONE
S.H.W.T.	40'	S.H.W.T.	28'
HARDPAN	NONE	HARDPAN	NONE
PERC. TEST	8 MIN./IN. AT 15"	PERC. TEST	6 MIN./IN. AT 22"
DATE	9/8/23	DATE	9/11/23

*AMHERST MINIMUM DESIGN INTENT 12MIN./IN.
 SOIL DATA: Cmc. CANTON FINE SANDY LOAM. 8-15% VERY STONY.
 DESIGN DATA: 2 BEDROOMS AT 12* MIN. IN. REQUIRES 75* SQ. FT.
 PROPOSED ARE 1-4'X8' + 1-4'X12' LEACHING CHAMBERS PROVIDING 80 SQ. FT.
 DESIGN INTENT: DUE TO SHWT AT 28" THE BOTTOM OF THE EFFLUENT DISPOSAL SYSTEM (EDS) SHALL BE CONSTRUCTED AT 254.1 ELEVATION. THIS IS APPROXIMATELY 1.7' ABOVE BELOW ORIGINAL GROUND ON THE HIGH CONTOUR OF THE EFFLUENT DISPOSAL SYSTEM (EDS).
 LEACHFIELD IS TO BE REBUILT IN PLACE IF REPLACEMENT BECOMES NECESSARY.
 SUBDIVISION APPROVAL NO. PRE 1967
 PREVIOUS CONST. APPROVAL NO. NO PRIOR RECORDS
 *75 SQ. FT. DENOTES AREA REQUIRED FOR CLEAN SOLUTION



PROPOSED SEWAGE DISPOSAL SYSTEM PLAN

LOT 25-87 & 25-88

AMHERST, NEW HAMPSHIRE

SCALE: 1"=20' SEPTEMBER 29, 2023
 OWNER: TECHTONIC MANAGEMENT, INC.
 30 AUTUMN RUN, HOOKSETT, NH 03106

- TEST PIT
- PERC TEST
- SEPTIC TANK
- DISTRIBUTION BOX
- WELL
- UTILITY POLE
- EXISTING ELEVATION
- PROPOSED GRADE
- APPROXIMATE PROPERTY LINE
- BUILDING SETBACKS
- WATER LINE
- DRAINAGE LINE
- EDGE OF PAVEMENT
- EDGE OF WETLAND
- BROOK OR RUNOFF
- FENCE LINE
- STONE WALL
- PERFORATED PIPE
- SOLID PIPE
- EXISTING CONTOUR
- PROPOSED CONTOUR

THIS PLAN HAS BEEN PREPARED FOR SEWAGE DISPOSAL SYSTEM DESIGN PURPOSES ONLY. IT IS NOT A BOUNDARY SURVEY. LOT LINE LOCATION SHOULD BE VERIFIED BY A LICENSED LAND SURVEYOR PRIOR TO CONSTRUCTION.
 ANY DISCREPANCIES, CHANGES, SUBSTITUTIONS OR DEVIATIONS FROM THIS PLAN REQUIRES NOTIFICATION OF THE DESIGNER. USE OF THIS PLAN FOR ANY PURPOSE OTHER THAN THE CONSTRUCTION OF THE SEWAGE DISPOSAL SYSTEM SHALL BE AT THE USERS RISK.

A WETLANDS INVESTIGATION WAS PERFORMED IN ACCORDANCE WITH ENV-WQ 1014.06 BY TAYLOR A. HENNAS NO WETLANDS WERE FOUND.

THERE ARE NO STREAMS, SURFACE WATER, POORLY DRAINED AND VERY POORLY DRAINED SOILS OR WETLANDS WITHIN 100 FT. OF THE PROPOSED WASTEWATER DISPOSAL SYSTEM.

THIS SITE IS NOT LOCATED WITHIN THE BLUE SHADING OF THE USGS WATER RESOURCES INVESTIGATION MAP

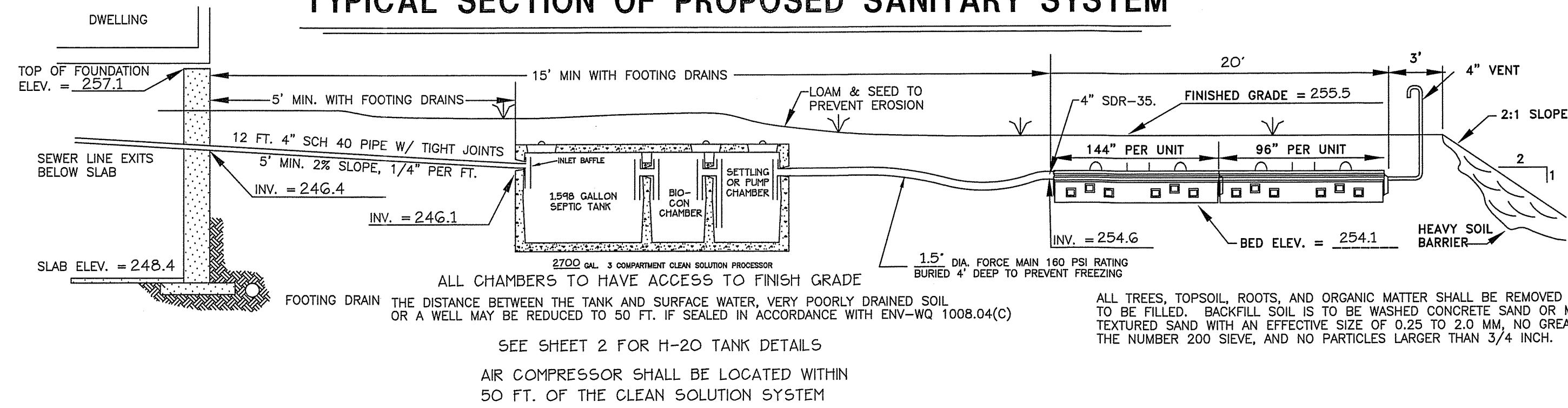
REV. DATE	DESCRIPTION	INIT.

Designer of Subsurface Disposal Systems
 Taylor A. Hennas
 No. 01905

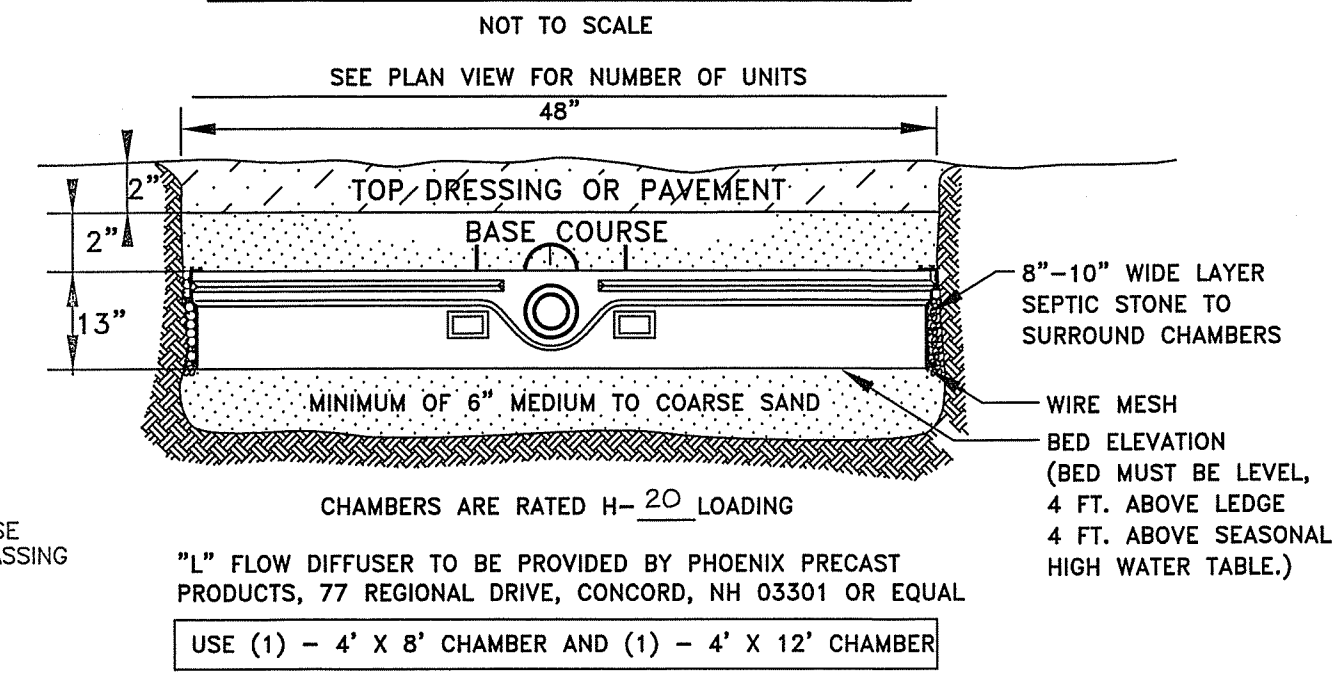
MERIDIAN
 LAND SERVICES, INC.
 ENGINEERING | SURVEYING | PERMITTING
 SOIL & WETLAND MAPPING | SEPTIC DESIGN
 31 OLD NASHUA ROAD, AMHERST, NH 03091 TEL: 603-673-1441
 MERIDIANLANDSERVICES.COM FAX 603-673-1584

FILE:11535S01.dwg PARCEL: 25-87 & 25-88 FIELD BOOK: S-157 PROJECT: 11535.01

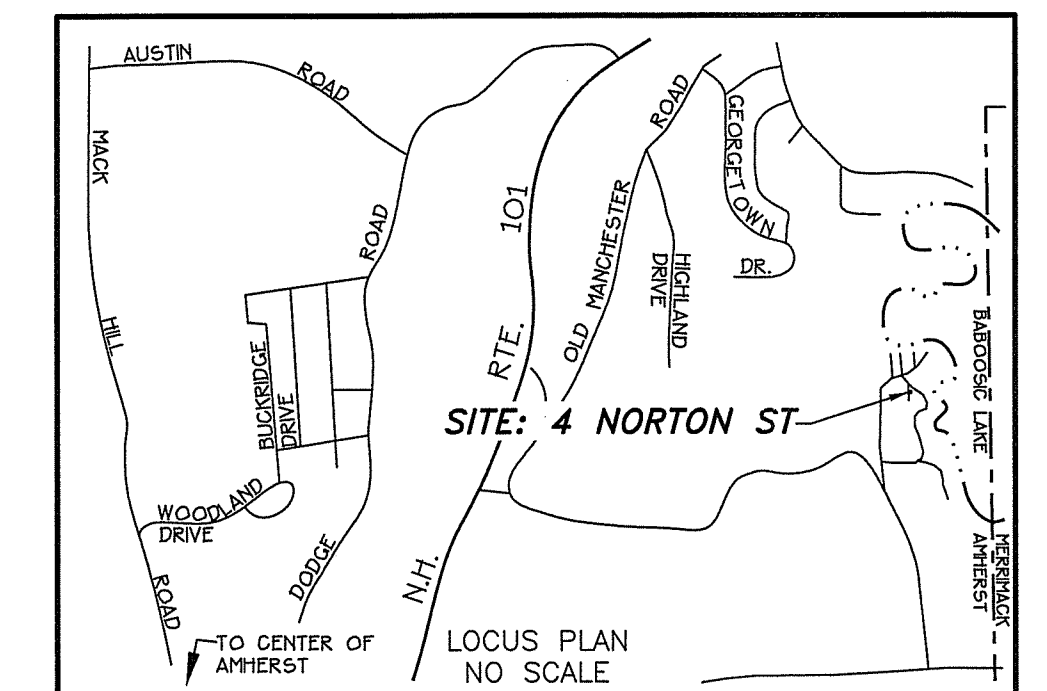
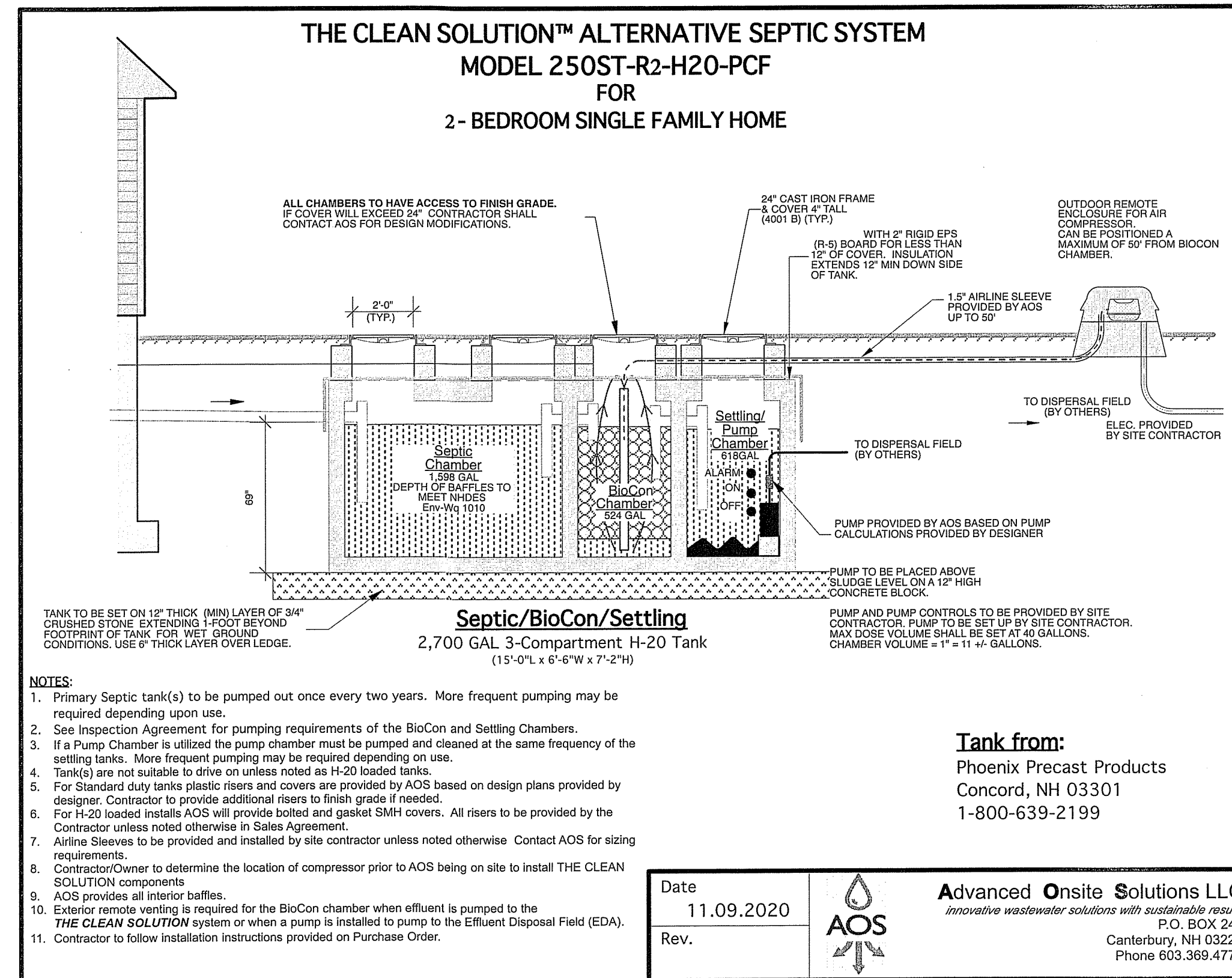
TYPICAL SECTION OF PROPOSED SANITARY SYSTEM



TYPICAL CROSS SECTION

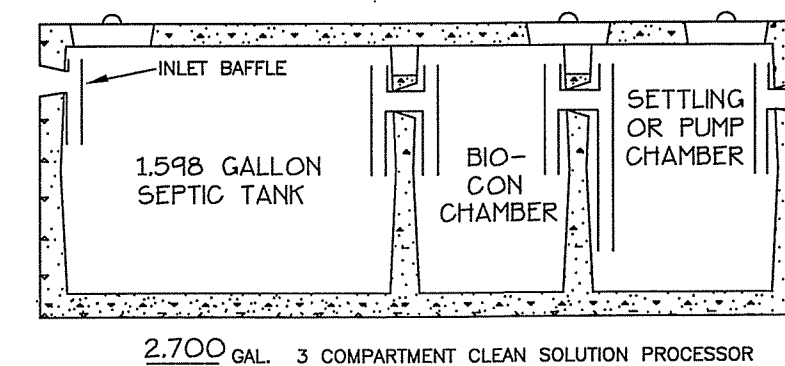


- THE CLEAN SOLUTION TANK IS RATED AS H-20 LOADS - REQUIRED FOR COVER THAT EXCEEDS 48" OR FOR ALL TRAFFIC LOCATIONS (DISTANCE BETWEEN INVERT IN AND TOP OF TANK IS 1.5').
 - BASED ON THE SOIL'S INFORMATION PROVIDED BUOYANCY CALCULATIONS NEED TO BE CHECKED TO PREVENT TANK FROM FLOATING.
 - 12" MINIMUM COVER OVER TANK IS REQUIRED.
 - 30" MAXIMUM COVER OVER TOP OF THE TANK.
 - ALL CHAMBERS TO HAVE ACCESS TO FINISH GRADE (24" MIN. DIAMETER).
 - AOS RECOMMENDS THAT THE BIOCON CHAMBER BE VENTED BACK THROUGH THE SANITARY VENT IN THE HOME.
- AOS IS UTILIZING AN OUTDOOR COMPRESSOR ENCLOSURE:**
- FOR EASE OF INSPECTION THE CLEAN SOLUTION AIR COMPRESSOR WILL BE INSTALLED IN AN OUTDOOR ENCLOSURE.
 - AIR COMPRESSOR ENCLOSURE SHALL BE LOCATED WITHIN 50' OF THE CLEAN SOLUTION SYSTEM AND SET ABOVE THE INVERT OF THE TANK.
 - ALL ELECTRICAL WORK FOR THE COMPRESSOR TO BE PROVIDED BY LICENSED ELECTRICIAN CONTRACTED BY HOMEOWNER OR INSTALLER.
- TANK INSULATION REQUIREMENTS:**
- AOS RECOMMENDS INSULATING TANK WITH 2" OF RIGID INSULATION ON TOP AND 12" DOWN SIDES WHEN COVER OVER THE TANK IS BETWEEN 12" AND 18".
 - AOS REQUIRES THAT THE TANK BE INSULATED WITH 2" OF RIGID INSULATION ON TOP AND 12" DOWN SIDES WHEN COVER OVER THE TANK IS 12" OF LESS.
 - CAUTION: TANKS WITH LESS THAN 12" OF COVER MAY FREEZE EVEN WITH INSULATION.
 - TANK INSULATION NOT REQUIRED FOR SUMMER SEASONAL USE; HOWEVER, IT IS STILL RECOMMENDED IN THE EVENT THE HOME IS CONVERTED TO YEAR ROUND RESIDENCE OR WINTER USE IN THE FUTURE.
 - TANKS UNDER DRIVEWAYS OR PARKING AREAS TO BE INSULATED WHEN COVER IS LESS THAN 4" WITH 4" OF RIGID INSULATION ON TOP AND 24" DOWN SIDES.
- PUMP INSTALLATION**
- AOS IS PROVIDING THE EFFLUENT PUMP FOR THIS PROJECT. ALL ELECTRICAL WORK FOR THE COMPRESSOR TO BE PROVIDED BY LICENSED ELECTRICIAN CONTRACTED BY HOMEOWNER OR INSTALLER.
 - PUMP VENT TO BE CONNECTED TO THE SANITARY HOUSE VENT.
 - SEE ATTACHED CUT SHEETS FOR PUMP DETAIL WHEN INSTALLED IN CLEAN SOLUTION SETTLING TANK.



LOT 25-87 & 25-88 AMHERST, NEW HAMPSHIRE

SCALE: 1"=20' SEPTEMBER 29, 2023
 OWNER: TECHTONIC MANAGEMENT, INC.
 30 AUTUMN RUN, HOOKSETT, NH 03106

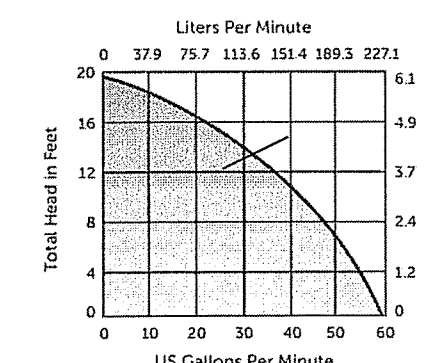


PUMP AND ALARM ARE TO BE ON SEPARATE CIRCUITS.
 1.5" DIA. FORCE MAIN 160 PSI RATING BURIED 4' DEEP TO PREVENT FREEZING OR PITCHED TOWARD TANK W/O TRAPS

ALARM ON 243.4 32" FROM BOTTOM
 PUMP ON 243.1 28" FROM BOTTOM
 PUMP OFF 242.8 24" FROM BOTTOM

PUMP MODEL: LIBERTY PUMP'S FL30-SERIES OR EQUAL

DOSE VOLUME: 30 GALLONS
 STATIC HEAD: 12.8'
 FRICTION LOSS: 5.8'/100'
 TDH AT 32 GPM: 13.7'
 FORCE MAIN: 16'



REV. DATE	DESCRIPTION	INIT.

NEW HAMPSHIRE
 Designer of
Subsurface Disposal Systems

 Taylor A. Hennis
 No. 01905
 Designer's Stamp

MERIDIAN
 LAND SERVICES, INC.
 ENGINEERING | SURVEYING | PERMITTING
 SOIL & WETLAND MAPPING | SEPTIC DESIGN
 31 OLD NASHUA ROAD, AMHERST, NH 03001 TEL: 603-673-1441
 MERIDIANLANDSERVICES.COM FAX: 603-673-1584

FILE: 11535S01.dwg

PARCEL: 25-87 & 25-88

FIELD BOOK: S-157

PROJECT: 11535.01

SECTION G
TOWN OF AMHERST
SEPTIC SYSTEM ORDINANCE

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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 ≤ 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



MERIDIAN
LAND SERVICES, INC.

CIVIL ENGINEERING | LAND SURVEYING | PERMITTING | SOIL & WETLAND MAPPING | SEPTIC DESIGN | ENVIRONMENTAL

Office: 31 Old Nashua Road, Suite 2, Amherst, NH 03031

Mailing: PO Box 118, Milford, NH 03055

Phone: 603-673-1441 * Fax 603-673-1584

www.MeridianLandServices.com

December 5, 2023

RE: Tectonic Management, Inc.
4 Norton Street
Amherst, NH 03031
Lot 25-88 & Lot 25-87

Re: Replacement Septic System, Lot 25-88 & 25-87, 4 Norton Street, Amherst, NH 03031

Dear Abutter:

Per the request of the Amherst Board of Selectmen, we are providing you with a copy of the proposed septic system design for the above noted property to which you are an abutter. You are hereby notified that this proposal intends to raze and re-construct the existing non-conforming primary structure and install a pre-treatment septic system on Lots 25-88 and 25-87. This proposal is requesting the Select Board's approval for the location of the proposed sewer line. The proposed sewer line exiting the primary structure located on Lot 25-88 crosses the existing Right-of-Way to the proposed pre-treatment tank and leach field located on Lot 25-87. This proposal is also requesting waivers in accordance with Env-Wq 1008 and Section G, Town of Amherst Septic System Ordinance, for subsurface component encroachments within the on-site and off-site wells. If you have technical questions regarding the plan, please contact Taylor A. Hennas at 603-673-1441. The Board of Selectmen will be discussing these items on Monday, December 18th, 2023.

Sincerely,
Meridian Land Services, Inc.

Taylor Hennas

Taylor A. Hennas
Designer #1905

Charter of Baboosic Lake Community Septic System Committee

Article I: Name

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

Article II: Purpose

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

Article III: Members

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

Article IV: Duties and Responsibilities

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

Article V: Procedure

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

Article VI: Dissolution

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

Article VII: Amendments

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

Approved by the Board of Selectmen at their meeting held on October 23, 2023.



Town of Amherst, NH Volunteer Application

Board/Committee/Commission you wish to serve on: Baboosic Lake Comm Septic

Applicant Name: Bruce Bowler

Residence Address: 11 Washer Cove Rd Amherst NH 03031

Mailing Address: PO Box 117

Best Telephone: _____
(Cell or home)

E-mail Address: _____

Time Available – Estimated number of hours per month: 20

Other Boards/Committee/Commission you have served on (may include other cities/towns):

Board of Selectmen, Baboosic Lake Comm Septic, Ways & Means, SRLD, Road Comm, Solid Waste Task Force, BOS Rep to FD, EMS, DPW, ACC

To complete your application, please submit a separate Letter of Intent with this form, describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.

Signature

12-1-23

Date

Please return this form and requested statements to:

**Jennifer Stover
Town of Amherst
2 Main Street
Amherst, NH 03031**

or e-mail: jstover@amherstnh.gov

To Whom It May Concern,

My name is Bruce Bowler and I live at 11 Washer Cove Rd. I would be very interested in serving on the Baboosic Lake Community Septic System Committee. I have been a user since 2003 when phase 1 went online. I was previously appointed to the first BLCSSC in 2019. Unfortunately do to Covid the committee never met.

I believe with my background from having been involved with the system since the beginning and my knowledge as to how the system works, I know that I can help the committee as well as help communicate information to other users of the system.

I would hope that my employment with the town wouldn't be held against me as I don't see any conflict of interest and I really believe that it would help in being able to help other users understand what might need to be done.

Thank you for considering me for the committee.

Sincerely,

Bruce Bowler

PO Box 117

11 Washer Cove Rd

Amherst NH 03031

bowlerb@comcast.net



Town of Amherst, NH Volunteer Application

Board/Committee/Commission you wish to serve on: Septic

Applicant Name: Leslie Brenken

Residence Address: 43 Broadway Amherst

Mailing Address: same

Best Telephone: 508-572-2449
(Cell or home)

E-mail Address: lab9153@comcast.net

Time Available - Estimated number of hours per month: any time after 4:30

Other Boards/Committee/Commission you have served on (may include other cities/towns):

Real Estate Board - Mass

Senior Activities - Mass

Have not joined anything in NH yet but am member of NH Woodmen

To complete your application, please submit a separate Letter of Intent with this form, describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.

Leslie Brenken
Signature

11/24/23
Date

Please return this form and requested statements to:

Jennifer Stover
Town of Amherst
2 Main Street
Amherst, NH 03031

or e-mail: jstover@amherstnh.gov

My back ground is in Accounting - thought that might help and I have done admin. jobs over the year. Worked with Bruce - at Ferris.



Town of Amherst, NH Volunteer Application

Board/Committee/Commission you wish to serve on: Baboosee Lake Community Septic Committee

Applicant Name: Michael T. Cullen

Residence Address: 15 Clark Ave.

Mailing Address: 15 Clark Ave Amherst N.H. 03031

Best Telephone: 617-519-7479
(Cell or home)

E-mail Address: Michael.Cullen⁵⁵@Icloud.com

Time Available – Estimated number of hours per month: As much as needed

Other Boards/Committee/Commission you have served on (may include other cities/towns):

To complete your application, please submit a separate Letter of Intent with this form, describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.

Michael T. Cullen
Signature

12/4/2023
Date

Please return this form and requested statements to:

Jennifer Stover
Town of Amherst
2 Main Street
Amherst, NH 03031

or e-mail: jstover@amherstnh.gov

Eric,

I am interested in volunteering for this board. We have had properties here since 1979 and as of right now, we own two houses on the lake that are hooked up to the community septic system.

We are committed to continuing to enhance our community. And as you know, we have experienced several issues with our tank filling up for the past few years. Your department has been very supportive in trying to clear up the issues and we appreciate that.

I'd like to learn more about the system and how to defray costs by extending the service to new customers. I know this has been a discussion for a while.

As a retired Teamster Officer, with a background in a variety of labor positions, I have experience organizing and implementing new initiatives.

If you feel I could be of service on the board, please contact me.

Sincerely,
Mike Cullen
15 and 17 Clark Ave
Amherst, NH
617-519-7479



Town of Amherst, NH Volunteer Application

Board/Committee/Commission you wish to serve on: Baboosic Lk Community Septic System

Applicant Name: William Larson

Residence Address: 37 Broadway, Amherst, NH

Mailing Address: 37 Broadway, Amherst, NH 03031

Best Telephone: 800.460.1233
(Call or home)

E-mail Address: wdl9@ATT.NET

Time Available – Estimated number of hours pe month: 6

Other Boards/Committee/Commission you have served on (may include other cities/towns):

(Ltr of intent to follow)

To complete your application, please submit a separate Letter of Intent with this form, describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.

William Larson
Signature

12/13/2022
Date

Please return this form and requested statements to:

**Jennifer Stover
Town of Amherst
2 Main Street
Amherst, NH 03031**

or e-mail: jstover@amherstnh.gov

37 Broadway
Amherst, NH 03031
December 12, 2023

Subject: LETTER OF INTENT (attachment to my Town of Amherst , NH Volunteer Application – Baboosic Lake Community Septic System Committee)

The purpose of this letter is to describe my interest in and my experience for my participation on the subject committee.

MOTIVATION: My motivation is to help the committee and the board keep the project viable and available so that our kids will be able to continue to enjoy the lake in the house that my spouse and I designed and had built for our retirement home and our family’s use. My military career took my wife and I to Pearl City HI (daughter), Burke VA (son), Mount Pleasant SC, Gales Ferry CT, back to Mount Pleasant, back to Gales Ferry. Most every year of our kids early lives it was possible to get at least one picture of them on the big rock at 37 Broadway. When they were young and someone anywhere would ask them where they were from, the response was usually “Baboosic Lake”.

INVESTMENT: A cottage, in my spouse’s extended family for 75 years until last year when it was sold, became part of Phase I of the Baboosic Lake Community Septic System at its inception. My spouse and I joined Phase IV from its beginning at my current address. Either my spouse or I have paid Town invoices totaling \$64,423.80 (mostly applied to bond repayment) for the Community Septic System. No regrets—very grateful for its existence.

EXPERIENCE: I retired from a 26-year US Navy career where my jobs were predominantly in ship design, construction, and repair. This included seven years of managerial, technical, and contract administration experience in senior positions at a large, private shipbuilder. I have engineering post-graduate degrees and plenty of OJT while in the Navy, including a resident Senior Executive Management Course at the Johnson School of Business at Cornell. After retirement from the Navy, I worked for Northrop Grumman Corporation as a Program Manager for 16 years.

I appreciate the Board’s consideration.

Respectfully,


William Larson

wdL file: 2023-1214 wdL ltr of intent attchmnt for applic to BL Community Septic Committee



Town of Amherst Community Power

With Standard Power

December 2023



Program Goals

- ✓ **Local control**
- ✓ **Rate relief** for customers upon program launch
- ✓ **Stable rates** that allow for budgeting and planning expenses out further than the duration of the utility default rate of six months
- ✓ **Long-term savings** on electric bills, through program design, implementation and evolution
- ✓ **Attractive choices** of lowest cost and more renewable energy up to 100%
- ✓ **Consumer protections** compared to current options for residential customers

Program Checklist

- Opt-out program bundles together eligible customers for savings
- Those currently on competitive supply are not eligible but can opt-in
- Choices for lowest cost and 100% renewable
- Electric assistance customers keep full benefits
- No individual customer contracts or exit fees
- No cost to the municipal budget
- Support local energy initiatives

Amherst Community Power



Amherst Community Survey

- **166 Respondents**
- **166** homes and 0 businesses
- **Town Website/Social Media** is the best method for program outreach
- **99%** have done something for efficiency
- **94%** have installed LED lightbulbs, **80%** have invested in energy efficient appliances



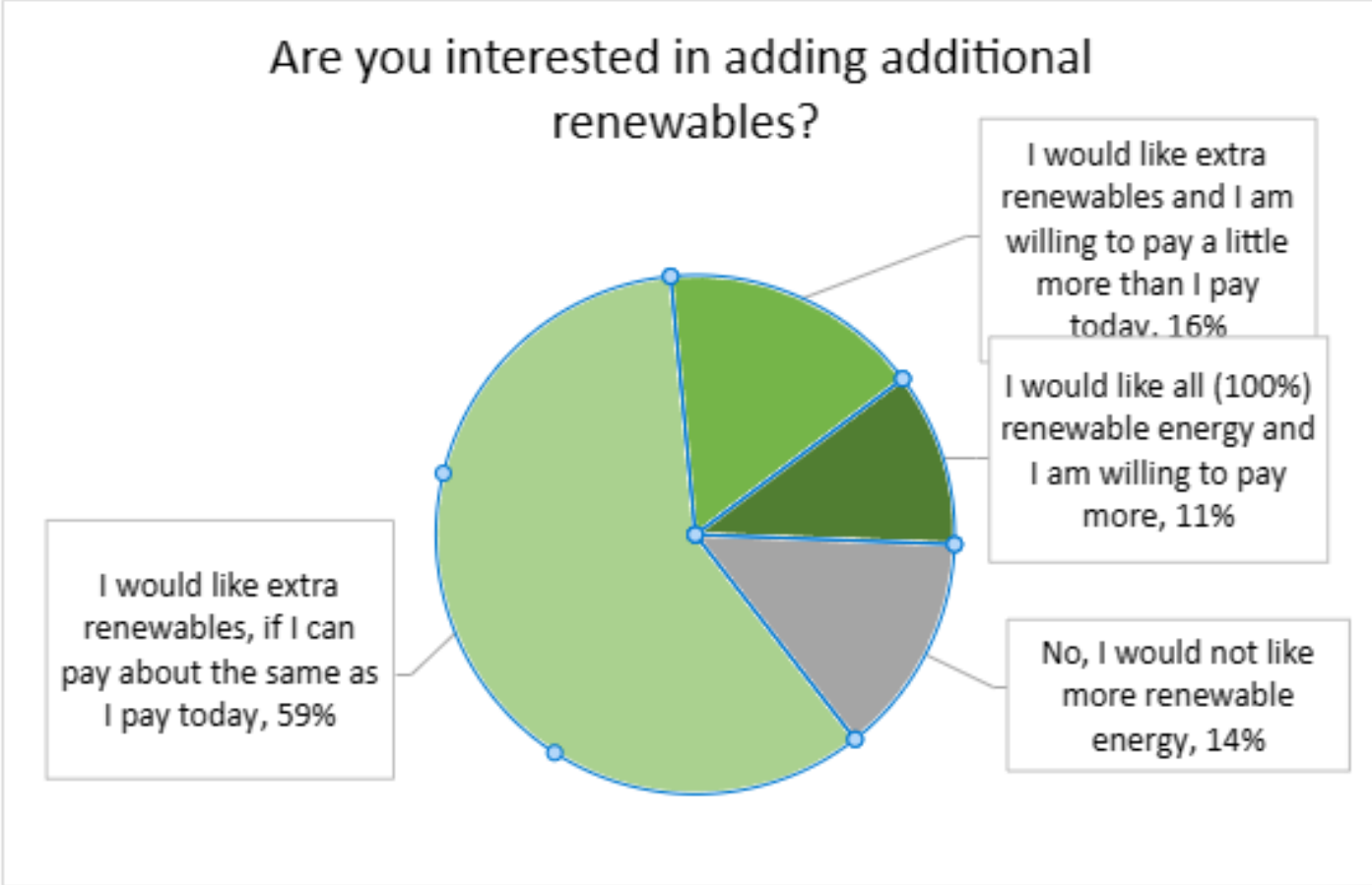
Standard Power of America, 17 Technology Way,
Nashua NH 03060 <https://standardpower.com/>

Take the survey today!

Amherst Community Power



Amherst Community Survey



Amherst Community Power



Program Options

Amherst Basic	Amherst Default	Amherst 50%	Amherst 100%
Lowest Rate	Competitive Rate	Market Rate	Market Rate
Meets state minimum requirements	Targets 5-10% additional renewable energy	Targets 50% renewable energy	Targets 100% renewable energy

Amherst Community Power Timeline



First Steps

Plan & Approve

Regulatory

Outreach + launch

Manage + Monitor

1. Appoint Community Power Committee

2. Chose Consultant Standard Power to help plan and launch your program

3. **Draft Community Power Plan with public input**

4. Submit Plan to Public Utilities Commission for approval

5. Submit Plan to Town Voters for approval at Town Meeting 2024

6. Procure electricity supply

7. Implement public education and opt-out campaign

8. **Launch!** Eligible accounts that have not opted out are automatically enrolled

9. Provide ongoing customer support, outreach, opt up campaigns, data management and analysis, planning, and more



Town of Amherst
DRAFT
COMMUNITY POWER PLAN

November 10, 2023

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I. Amherst Community Power Overview

The Town of Amherst will develop and implement its Community Power Program (Program) as described in this Community Power Plan (Plan) developed with public input by the Energy Committee, which has been designated as the Community Power Aggregation Committee (Committee).

I.a. Introduction

Community Power creates new electricity supply choices for Amherst residents and businesses with the potential for cost and environmental benefits beyond that of the Default Service supply from the electric distribution utility, Eversource. Instead of simply utilizing the utilities' electricity supply, Amherst will bundle together the electricity needs of its residents and businesses and put out a bid for an electricity supplier to provide the necessary electricity at competitive prices. With Community Power, the Town is able to make strategic pricing decisions about when to solicit bids and lock in fixed pricing for multiple years. The Town can also increase the amount of renewable energy available to individual customers and the community. Eversource will continue to manage billing and maintain wires and poles.

Although the electrons powering our community may in literal terms come from regional utility scale electricity producers, power in the region and country is ultimately tracked and sold on abstract marketplaces. A Community Power program will bring these options and benefits to the residents and businesses of Amherst.

This Plan is intended to guide the implementation of the Amherst Community Power Program. It is a living document; elements of this plan are likely to change over time based on evolving laws and energy supply options. This plan reflects options currently available or expected in Eversource New Hampshire service territory and provides flexibility for adding options in the future as warranted to benefit the Amherst community.

I.b. Mission Statement

Amherst Community Power will work to provide new electricity supply choices for Amherst residents and businesses with the goal of cost and environmental benefits beyond that of the default service supply from the utility; and will act in accordance with RSA 53-E:6 and develop a plan to provide electric power supply and services to our community at competitive costs, with the option for environmental benefits.

II. Process to Develop and Approve Plan

The process to develop a Community Power program involves community input to develop the Plan that will govern program operation and local- and state-level review and approval of the Plan. Approving the Community Power Plan does not obligate the Town to launch a program if conditions are not favorable. The process to develop and approve the Plan is summarized here, and full details on each step are available in **Exhibit I**.

Before implementation, a review and approval process is required to ensure that the Plan satisfies

all of the statutory requirements, including that the Plan provides universal access, reliability and equitable treatment for all classes of customers. The Amherst Plan was developed to demonstrate that the Amherst Community Power Program satisfies all the requirements necessary.

The process to develop the Plan, consistent with New Hampshire Revised Statutes Annotated (RSA) 53-E, is the following:

1. Creation of Community Power Aggregation Committee,
2. Creation of a Draft Plan with public hearings,
3. Approval of a Plan by Community Power Aggregation Committee,
4. Board of Selectmen adopts the Plan and votes to submit the Plan to Town Meeting,
5. Approval of the Plan at Town Meeting, and
6. Review and approval of the Plan by the Public Utilities Commission.¹

To develop the Plan, the Town engaged the consulting team of Standard Power to assist the Committee in its work at no cost to the Town budget and no obligation to move forward with a program. This team is providing complete Community Power services.

Insert Survey Results Pie Chart

Amherst Community Survey 2023. Full results in Exhibit IV.

The Committee released a Community Survey to receive public input on an Amherst Community Power Plan. Details of how the survey was widely shared with the community can be found in **Exhibit I**. Results of the survey and implications for the Plan are attached as **Exhibit IV**.

¹ Alternatively, the Plan may be submitted to the PUC for review before Town Meeting.

III. Customer Participation

III.a. Applicable classes of customers

The Community Power Program will be available for the residential, commercial and industrial classes (Applicable Classes) of electricity customers as defined by the Town's electric distribution utilities, Eversource.

See Eversource: <https://www.eversource.com/content/nh/residential/my-account/billing-payments/about-your-bill/rates-tariffs>

III.b. Universal access

The Plan provides for universal access for all customers by guaranteeing that all customer classes will be included in the Program under equitable terms.

All retail electric customers will have access to the Program. All retail electric customers receiving Default Service supply from the electric distribution utilities will be eligible for automatic enrollment in the Program (Eligible Customers), and they will be automatically enrolled in the Program unless they choose to opt out. All customers will have the right to opt-out of the Program at any time with no charge.

III.c. Equitable treatment

As required by the statute, there shall be equitable treatment of Applicable Classes within the Program.

The community power statute requires equitable treatment of all classes of customers subject to any differences arising from varying opportunities, tariffs, and arrangements between different electric distribution utilities in their respective franchise territories. This does not mean that all classes of customers must be treated "equally," but rather that similarly situated classes of customers be treated "equitably."

Among applicable classes of customers, the Plan makes three distinctions.

First, the Program will distinguish among customer classes by soliciting separate pricing for each of the same customer classes the electric distribution utilities use for the distribution service.

Second, the Program will distinguish between customers receiving the program default product and customers that affirmatively choose an optional product. Customers selecting an optional product will be charged the price associated with that product.

Third, the Program will distinguish between customers that join the program through an automatic enrollment process (i.e. customers who do not choose to opt-out) and customers that affirmatively elect to join the program.

- Customers that join through an automatic enrollment process include a) the initial Eligible Customers at the start of the program and b) new Eligible Customers that move

into the municipality after the program start-date. All initial Eligible Customers will receive the Program pricing² for their rate class. Among new Eligible Customers, the Program will distinguish between new residential and small commercial customers, who will receive the Program pricing, and all other commercial and industrial customers, who may receive pricing based on market prices at the time the customer joins the Program.

- Customers that affirmatively elect to join the program, include two types of customers: a) customers that were being served by a Competitive Supplier at the start of the Program but then later join the Program; and b) customers re-joining the Program after having previously opted out. Those customers that were being served by a Competitive Supplier at program initiation but who later join the Program will be treated the same as new Eligible Customers – residential and small commercial customers will receive the Program pricing and all other commercial and industrial customers may be offered a price based on the then-current market rates. All customers that join the Program after having previously opted out may be offered a price based on then-current market rates rather than the Program price. This distinction is designed to limit any incentive for frequent switching back and forth between the Program and Default Service of the electric distribution utility.

III.d. Reliability

Reliability has both physical and financial components. The Program will address both through the Electricity Supply Agreement (ESA) with the Competitive Electric Power Supplier (Competitive Supplier), which shall be the Load Serving Entity. From a physical perspective, the ESA commits the Competitive Supplier to provide all-requirements power supply and to use proper standards of management and operations. All-requirements power supply includes all of the electrical energy, capacity, reserves, ancillary services, transmission and distribution losses, congestion management, and other such services or products necessary to provide firm power supply to Program participants, meet the state's Renewable Portfolio Standard and any other basic environmental and service standards established by the Public Utilities Commission and other applicable agencies and laws, and any additional renewable energy requirements of the default or optional products. The electric distribution utility will continue to remain responsible for delivery service, including the physical delivery of power to the customer, maintenance of the delivery system, and restoration of power in the event of an outage.

From a financial perspective, the ESA requires the Competitive Supplier to pay actual damages for any failure to provide supply at the contracted rate (i.e., to pay the difference between the contract rate and the utility supply rate). The ESA requires the Competitive Supplier to maintain insurance and the Request for Proposals for a Competitive Supplier will require that an investment-grade entity either execute or guarantee the ESA.

Accordingly, the Program satisfies the reliability requirement of the statute.

² Program pricing is the price specified for the customer's rate class and product as set in the Electricity Supply Agreement

IV. Organizational Structure

IV.a. Roles

Community Power Aggregation Committee (Committee): The Town's Board of Selectmen voted to establish the Energy Committee on June 26, 2023 and designated the Committee as the town's energy aggregation committee under RSA 53-E. The Committee will develop a draft plan, hold public hearings on the plan to solicit public input, revise the draft plan based on that input, and ultimately submit an approved Plan to the Board of Selectmen. See **Exhibit I** for detail on the public input process.

Board of Selectmen: As the Town's governing body, the Board of Selectmen decide whether to adopt the Plan and whether to submit the Plan to Town Meeting. Should the Plan be adopted by the Board, and submitted and approved at Town Meeting, becoming the Amherst Community Power Program, the Board of Selectmen will be responsible for making decisions and overseeing the administration of the Program with the assistance of the Community Power Consultant. The Board of Selectmen will review and approve any proposed amendments to the Plan.

Town Meeting: In accordance with RSA 53-E:7, the Town Meeting, as the legislative body of the municipality, will be the body to adopt the Community Power Plan by a majority of those present and voting.

Community Power Consultant: The Community Power Consultant will manage certain Program activities under the direction of the Board of Selectmen or their designee. Their responsibilities will include managing the supply procurement, developing and implementing the public education plan, interacting with the electric distribution utilities and monitoring the supply contract. The Committee is working with the consulting team of Standard Power for initial services.

Competitive Supplier: The Competitive Supplier will provide power for the Program, provide customer support including staffing a toll-free number for customer questions, and fulfill other responsibilities as detailed in the Electricity Services Agreement (ESA). The Competitive Supplier shall be required to enter into an individual ESA with the Town under terms deemed reasonable and appropriate for the retail electric customers by the Board of Selectmen

Buying Group: The Town may elect to join with other municipal aggregators in combining its load for purposes of soliciting bids from Competitive Suppliers. The purpose of the Buying Group is to allow municipal aggregators to capture the benefits of collective purchasing power while retaining full municipal autonomy. The Town shall be represented by the designee of the Board of Selectmen, on the executive committee of the Buying Group. The Town, through its designee as authorized by the Board of Selectmen, shall select a Competitive Supplier based on the needs of the Town and shall not be required to select the same terms or Competitive Supplier as other members of the Buying Group.

Retail electric customers: Retail electric customers shall include all electricity customers taking distribution service of electricity located within the geographic boundaries of the Town of Amherst.

IV.b. Data Security

Pursuant to RSA 363:38 and PUC 2004.19, the Program, as an aggregator, is required to protect individual customer data that it may receive as part of Program implementation. See **Exhibit III** for the data protection plan to be used by the Program.

V. Electricity Supply Product Options

V.a. Default and Optional Electricity Supply Products

The Program intends to offer electricity supply products as described below. Any retail electricity customer that joins through an automatic enrollment process shall be enrolled into the Program's default product unless they affirmatively choose to enroll in any of the optional products.

All products will include the minimum amount of renewable energy as required by any applicable statutory requirements, such as the Renewable Portfolio Standard (RPS) required in the state of New Hampshire. In 2023 the RPS is 23.4%, with scheduled increases until 2025 when it reaches 25%. Some products will include additional renewable electricity above the RPS. All purchases of additional renewable electricity will be verified and certified through Renewable Energy Certificates (RECs), the instruments used to trade and track renewable energy generation. These additional RECs are intended to be sourced as locally as possible - see **Section V.b** for more information on sourcing additional RECs.

At launch, the Program expects to offer a default product and optional product choices as enabled below.

Default Product: The default product, referred to as Amherst Default, is expected to include additional renewable energy in an amount that is 5-10% greater than the state minimum RPS, with the exact amount to be determined after the receipt of bids from competitive suppliers. While the Amherst Default product cannot guarantee savings to customers in any given month, the product is intended to perform well and remain competitive compared to utility default service price.

Optional Products: The Program may offer two or more optional products:

- **Amherst 50%.** A product with substantial additional renewable energy, this product offers up to 50% renewable energy above the RPS.
- **Amherst 100%.** A product with maximum renewable energy impact, this product offers up to 100% renewable energy above the RPS.
- **Amherst Basic.** A product with no additional renewable energy over the state minimum RPS. This product offers the lowest price in the program.

Amherst reserves the right to adjust the amount of renewable energy to be included with its default and optional product, and the amounts will be the same for all customers choosing each product, respectively.

The Program notes that it cannot guarantee savings for any of its products compared to the utility Default Service rates. Utility Default Service rates may not be known for the entirety of any Program supply contract.

Amherst Community Power Product Summary Table:

	Automatic Enrollment		
Amherst Basic	Amherst Default	Amherst 50%	Amherst 100%
Lowest Rate	Competitive Rate	Small Increase	Market Rate
Meets state minimum requirements	Target 5-10% additional renewable energy	Targets 50% renewable energy	Target 100% renewable energy

See written descriptions in Section V.a for more information.

V.b. Additional Renewable Energy Certificates

The additional RECs, above the amounts required by state law, will come from renewable energy sources that are part of our regional electricity grid, ISO-New England. This means the sources are located in New England or the energy is imported as allowed by ISO-New England from locations such as New York or eastern Canada. This stands in contrast to some electricity supplies that obtain RECs from national sources (e.g. Texas) in which the electricity is not part of our ISO-New England electricity grid.

In its procurement, as described in **Section VI.a**, Amherst seeks to support renewable energy generation located within Amherst or as close to Amherst in New Hampshire as possible. Amherst also seeks to support the growth of renewable energy, thereby displacing fossil fuels and reducing greenhouse gas (GHG) emissions. To meet these goals, all additional RECs, above those required by state law, are initially expected to be New Hampshire Class I eligible RECs as described below.

The Amherst Community Power Program may purchase a portion of the RECs from renewable energy generators and include these RECs in a renewable energy product. If RECs are obtained through the Competitive Supplier, any charge for these RECs would be included in the same rate submitted to the electric distribution utility.

V.c. NH Class I Renewable Energy

New Hampshire Class I renewable energy is known as “new renewable energy”. The State requires all electricity supplies to include a minimum quantity of Class I renewable energy, and that amount currently is scheduled to increase annually until 2025 to max out at 25%. This increasing requirement, along with similar requirements in other New England states, has been a major driver of the growth of renewable energy in our region. If the Program voluntarily purchases additional Class I renewable energy at significant scale, Amherst will augment this growth even further.

Class I renewable energy can come from wind, solar, small hydroelectric, biomass, methane, as well as hydrogen and ocean thermal, tidal or wave energy. All Class I renewable energy must have started operation after January 1, 2006 and must be physically delivered to our regional electricity grid, which means it can come from New England, New York or eastern Canada.

- Additional detail on NH Class I renewable energy, as well as the other classifications of renewable energy covered by the New Hampshire Renewable Portfolio Standard, may be found at [https://www.puc.nh.gov/Sustainable%20Energy/Renewable Portfolio Standard Program.htm](https://www.puc.nh.gov/Sustainable%20Energy/Renewable_Portfolio_Standard_Program.htm)
- Additional detail on EPA’s Green Power definition can be found at <https://www.epa.gov/greenpower/what-green-power>.

VI. Operation

The implementation of the Community Power Program requires extensive interaction between the Town, the Competitive Supplier, and the electric distribution utilities.

Following all required approvals of the Plan, the key operational steps will be:

- a. Issue a Request for Proposals (RFP) for power supply, select a Competitive Supplier, and provide notice to the distribution utilities
- b. Implement a public information program, including Customer Notification Letters
- c. Enroll customers and provide service, including quarterly notifications and annual reporting
- d. Plan for program evolution

These steps are described in the sections below.

VI.a. Issue a Request for Proposals for power supply, select a competitive supplier, and provide notice

Amherst, under direction of the Board of Selectmen or its designee and acting through its Community Power Consultant, will solicit bids from leading competitive suppliers, including those currently supplying community power programs in New England and other states. In seeking bids from competitive suppliers, Amherst may solicit bids for its load individually or as

part of a Buying Group with other municipal aggregators. The RFP will require that the supplier satisfy key threshold criteria, including:

- Registration with the New Hampshire Public Utilities Commission (NHPUC)
- Strong financial background
- Experience serving the New England competitive market or community power programs (also known as municipal aggregations) in other states
- Demonstrated ability, supported by references, to provide strong customer service
- Demonstrated ability to use Electronic Data Interchange (EDI) for enrollment of customers with the electric distribution utilities or a plan to successfully complete testing required to use the electric distribution utilities' EDI prior to the mailing of the Customer Notification Letters.

In addition, suppliers will be required to agree to the substantive terms and conditions of the ESA, including, for example, the requirement to:

- Provide all-requirements power supply at a fixed price
- Allow customers to exit the program at any time on their next regular meter read with no charge
- Agree to specified customer service standards
- Comply with all requirements of the NHPUC and the electric distribution utilities

The RFP will include data on Eligible Customer load and other characteristics provided to the Town by the electric distribution utilities pursuant to PUC 2204.02.

Price bids will be solicited from suppliers that meet the threshold criteria and agree to the terms and conditions of the ESA. The solicitation will request bids for a variety of term lengths (e.g. 12, 24, 36 or 48 months) and for power from different sources. The Board of Selectmen or their designee(s), in consultation with the Community Power Consultant, will determine the appropriate level of renewable energy to be included with the default product and the optional products based upon their assessment of market conditions and what would be in the best interest of retail electric customers at the time of the solicitation. As noted in **Section V.a.**, all claims of renewable energy use will be substantiated by the supplier obtaining and retiring the appropriate quantity of RECs. Bidders will be required to identify the technology, vintage, and location of the renewable energy generators that are the sources of the RECs. Bidders will also be required to supply RECs that have been created and recorded in the New England Power Pool Generation Information System. The Town may seek RECs from a variety of renewable energy sources; may elect to procure from those sources RECs, power or both; and will choose the best combination of environmental benefits and price.

Prior to delivery of the bids, the Board of Selectmen shall set parameters for accepting a bid, including the price, term and characteristics that are appropriate for its constituents. The Board of Selectmen shall provide authorization to a designee(s) to select a bid and enter into an ESA based upon those parameters.

The Town may conduct an individual solicitation or participate in a solicitation with a Buying Group. Participation in the Buying Group shall not require Amherst to select the same price, terms or supplier as other members of the Buying Group. The Community Power Consultant shall advise the Town in evaluating bids received. If a bid is satisfactory, the Town shall execute an Electric Service Agreement (ESA) with the selected supplier(s). The Town reserves the right to select supplier(s) per customer class (as distinguished in **Section III.c.** to ensure equitable treatment). If none of the bids is satisfactory, the Town will reject all bids and repeat the solicitation for bids as often as needed until market conditions yield a bid that is acceptable.

The Town may provide customers with renewable energy generation source information through a variety of vehicles including the program webpage, content disclosure labels and the Customer Notification Letters.

The Town will provide written notice of its acceptance of a bid and the Program's date of commencement of service to the Public Utilities Commission, the Office of Consumer Advocate, the Department of Energy as required by PUC 2204.04.

The Program will utilize consolidated billing such that the participating customers receive a single bill from the electric distribution utility that includes the charges for the Program's electricity supply and all other charges from the electric distribution utility. The Program will confirm this choice of billing service by notifying the electric distribution utilities prior to the enrollment of customers, including providing any applicable Product details required pursuant to PUC 2205.16.

VI.b. Implement public information program including Customer Notification Letters

An Education and Outreach Plan is required to fully inform and educate potential customers and participants in advance of automatic enrollment in the Community Power Program. Customers, including customers with limited English language proficiency and disabilities, must be informed that they would be automatically enrolled in the Program and that they would have the right to opt-out of the Program without penalty. The purpose of the Education and Outreach Plan is to raise awareness and provide retail electric customers with information concerning their opportunities, options and rights for participation in the Program. To facilitate the Education and Outreach Plan, the Program will utilize contact information for retail electric customers provided by the electric distribution utilities pursuant to PUC 2004.03.

The Education and Outreach Plan will be developed and implemented by the Consultant, acting under the oversight of the Board of Selectmen, or its designee. Funding for the Plan, as with other administrative costs, is to be supplied by a fee paid from the Competitive Supplier(s) to the Consultant, as specified in the ESA (see **Section VII** below).

The Education and Outreach Plan (**See Exhibit II**) consists of four components:

- i. Initial Outreach and Education:** This will be conducted after the selection of a Competitive Supplier and prior to arrival of the Customer Notification Letters. It is

intended to promote general awareness of the upcoming program, minimize any questions generated by the arrival of the Customer Notification Letters and maximize recipients' ability to make an informed choice about their participation in the Program. This effort will include information about the goals of the Program, the basic terms and conditions including renewable energy components, and the opt-out process. This effort will also include posting of the Program's product information for residential and small commercial customers on the Department of Energy's shopping comparison website. Such information will be posted on the website in advance of mailing the Customer Notification Letters.

ii. Customer Notification Letters: In addition to the initial outreach and education initiatives, a notice (Customer Notification Letter) will be mailed to every retail electric customer. The Program will have two versions of this letter, one for eligible customers and one for other customers.

The Customer Notification Letter for Eligible Customers will contain a description of the aggregation Program; the implications to the Town; the rights and responsibilities that the participants have under the Program; all details, including all rates, on the products offered by the Program; explain that the customer will be automatically enrolled in the default product unless they choose otherwise and identify the deadline to make such a choice; have instructions for how to not participate (opt out) via web, phone or a pre-addressed envelope and opt-out card included with the letter; and instruction for how to enroll in an optional Program product. The opt-out period will last a minimum of 30 days from the date of mailing of the Customer Notification Letters.

The Customer Notification Letter for other customers will, at a minimum, contain a description of the aggregation Program, the implications to the Town, and instructions for how to enroll in any of the Program products if desired.

Prior to the mailing of the Customer Notification Letters, the Program will confirm with the Competitive Supplier and the electric distribution utilities that the Competitive Supplier is able to use Electronic Data Interchange (EDI) for enrollment of Default Service customers into the Program.

iii. Opt-Out Period Education & Outreach: After the Customer Notification Letters have been sent, the Town will continue its education and outreach to afford residents and businesses the opportunity to learn more and find answers to key questions relating to their decision to opt out or enroll in one of the optional products of the program. This will include, at a minimum, a public information meeting within 15 days of the mailing of the Customer Notification Letters.

v. Ongoing Outreach & Education:

- Communicating program goals and performance, particularly as they relate to progress towards the Town's short- and long- term goals for renewable energy.
- On-going campaigns to recruit participation into its optional product(s) that contain more renewable energy than required by law (Opt up campaigns).

Increasing participation in these products will serve the Town's goals to expand new renewable energy and increase overall renewable energy use; AND

- Promotion and support of the NHSaves energy efficiency program, and future energy efficiency and weatherization programs

The attached Education and Outreach Plan (**Exhibit II**) describes in detail the Town's anticipated outreach efforts, including a timeline.

VI.c. Enroll customers and provide service

i. Enroll Customers: After the conclusion of the opt-out period (i.e. no sooner than 37 days from the date of the postmark of the Customer Notification Letters, which include three days for mailing, 30 days for customer consideration, and 3 days for returning the reply card), the Competitive Supplier will enroll into the Program all retail electric customers on Default Service with the electric distribution utilities who did not opt out, and any other retail electric customers that have affirmatively requested in writing or through email to be enrolled in the Program. All enrollments and other transactions between the Competitive Supplier and the electric distribution utilities will be conducted in compliance with the relevant provisions of New Hampshire Public Utilities Commission regulations, Terms and Conditions for Competitive Suppliers, and the protocols of the New Hampshire Electronic Business Transaction (EBT) standards.

After enrollment of each customer, the Program may receive applicable customer billing information from the electric distribution utilities pursuant to PUC 2205.13.

ii. Provide Service: Once customers are enrolled, the Program will provide all-requirements power supply service. The Program will also provide ongoing customer service, maintain the Program web site, and process customer enrollments, ongoing opt outs, and customer selections of optional products. The Program will provide Energy Source Disclosure labels to participants as required by RSA 378:49.

Prior to the expiration of the initial ESA, the Town intends to solicit a new power supply agreement, as described in **Section IX. Method of Terminating and Entering Agreements with Other Entities**. If the Town elects not to enter into a new power supply agreement, participating customers would return to Default Service as described in **Section XIII. Extensions or Termination of Program**.

Retail electric customers that apply for new service with the electric distribution utilities (e.g. new customers that move into the Town or move within the Town), will initially be enrolled in Default Service supply provided by the appropriate electric distribution utility. The Program will mail such customers a Customer Notification Letter for Eligible Customers per **Section VI.b.ii** and enroll such customers that do not opt-out per **Section IV.c.i**. New customers also may proactively enroll by contacting the Program directly.

The Program will update the information on the Program's products on the Department of Energy's comparison shopping website whenever such information changes.

iii. Annual Report: On an annual basis, there will be a report to the Board of Selectmen on the status of the Community Power Program, including the number of customers enrolled and opting-out, kilowatt-hour usage, customer savings, participation in renewable energy products, and such other information as the Town may request. The information for this report will be prepared by the Community Power Consultant, and the Community Power Consultant will assist or lead in presenting to the Board of Selectmen as desired by the Town.

iv. Data Portal: The Community Power Consultant will make available to the Board of Selectmen and its designee(s) a secure, password-protected cloud-based data portal that provides the ability to run reports on key program metrics and performance.

VI.d. Plan for program evolution

The Town seeks to continually improve the Program and progress towards its long-term goals. To this end, the Community Power Consultant and Amherst will regularly assess new opportunities such as technologies, services, regulatory policy changes, and more for their applicability to the program. Community Power Consultant will develop appropriate strategies to integrate these opportunities into the Program. Community Power Consultant will support the Town or its designee to present new opportunities to the Board of Selectmen for their consideration and approval if amendments to the Plan are needed.

VII. Funding

All of the costs of the Program will be funded through the ESA.

The primary cost will be the charges of the Competitive Supplier for the power supply. These charges will be established through the competitive solicitation for a supplier.

The administrative costs of the Program will be funded through a per kilowatt-hour implementation fee that will be paid by the Competitive Supplier to the Community Power Consultant, as specified in the ESA. This implementation fee will cover the services of the Community Power Consultant, including developing the Community Power Plan, managing the supply procurement, developing and implementing the public education plan, providing customer support, interacting with the electric distribution utilities, monitoring the supply contract, and providing ongoing reports.

VIII. Rate Setting and Other Costs to Participants

The Program is offered on an opt-out basis, such that Eligible Customers will be automatically enrolled unless they proactively choose to opt out.

As described above, the power supply charges of the Program will be set through a competitive bidding process and will include the implementation fee and applicable taxes pursuant to the ESA. Prices, terms, and conditions may differ among customer classes, which classes will be the

same as the Default Service customer classes of the electric distribution utilities. The frequency of price changes will be determined through the competitive bid process. The Town expects to solicit bids for a number of different contract terms. Prices may change as specified in the winning bid and customers will be notified of price changes through media releases and postings on the Community Power Program page on the Town website.

Regulatory events, such as new or altered requirements for the Renewable Portfolio Standard, or new taxes may result in a direct, material increase in costs during the term of the ESA. In such cases, the Town and the Competitive Supplier will negotiate a potential change in the program price. At least 30 days prior to the implementation of any such change, the Town will notify customers of the change in price by issuing a media release and posting a notice in Town offices and on the program website. The Town shall also notify the NHPUC Consumer Services and External Affairs Division prior to implementation of any change in the Program price related to a regulatory event or new taxes. Such notice shall be provided prior to notifying customers and will include copies of all media releases, postings on the Town and Program websites and any other communications the Town intends to provide to customers regarding the price change.

The Program affects only the electricity supply charges of the customers. Delivery charges will be unchanged and will continue to be charged by the electric distribution utilities in accordance with tariffs approved by the NHPUC.

Participants in the Program will receive one bill from their electric distribution utility that includes both the power supply charge of the Competitive Supplier and the delivery charge of the electric distribution utility. Any applicable taxes will be billed as part of the Program's power supply charge.

Participants in the Program will be able to opt-out of the Program and transfer to Default Service with the electric distribution utility or to another Competitive Supplier. Such requests submitted to the Program will be submitted by the Competitive Supplier to the electric distribution utility for processing on the customer's next available regular meter read date. There shall be no penalty or exit fee for such transfer. Customers requesting transfer of supply service upon dates other than on the next available regular meter reading date may be charged an off-cycle meter reading and billing charge if such a service is available from the electric distribution utility.

IX. Method of Entering and Terminating Agreements with Other Entities

The process for entering, modifying, enforcing, and terminating all agreements associated with the Plan will comply with the municipal charter, federal and state law and rules and regulations, and the provisions of the relevant agreement.

The Town plans to use the same process described in **Section VI.a.** of this Plan to solicit bids and enter into any subsequent ESAs with the assistance of its then-current Community Power Consultant. Customers will be notified of subsequent ESAs through press releases and public notices. The transfer of customers from the existing supplier to the new supplier will be coordinated with the electric distribution utilities using established Electronic Data Interchange

(EDI) protocols.

If the Town determines that it requires the services of a Community Power Consultant after expiration of the existing agreement with Standard Power, it will evaluate opportunities to solicit a Community Power Consultant individually or as part of a group of municipalities aggregating the electric load of their respective customers. The Town will solicit proposals for, and evaluate, potential Community Power Consultants using a competitive procurement process or alternative procedure which the Town determines to be in the best interest of its customers and consistent with all applicable local, state, and federal laws and regulations.

X. Rights and Responsibilities of Program Participants

All participants will have the right to opt out of the Program. Participants' exit from the program will be subject to reasonable notice to the distribution utility and may only occur after the next meter read, consistent with PUC 2204.05(g). They may exercise this right by any of the following: 1) calling the toll-free number of the Competitive Supplier; 2) contacting their electric distribution utility and asking to be returned to Default Service; or 3) enrolling with another competitive supplier.

All participants will have available to them the customer protection provisions of the law and regulations of New Hampshire, including the right to question billing and service quality practices. Customers will be able to ask questions of and register complaints with the Town, the Community Power Consultant, the Competitive Supplier, their electric distribution utility and the NHPUC. As appropriate, the Town and the Community Power Consultant will direct customer complaints to the Competitive Supplier, the electric distribution utility or the NHPUC.

Participants will continue to be responsible for paying their bills and for providing access to metering and other equipment necessary to carry out utility operations. Participants are responsible for requesting any exemption from the collection of any applicable taxes and must provide appropriate documentation of such exemption to the Competitive Supplier.

XI. Net Metering Compensation

In accordance with RSA 362-A:9, II, the Program may determine the terms and conditions for net metering. In order to support the development of distributed energy resources within Amherst, the Program will seek to offer net metering terms and conditions - for standard, alternative and group net metering - equal to or better than that provided on Default Service. To this end, the Program will evaluate the net metering terms and conditions offered by competitive suppliers as part of the procurement and bid selection process.

To ensure net metering customers can make a fully informed decision on their participation in the Program, the Program will tailor all education and outreach materials to clearly communicate any and all differences between the net metering value and operation provided by the Program and Default Service.

Additionally, the Program will evaluate how any proposed or implemented changes to utility metering or billing infrastructure may create new opportunities to enhance the net metering

benefits.

XII. Electric Assistance Program and Other Discounts

The New Hampshire Electric Assistance Program (EAP) provides qualifying customers with a discount on their monthly electric bill. The New Hampshire Legislature authorized funding for this statewide program as part of electric utility deregulation. All electric utility ratepayers support the statewide EAP through the System Benefits Charge (SBC) portion of their electric bill.

The EAP for income-eligible customers that may qualify for a discount off their monthly electric bill would continue for participants in the Program. The level of discount depends on household income, household size and electricity usage.

The EAP discount does apply to the Supplier Services portion of an electric bill when a customer chooses an independent supplier for their electricity needs. The participants in the Program who are enrolled in the EAP will receive their discounts by the same method they presently receive their discount. Participation in the Program is independent of enrollment in the EAP and does not impact the EAP discount.

Other discount programs administered by Community Action Programs that address the needs of low-income residents would continue for participants in the Program.

XIII. Extensions or Termination of Program

Prior to the end of the term of the initial ESA, the Town will solicit bids for a new supply agreement and plans to continue the program with the same or new competitive supplier.

Although the Town is not contemplating a termination date, the program could be terminated upon the termination or expiration of the ESA without any extension, renewal, or negotiation of a subsequent supply contract, or upon the decision of the Town to dissolve the program effective on the end date of the existing ESA. In the event of termination, customers would return to the Default Service of their electric distribution utility, unless they choose an alternative competitive supplier. The Town will notify customers of a planned termination of the program through media releases and postings on the Program page of the Town's website.

The Town will notify the electric distribution utilities of the planned termination or extension of the Program in writing. In particular, the Town will provide the electric distribution utilities notice: (1) 90 days prior to a planned termination of the program; (2) 90 days prior to the end of the anticipated term of the ESA; and (3) four business-days after the successful negotiation of a new electric service agreement. The Town will also provide written notice to the Public Utility Commission 90 days prior to a planned termination, which notice shall include copies of all media releases, Town offices and website postings and other communications the Town intends to provide customers regarding the termination of the Program and the return of participants to Default Service. The Town will also provide written notice 90 days prior to a planned termination to the Office of the Consumer Advocate and the New Hampshire Department of Energy.

In the event of unplanned termination of the Program because that the Program can no longer provide service to its customers, the Program shall provide immediate written notice to the Public Utilities Commission describing the market suspension or other event that caused the Program to no longer be able to provide service, the effective time of the inability to provide service, and the notice provided to customers of the timing and consequences of the cessation of the Program's service. The Program shall file a copy of such notice at the same time to the office of the Office of the Consumer Advocate, the Department of Energy, and the electric distribution utilities.

In the event of the termination of the Program, it is the responsibility and requirement of the Competitive Supplier to return the customers to Default Service of the electric distribution utilities in accordance with the then applicable EDI rules and procedures.

XIV. Aggregating Municipalities & Buying Group

Participating in a buying group may offer the potential for the Town to expand its buying power for greater economies of scale and to support the Town's goal of acting as a regional leader, supporting other municipalities to access the benefits for Community Power. Amherst will evaluate opportunities for such a buying group before issuing a bid for competitive supply. See **Section VI.a. Issue an RFP for Power Supply and Select a Competitive Supplier** for details on the implementation of a buying group.

Additionally, the Town reserves its right, in accordance with RSA 53-E:6, I, to join with other municipalities or counties for its Community Power Plan and implementing its Community Power program. Any changes to the Community Power Plan must be reviewed and approved by the Board of Selectmen.

XV. Promoting Energy Efficiency

The program enables cost-competitive and cleaner electricity and can also help reduce energy use. This will initially take the form of cross-promoting awareness of efficiency programs through the Program's education and outreach. The Program will also evaluate opportunities for more direct support of energy efficiency.

Promotional education will focus on existing energy efficiency and conservation programs, such as New Hampshire's Weatherization Assistance Program for low-income households and the New Hampshire Saves (NHSaves) program, which provides customers with information, incentives and support designed to save energy, reduce costs, and protect our environment statewide.

If and when additional energy efficiency and conservation programs or initiatives become available, the Program will evaluate how to incorporate them into its promotional outreach and education.

XVI. Planned Schedule

The planned schedule below is presented for illustrative purposes. The final schedule will be established once the Program has received approval at the town meeting, and all other necessary approvals. The schedule will ensure compliance with all required notification timelines prior to Program commencement.

Day	Action or Event
1	Issue RFP for Competitive Supplier
31	ESA executed between Town and Competitive Supplier. Provide required notifications to NHPUC, Department of Energy, Office of the Consumer Advocate, and the electric distribution utilities
34	Competitive Supplier receives retail electric customer mailing data from the Program
48	Competitive Supplier, at its expense, mails Customer Notification Letters to all retail electric customers, including identifying the return date by which the reply card envelopes for Eligible Customers must be mailed and postmarked
51	Retail electric customers receive Customer Notification Letter in the mail
81	Return date by which Eligible Customers deciding to opt-out must mail a reply card in a pre-paid envelope to the Competitive Supplier
85	Competitive Supplier removes all Eligible Customers who opt out from the Eligible Customer list
85	Competitive Supplier sends “supplier enrolls customer” EDI for all Eligible Customers that did not opt-out and any other customers that affirmatively elected to opt-in to the Program
90	Service begins as of each customer's next meter read date

XVII. Conclusion

Amherst’s Community Power Program will meet all of the requirements of the Community Power law, including providing universal access, a reliable power supply and treating all customer classes equitably. The Town looks forward to launching the Program and pursuing the benefits of a competitive power supply, renewable energy, and electricity choice for its retail electric customers.

Exhibit I - Historical Overview

1. Creation of Community Power Aggregation Committee

The Committee was commissioned by the Board of Selectmen on June 23, 2023. The Board of Selectmen signed an MOU to work with the community power (municipal aggregation) consulting team of Standard Power on October 11, 2023. [add details]

The Committee held their first meeting on August 3, 2023 and decided to meet every other week in order to explore the possibility of preparing a Plan with public input in time for Town meeting in March 2024.

2. Creation of a Draft Plan with public hearings

An online community survey was released on the Town's website on [date] and advertised on posters and through social media. Paper copies were also made available at the Town offices and Library. The deadline for survey responses was set for [date] with the possibility of extending the deadline if warranted.

The Committee reviewed a template draft Plan created by Standard Power based on the requirements of RSA 53-E, and customized it to include local goals, community survey results, and all public input.

Public Hearing dates were set for December 5th at 6PM and December 6th at 6:30PM, both at the Amherst Town Hall. [add details]

3. Draft Plan: Public Hearings & Comments

The draft Plan was posted on the Town website on [date], [add details].

4. Approval of Plan by Community Power Aggregation Committee

The Committee met and voted to approve the Plan on #PLANAPPROVALDATE.

5. Adoption of Plan by Board of Selectmen and Town Meeting

The Selectboard approved the Community Power Aggregation Plan [add date], excerpt below and full minutes available here: [add details]

Town meeting was held [add date], and Warrant Article [xx] regarding approval of Amherst Community Power Aggregation Plan [add details].

6. Submission of Final Plan to Public Utilities Commission

The Plan was submitted to the PUC and all required parties [add date].

Exhibit II - Education & Outreach Plan

The following describes the Town’s Education & Outreach plan to fully inform and educate potential participants about their opportunities, options and rights for participation in the Program.

The costs and implementation of the Education/Outreach Plan will be handled by the Community Power Consultant, under the direction of the Board of Selectmen or their designee.

1. Program Launch

The Town has prepared a preliminary marketing plan and timeline that identifies the steps the Town may take to implement the broad-based public education efforts and send out the opt-out notification (Customer Notification Letters). The schedule is designed to work towards the estimated date when the Customer Notification Letters are scheduled to arrive in retail electric customer mailboxes. The dates may be adjusted to ensure compliance with the minimum written notification timelines for the date of commencement of service to the Public Utilities Commission, the Office of Consumer Advocate, and the Department of Energy per PUC 2204.04.

Action	From estimated date Customer Notification Documents arrive in customer mailboxes	
	Days before	Days after
A. Create or Update Webpage and shopping comparison websites	15	-
B. Work with local media resources	15	30
C. Active social media outreach	15	30
D. Initial person presentations	15	30
E. Distribute marketing materials	15	30
F. Customer help line	15	Ongoing
G. Mail postcard to all Eligible Customers	5	-
H. Customer Notification Letters arrive	0	0

1.A. Create or Update Webpage and shopping comparison websites

Timeframe: Shortly after signing the ESA (~15 days before the estimated date that the Customer Notification Letters arrive).

The Program will maintain an informational webpage with features that include Program details, an online savings calculator and enrollment, opt-up and opt-out forms for the convenience of participants. The Program page will be maintained on the Town's website. After executing an ESA, the Program will update the Program page with a description of the Program and its products, the implications to the Town, and the rights and responsibilities that the participants will have under the Program.

The shopping comparison website is maintained by the Department of Energy to enable consumers to shop for electricity supply products. The Program will post its product information for residential and small commercial customers on the shopping comparison website. Such information will be posted on the website in advance of mailing the Customer Notification Letters.

1.B. Press Release and Work with Local Media Resources

Timeframe: 15 days before to 30 days after the estimated date that the Customer Notification Letters arrive.

The Town will develop press releases to provide to local media resources, including newspapers and public access TV

- Area Newspapers: The Town may work with local news to disseminate accurate and timely information about the Program. Newspaper outlets may include other local publications.
- Recordings and Local Public Access Television: The Town Board of Selectmen and Committee meetings are not broadcast. The Town may choose to record presentations about the program and PSAs for upcoming public meetings and community events.
- Municipal Staff Interviews: Develop Q&A Scripts and prepare municipal staff or volunteers for interviews.

1.C. Active Social Media Outreach

Timeframe: 15 days before to 30 days after the estimated date that the Customer Notification Letters arrives.

Boost all traditional media coverage on social media platforms, with the goal of driving traffic to the Program webpage. In concert with the communication leads of the Town, develop a campaign of planned tweets and Facebook posts, timed to coincide with important milestones in order to keep ratepayers informed, particularly those that may not interact with traditional media on a regular basis. Draft content and graphics to accompany the posts, to be made by Town staff. These accounts may include: the official Town Facebook page, #FACEBOOK.

Monitor various channels such as Facebook and Instagram for relevant conversations and questions about the Program. Draft responses to comments and questions and utilize social media as a critical tool in engaging with members of the community.

1.D. Public Presentation

Timeframe: 15 days before to 30 days after the estimated date that the Customer Notification Letters arrive. This will include, as required in RSA 53:E-7, a public information meeting within 15 days of the mailing of the Customer Notification Letters.

- *Local Groups*: Connect with local groups and associations to see if representatives of the Town can participate in an upcoming meeting or offer to host a dedicated event. Seek their assistance in identifying how to best connect with customers with limited-English capabilities or disabilities that may prevent them from accessing Program information. Some of the Community-based groups identified to date which the Town may choose to work with include: [add detail] [Inset local groups to connect with].

Reaching the business community will be important. Presenting to the Chamber of Commerce can start this dialogue and lead to additional outreach to and connection with businesses.

- *Board of Selectmen Meetings*: Present or provide materials for the Board of Selectmen meetings and any constituent meeting they may have.

1.E. Distribute marketing materials

Timeframe: 15 days before to 30 days after the estimated date that the Customer Notification Letters arrive.

Many groups may have a natural interest in promoting awareness about the Program and can be provided with electronic and hard-copy materials with reference information for the Program.

Distribute in key locations, such as Municipal Offices and Public Libraries.

1.F. Customer Help Line

Timeframe: At least 15 days before the estimated date that the Customer Notification Letters arrives and ongoing thereafter.

Establish customer helplines with the Competitive Supplier and Community Power Consultant to answer customer inquiries.

1.G. Mail Postcard to all Eligible Customers

Timeframe: 5 days before the estimated date that the Customer Notification Letters arrives.

A postcard with municipal branding establishes that there is a community-sponsored Program and increases the likelihood that recipient engages with the more detailed Customer Notification Letters.

1.H. Customer Notification Letters arrive

The Customer Notification Letters will be sent via standard mail to the billing address of each retail electric customer per **Section VI.b.ii** of the Plan. The Program will have two versions of this letter, one for Eligible Customers and one for other customers. The Competitive Supplier shall bear all expenses regarding the Customer Notification Letters.

1.H.i. Customer Notification Letter for Eligible Customers

Per Section III.b of the Plan, all retail electric customers receiving Default Service supply will be eligible for automatic enrollment in the Program (Eligible Customers). The notification envelope will be designed to appear as an official Town communication and it will be clearly marked as containing time sensitive information related to the Program. The notification will contain a letter describing the Program.

The letter will inform Eligible Customers:

- a) about the Program, implications to the Town, and provide information regarding participation and participants' responsibilities and rights;
- b) that they have the right to opt-out of the Program without penalty;
- c) of all charges, prominently stated, with a comparison of price and primary terms of the Competitive Supplier and the current Default Service offering;
- d) that any savings under the Program compared to Default Service cannot be guaranteed because the Default Service rate is subject to changes
- e) about the opt-out process; and
- f) in languages other than English for appropriate customer groups (i.e. toll-free telephone number).

The letter will also contain an opt-out reply card with a simple check off and signature line for eligible customers who do not wish to participate. The envelope will be pre-stamped for return of the opt-out reply card in order to protect customer privacy.

Eligible customers will have 33 days from the date of the mailing to mail back the opt-out card in a pre-addressed postage-paid envelope and the customer notification shall identify the specific date by which the envelopes containing the opt-out card must be postmarked. Automatic enrollment of customers will not start until three days after the date specified for the postmark of the return envelopes to allow for receipt of the opt-out cards prior to the start of automatic enrollments. New Eligible Customers will be enrolled in the Program in accordance with applicable Local Distributor Company rules. Upon initiation of service, these new Eligible Customers will receive the same customer information as all other Eligible Customers.

1.H.ii. Customer Notification Letter for Other Customers

The Customer Notification Letter for other customers will, at a minimum, contain a description of the Program, the implications to the Town, and instructions for how to enroll in any of the Program products if desired.

2. Ongoing Outreach and Education

The Town intends to continue outreach and education for customers after enrollment in the Program. The costs and implementation will be handled by the Community Power Consultant, under the direction of the Town. These efforts will include:

- **Program impact:** Key metrics relating to cost performance, renewable energy purchases and program enrollment. Particularly as the program accomplishments relate to progress towards the Town’s ambitious short- and long- term goals for renewable energy and greenhouse gas emission reduction. This will also include the Energy Source Disclosure labels for the electricity supply.
- **Opt up campaigns:** On-going campaigns to recruit participation into its optional product(s) that contain more renewable energy than required by law (“Opt up campaigns”). Increasing participation in these products will serve the Town’s goals to expand new renewable energy and reduce greenhouse gas emissions.
- **Customer awareness:** Rights, responsibilities and procedures for Program participants; contact information for customer inquiries, responses to frequently asked questions, and details regarding the Program’s electric supply and renewable attributes.
- **Public input:** As the program considers changes to further its progress toward a 100% renewable future and other goals, Town will manage outreach to solicit input and feedback from the community.
- **Program changes and evolution:** Any changes in offerings and prices, which will be posted on the Program website that is linked to the website of the Town.

The program will utilize similar mediums for on-going education and outreach as for the initial launch education and outreach, including but not limited to: social media, traditional media, in-person meetings and presentations, outreach to local groups, video, and mail.

Translation of all materials will be provided as necessary to reach communities with limited English proficiency.

3. Approach to Overall Education & Outreach

3.A. Outreach to Persons with Limited English Proficiency or Disabilities

The Program will be consistent with Town policies to provide access to Program materials for all Eligible Customers. Materials will be provided in English, and translation of materials will be provided as such needs are identified. Outreach efforts will be communicated in print and audio formats to provide access to both the hearing and visually impaired. The Program will also work with local organizations on accessibility issues as needed, see Section 1.D, above.

Exhibit III - Data Protection Plan

I. Introduction

The Town of Amherst (the “Municipality”) is developing a Community Power program (the “Program”), pursuant to RSA 53-E. A municipality that implements such a program is known as an aggregator (“Aggregator”). RSA 363:38 and PUC 2004.19 require that service providers, including Aggregators, protect individual and confidential customer data (“Individual Customer Data”). Individual Customer Data, as defined in RSA 363:37 and expanded in PUC 2202.07, means information that is collected as part of providing electric services to a customer that can identify, singly or in combination, that specific customer, and includes the customer name, address, and account number and the quantity, characteristics, or time of consumption by the customer, and also includes specific customer payment, financial, banking, and credit information. Further, Aggregators must only use Individual Customer Data for the Program’s primary purpose, which may include 1) providing or billing for electric service, 2) meeting electric system, electric grid, or other operational needs, and 3) researching, developing and implementing new rate structures or demand response, customer assistance, energy management or energy efficiency programs. This Data Protection Plan was developed to ensure that Individual Customer Data obtained as part of operation of the Program will be protected from disclosure and/or inappropriate use.

c. Elements of the Plan

1. Access to Customer Data

As part of the Program, Standard Power of America, Inc., other aggregation consultants, if any, local designees of the Municipality, and competitive electricity suppliers selected to provide electricity for the Program (collectively, “Data Administrators”) will receive access to certain information on file with a customer’s local distribution company (“LDC”), including, among other things, the customer’s name, mailing address, and energy usage history (“Customer Data”). In particular, depending on the status of implementation of the Program, LDC(s) may provide four types of Customer Data to Data Administrators: a) aggregated customer data, b) eligible customer data, c) retail electric customer contact information, and d) enrolled customer information. Each type of Customer Data is described more fully below.

A. Aggregated Customer Data – contains certain information for all electric customers within a municipality, aggregated by rate class or other grouping. This may include data such as the number of customers by rate class, counts of customers participating in net energy metering by rate class, counts of customers participating in electric assistance program by rate class, the aggregated energy (kWh) for electricity consumption by month for the past 12 months or more by rate class, and revenue, receipts and past-due accounts receivable.

b. Eligible Customer Data – contains certain information for each electricity customer currently receiving utility-provided default service within a municipality. This may include data such as capacity tags for current, prior and next power years, energy (kWh) for electricity consumption for the past 12 months or more, meter reading cycle, whether such customer net meters and under which terms, and group net metering data including whether such customer is a group net metering host or member of a net metering group, whether a group net metering customer-generator operates as a low-moderate income community solar project, the size of any such net metered generation and the year and month it was placed into service.

c. Retail Electric Customer Contact Information – comprises certain customer contact information for the provision of Program communications, such as Customer Notification Letters to retail electric customers. This may include such data as the customer of record’s name, mailing address, account number, meter number, rate class, and email address.

D. Enrolled Customer Data – contains certain information for all individual customers who elected not to opt-out of the Program during the opt-out period. This may include such data as Name of customer and customer contact, Mailing address, Service address, Account number and related meter numbers, Name key, Contact information such as phone numbers, email address, Billing account number, Preferred billing and communication method, Billing cycle, Meter read date or cycle, Form or type of meter reading, Capacity tag information for past two years, current power year and forecasted next power year, Most recent 24 months of usage data, Current and historic status of net metering, distributed generation, Preferred billing and communication method, payment plans and electric assistance program participation, and Rate class.

2. Data Security

All Customer Data that is not anonymized (i.e. presented or aggregated in such a way that removes information that can be used to identify the individual customer that it pertains to, such that it does not constitute individual customer data as defined by RSA 363:37, I or PUC 2207.02) shall be considered Individual Customer Data.

Data Administrators will utilize industry standard physical, technical, and administrative controls and procedures to safeguard Individual Customer Data collected as part of the Program and to prevent unauthorized or accidental access, destruction, loss, alteration, or disclosure of, to protect against anticipated threats or hazards to the security, confidentiality, or integrity of, and to permit only the appropriate use of, such customer information.

To protect the confidentiality, integrity, and availability of Individual Customer Data, Data Administrators will utilize a variety of industry standard physical and logical access controls, firewalls, password protections, intrusion detection/prevention systems, network and database monitoring, and backup systems. These systems will be designed to cover all networks, servers, computers, notebooks, laptops, PDAs, mobile phones, or other devices that contain Individual Customer Data, or through which Individual Customer Data is made available.

Data Administrators will limit access to Individual Customer Data to those persons and entities having a specific business purpose for maintaining and processing such information. Those granted access to Individual Customer Data will be trained on their responsibilities to protect the confidentiality, integrity, and availability of such information.

Data Administrators will work cooperatively with the LDC(s), as necessary, to implement this Data Protection Plan, and will at a minimum, implement the following actions:

- a. Conduct a risk assessment to identify and assess reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of electronic, paper, and other records containing Individual Customer Data and evaluate and improve, where necessary, the effectiveness of their safeguards for limiting those internal and external risks;
- b. Timely notify the LDC(s) of any important modifications of this Data Protection Plan within a reasonable amount of time;
- c. Review and, as appropriate, revise this Data Protection Plan: (i) at least annually or whenever there is a material change in their business practices that may reasonably affect the security or integrity of Customer Data; (ii) in accordance with prevailing industry practices and applicable law; and (iii) as reasonably requested by the LDC(s). If the Data Administrators modify this Data Protection Plan following such a review, the Data Administrators will promptly notify the LDC(s) of such modifications and will provide the modifications to the LDC(s) in writing upon a LDC's request. The Data Administrators will at no time alter or modify this Data Protection Plan in such a way that will weaken or compromise the confidentiality, security, or integrity of Individual Customer Data;
- d. Maintain and enforce this Data Protection Plan in all locations where Individual Customer Data is processed by the Data Administrators;
- e. Conduct security testing using a third party to provide monitoring penetration and intrusion testing with respect to each Data Administrator's

systems and promptly provide a copy of the results to the LDC(s), provided that the third party may redact IP addresses and other client names and information;

f. Provide annual security awareness training to all individuals having access to Individual Customer Data and maintain a record of such training; and

g. Implement a standard process for identifying, assessing, and mitigating security risks.

3. Confidentiality

Data Administrators will not sell Individual Customer Data to others unless such sale is specifically authorized by the customer, or is required by law or court order. Data Administrators will not share, disclose, or provide Individual Customer Data to others, including their affiliates, unless such disclosure or provision is required to operate the Program (i.e., the Program’s “primary purpose”, per RSA 363:37), is specifically authorized by the customer, or is required by law or court order. If Data Administrators request customer authorization to disclose Individual Customer Data, Data Administrators will first describe to the customer the information they intend to release and provide details concerning the recipient of such information.

Data Administrators will hold all Individual Customer Data in strict confidence and except as otherwise needed for provision of the Program, required by law, or permitted as below, (a) not disclose Individual Customer Data to any other person or entity (including but not limited to subcontractors and affiliates or members of Data Administrators); (b) not process Individual Customer Data outside of the United States; (c) not process Individual Customer Data other than in connection with the Program; (d) not process Individual Customer Data for any marketing purposes other than in connection with the Program; (e) limit reproduction of Individual Customer Data to the extent required for the Program; (f) store Individual Customer Data in a secure fashion at a secure location in the United States that is not accessible to any person or entity not authorized to receive the Individual Customer Data; and (g) otherwise use at least the same degree of care to avoid publication or dissemination of the Individual Customer Data as Data Administrators employ (or would employ) with respect to their own confidential information that they do not (or would not) desire to have published or disseminated, but in no event less than reasonable care.

4. Disclosure of Individual Customer Data

Notwithstanding the provisions of Section 3 above, the Data Administrators may disclose Individual Customer Data to their representatives who have a legitimate need to know or use such Individual Customer Data for the sole and limited purposes of administering and/or conducting the Program. Such representatives will first be advised of the sensitive and confidential nature of such Individual Customer Data and agree to

comply with the provisions of this Data Protection Plan. Pursuant to PUC 2004.19, Data Administrators may also provide Individual Customer Data to third parties for the purposes of 1) billing for electric service, 2) meeting electric system, electric grid, or other operational needs, and 3) implementing demand response, customer assistance, energy management or energy efficiency programs. Any such third parties will be required by contract to comply with the provisions of this Data Protection Plan.

In the event that Data Administrators or any of their representatives receive notice that they have, will, or may become compelled, pursuant to applicable law or regulation or legal process, to disclose any Individual Customer Data (whether by receipt of oral questions, interrogatories, requests for information or documents in legal proceedings, subpoenas, civil investigative demands, other similar processes or otherwise), Data Administrators will, except to the extent prohibited by law, immediately notify the LDC(s), orally and in writing, of the pending or threatened compulsion. To the extent lawfully allowable, the LDC(s) will have the right to consult with the Data Administrators and the parties will cooperate, in advance of any disclosure, to undertake any lawfully permissible steps to reduce and/or minimize the extent of Individual Customer Data that must be disclosed. The LDC(s) will also have the right to seek an appropriate protective order or other remedy reducing and/or minimizing the extent of Individual Customer Data that must be disclosed.

Data Administrators and their representatives will disclose only such Individual Customer Data which they are advised by legal counsel that they are legally required to disclose in order to comply with such applicable law or regulation or legal process (as such may be affected by any protective order or other remedy obtained by LDC) and Data Administrators and their representatives will use all reasonable efforts to ensure that all Individual Customer Data that is so disclosed will be accorded confidential treatment.

5. Return/Destruction of Individual Customer Data

Upon the expiration of the Program, or as otherwise required by law or Commission order, the Data Administrators will destroy all copies of any Individual Customer Data (including any and all extracts, compilations, studies or other documents based upon, derived from or containing Individual Customer Data) within their or their representatives' possession (including destroying Individual Customer Data from all systems, records, archives and backups), and all subsequent use and processing of the Individual Customer Data by the Data Administrators and their representatives will cease.

Notwithstanding the foregoing, the Data Administrators and their representatives will not erase Individual Customer Data contained in an archived computer system backup maintained in accordance with their respective security or disaster recovery procedures. The Data Administrators will not provide access to or recovery of Individual Customer

Data from such computer backup system and will keep all such Individual Customer Data confidential in accordance with this Data Protection Plan.

6. Data Security Incidents

The Data Administrators are responsible for any and all security incidents involving Individual Customer Data that is processed as part of the Program. The Data Administrators will notify the LDC(s) in writing immediately (and in any event within twenty-four (24) hours) whenever the Data Administrators reasonably believe that there has been a data security incident involving Individual Customer Data. After providing such notice, the Data Administrators will investigate the incident, and immediately take all necessary steps to eliminate or contain any exposure of Individual Customer Data. The Data Administrators will provide the LDC(s) with reasonable assistance and cooperation in the furtherance of any correction, remediation, or investigation of any such data security incidents and/or the mitigation of any damage, including any notification required by law or that LDC(s) may determine appropriate to send to individuals impacted or potentially impacted by such data security incident(s), and/or the provision of any credit reporting service required by law or that LDC(s) deems appropriate to provide to such individuals.

Unless required by law, the Data Administrators will not notify any individual or any third party other than law enforcement of any potential data security incidents involving Individual Customer Data without first consulting with, and obtaining the permission of, the LDC(s). Within 30 days of identifying or being informed of a data security incident, the Data Administrators will develop and execute a plan, with the cooperation of the LDC(s), which reduces the likelihood of a recurrence of such data security incident(s).

7. Additional Protections

The Data Administrators will comply with all applicable privacy and security laws to which it is subject, including this Data Protection Plan.

The Data Administrators will safely secure and/or encrypt all Individual Customer Data during storage and transmission.

The Data Administrators will have in place appropriate and reasonable processes and systems, including this Data Protection Plan, to protect the security of Individual Customer Data and to prevent a data security incident, including, without limitation, a breach resulting from or arising out of the Data Administrators' internal use, processing, or other transmission of Individual Customer Data, whether between or among their representatives, subsidiaries and affiliates, or any other person or entity acting on behalf of the Data Administrators.

The Data Administrators will work cooperatively with the LDC(s) to implement this Data Protection Plan, including: establishing policies and procedures to provide reasonable and prompt assistance to LDC(s) in responding to any and all requests, complaints, or other communications received from any individual who is or may be the subject of a data security incident involving Customer Data to the extent such request, complaint or other communication relates to the Data Administrators' processing of such individual's Individual Customer Data; and establishing policies and procedures to provide all reasonable and prompt assistance to LDC(s) in responding to any and all requests, complaints, or other communications received from any individual, government, government agency, regulatory authority, or other entity that has or may have an interest in the Individual Customer Data, data theft or other unauthorized release of Individual Customer Data, disclosure of Individual Customer Data, or misuse of Individual Customer Data to the extent such request, complaint or other communication relates to Data Administrators' processing of such individual's Individual Customer Data.

8. Use of Individual Customer Data

The Data Administrators will only use Individual Customer Data for the primary purposes, as defined in RSA 363:37, which may include 1) providing or billing for electric service, 2) meeting electric system, electric grid, or other operational needs, and 3) researching, developing and implementing new rate structures or demand response, customer assistance, energy management or energy efficiency programs.

II. Conclusion

The Data Protection Plan meets all of the requirements of RSA 363:38, RSA 363:37 and PUC 2004.19.

Exhibit IV – Survey Results



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

Title: No through trucking ordinance
Meeting Date: December 18, 2023

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



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

Title: Action Items list

Department: Administration

Meeting Date: December 18, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. BOS Action Items 2023 as of 12-11-23

AMHERST BOS ACTION ITEMS

ITEM	CREATION DATE	DUE DATE	PERSONS RESPONSIBLE	NOTES
Draft referendum warrant article re rail trail	12/11/23	12/18/23	Dean, Peter	
Draft 8% 457(b) grant policy and obtain legal review	12/11/23	12/18/23	Dean, Peter	Confirm those electing NHRS can be excluded from 8% grant
Update Capital Equipment Forecast Spreadsheets	12/11/23	12/18/23	Eric, Chief Conley	Reflect increased pricing for equipment, Tower truck funding via loan vice CRF
Discussions re revision to Mont Vernon Ambulance Contract	6/26/23	12/18/23	Danielle, Dean	Met with MV reps to discuss on 11/8. MV BOS to hold discussion.
TF I private home well test results to assist BOS in decisions on potential connection to public water	5/8/23	12/18/23	Dean	Dean circulate Map (completed). "Fingerprint" determination by S-H/DES on newly tested wells
Update Purchasing Policy	10/10/23	12/18/23	Eric	Clean Copy to BOS for final review
BOS discuss Investment Policy	5/22/23	12/18/23	BOS	
Examine restructuring of Tax Assessing/Collecting Functions	9/11/23	12/18/23	Dean/Gail/John	Report on status of effort
Make inquiries re improving cell service in village	7/24/23	12/18/23	Peter, Danielle, Dean	Dean to inquire about process/agents to assist with company funded tower
Sanborn-Head Report/Recommendations re Fire Station Remediation	10/10/23	12/18/23	Dean	Status of Report/Recommendations. Preliminary Cost Estimate if possible
BOS discuss village truck traffic ban	5/8/23	12/18/23	Dean, Peter	Dean to obtain ordinances from other towns (complete). Peter to check with George Bower on recommendations for additional assistance.
Amherst Birthday Party Planning	11/6/23	12/18/23	Danielle	
Request Withdrawal of server replacement expense from CRF	9/25/23	12/18/23	Debbie	
Chestnut Hill traffic study/Highway Safety status	11/6/23	12/18/23	Dean	
BOS discuss use of ARPA Funds	5/22/23	12/18/23	BOS	
Written request impact fee expenditure for Buck Meadow Engineering per policy	11/20/23	12/18/23	Craig	
Consult Town Counsel on School Impact Fee Request	12/4/23	12/18/23	Dean	
Provide notice of Septic Application Waiver Requests to Abutters	12/4/23	12/18/23	Dean, Nic	Provide ASAP so that application can be heard at BOS meeting.
Provide information in Impervious Surface Study for MS4 Efforts, NRPC contact	12/4/23	1/4/24	Eric	
Village streets design engineering contract status	8/28/23	1/8/24	Eric	Report Status to BOS
Begin Semiquincentennial Planning	9/25/23	1/8/24	Danielle	Update
Post Town Treasurer Position Availability	10/23/23	1/8/24	Danielle, Dean	
Review of Town Common Usage Policy	12/11/23	1/22/24	BOS	
Status of TF I Property Quiet Title Effort	10/10/23	3/18/24	Dean	Court filing authorized. Check with T. Quinn re status
Advise BOS of Ambulance Usage and Cost information, separately for each of the three ambulances	5/8/23	5/1/24	Chief Conley	

ITEM	CREATION DATE	DUE DATE	PERSONS RESPONSIBLE	NOTES
Review Personnel Funded through -02 Account	12/11/23	6/10/24	Bill	BOS and Rec make decisions before next budget cycle
Civil Engineering on-Call Contract - Report on FY24 Usage	9/11/23	7/15/24	Eric	Compare usage of two awardees



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

Title: FY25 Draft #4 Budget, Significant Changes and the 2024 Warrant Article Draft #1

Department: Finance Department

Meeting Date: December 18, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. FY25 Budget Changes, Draft 4
2. FY25 Town Operating Budget Draft 4 - 12-14-23
3. 2024 WARRANT ARTICLE DRAFT #1

Significant changes in FY25 Budget vs FY24 Budget					
G/L code	Description	Amount - Notes	FY24 Budet	Changes	Draft 4
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	0	73,000	73,000
01-4311-10-1110	FT Staff	From 4 back to 3 FT DPW Admin positions	254,800	15,200	270,000
01-4311-10-1115	PT Staff	Added hours to PT position	28,000	11,500	39,500
01-4312-xx-xxxx	MS-4 Stormwater	Budget request lowered to \$118,500 - offset by \$70K zero'd budgets	0	118,500	118,500
01-4312-70-2735	Road Rebuild	Increase of \$200,000 reduced to increase of \$100,000	1,400,000	100,000	1,500,000
01-4319-00-0000	Bike - Pedestrian	Lower request by \$15K	35,000	-15,000	20,000
01-4324-10-1115	PT wages TRF STA	Leave additional \$15,000 for PT hours	109,200	20,800	130,000
01-4522-40-2430	Equip Repair/Maint	\$15,000 for 4 new lights at TH & in Common removed	15,000	-15,000	0
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 70% stay - current plan @ 8% Town Contribution	169,780	14,070	183,850
01-xxxx-xx-1234	NHRS Group I	Assumption 30% to NHRS - Draft 1 \$371,730 Net decrease draft 4 = \$52,790	0	135,090	135,090
01-xxxx-xx-1210	Health Insurance	Assuming EE portion from 13% to 16%, Premium up 8%, increase BBH 6%	1,400,000	7,250	1,407,250
01-4711-41-7101	ACC Land Bond 1- Princ	FY25 offset by ACC payment to Town - FY26 offset by retiring Road Bond	0	102,560	102,560
01-4711-41-7102	ACC Land Bond 1- Princ	FY25 offset by ACC payment to Town - FY26 offset by retiring Road Bond	0	100,000	100,000
01-4711-41-7103	ACC Land Bond 1- Princ	FY25 offset by ACC payment to Town - FY26 offset by retiring Road Bond	0	100,000	100,000
01-4711-90-2210	Road Construction Phase 1 & 2	Road Construction Phase 1 & 2 (Paid off FY25)	306,000	0	306,000
01-4711-90-2215	Road Construction FY15	Road Construction FY15 - PAID OFF FY24	200,000	-200,000	0
01-4711-90-2216	Road Construction FY16	Road Construction FY16 (Paid off FY26)	400,000	0	400,000
01-4721-41-7101	ACC Land Bond 1- Int	Interest on new conservation land bond	0	96,160	96,160
01-4721-41-7102	ACC Land Bond 1- Int	Interest on new conservation land bond	0	96,510	96,510
01-4721-41-7103	ACC Land Bond 1- Int	Interest on new conservation land bond	0	100,000	100,000
01-4721-90-2210	Road Construction Phase 1 & 2	Road Construction Phase 1 & 2 (Paid off FY25)	14,670	-7,320	7,350
01-4721-90-2215	Road Construction FY15	Road Construction FY15 - PAID OFF FY24	3,470	-3,470	0
01-4721-90-2216	Road Construction FY16	Road Construction FY16 (Paid off FY26)	27,600	-9,100	18,500
			4,356,240	593,680	4,949,920
		Net increase between NHRS and the 457b contributions	457b	NHRS	Increase
		NHRS increase over 5.5% contribution to the 457b	182,687	469,245	286,558
		NHRS increase over 8% contribution to the 457b	265,726	469,245	203,519
		FY25 Forecast for Deferred Compensation	FY25 Budget		
		457b @ 8% contribution - 70% participation	183,850		
		NHRS - 13.53% contribution - 30% participation	135,090		
		TOTAL Deferred Compensation in Budget	318,940		

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	TwnAdmin - 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 - 70%	9,277	9,825	10,590	3,666	11,280	457b Town contribution 8% @ 70%	690	6.5%
Admin	01-4130-20-1234	NHRS Group I - 30%	0	0	0	0	8,180	NHRS Group I - 13.53% @ 30%	8,180	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	Educ. & 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 Serv	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	TwnHall - Eversource & Constellation	400	3.1%
Admin	01-4130-40-2411	Heat	5,224	6,266	9,200	625	9,400	Twn Hall - Heat	200	2.2%
Admin	01-4130-40-2412	Water	3,952	3,998	4,200	1,120	4,700	Twn 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%
Admin Total					514,580		562,650		48,070	9.3%
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%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
TwncClrk	01-4140-10-1111	FT Clerical	53,796	58,910	62,980	20,590	66,500	Deputy Town Clerk	3,520	5.6%
TwncClrk	01-4140-10-1115	Wages, PT Perm	10,422	17,315	27,000	2,317	27,000	PT Town Clerk Assistant	0	0.0%
TwncClrk	01-4140-10-1130	Elected Officials	1,956	3,469	2,500	0	2,500	TwncClk - Supervisors of the Checklist	0	0.0%
TwncClrk	01-4140-10-1140	Overtime	647	2,341	500	0	500	OT for Deputy TwncClrk	0	0.0%
TwncClrk	01-4140-20-1210	Health Insurance	36,200	41,306	43,650	15,637	47,100	Health insurance & BBH	3,450	7.9%
TwncClrk	01-4140-20-1211	Dental Insurance	1,457	1,507	1,500	530	1,650	Dental Insurance & BBD	150	10.0%
TwncClrk	01-4140-20-1220	Social Security	7,785	9,411	10,420	3,113	10,900	Social Security 6.2 %	480	4.6%
TwncClrk	01-4140-20-1225	Medicare	1,821	2,201	2,440	728	2,550	Medicare 1.45%	110	4.5%
TwncClrk	01-4140-20-1230	Deferred Compensation - 70%	6,477	7,036	7,600	2,629	5,620	457b Town contribution 8% @ 70%	-1,980	-26.1%
TwncClrk	01-4140-20-1234	NHRS Group I - 30%	0	0	0	0	5,920	NHRS Group I - 13.53% @ 30%	5,920	100.0%
TwncClrk	01-4140-20-1266	Sick Leave Incentive	1,883	721	2,000	855	1,500	Annual payout - unused sick time	-500	-25.0%
TwncClrk	01-4140-20-1290	Longevity	2,060	2,000	2,000	0	2,000	Longevity	0	0.0%
TwncClrk	01-4140-50-2551	Advertising	185	80	200	0	200	Advertising	0	0.0%
TwncClrk	01-4140-50-2562	Ballot Machine Programing	5,722	9,341	2,000	3,310	5,000	Ballot Machine Programing	3,000	150.0%
TwncClrk	01-4140-50-2565	Software License	7,723	8,270	7,800	8,191	8,500	Interware annual support & SHI	700	9.0%
TwncClrk	01-4140-60-2610	Supplies - General	832	3,742	2,000	2,086	3,000	Supplies - General	1,000	50.0%
TwncClrk	01-4140-60-2620	Office Supplies	3,631	1,589	3,000	47	3,000	Office Supplies	0	0.0%
TwncClrk	01-4140-60-2621	Computer Equipment	3,586	0	2,000	0	1,400	Computer Equipment	-600	-30.0%
TwncClrk	01-4140-60-2625	Postage	4,231	5,314	4,500	739	4,500	Postage	0	0.0%
TwncClrk	01-4140-80-2612	Equipment Purchases	0	0	100	0	100	Office furniture - Equipment purch	0	0.0%
TwncClrk	01-4140-80-2820	Mileage	0	264	100	0	200	Mileage	100	100.0%
TwncClrk	01-4140-80-2825	Meetings & Conferences	578	337	750	863	850	Meetings & Conferences	100	13.3%
TwncClrk Total					260,180		279,790		19,610	7.5%
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 - 70%	5,359	8,438	12,960	3,194	13,230	457b Town contribution 8% @ 70%	270	2.1%
Finance	01-4150-20-1234	NHRS Group I - 30%	0	0	0	0	9,590	NHRS Group I - 13.53% @ 30%	9,590	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%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
Finance	01-4150-80-2820	Mileage	13	122	50	0	200	Reimb mileage - Town business	150	300.0%
Finance Total					455,170		500,160		44,990	9.9%
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 - 70%	3,794	3,862	4,140	1,430	4,450	457b Town contribution 8% @ 70%	310	7.5%
Tax	01-4151-20-1234	NHRS Group I - 30%	0	0	0	0	3,220	NHRS Group I - 13.53% @ 30%	3,220	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%
Tax Total					146,000		154,990		8,990	6.2%
Assessing	01-4152-10-1110	Stipend	0	0	8,000	2,769	8,280	Dept Head oversight - add'l department	280	3.5%
Assessing	01-4152-10-1110	Full Time Wages	58,248	63,866	68,200	19,134	72,000	Full Time Wages add new FT Assessing Admin	3,800	5.6%
Assessing	01-4152-10-1115	PT Wages - Dept Assit	0	0	0	0	0	Funding-future personnel restructure	0	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	4,470	Social Security 6.2 %	-270	-5.7%
Assessing	01-4152-20-1225	Medicare	883	957	1,110	377	1,050	Medicare 1.45%	-60	-5.4%
Assessing	01-4152-20-1230	Deferred Compensation - 70%	3,160	3,505	4,190	950	4,500	457b Town contribution 8% @ 70%	310	7.4%
Assessing	01-4152-20-1234	NHRS Group I - 30%	0	0	0	0	3,260	NHRS Group I - 13.53% @ 30%	3,260	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 Serv	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%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
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%
Assessing Total					209,930		219,900		9,970	4.7%
Legal	01-4153-30-2320	Town Counsel	41,892	61,790	50,000	28,586	70,000	legal	20,000	40.0%
Legal Total					50,000		70,000		20,000	40.0%
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 - HRA	0	0.0%
Personnel Total					230,000		254,580		24,580	10.7%
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 Serv	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%
Planning Total					71,830		46,110		-25,720	-35.8%
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 - 70%	12,071	11,257	16,500	4,254	18,480	457b Town contribution 8% @ 70%	1,980	12.0%
Zoning	01-4192-20-1234	NHRS Group I - 30%	0	0	0	0	13,400	NHRS Group I - 13.53% @ 30%	13,400	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%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
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%
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%
Zoning Total					509,220		553,770		44,550	8.7%
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 - 70%	3,351	5,233	7,780	2,142	8,250	457b Town contribution 8% @ 70%	470	6.0%
Building	01-4194-20-1234	NHRS Group I - 30%	0	0	0	0	6,000	NHRS Group I - 13.53% @ 30%	6,000	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%
Building Total					316,490		406,240		89,750	28.4%
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 - 70%	283	409	220	202	350	457b Town contribution 8% @ 70%	130	59.1%
Cemetery	01-4195-20-1234	NHRS Group I - 30%	0	0	0	0	250	NHRS Group I - 13.53% @ 30%	250	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%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
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%
Cemetery	01-4195-80-2612	Equipment Purchases	0	0	150	0	300	Hand tools as needed	150	100.0%
Cemetery Total					65,130		67,260		2,130	3.3%
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%
Insurance Total					165,000		181,450		16,450	10.0%
Other	01-4199-80-2870	Contingency Fund	0	0	0	0	0	\$120,000 Separate WA to come from Fund Balance	0	0.0%
Other Total					0		0		0	0.0%
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 - 70%	3,331	2,932	3,760	1,298	4,100	457b Town contribution 8% @ 70%	340	9.0%
Police	01-4210-20-1234	NHRS Group I - 30%	0	0	0	0	2,930	NHRS Group I - 13.53% @ 30%	2,930	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%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
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	73,000	Prosecutor Position	73,000	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%
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 revenue	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%
Police Total					3,007,910		3,150,150		142,240	4.7%
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%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
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%
Rescue Total					713,330		760,200		46,870	6.6%
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	Group II Retirement - Fire	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%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
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%
Fire Total					752,400		815,720		63,320	8.4%
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%
EmergMgmt Total					10,000		11,000		1,000	10.0%
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%
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 - 70%	10,495	9,833	12,000	3,694	17,000	457b Town contribution 8% @ 70%	5,000	41.7%
Dispatch	01-4299-20-1234	NHRS Group I - 30%	0	0	0	0	12,300	NHRS Group I - 13.53% @ 30%	12,300	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%
Dispatch Total					570,150		611,320		41,170	7.2%
DPW Admin	01-4311-10-1110	Full Time Wages	177,444	201,868	254,800	82,224	270,000	3 FT - DPW Dir, AssistDir,ExecAssist	15,200	6.0%
DPW Admin	01-4311-10-1115	Wages, PT Perm	22,983	26,673	28,000	11,629	39,500	PT Clerical - Increase hrs/week to 29.5	11,500	41.1%
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	34,000	Health insurance & BBH	-25,240	-42.6%
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	19,500	Social Security 6.2%	990	5.3%
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	NHRS Group I - 30%	0	0	0	0	11,000	NHRS Group I - 13.53% @ 30%	11,000	100.0%
DPW Admin	01-4311-20-1230	Deferred Compensation - 70%	9,660	10,785	14,020	4,788	15,120	457b Town contribution 8% @ 70%	1,100	7.8%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
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%
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%
DPW Admin Total					502,900		493,080		-9,820	-2.0%
DPW Hwy&S	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 Hwy&S	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 Hwy&S	01-4312-10-1140	Overtime	81,302	73,219	114,700	4,380	100,000	Overtime	-14,700	-12.8%
DPW Hwy&S	01-4312-20-1210	Health Insurance	184,215	162,904	175,550	77,621	208,940	Health insurance & BBH	33,390	19.0%
DPW Hwy&S	01-4312-20-1211	Dental Insurance	8,412	8,039	8,360	3,721	11,500	Dental Insurance & BBD	3,140	37.6%
DPW Hwy&S	01-4312-20-1220	Social Security	36,916	34,206	45,930	12,678	45,200	Social Security 6.2%	-730	-1.6%
DPW Hwy&S	01-4312-20-1225	Medicare	8,634	8,000	10,740	2,965	10,500	Medicare 1.45%	-240	-2.2%
DPW Hwy&S	01-4312-20-1230	Deferred Compensation - 70%	22,275	19,718	29,920	8,299	31,920	457b Town contribution 8% @ 70%	2,000	6.7%
DPW Hwy&S	01-4312-20-1234	NHRS Group I - 30%	0	0	0	0	23,200	NHRS Group I - 13.53% @ 30%	23,200	100.0%
DPW Hwy&S	01-4312-20-1266	Sick Leave Incentive	3,049	2,537	3,350	605	3,000	annual - sick leave payout	-350	-10.4%
DPW Hwy&S	01-4312-20-1290	Longevity	3,292	2,373	1,500	0	2,500	Longevity	1,000	66.7%
DPW Hwy&S	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 Hwy&S	01-4312-40-2425	Vehicle Repairs	49,890	59,006	60,000	27,601	65,000	Vehicle Repairs	5,000	8.3%
DPW Hwy&S	01-4312-40-2429	Radio Replacement and Repair	0	938	1,200	0	1,200	Radio Replacement and Repair	0	0.0%
DPW Hwy&S	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 Hwy&S	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 Hwy&S	01-4312-40-2435	Fuel Tank Apron	5,336	267	2,500	440	2,500	Fuel Tank Apron	0	0.0%
DPW Hwy&S	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 Hwy&S	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 Hwy&S	01-4312-40-2451	Outside Hire	76,901	70,139	92,500	1,195	115,000	Outside Hire	22,500	24.3%
DPW Hwy&S	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 Hwy&S	01-4312-40-2453	Fuel Tank Testing	0	1,060	2,500	0	2,500	Fuel Tank Testing	0	0.0%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
DPW Hwy&S	01-4312-40-2461	Street Sweeping	3,535	5,665	7,000	900	0	Street Sweeping	-7,000	-100.0%
DPW Hwy&S	01-4312-40-2463	Catch Basin	15,098	12,775	20,290	29,356	0	Catch Basin	-20,290	-100.0%
DPW Hwy&S	01-4312-40-2470	Tree Care	18,100	13,400	15,000	5,910	40,000	Tree Care	25,000	166.7%
DPW Hwy&S	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 Hwy&S	01-4312-60-2610	Supplies - General	28,025	25,258	33,000	10,219	33,000	Supplies - General	0	0.0%
DPW Hwy&S	01-4312-60-2615	Uniforms	18,896	20,637	19,500	6,134	12,000	Uniforms	-7,500	-38.5%
DPW Hwy&S	01-4312-60-2616	Protective Clothing ADD SAFETY	9,542	11,091	9,000	3,272	10,000	Protective Clothing & Safety Equipment	1,000	11.1%
DPW Hwy&S	01-4312-60-2626	Oil & Grease	3,602	8,393	6,000	76	8,000	Oil & Grease	2,000	33.3%
DPW Hwy&S	01-4312-60-2635	Gasoline	17,135	16,681	17,990	2,362	20,000	Gasoline	2,010	11.2%
DPW Hwy&S	01-4312-60-2636	Diesel Fuel	30,306	61,710	50,000	4,097	55,000	Diesel Fuel	5,000	10.0%
DPW Hwy&S	01-4312-60-2653	Tools & Equipment	24,817	8,050	8,000	1,587	9,000	Tools & Equipment	1,000	12.5%
DPW Hwy&S	01-4312-60-2654	Tires	3,094	5,643	6,000	2,698	6,000	Tires	0	0.0%
DPW Hwy&S	01-4312-60-2662	Salt	110,200	153,419	140,000	0	160,000	Salt	20,000	14.3%
DPW Hwy&S	01-4312-60-2663	Sand	0	12,534	7,500	0	10,000	Sand	2,500	33.3%
DPW Hwy&S	01-4312-60-2665	Gravel	7,794	30,576	12,000	2,191	30,000	Gravel	18,000	150.0%
DPW Hwy&S	01-4312-60-2666	Calcium Chloride	15,841	8,339	27,000	0	30,000	Calcium Chloride	3,000	11.1%
DPW Hwy&S	01-4312-60-2668	Cold Patch	690	0	1,200	0	1,200	Cold Patch	0	0.0%
DPW Hwy&S	01-4312-60-2684	Guardrails	7,847	0	7,600	0	7,600	Guardrails	0	0.0%
DPW Hwy&S	01-4312-60-2687	Signs & Misc. Supplies	13,399	7,055	12,500	1,176	12,500	Signs & Misc. Supplies	0	0.0%
DPW Hwy&S	01-4312-70-2730	Road Maintenance	24,984	40,154	100,000	4,317	75,000	Road Maintenance	-25,000	-25.0%
DPW Hwy&S	01-4312-70-2735	Road Rebuild	617,058	1,141,239	1,400,010	130,626	1,600,000	Road Rebuild	199,990	14.3%
DPW Hwy&S	01-4312-70-2740	New Equipment, Capital	32,639	140,000	163,000	0	180,000	New Equipment, Capital	17,000	10.4%
DPW Hwy&S	01-4312-70-2762	Equip Lease Payment	46,480	46,480	0	0	0	Equip Lease Payment	0	0.0%
DPW Hwy&Sts Total					3,666,140		4,122,660		456,520	12.5%
DPW Lights	01-4316-40-2414	General Street Lighting	15,965	42,103	8,000	1,898	8,500	General Street Lighting	500	6.3%
DPW Lights	01-4316-40-2415	Warning Lights	2,245	2,416	2,580	400	2,500	Warning Lights	-80	-3.1%
DPW Lights	01-4316-40-2416	Traffic Signals	1,335	1,150	1,540	277	1,500	Traffic Signals	-40	-2.6%
DPW Lights Total					12,120		12,500		380	3.1%
DPW Bike/Ped	01-4319-00-0000	Bike - Pedestrian	0	0	0	0	20,000	Bike/Ped - new function	20,000	100.0%
DPW Bike/Ped Total					0		20,000		20,000	100.0%
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 12/7	270	0.0%
DPW Waste Total					541,730		542,000		270	0.0%
DPW ATS	01-4324-10-1110	Full Time Wages	53,204	36,715	52,290	14,908	59,400	FT Wages 1 EE	7,110	13.6%
DPW ATS	01-4324-10-1115	Wages, PT Perm/Call Pay	56,019	88,150	109,200	33,257	130,000	PT wages 4 employees - includes compressed pay sch	20,800	19.0%
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 - 70%	236	2,171	2,880	852	3,350	457b Town contribution 8% @ 70%	470	16.3%
DPW ATS	01-4324-20-1234	NHRS Group I - 30%	0	0	0	0	2,420	NHRS Group I - 13.53% @ 30%	2,420	100.0%
DPW ATS	01-4324-20-1266	Sick Leave Incentive	321	576	800	598	500	annual - sick leave payout	-300	-37.5%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
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%
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%
DPW ATS Total					391,330		426,250		34,920	8.9%
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%
Health Total					2,370		2,480		110	4.6%
Animal Contr	01-4414-60-2619	Dog Emergency Care	0	400	200	0	200	Dog Emergency Care	0	0.0%
Animal Contr	01-4414-80-2811	Kennel Costs	200	0	200	0	200	Animal Rescue League of NH - annual contract	0	0.0%
Animal Control Total					400		400		0	0.0%
Charitable	01-4415-30-2399	Health Agencies	55,000	55,000	55,000	55,000	55,000	Health Agencies	0	0.0%
Charitable Total					55,000		55,000		0	0.0%
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%
Welfare Total					10,250		10,250		0	0.0%
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 - 70%	13,842	14,467	15,940	5,413	17,080	457b Town contribution 8% @ 70%	1,140	7.2%
Recreation	01-4520-20-1234	NHRS Group I - 30%	0	0	0	0	12,220	NHRS Group I - 13.53% @ 30%	12,220	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%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
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%
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%
Recreation Total					496,550		516,120		19,570	3.9%
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	650	Equip Repair/Maint	0	0.0%
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%
Parks Total					21,920		22,840		920	4.2%
Library	01-4550-10-1110	Full Time Wages	415,002	438,684	496,000	152,147	520,000	7 FT employees	24,000	4.8%
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 - 70%	19,512	23,068	27,280	7,504	29,120	457b Town contribution 8% @ 70%	1,840	6.7%
Library	01-4550-20-1234	NHRS Group I - 30%	0	0	0	0	21,200	NHRS Group I - 13.53% @ 30%	21,200	100.0%

Function	G/L code	Account Description	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Actual YTD	FY25 Proposed	NOTES	\$\$ change	% change
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%
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%
Library Total					1,167,700		1,185,760		18,060	1.5%
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%
Patriotic Total					8,500		8,600		100	1.2%
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%
Heritage Total					1,750		2,860		1,110	63.4%
ConsComm	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%
ConsComm	01-4611-20-1220	Social Security	90	125	110	39	120	Social Security 6.2%	10	9.1%
ConsComm	01-4611-20-1225	Medicare	21	29	30	9	30	Medicare 1.45%	0	0.0%
ConsComm	01-4611-20-1294	Educat. & Training/Prof. Dev.	75	0	750	0	500	Educat. & Training/Prof. Dev.	-250	-33.3%
ConsComm	01-4611-40-2483	Land Management	200	0	3,000	1,080	0	Land Management	-3,000	-100.0%



**AMHERST TOWN WARRANT
THE STATE OF NEW HAMPSHIRE
MARCH 12, 2024**

To the inhabitants of the Town of Amherst in the County of Hillsborough and the State of New Hampshire, qualified to vote in town affairs:

You are hereby notified that the Annual Meeting of Amherst will be held in accordance with NH RSA 40:13. The first session, to transact all business other than voting, is on Wednesday, February 7, 2024, at 7:00 PM at the Souhegan High School Auditorium. The second session, voting by official ballot at the polls, is on Tuesday, March 12, 2024, at the Souhegan High School from 6:00 AM to 8:00 PM.

ARTICLE 21: To choose all necessary Town Officers for the ensuing terms as follows:

2 Selectmen for 3 Years

1 Town Moderator for 3 Years

1 Cemetery Trustee for 3 Years

2 Library Trustees for 3 Years

2 Planning Board Members for 3 Years

1 Trustee of the Trust Funds for 3 Years

1 Supervisor of the Checklist

2 Zoning Board of Adjustment Members for 3 Years

ARTICLE 22: Operating Budget

Shall the Town vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth herein, totaling \$XXXX.

Should this article be defeated the default budget shall be \$XXXX which is the same as last year with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only.

This operating budget warrant article does not include appropriations contained in any other warrant article.

(Tax Impact =\$XXX) (Majority vote required)

(The Board of Selectmen supports this article by a vote of 0-0-0.)

(The Ways and Means Committee supports this article by a vote of 0-0-0.)

ARTICLE 23: Contingency Fund

Shall the Town vote to establish a contingency fund for the current year, in accordance with NH RSA Section 31:98-a, for unanticipated expenses that may arise and further to raise and appropriate the sum of one hundred twenty thousand dollars (**\$120,000**) to go into the fund. Said sum shall come from the unassigned fund balance and no amount to be raised from taxation. Any appropriation left in the fund at the end of the year will lapse to the general fund. (Tax Impact = \$0.00) (Majority vote required)

(The Board of Selectmen supports this article by a vote of 0-0-0.)

(The Ways and Means Committee supports this article by a vote of 0-0-0)

ARTICLE 24: Baboosic Lake Septic Operating Budget

Shall the Town vote to raise and appropriate the sum of **\$XXXX**, for operating and maintaining the Baboosic Lake Septic System for the ensuing year, said sum is to be offset by user fees. Should this article be defeated the default budget shall be **\$XXXX** which is the same as last year with certain adjustments required by previous action of the Town or by law. (Tax Impact = \$0.00) (Majority vote required)

(The Board of Selectmen supports this article by a vote of 0-0-0.)

(The Ways and Means Committee supports this article by a vote of 0-0-0.)

ARTICLE 25: Communications Center Capital Reserve Fund

Shall the Town vote to raise and appropriate the sum of forty thousand dollars (**\$40,000**) to be added to the Communications Center Capital Reserve Fund, previously established. (Tax Impact = \$0.XX) (Majority vote required)

(The Board of Selectmen supports this article by a vote of 0-0-0.)

(The Ways and Means Committee supports this article by a vote of 0-0-0.)

ARTICLE 26: Assessing Revaluation Capital Reserve Fund

Shall the Town vote to raise and appropriate the sum of twenty-five thousand dollars (**\$25,000**) to be added to the Assessing Revaluation Capital Reserve Fund, previously established. (Tax Impact = \$XXX) (Majority vote required)

(The Board of Selectmen supports this article by a vote of 0-0-0.)

(The Ways and Means Committee supports this article by a vote of 0-0-0.)

ARTICLE 27: Bridge Repair and Replacement Capital Reserve Fund

Shall the Town vote to raise and appropriate the sum of two hundred fifty thousand dollars (**\$250,000**) to be added to the Bridge Repair and Replacement Capital Reserve Fund, previously established. (Tax Impact = \$0.XX) (Majority vote required)

(The Board of Selectmen supports this article by a vote of 0-0-0.)

(The Ways and Means Committee supports this article by a vote of 0-0-0.)

ARTICLE 28: Fire Rescue Vehicle and Equipment Purchase and Repair Capital Reserve Fund

Shall the Town vote to raise and appropriate the sum of two hundred ninety-seven thousand dollars (**\$297,000**) to be added to the Fire Rescue Vehicle and Equipment Purchase and Repair Capital Reserve Fund, previously established. (Tax Impact = \$0.XX) (Majority vote required)

(The Board of Selectmen supports this article by a vote of 0-0-0.)
(The Ways and Means Committee supports this article by a vote of 0-0-0.)

ARTICLE 29: DPW Vehicles and Equipment Acquisition and Replacement Capital Reserve Fund

Shall the Town vote to raise and appropriate the sum of one hundred twenty thousand dollars (**\$120,000**) to be added to the DPW Vehicles and Equipment Acquisition and Replacement Capital Reserve Fund, previously established. (Tax Impact = \$0.xx) (Majority vote required)

(The Board of Selectmen supports this article by a vote of 0-0-0.)
(The Ways and Means Committee supports this article by a vote of 0-0-0.)

ARTICLE 30: Amherst Multimodal Facilities Capital Reserve Fund

Shall the Town vote to raise and appropriate the sum of seventy-five thousand dollars (**\$75,000**) to be added to the Amherst Multimodal Facilities Capital Reserve Fund, previously established. (Tax Impact = \$0.xx) (Majority vote required)

(The Board of Selectmen supports this article by a vote of 0-0-0.)
(The Ways and Means Committee supports this article by a vote of 0-0-0.)

ARTICLE 31: Community Power

Shall the Town vote to adopt the Amherst Community Power Plan, which authorizes the Board of Selectmen to develop and implement Amherst Community Power as described therein (pursuant to RSA 53-E:7). (No Tax impact) (Majority vote required)

(The Board of Selectmen supports this article by a vote of 0-0-0.)
(The Ways and Means Committee supports this article by a vote of 0-0-0.)

ARTICLE XX: Police Union Contract

(The Board of Selectmen supports this article by a vote of 0-0-0.)
(The Ways and Means Committee supports this article by a vote of 0-0-0.)



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Town Purchasing Policy Update
Meeting Date: December 18, 2023

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The DPW Director will present proposed updates to the Town Purchasing Policy.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

Policy will be updated.

DEPARTMENT HEAD RECOMMENDATION:

Recommend to approve proposed updates.

SUGGESTED MOTION:

I move to approve and adopt the proposed updates to the Town Purchasing Policy effective immediately.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Purchasin Policy 12-13-23 Draft Final

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.
- 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, 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 31:39²: Powers and Duties of Towns”, and in accordance with RSA 41:8³ and RSA 41:9⁴ “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** 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.

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.

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 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 they determine 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, 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.
- 10.2.10** 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.

Section 11 Competitive Bidding Procedure

- 11.1** Competitive bidding will open with notice from 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** 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, the Town Administrator, or their designee, 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 Town Administrator, or their designee, and be found to be 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 Town Administrator, or their designee, 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 Town Administrator, or their designee, shall open bids, read them in public, inspect them, and process the award. In determining the low bid or the bid most advantageous, the Town Administrator or their designee 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 18, 2023.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: New Hire-Communications
Meeting Date: December 18, 2023

Department: Police Department
Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

Appointment of Robert Soares to the position of full-time communications specialist (dispatcher). Please see hiring packet for further information.

BUDGET IMPACT:

(Include general ledger account numbers)

No impact as position is budgeted

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

Appoint Robert Soares to full-time Communications Specialist effective 12-26-23 at the rate of \$25.13 (6-5).

SUGGESTED MOTION:

Move to accept the appointment of Robert Soares with an effective start date of 12-26-23 at pay grade 6 step 5, \$25.13 hourly.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Soares
2. Soares 2

Memo

To: Board of Selectmen
CC: Dean Shankle, Town Administrator
From: Anthony E. Ciampoli, Chief of Police
Date: December 12, 2023
Re: Appointment of New Dispatcher

I am writing to respectfully request that the Board of Selectmen appoint a new employee to the position of FT communications specialist within the Amherst Communications Center; Robert Soares, effective December 2023.

Mr. Soares comes to Amherst after working as a dispatcher for the Hudson Fire Department, and formerly retired after a 25-year career with City of Nashua. Soares was the Lead Groundsman for Hollman Stadium for much of his career for the City of Nashua. He was born and raised in Nashua and has spent most of his life working public sector.

Mr. Soares has undergone an extensive background investigation in accordance with State and department guidelines and has been found to meet the high standards which this department long ago established necessary for our officers. Mr. Soares has distinguished himself one who possesses the character traits and skills expected of a communications specialist for the town of Amherst.

This appointment will fill the vacancy left by Jordynn Walker who recently changed her status to part-time and will return the department to its full-time staffing.

Please let me know of anything else which I can do to assist in this request. Thank you.

Respectfully Submitted,



Anthony E. Ciampoli, Chief of Police

ROBERT SOARES

New Ipswich, NH • (603) 759-2323 • rsoares15@comcast.net

SUMMARY

Seeking to apply experience in Emergency Services (as First Responder) and Security toward a position in **Dispatch / Communications**. Trained and experienced in emergency response. At ease under pressure. Well developed communication, coordination, and public interface skills.

EXPERIENCE

GREENVILLE FIRE RESCUE, Greenville, NH

Volunteer Firefighter / First Responder, Jan. 2020 – Present

- Member of volunteer fire and rescue force serving a Hillsborough County community.
- Respond to a variety of service calls including routine and crisis/emergency.
- Coordinate with team members and interact with community members.
- State Certified EMR.
- Receive ongoing training in-house (medical, SCBA, equipment/vehicle inspection, etc.)
- Utilize radio equipment.
- Maintain up-to-date knowledge and application of department and industry practices, protocols, and compliance requirements.

CITY OF NASHUA, Nashua, NH

Lead Groundskeeper / Facilities Maintenance, Parks Department, 2001 – Present

- Supervise and perform maintenance of all interior and exterior grounds, spaces, systems, and features at Holman Stadium. The 2800-seat stadium is a venue for professional and collegiate sports, events, functions, community activities, concerts, competitions, and fundraisers.
- Coordinate and oversee teams of 3-4 employees.
- Perform and oversee facilities maintenance to include groundskeeping, landscaping, parking lot maintenance, pest control, sanitation, safety, HVAC, plumbing, electrical, and refrigeration.
- Maintain field to major league standards. Voted Best Field in League when operating as Minor League park.
- Liaise between the city and the team (currently Silver Knights collegiate baseball).
- Decision maker on field playability and safety.

Truck Driver, Solid Waste, 1998 - 2001

Additional experience—business management, customer service, compliance

Owner / Manager, MURIEL'S CONCESSIONS, LLC, 2018 – 2020 (Covid)

- Operated food concession at Greeley Park in Nashua, NH.
- Performed all planning, procurement, staffing, financial management, inventory control, and compliance functions.
- Maximized sales, service, safety, sanitation, efficiency, quality, and customer satisfaction.

Early career: Agency **Security Guard** performing building and grounds security in a variety of settings to include office buildings and apartment complexes. Provided security services indoors and outdoors including patrol, regular checks/inspections, safety escort, and access control.

EDUCATION, LICENSES, CERTIFICATIONS

State Certified EMR
CPR Certified / BLS / First Aid
CDL-B License
Graduate, Nashua High South, Nashua, NH



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

Title: Re-hire Call Firefighter

Department: Fire Rescue

Meeting Date: December 18, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to rehire Call Firefighter Carl Weichert effective 12/19/2023 as a Certified Firefighter, with a Driver and EMT Incentive, at the hourly wage of \$18.35. This position has no benefits.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. scan



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: December 18, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Veteran Tax Credit

Item A. The attached application has been reviewed and the applicant qualifies for the Veteran Tax Credit under RSA 72:28 for the 2024 tax year.

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for Map 002, Lot 163-003 commencing in Tax Year 2024.

Item A-1. The attached application has been reviewed and the applicant qualifies for the Veteran Tax Credit under RSA 72:28 for the 2024 tax year.

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for Map 002, Lot 163-007 commencing in Tax Year 2024.

Item A-2. The attached application has been reviewed by the Assessor and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2024 tax year.

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for Map 011, Lot 016-007 commencing in Tax Year 2024.

Item A-3. The attached application has been reviewed by our Assessor and the

applicant qualifies for the Veteran Tax Credit under RSA 72:28 for the 2024 tax year.

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for Map 007, Lot 017-035 commencing in Tax Year 2024.

Item A-4. The attached application has been reviewed by our Assessor and the applicant qualifies for the Veteran Tax Credit under RSA 72:28 for the 2024 tax year.

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for Map 007, Lot 080-002 commencing in Tax Year 2024

Solar Tax Exemption

Item B. The attached application has been reviewed by our Assessor and the applicant qualifies for the Solar Tax Exemption under RSA 72:62 for the 2024 tax year.

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends approval. Therefore, I move to approve the Solar Tax Exemption in the amount of \$15,000 for Map 004, Lot 137-001 commencing in Tax Year 2024.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Item A Confidential
2. Item A-1 Confidential
3. Item A-2 Confidential
4. Item A-3 Confidential
5. Item A-4 Confidential
6. Item B Confidential



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Payroll, AP and Minutes

Department: Administration

Meeting Date: December 18, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Payroll

PR1~ I move to approve one (1) FY23 Payroll Manifest in the amount of \$253,613.86 dated November 30, 2023, subject to review and audit.

PR2 ~ I move to approve one (1) FY23 Payroll Manifest in the amount of \$281,855.97 dated December 14, 2023, subject to review and audit.

Accounts Payable

AP1 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$33,132.29 dated December 1, 2023, subject to review and audit. (NH DMV)

AP2 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$10,193.42 dated November 6, 2023, subject to review and audit. (Vendors)

AP3 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$51,936.98 dated December 7, 2023, subject to review and audit. (Vendors)

AP4 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$2,912,374.47 dated December 7, 2023, subject to review and audit. (Vendors)

AP5 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$3,445,738.00 dated December 1, 2023, subject to review and audit. (Schools)

Minutes

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

~ I move to approve the Board of Selectmen meeting minutes of December 4, 2023.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2023.11.20 BOS_DRAFT - WRS Tracked Changes
2. 2023.12.04 BOS_DRAFT - WRS Tracked Changes



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, November 20, 2023, 6:30PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,
2 Selectman Danielle Pray, and Selectman Tom Grella
3 Staff present: Jennifer Stover, Executive Assistant; Dr. Dean Shankle, Town Administrator;
4 Kristan Patenaude, Recording Secretary
5

6 **1. Call to Order**

7 Chairman Peter Lyon called the meeting to order at 6:30 p.m.
8

9 **2. Pledge of Allegiance** – led by Tracie Adams, Chair of the Village Streets Study
10 Committee
11

12 **3. Citizen's Forum**
13

14 Will Ludt, 3 School Street, noted that the country's 250th birthday celebration is coming up.
15 He stated that he has noticed there is not a plaque in Town for Amherst residents that were
16 involved in the Revolutionary War. He requested to be able to work with a small group of
17 historically minded people in Town to propose such a plaque. There were approximately 220
18 Amherst residents who participated in the Revolutionary War. The Board agreed with this
19 proposal and stated that it looked forward to more information.
20

21 **4. Board Discussion: Committee reorganizations**

22 **4.1 Appointment to the Fourth of July Committee, Chris Sylvia, term 2025**
23

24 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*
25 *appoint Chris Sylvia to the Fourth of July Committee, with a term ending June 30, 2025.*
26 *Vote: 5-0-0; motion carried unanimously.*
27

28 **4.2. Patrick Daniel, resignation from the Recreation Commission**
29

30 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to accept*
31 *with regret the resignation of Patrick Daniel from the Recreation Commission.*
32 *Vote: 5-0-0; motion carried unanimously.*
33

34 **5. Scheduled Appointments**

35 **5.1. Tracie Adams, VSSC Presentation of Recommendations**
36

37 Tracie Adams, Chair of the Village Streets Study Committee (VSSC), presented the group's
38 action plan. She introduced the members of the Committee and thanked them, along with

39 Staff members, and the citizens of Amherst for providing support and tremendous
40 participation across the timeframe of this project. The process for this project began with
41 Article 30, which was passed by the citizens to fund the design engineering for safety
42 improvements on streets that were scheduled for reconstruction. The Town has already
43 budgeted funds for road construction which would account for the 20% local match that might
44 be needed if the Town wants to apply for a federal grant. Design engineering is required to
45 apply for the federal grants along with the 20% local match. The roads up for reconstruction
46 include Carriage Road, Church Street, Davis Lane, Jones Road, and Main Street.

47
48 The Committee was interested in prioritizing public input opportunities and tried its best to let
49 people know when the meetings were held and to encourage people to participate. The
50 Committee held a site walk and citizens were invited to come to the five streets and provide
51 input. Some of the Committee's goals included improving safety for all users, trying to reduce
52 speed, noise, and cut through traffic, and redesigning some confusing or dangerous
53 intersections. Another goal was to reinforce the unique small-town character and celebrate the
54 Town's history.

55
56 The Committee decided to preserve the current network of roads and did not recommend any
57 closures of roads. The Committee received feedback from citizens that they wanted more of a
58 light touch approach and so looked at narrowing the streets. Removing the center lines also
59 speaks more of rural character. Use of alternate paving materials can be used to convey that
60 drivers have entered into a different, shared space, connecting to the pedestrian network.
61 There was consideration regarding placing conduit for utilities underground at the same time
62 when the road is already under reconstruction. This could also be an opportunity for water
63 mains to be reviewed. The Committee discussed the speed limit throughout the Village,
64 particularly along the five roads in question. Many citizens mentioned that speeding was their
65 biggest concern.

66
67 Step one was to review the way that streets function throughout the Town and throughout the
68 Village area. Four of the five roads up for reconstruction are considered local flow streets.
69 Local flow streets are streets that take traffic from one side of the Village to the other side of
70 the Village. Carriage Road is a neighborhood access street, which is likely only traveled on
71 because someone lives there or is visiting. Regarding streetscape design, the Committee
72 discussed a pedestrian priority option or a separate pedestrian sidewalk option. Regarding the
73 separate pedestrian sidewalk option, there were three variations on that theme. The entire road
74 surface could be an alternate surface material, such as granite paving blocks. While these are
75 more expensive up front, they last over several life cycles of the other materials. The long-
76 term costs for maintenance and replacement would be lower. Another option for a separate
77 pedestrian sidewalk could include a separate footpath. Historically, a footpath may have been
78 along the outside edge of a roadway This footpath could be made of asphalt or a similar
79 material. Another option for constrained spaces includes making the sidewalk flush with the
80 road surface. This was not a primary consideration by the Committee but could work in places
81 with narrow roads. Another variation would include a sidewalk on the left-hand side, alternate
82 paving material on the edges, and a mountable median down the middle. This deals with
83 optical narrowing of a road.

84

85 Aside from picking the streetscape designs, the Committee also looked at material options.
86 The Committee determined ideal, basic, and minimum options for shared spaces and the
87 vehicle spaces. The basic material for the vehicle spaces would either be asphalt, chip seal, or
88 something comparable. The shared spaces would be granite paving blocks and the parking
89 accent areas would also be granite paving blocks of a rougher texture. If this is cost
90 prohibitive, a basic option for all of the spaces was proposed to be asphalt, chip seal, or
91 something similar. These could be temporary materials that could perhaps be upgraded in the
92 future.

93
94 Carriage Road is a neighborhood access street. The Committee agreed that the streetscape
95 design for this road has a pedestrian priority. The design utilizes an alternate surface material.
96 Currently, the entirety of this road often functions as a sidewalk. The alternate surface
97 material would reinforce that. For Church Street, one of the concepts would be to narrow the
98 street from its current 25' to 20'. This would help address traffic calming. This street does
99 currently function as a shared space. During the site walk, residents mentioned that they prefer
100 to walk and bike on the road and did not see a need for a separate sidewalk. Ideally, to make
101 this street a pedestrian priority, it would be reconstructed with granite paving blocks on the
102 whole area. Davis Lane is also currently a shared space for pedestrians and vehicles. The
103 biggest concern mentioned on the site walk was a concern for speeding. Use of an alternate
104 paving material would calm the traffic and address the speeding concern. The ideal option for
105 this road would also be granite paving block material over the whole street. For Jones Road,
106 the Committee recommended that no center lines be painted, and a separate pedestrian
107 sidewalk be created. The Committee also discussed narrowing the road from 27' wide to 20'
108 for the vehicle space. The additional 7' would be used for the creation of the separate
109 pedestrian sidewalk. This road is particularly of interest because it is located near the Wilkins
110 School and is part of a large walking loop in the Village. Making this area safe for everyone is
111 a priority. The sidewalk would likely be separated from the roadway using a grass separation,
112 or the sidewalk could be flush with the road. This will be determined during the engineering
113 phase.

114
115 The Committee broke Main Street into three parts for the purpose of discussion because it has
116 different functions. One section is Amherst Street to the Library driveway. This needs a
117 different technique than from the Library's driveway across the Moulton's intersection to 8
118 Main Street. The third section is from that business to Town Hall. From Amherst Street to the
119 Library driveway, the suggestion is to narrow the road from 25' to 20', remove the center line,
120 and reinforce the separate pedestrian sidewalk that currently exists. There is a small walkway
121 that comes from Amherst Street at Country Mansions towards the Library. This Committee
122 discussed making this into an ADA compliant sidewalk. The Committee also discussed trying
123 to formalize the parallel parking across from the Library, including having 2-3 parallel
124 parking spaces in a row and then having a vertical element to break up the space, such as a
125 tree. This would have a traffic calming effect. From the Library driveway to 8 Main Street, the
126 theme is narrowing the road and installing an alternate paving material. An alternate paving
127 material running from the Library's driveway all the way through the intersection would help
128 alert everyone to this being a different, shared space and a priority space for pedestrians. From
129 that area toward Manchester Road, the proposal is to narrow the road, remove the center lines,
130 and reduce the existing asphalt to make more green space.

131

132 Tracie Adams thanked Sam Fortier, CMA Engineers, who led the Committee through the
133 discussion regarding intersections, Step 3. The concepts for the intersections are to narrow the
134 roads to slow speeds and to use alternate surface materials to designate the shared spaces and
135 crosswalks. The Town has already had great success with realigning intersections to be T-
136 intersections. This design is safer and less confusing. This is also proposed in the Village
137 where needed, along with changing or reducing the corner radii. This will make people drive
138 slower and be more intentional about the turns. She showed the Board a photo of the current
139 intersection at Amherst Street/Main Street/Davis Lane/Carriage Road. There is a crosswalk
140 from Country Mansions across Amherst Street which is currently a long diagonal, placing
141 pedestrians in the crosswalk for a longer period of time and with difficult sight lines.
142 Straightening the crosswalk would allow for better sight lines. With alternate paving materials
143 proposed on Carriage Road and Davis Lane, the intersection in this area could be defined as a
144 shared space. The parking spaces near the Library could be more defined along the edge as the
145 road is narrowed.

146
147 Regarding the Davis Lane/Foundry Street intersection, the Committee considered extending
148 the alternate paving material and reducing the turn radii. This would make the area a
149 pedestrian priority and will alert traffic coming down Christian Hill Road. For the Jones
150 Road/Mack Hill Road/Dodge Road intersection, there is currently a large amount of extra
151 asphalt in this area which could be removed and made into a green space. An alternate paving
152 material would help define this is a pedestrian space. The Town could also consider taking the
153 Jones Road sidewalk and bending it onto Mack Hill Rd.

154
155 The Main Street/Pierce Lane intersection contains two driveways and another large amount of
156 asphalt that could be removed. Removing this could be accomplished with very little to no
157 additional cost. Trees or other vertical elements could be installed to be traffic calming. This
158 area shows a decrease in the width of the road, due to the proposed narrowing. For the Boston
159 Post Road/Main Street/School Street/Carriage Road intersection, the intention is to make this
160 safer for pedestrians and drivers as well. The proposal is to narrow this area and tee up the
161 intersection. Regarding the existing parking and dumpster area along the side of the
162 Moulton's building, the proposal includes decreasing the pavement in this area, placing the
163 parking spots elsewhere, and allowing Moulton's to use this space differently. The dumpsters
164 could be placed in a more aesthetic location, and this would take delivery trucks off Boston
165 Post Road.

166
167 The proposed action plan is in compliance with the Master Plan. She noted that, in the Master
168 Plan survey, 82% of people responded that maintaining the rural character and feeling of
169 Amherst was either their highest priority or a high priority. The plan proposed by the
170 Committee tries to maintain the rural character and feel, while also increasing safety for all.
171 The Committee hopes that the Town will apply for the Safe Streets and Roads For All grant.
172 She explained that the Committee would like to return to the Board on December 4th to allow
173 for incorporations due to Board input. The last Village Streets Study Committee meeting will
174 likely take place on November 28th.

175
176 Selectman Stoughton noted that amazing amount of work put into this project by the
177 Committee and others. He asked about the cost of the granite pavers proposed. Tracie Adams

178 explained that there are no design costs yet for this project. This will have to be one of the
179 next items considered by the engineers.

180
181 Selectman Stoughton suggested that the Committee come up with a priority list of items in
182 case there is not enough funding to complete them all. He asked if the Committee discussed
183 the no left hand turn at the intersection of Main Street and Amherst Street. Tracie Adams
184 stated that this was not discussed. Selectman Stoughton noted that if the intersection is
185 redesigned and left turns allowed, this may be an alternate way for traffic to exit the Village.

186
187 In response to a question from Selectman Stoughton, Tracie Adams explained that new
188 funding will be needed to pay for the design engineering, in order to then apply for the grant.

189
190 Selectman D'Angelo stated that he would like to see information regarding the potential cost
191 of granite pavers. He asked about side paths instead of sidewalks in the Village, in order to
192 accommodate bicycles. Tracie Adams stated that the Committee did not consider this.

193
194 Selectman D'Angelo expressed concern that the Amherst Street/Main Street intersection is
195 already close to failing. He asked the Committee to consider how to move traffic through this
196 intersection without increasing speeds.

197
198 Selectman Pray stated that it is clear that the Committee took safety of all users into
199 consideration. The Committee took care to carry out its vision statement. She asked about the
200 use of granite pavers in various areas. Tracie Adams explained that granite pavers were the
201 ideal material recommended by the Committee. If the Town is not awarded the grant, other
202 materials will likely need to be considered.

203
204 Selectman Grella stated that he has served on many committees throughout the years, but he
205 found the Village Streets Study Committee to be one of the most enjoyable and a group that
206 got a lot of work done.

207
208 Chairman Lyon stated that the Committee focused on ideas that many people can agree upon.
209 He echoed the list of priority items. He noted that the cost of granite pavers will be important.
210 He asked if the Committee worked with the DPW regarding the proposed materials and the
211 potential cost. Tracie Adams stated that DPW Director Eric Slosek attended all of the
212 Committee's meetings and continues to work with the group regarding the proposed materials
213 and overall cost of the project.

214
215 Russ Hodgkins, Ways & Means Committee, asked about the maintenance cost of granite
216 pavers and if this material is used in other local towns. Tracie Adams stated that the costs of
217 the material were recognized by the VSSC, but no solid numbers were discussed. This
218 material is used in other New England towns with success.

219
220 Will Ludt emphasized the need for design engineering and cost estimates as part of the grant
221 application process. He also asked who will write the grant. Chairman Lyon stated that he
222 believes this would be completed by CMA Engineers, as part of the design engineering
223 process.

224

225 Rolf Biggers, VSSC, explained that granite pavers can last for a long time and, if they are
226 installed properly, there is virtually no maintenance required. The overall life cycle cost for
227 granite pavers is less than asphalt, but there is a higher upfront cost. The issue is that the
228 taxpayers paying for these in the present may not be around to see these cost savings in the
229 future. Granite pavers are the ideal material for the Village as they will slow traffic and give
230 the area a different look and feel. This will make the Village feel more like a pedestrian zone,
231 similar to Faneuil Hall. The entire premise for the proposal was to create a pedestrian priority
232 in the area. One of the priority areas within the Village is from the Library to Moulton's
233 Market to Mike's Auto. Moulton's Market is a focal point for the Village, but its intersection
234 currently has a blank wall and dumpsters. The proposal includes removing these items and
235 reconfiguring the parking to enhance the sidewalk in this area. A second priority will be any
236 intersections that enter/exit the Village. It will be important for people approaching the
237 Village to know they are entering a pedestrian zone. The Town could complete some areas in
238 granite and continue this as funds become available in an organic manner. He noted that
239 some roads can likely be narrowed and given additional pedestrian space using paint as a
240 temporary, low-cost, solution. He stated that bike paths are not appropriate for the Village, as
241 there is supposed to be a pedestrian priority.
242

243 Doug Chabinsky, VSSC, stated that he would like the Town to engage granite pavers
244 suppliers soon in order to get potential lifecycle costs. Regarding the failing intersection, he
245 stated that if traffic was moving a more reasonable speed and commercial traffic was
246 removed, traffic overall in the Village would be greatly reduced. He stated that the Town
247 should be concerned with maintaining the rural character of the Village, making the area safe
248 for all, and keeping the area unique to New England.
249

250 **6. Administration**

251 **6.1. FY25 Budget Presentation**

252
253 Debbie Bender, Finance Director, stated that the budget now reflects the proposed COLA and
254 wage scale changes. This leads to an overall increase in the budget of 12.9% at this time.
255 Some of this will be offset by revenue.
256

257 Selectman Stoughton stated that advice from the lawyer advising the town in union
258 negotiations was that the Town will still be competitive if it only offers an HSA plan to new
259 employees, along with the current plan for those already using it. He suggested that the benefit
260 working group meet with the NHIT regarding additional considerations. He stated that he will
261 make recommendations regarding various options at the next Board meeting.
262

263 In response to a question from Selectman D'Angelo, Debbie Bender stated that NHRS is
264 assumed throughout the departmental budgets. The budget also includes assumptions for the
265 DPW stormwater requests and the part-time Police prosecutor position.
266

267 In response to a question from Selectman Stoughton, Debbie Bender stated that the 12.9%
268 increase does not include anything for union employees, as this contract will need to be
269 pursued through a warrant article.
270

271 Selectman Stoughton stated that the budget must be worked down.

272

273 In response to a question from Chairman Lyon, DPW Director Slosek explained that the
274 stormwater budget is proposed to increase by \$364,000. This includes \$130,000 for a new
275 full-time position, and approximately \$170,000 for creation of a phosphorous reduction plan.
276 The DPW worked with Weston & Sampson to create a five-year budget plan to bring Amherst
277 into MS4 compliance. It is a federal mandate for the Town to be in compliance. If the budget
278 for this item is reduced this year, it will likely need to be made up for in a future year. The
279 Town's current budget is approximately \$77,500 for stormwater items. The budget for year 1
280 could likely be reduced to \$118,000 with an understanding that the reduction will likely need
281 to be made up for in future years.

282

283 In response to a question from Selectman D'Angelo, DPW Director Slosek explained that the
284 EPA may eventually be able to fine non-compliant towns by \$25,000/day +/-.

285

286 There was discussion regarding the proposed increase to the road budget. DPW Director
287 Slosek stated that the Road Plan for the next ten years is complete. A recent report from
288 NRPC showed that it would cost the Town approximately \$2M just to maintain the existing
289 road network at a proper level.

290

291 Selectman Stoughton suggested developing the phosphorous reduction plan to start and then
292 pricing out the stormwater program for future years. This shows a good faith effort, while
293 defining the full scope of what will be required through this program. This will also give the
294 Town time to contact other peer towns to discuss how they are handling this.

295

296 In response to a question from Selectman Grella, DPW Director Slosek explained that the
297 \$364,000 proposed increase would be used to manage stormwater in Town. The DPW
298 previously presented possible concepts to the Board for funding mechanisms such as a
299 stormwater utility fee.

300

301 Chairman Lyon asked the Board members if they were okay with DPW Director Slosek
302 working with Debbie Bender to reduce the budget request to \$118,000. Selectman D'Angelo
303 stated that he does not approve of this, as the request is a federal mandate and not a
304 discretionary request. He does not want to kick the can down the road. Chairman Lyon asked
305 Selectman D'Angelo what else he would like to remove from the budget in order to lower the
306 12.9% increase. Selectman D'Angelo stated that he was not prepared to identify cost savings
307 at this time, as this is only the Board's first time reviewing the budget. Before reducing the
308 stormwater budget, he would like the Board to identify other potential areas to cut. Chairman
309 Lyon requested that Debbie Bender create a list of potential items to cut/reduce, including the
310 stormwater budget.

311

312 Diane Layton, Ways & Means Committee, stated that she has heard information from
313 neighboring towns that the EPA mandate may be struck down by the courts.

314

315 Russ Hodgkins stated that the taxpayers have seen wage decreases due to the rate of inflation.
316 The Town's budget has continued to exceed taxpayers' wage growth. He suggested that the
317 Board be careful with budgets of this proposed increase. Chairman Lyon noted that the Board
318 is not happy with a proposed 12.9% increase to the budget and will continue to work to reduce

319 this. Selectman Stoughton stated that the Town’s municipal tax rate went from \$4.32 to \$4.17
320 in the latest tax bill, and the Board has worked diligently to ensure the town’s spending is
321 reasonable. The Board continues to work to balance the Town’s budget appropriately.
322

323 The Board agreed to hold an additional meeting on December 11th to review the budget, the
324 proposed warrant articles, and the revenue.
325

326 Town Administrator Shankle noted that he usually has a chance to review the proposed
327 budgets with the Department Heads and Finance Director prior to review by the Board. Due to
328 timing, that has not yet happened, and this process will likely see changes in the budget.
329

330 **6.2. Administrative Updates**

331
332 Town Administrator Shankle stated that he sat through one union negotiation and the other
333 will occur on December 4th. Regarding the new contract requiring a warrant article, he noted
334 that a one-year contract would not have this requirement.
335

336 Town Administrator Shankle noted that the Town received its quarterly franchise fee check
337 from Comcast, totaling \$49,662.10.
338

339 **6.3. Action Items**

340
341 The Board reviewed its list of action items. Regarding the citizen’s petition for Chestnut Hill,
342 Police Chief Ciampoli explained that some changes are already being made. An actionable
343 counting study will be needed to consider the request for no thru trucking signs. This study
344 may not be able to be completed until the spring.
345

346 **6.4. ZBA Application**

347
348 Town Administrator Shankle explained that a recent septic system issue impacted property on
349 Washer Cove Road owned by the Houveners. The Town has come to an agreement that
350 includes the release of liability by the Houveners and an agreement by the Town to sell the
351 properties of 32 and 34 West Street to the Houveners for their assessed value. The Houveners
352 would like to go to the ZBA related to these properties and need permission from the Town to
353 do so, as the sale has not been finalized. The Town attorney recommended the following
354 language to be used in the applications: “as the current owner of 32 and 34 West Street, Tax
355 Map 25-29 and 25-28 respectively, the Town authorizes Mr. Houvener to make an application
356 to the Zoning Board and/or the Planning Board for whatever relief or approval he wishes to
357 obtain in connection with the development of those parcels. Despite authorizing Mr.
358 Houvener to seek relief and or approvals, the Board takes no position on whether the relief
359 and/or approval should be granted.”
360

361 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Stoughton that*
362 *the Board allow Town Administrator Shankle to send the following wording to the Houveners:*
363 *“as the current owner of 32 and 34 West Street, Tax Map 25-29 and 25-28 respectively, the*
364 *Town authorizes Mr. Houvener to make an application to the Zoning Board and/or the*

365 *Planning Board for whatever relief or approval he wishes to obtain in connection with the*
366 *development of those parcels. Despite authorizing Mr. Houvener to seek relief and or*
367 *approvals, the Board takes no position on whether the relief and/or approval should be*
368 *granted.”*
369 *Vote: 4-0-0; motion carried [Selectman Pray recused].*

370

371 **7. Staff Reports**

372 **7.1. Bid Award - Engineering & Design Services Buck Meadow Conservation** 373 **and Recreation Area**

374

375 Craig Fraley, Recreation Director, explained that the Parks and Recreation Department is in
376 the process of the design phase of Buck Meadow Recreation and Conservation Area to have
377 proper athletic fields, pickleball courts, basketball courts, parking lot design and other
378 amenities. In order to accomplish this and have the ability to apply for federal funding for this
379 project, the project needs to be shovel ready. The first phase is to have engineering and design
380 plans made for the project. The Recreation Department put an RFP out on September 21,
381 2023, with a deadline of November 1, 2023. The Department posted the RFP on the NHMA’s
382 Classified page and sent the RFP to the following firms: Meridian Land Services Inc., Hoyle
383 Tanner, Weston & Sampson, and Tighe & Bond. Only two firms made the November 1st
384 deadline: Weston & Sampson at a cost of approximately \$448,000 and Meridian Land
385 Services Inc at a cost of approximately \$71,300. Both RFPs were very similar in services
386 offered. Much of the work in the proposal is needed to qualify for the Land Water
387 Conservation Grant (LWCF). If awarded the LWCF Grant, the design fees can be used as part
388 of the 50/50 match. To reduce the cost of this proposal, the Recreation Department
389 recommends spending approximately \$20,000 in impact fees and paying the balance out of
390 the -02 Revolving Fund.

391

392 Selectman Stoughton noted that there are currently approximately \$30,679 in the impact fee
393 line that could be used for this project. He stated that he supports the use of the impact fees
394 but asked why the CRF is not being considered instead of the -02 Fund. Craig Fraley
395 explained that he hopes to use funds in the CRF for the actual construction fees of the project.
396 Selectman Stoughton noted a written request with supporting information is required by
397 policy in order to use impact fees and will have to be prepared for this request.

398

399 *A MOTION was made by Selectman Grella and SECONDED by Selectman D’Angelo to*
400 *award the RFP# REC-02-2023 to Meridian Land Services Inc. at a price of \$71,300 to be*
401 *paid for by impact fees and the Recreation Revolving Account, and to use the current balance*
402 *of impact fees allotted to the Parks & Recreation Department for a portion of RFP # REC-02-*
403 *2023.*

404 *Vote: 5-0-0; motion carried unanimously.*

405

406 **7.2. Comfort Dog Proposal**

407

408 Police Chief Ciampoli explained that he has seen comfort dogs used by other departments,
409 schools, and the military. Mental health is a large issue, and a comfort dog could be used for
410 both citizens and officers. He spoke with a local vet who has agreed to handle all routine care

411 for the lifetime of the dog, as long as the office's name is mentioned. The training will be
412 specifically tailored to the dog. There is not a need to outfit a cruiser for the dog and there will
413 be no insurance impact.

414

415 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
416 *approve the acquisition of the dog from GQ Labs on December 10, 2023.*

417 *Vote: 5-0-0; motion carried unanimously.*

418

419 **7.3. Proposal for Reallocation of Funds**

420

421 Police Chief Ciampoli stated that he would like to update the Department's uniforms. There is
422 funding available for this in the wages line item, due to vacancies, if this can be transferred to
423 the uniform line.

424

425 In response to a question from Chairman Lyon, Police Chief Ciampoli stated that this proposal
426 will not increase the overall budget in the future.

427

428 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
429 *approve the transfer of \$27,000 from the Police Chief and Lieutenants wage line (01-4210-*
430 *10-1112) to the Uniform line (01-4210-60-2615).*

431 *Vote: 5-0-0; motion carried unanimously.*

432

433 **8. Approvals**

434

435 **8.1. Hawkers and Peddlers permit, Cameron Burke, Trinity Solar**

436

437 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
438 *approve the Hawkers and Peddlers permit for Cameron Burke, Trinity Solar, with the*
439 *condition that the permit run from Monday-Friday, 10am-5pm.*

440 *Vote: 5-0-0; motion carried unanimously.*

441

442 **8.2. Assessing**

443

444 **Levy of December 2023 Tax Warrant**

445

446 **Item A.**

447

448 The levy of 2023 Tax Warrant directing the Tax Collector to collect the taxes in the list
449 herewith committed in the sum of \$26,841,136.00. The Department of Revenue requires the
450 Warrant be signed by the governing Board of Selectmen.

451

452 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
453 *approve and sign the December 2023 Tax Warrant in the amount of \$26,841,136.00.*

454 *Vote: 5-0-0; motion carried unanimously.*

455

456 **Solar Exemption**

457

458 **Item B.**

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

461

458 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to
459 approve the solar exemption in the amount of \$20,000 for Map 006 Lot 079-001 commencing
460 in tax year 2024.

461 Vote: 5-0-0; motion carried unanimously.

462

463 **8.3. AP, Payroll and Minutes**

464

465 **Payroll**

466 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
467 approve one (1) FY23 Payroll Manifest in the amount of 236,322.76 dated November 11,
468 2023, subject to review and audit.

469 Vote: 5-0-0; motion carried unanimously.

470

471 **Accounts Payable**

472 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
473 approve one (1) FY23 Accounts Payable Manifest in the amount of \$36,106.16 dated
474 November 2, 2023, subject to review and audit. (NH DMV)

475 Vote: 5-0-0; motion carried unanimously.

476

477 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
478 approve one (1) FY23 Accounts Payable Manifest in the amount of \$801,341.92 dated
479 November 9, 2023, subject to review and audit. (Vendors)

480 Vote: 5-0-0; motion carried unanimously.

481

482 **Minutes**

483 A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to
484 approve the meeting minutes of November 3, 2023, as presented.

485 Vote: 5-0-0; motion carried unanimously.

486

487 A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to
488 approve the meeting minutes of November 6, 2023, as amended.

489 Vote: 5-0-0; motion carried unanimously.

490

491 **9. Action Items**

492 The Board reviewed its new action items.

493

494 **10. Old/New Business**

495 None at this time.

496

497 **11. Adjournment**

498

499 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to
500 adjourn the meeting at 9:31pm.

501 Vote: 5-0-0; motion carried unanimously.

502

503 **NEXT MEETING: December 4, 2023**

504

505
506

Selectman Bill Stoughton

Date

DRAFT



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, December 4, 2023, 6:30PM

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

5 **1. Call to Order**

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

8 **2. Pledge of Allegiance** – led by Chair of the SAU Board, Stephanie Grund
9

10 **3. Citizen's Forum**

11 None at this time.
12

13 **4. Board of Health**

14 **4.1. Waiver Requests re: Septic System Map 25 Lot 87 & 88, Norton Street**
15

16 It was noted that Scott Tenney, Health Officer, was present via Zoom.
17

18 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to call*
19 *to order the Board of Health.*

20 *Vote: 6-0-0; motion carried unanimously.*
21

22 Spencer Tate, Meridian Land Services, explained that Map 25 Lots 87 and 88, otherwise
23 known as 4 Norton St., contained a pre-existing house that was recently demolished with a
24 pre-existing a septic system. Given the location of existing wells, property lines, rights of way
25 and the structure itself, the proposal is the best attempt at a compliant septic design. The
26 waivers listed on the plan are as follows:

- 27 • Proposed leach field within 75 ft. on-site well radius - The proposed leach field will
28 remain at least 33 ft. from the on-site well.
- 29 • Proposed leach field within 75 ft. of off-site well radius - The proposed leach field will
30 remain at least 69 ft. from the off-site well.
- 31 • Proposed tank within 75 ft. of on-site well radius - The proposed tank will be sealed
32 and will remain at least 33 ft. from the on-site well.
- 33 • Proposed tank within 75 ft. of off-site well radius - The proposed tank will remain at
34 least 65 ft. from the off-site well.
35

36 The intention is to maximize the separation distance to the greatest extent possible and to
37 utilize the pretreatment system, which allows for an allowance of square footage requirement
38 for the leaching area and allows for cleaner effluent. The only alternative to this design would

39 be a holding tank, which the State typically does not approve. In terms of the separation
40 distances, the proposal is the best option. In order to access this, the pre-existing septic system
41 was either partially or entirely within a paper right of way which bisects these lots. In order to
42 get to the presumed buildable area on the site, the design needs to cross one of the rights of
43 way with a sewer line. There was pre-existing septic infrastructure in that right of way which
44 was undocumented and likely unpermitted. This proposal is to formalize this. The lint would
45 be buried and so would not encumber anyone's ability to access the area.

46

47 In response to a question from Scott Tenney, Spencer State explained that this areas contains
48 two separate sub-standardly sized lots, owned by the same owner, separated by the right of
49 way. There will be a 2:1 slope at the end of the driveway creating a natural barrier. Scott
50 Tenney stated that he had no issue with the design as proposed.

51

52 Chairman Lyon stated that he heard from Nic Strong who spoke to a representative of Keach
53 Nordstrom who agreed that this could be approved based on the request.

54

55 In response to a question from Selectman Stoughton, Spencer Tate stated that there is only
56 one offsite well, for the property at the northeast. The owner of that property may not have
57 been notified regarding this proposal. Selectman Stoughton stated that he believes this owner
58 should be notified.

59

60 Selectman Stoughton asked about the status of the wells impacted through this proposal.
61 Spencer Tate stated that he is unclear on this. Generally, he would prefer a pretreatment
62 system with the effluent a requisite distance from the water table than a non-approved septic
63 system. This is not located in a flood zone.

64

65 Selectman Stoughton stated that he is generally in favor of this proposal but has some
66 questions he would like answered before voting on this.

67

68 Selectman Grella noted that one house on Norton Street is already connected to the
69 community septic system. He asked if this property could tie into it as well. Chairman Lyon
70 stated that DPW has made requests to DES to allow for more users into the system, but this
71 has not been determined yet.

72

73 In response to a question from Selectman Grella, Spencer Tate stated that the manufacturer of
74 the pretreatment is Clean Solutions.

75

76 In response to a question from Selectman Grella regarding additional approval needed to cross
77 Town property, Chairman Lyon stated that it will be up to the Board to grant the authority if it
78 sees fit.

79

80 Selectman Pray noted that the ordinance talks about 50' ability with a precast concrete or
81 polyurethane structure. Spencer Tate stated that the H2O tank will be concrete and sealed.

82

83 Selectman Stoughton stated that he would like notice to the abutters and a determination of
84 the status of the affected wells. Spencer Tate asked if notification of those within 75' of the
85 area could be a condition of approval. Selectman Stoughton stated that he would like abutters

86 to have a chance to address the Board prior to approval. Spencer Tate noted that he is unclear
87 how the plan could change based on abutter's concerns.

88
89 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
90 *continue this application to December 18, 2023, at 6:30pm at Town Hall.*

91 *Vote: 6-0-0; motion carried unanimously.*

92
93 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
94 *close the Board of Health meeting.*

95 *Vote: 6-0-0; motion carried unanimously.*

96

97 **5. Board Appointment**

98 **5.1 Marion Kastner, application for SoRLAC appointment. This is a three-year** 99 **term.**

100

101 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to*
102 *appoint Marion Kastner to the SoRLAC for a three-year term.*

103 *Vote: 5-0-0; motion carried unanimously.*

104

105 **6. Scheduled Appointments**

106 **6.1. Amy Facey and Stephanie Grund, Request for Impact Fees**

107

108 Stephanie Grund explained that the proposal is to utilize impact fees to help redesign the lab
109 spaces at Souhegan High School. The request is for 40% of the \$225,000 balance, or \$90,000.
110 This is for the Amherst portion; the Mont Vernon portion will need to come from the SAU's
111 budget.

112

113 Selectman Pray noted that the RSA generally does not allow upgrades and renovation to
114 buildings as an appropriate use of impact fees. She would like this run by Town Counsel.

115 Amy Facey stated that the request is for architectural and engineering fees. Selectman Pray
116 noted that these are tied to the project itself though, and the project may not be an acceptable
117 use. She noted that the capacity of the High School has likely not increased to a point that this
118 would be a consideration.

119

120 Selectman Stoughton stated that the appropriate use of impact fees is for projects due to an
121 increase in capacity or level of service, and that the upgrade is needed to handle new
122 development. He suggested checking with Town Counsel or Bruce Mayberry, who has
123 previously helped the Board with impact fee items.

124

125 The Board agreed to ask Town Counsel for advice on this item.

126

127 **6.2. Tracie Adams, Village Streets Study Committee**

128

129 Tracie Adams, Chair of the Village Streets Study Committee (VSSC), presented the
130 Committee's Action Plan to the Board. She explained that updates to the Action Plan draft
131 included feedback from the Board of Selectmen, comments from citizens, and suggestions by
132 Sam Fortier, CMA Engineering, and Eric Slosek, DPW Director. The Committee also

133 suggested changes at the November 28th meeting. The VSSC voted unanimously to accept the
134 Action Plan with changes and forward it to the Board as the final document.

135
136 She noted that Boston Post Road has been a source of concern for citizens. Safety, speeding,
137 truck related noise, through traffic, and volume have been consistent concerns. The VSSC
138 recommends traffic calming techniques such as narrowing the vehicle space and potentially
139 removing the center lines. The traffic volume noted in the NRPC December 2022 traffic
140 study found that the volume is approaching 6,000 cars per day. Given development in the
141 area, the VSSC felt it made sense to recommend the design required at this level of volume.
142 Instead of double yellow lines, the VSSC recommends a mountable median. The center
143 mountable median and two edge lines will be flush with the vehicle surface and could be
144 driven on. This design is an example of optical narrowing where the road feels narrower than
145 it really is. Applying the intersection concepts Sam Fortier presented is also recommended.
146 These concepts include narrowing roads at intersections, reducing corner radii, and
147 normalizing to T- intersections. These intersection changes are effective and can be pursued
148 with reasonably low to no additional costs.

149
150 Boston Post Road is not up for roadwork as quickly as the other roads studied. The VSSC
151 discussed interim measures that could have a positive impact on the concerns noted. These
152 ideas could be implemented and serve as a proof of concept, ahead of moving forward with
153 the changes permanently when roadwork begins. This will be an opportunity to see the
154 impact of the suggested interim changes. A No Through Trucking policy would address
155 concerns about truck speed, noise, and volume on Boston Post Road. A recently completed
156 NRPC study on Through Trucking has been received and will be discussed tonight. It appears
157 that the policy is supported by the report.

158
159 Another actionable item to address speeding is to place a 25-mph speed limit sign between
160 Main Street and Sunset Avenue. Vehicles are reported to accelerate quickly after Main Street
161 heading north on Boston Post Road toward the Wilkins School. The sign would be a reminder
162 of the speed limit. During warmer months a trial using crashworthy planters by the edge of the
163 roadway would provide optical narrowing and edge friction which encourages slower speeds.

164
165 The VSSC also discussed the source of traffic coming into the Village on Boston Post Road
166 from points north. It was suggested having NRPC study potential alternative routes including
167 Austin Road. If these interim recommendations are implemented, the VSSC suggests having
168 NRPC conduct an analysis of the changes in speed and volumes pre and post implementation
169 of the recommendations.

170
171 Continuing with the light touch approach desired by citizens, traffic calming techniques could
172 readily be applied. These include narrowing the roads and removing center lines. Both of
173 these can be accomplished with minimal costs. The streetscape design recommended for
174 Mack Hill Road is the same as Jones Road and would be a continuation of the separate
175 pedestrian sidewalk design. This would improve pedestrian safety, slow traffic speeds, and
176 connect the pedestrian network.

177
178 The VSSC was mindful of the request by the Board to provide options and priorities as part

179 of the recommendations in the Plan. Additionally, the original expectation was for \$10,000 to
180 be available to complete design engineering and write up the grant application. Costs for
181 improvements of specific intersections or streets and costs for the use of specific materials
182 will be part of the design engineering phase. This type of analysis is outside the VSSC's scope
183 and will require professional engineering review, evaluation, and calculation.

184

185 The Committee discussed the possibility of increased noise due to the use of alternate paving
186 materials like pavers or granite paving blocks. The texture of granite paving blocks is known
187 to reduce vehicle speeds. There is inherently a different sound when tires go over the textured
188 material. This is not likely to be significant when vehicles are traveling at speeds of 25 mph or
189 less. The Committee recommends prioritizing use of alternate paving materials at areas of
190 highest pedestrian and vehicle interactions. This would include the top priority, the Moulton's
191 intersection area.

192

193 Intersection concepts were applied to the Main Street/Amherst Street area. The road widths
194 were narrowed, corner radii reduced, and the intersection was normalized to a T-intersection
195 of Main Street into Amherst Street. The new intersection configuration would improve sight
196 lines for traffic. Both Eric Slosek and Sam Fortier believe it is possible to safely allow a left
197 turn from Main Street onto Amherst Street with this intersection design. It would provide
198 another alternate way to turn left onto Amherst Street other than going to Boston Post Road or
199 using Knight Street to turn left.

200

201 Members of the VSSC remain committed to seeing this process through. Members are
202 invested and willing to be available to provide insight in an advisory capacity if desired.

203

204 Selectman D'Angelo agreed with the Committee's top priority. Regarding No Through
205 Trucking, the concern is where the trucks will then go.

206

207 The Board thanked Tracie Adams and the VSSC for all of their work.

208

209 Chairman Lyon stated that funding is needed for the design engineering and grant writing for
210 this project. Eric Slosek, DPW Director, stated that he believes the funding for these items can
211 be found within the DPW budget. He recommended using CMA Engineers for these items.

212

213 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to*
214 *accept, with gratitude, the Action Plan from the Village Streets Study Committee.*

215 *Vote: 5-0-0; motion carried unanimously.*

216

217 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to*
218 *authorize the DPW Director to move forward with the design engineering and the grant*
219 *application suggested by the Action Plan.*

220 *Vote: 5-0-0; motion carried unanimously.*

221

222 **8. Staff Reports**

223

224 **8.1. FY25 Operating Budget - Draft 2, with warrant articles – *The Board took up***
225 ***this item at this time.***

226 Debbie Bender, Finance Director, presented the draft of the operating budget to the Board.
227 She noted that the budget in FY21 was \$14.5M, and in FY22 was \$14.9M; a 2.69% change.
228 The change in the budget from FY22 to FY23 was approximately 4.3%. From FY23 to FY24,
229 there was a 2.4% change. She noted that the budget increases have been held to reasonable
230 amounts, even through inflationary changes. Cutting too much more from the budget at this
231 time, will likely mean a cut to services.

232

233 There was discussion regarding the proposed Police Prosecutor position. Police Chief
234 Ciampoli explained that he currently has someone working on an interim basis in a similar
235 role and has been completing some of the work himself. Selectman Stoughton stated that, as
236 this appears to be a needed position, he would not like to see this budget proposal cut at this
237 time. Selectman D'Angelo agreed.

238

239 There was discussion regarding a request from the DPW to move a part-time Administrative
240 Assistant position to full-time. Selectman Stoughton expressed concern regarding the cost for
241 the additional salary and benefits. This is likely not the year to make these changes. Selectman
242 D'Angelo noted that there is already an existing person for this role and that the cost is likely
243 a good deal overall. Chairman Lyon noted that he has been examining the budget to find areas
244 to cut. He suggested adding additional part-time hours to the position instead of moving it to
245 full-time. DPW Director Slosek stated that, in past years, this position has worked 20
246 hours/week, and this has not been enough, leading to other Staff filling in. This proposal
247 would cost approximately \$8,500 more than what was previously budgeted. Selectman Grella
248 suggested that the figure could be cut in half, with the new position only starting midway
249 through the year. DPW Director Slosek explained that this would be considered. The Board
250 agreed to move this item forward with a 29.5 hour/week budget.

251

252 There was discussion regarding the MS4 stormwater request. Selectman D'Angelo asked how
253 this request went from the original proposal to the new request of \$118,500. Joe Jordan,
254 Assistant DPW Director, explained that the largest part of the proposal that was reduced dealt
255 with the phosphorous control plan and elimination of an engineering staff person. This will
256 lead to basic investigations on this item instead. This will likely lead to increased budget
257 requests in future years. Selectman D'Angelo stated that these cuts seem only to be kicking
258 the can down the road. If this funding is needed in order to not request additional money in
259 future years, he asked why the DPW is reducing this request at this time. DPW Director
260 Slosek stated that the reduction is made in the name of compromise. Chairman Lyon stated
261 that it is unclear what the numbers will be in the future, as there has not yet been analysis
262 done.

263

264 Selectman Stoughton asked about the annual cost range for the phosphorus control plan. Joe
265 Jordan explained that this was given as anywhere between \$100,000-\$250,000. The work
266 done with the proposed budget could be used to narrow in on that amount. Selectman
267 Stoughton stated that he believes it makes sense to complete an analysis on the cost of this
268 item before the DPW makes a request for that amount. DPW Director Slosek noted that
269 alternate funding sources would also be considered for this moving forward.

270

271 Selectman D'Angelo asked how much time Staff is currently spending on stormwater issues.
272 DPW Director Slosek stated that Joe Jordan is spending a considerable amount of time,

273 upwards of 20%+, and he is spending 10-15%. The proposed stormwater engineer would free
274 up this time by taking on the work.

275
276 Selectman Pray noted that the reduction does not kick the can down the road, as the
277 Department will still be completing stormwater related items. There could be more done, but
278 this will need to be considered next year.

279
280 The Board discussed that the road reconstruction budget increase was reduced from \$200,000
281 to \$100,000 in the Staff proposal. The \$200,000 figure would bring the total budget for this
282 item to \$1.6M, with an end goal of \$1.7M. DPW Director Slosek noted that NRPC recently
283 completed a Road Plan which included the value of all 116 miles of paved roads in Town,
284 using a 20-year depreciation. This came out to an expected level of funding of approximately
285 \$2.45M/year. The Board agreed to include the additional \$100,000 back into this budget.

286
287 The Board discussed a reduction in the proposed Bicycle and Pedestrian Advisory Committee
288 request in the DPW budget from \$35,000 to \$20,000. DPW Director Slosek explained that he
289 believes this funding would be used to apply for an 80/20 grant match. The Board agreed to
290 leave this request as-is and hear from the Committee at a future meeting.

291
292 The Board discussed the proposed reclassification of a DPW position. The request is to make
293 the existing position on par with a Foreman level position. Selectman Stoughton stated that he
294 would like a review of Transfer Station revenues and he does not believe this change can be
295 supported this year. DPW Director Slosek noted that this position has more responsibility than
296 one might think. Chairman Lyon suggested exploring other options for a compromise outside
297 of this budget process. Selectman D'Angelo suggested continuing to move responsibilities
298 onto the Lead Attendant without necessarily making the move to Foreman. Town
299 Administrator Shankle suggested that other town DPWs be reviewed as to their staffing
300 layouts. The Board agreed to remove this request from the proposed budget.

301
302 The Board discussed the proposal for additional part-time hours at the Transfer Station. The
303 request represents six months' worth of additional time. The Board asked DPW Director
304 Slosek to work with the Finance Director on a position at approximately \$15,000.

305
306 The Board discussed an initiative by the Historic District Commission regarding four new
307 lights on the Town Hall and Common. These would be historic, oil lamp looking lights to
308 replace some of the existing pole lighting. Chairman Lyon stated that this project should be
309 considered through a grant instead of budget funding. The Board agreed.

310
311 The Board discussed the NHRS proposal. Originally, it was considered that 40% would
312 remain with the existing 457b plan and 60% would move to NHRS. This has recently been
313 switched to a 60/40 split instead, which saved approximately \$73,000 in the budget. There is
314 no way to know what the split will be. Selectman Pray suggested an increase in the 457b as an
315 outright 8% of pay. She stated that she will come back with a specific recommendation.

316
317 Regarding health insurance, there is a proposal to increase the amount paid by employees
318 from 13% to 16% on the current plan, reducing the Town's portion. Debbie Bender explained
319 that the not to exceed premium was 9.3% but she has reduced this to 8%. A change was also

320 made to the buyback health. These changes led to a reduction in \$30,000 from the original
321 budget presentation.

322

323 Town Administrator Shankle noted that recent union negotiations will be tabled until the
324 Board decides on the health insurance situation. Selectman Stoughton stated that other towns
325 only offer HSA plans to their new employees. The proposal is to continue the current plan and
326 make it available to those already enrolled. This is important for retention. The premium
327 portion paid by employees is proposed to be increased to 16%. The second plan to be offered,
328 which would be required for any new employee who wants insurance and would be offered to
329 any existing employees, would be an HSA plan. The employee premium share for this plan
330 would be lowered to 10% and the Town would match HSA contributions up to \$1,000 (single)
331 or \$2000 (two-person or family). The HSA would accumulate from year to year and the
332 overall cost would be less than the current plan. If no employees choose to move to the HSA,
333 there would still be a cost savings to the Town of approximately \$25,000. If all employees
334 choose to move to the HSA account, there would be a cost savings of approximately
335 \$270,000. He recommended using a \$50,000 savings for FY25, in hopes that five employees
336 will move to the HSA plan and knowing that new employees will have to enroll in the HSA
337 plan. There is a proposal to sunset the current plan, but there is no date by which to do this
338 yet. The Board agreed to review this proposed health insurance plan at its next meeting.

339

340 Debbie Bender noted that the Conservation Commission allocated \$600,000 from the
341 Conservation Fund for the new bonds for the land purchases made in FY23, and 24, and will
342 be made in FY25. This will leave the Conservation Commission \$370,000 to apply to the
343 FY25 land bond payments. There will be a direct offset on the revenue side for these items.

344

345 Debbie Bender explained that Selectman D'Angelo sent her some ideas for areas to make cuts
346 from the budget. One proposal is to reduce one full-time police Officer (approximately
347 \$100,000 in savings), and to reduce the Police Department new vehicle line to \$62,000
348 (approximately \$40,000 in savings). Selectman D'Angelo stated that he believes it has been
349 some amount of time since the Town has had 19 full-time officers who were able to work, as
350 some people have been on limited duty due to injuries. He is suggesting taking one position
351 off the table for at least 1-2 years. This gives the Chief the opportunity to better train the other
352 people he's hiring and not spread the training expertise over multiple people. He stated that the
353 previous Police Chief fought to get the extra officer but the arguments for it were internal to
354 the department and did not necessarily benefit the taxpayers. Regarding the vehicle line, as the
355 Town has had multiple deficiencies in patrol staff, the Department is not using the existing
356 cars as hard as it normally would. This may be an opportunity to reduce the line item and find
357 extra savings in the budget. Selectman D'Angelo stated that he is also suggesting that the
358 \$73,000 Prosecutor position be placed in the budget as this will allow the Chief to free up
359 some resources and essentially redirect them to getting a certification program going.

360

361 Selectman Stoughton expressed concern as the current Police Officers seem to be picking up
362 extra shifts and he is concerned this sends the message that there will be less coverage in
363 Town. Selectman D'Angelo explained that his point is that the Town does not have 19
364 officers for coverage currently. If the Town does not think it will be able to hire and keep a
365 full force, one officer could be removed from the budget in order to find savings. Chief
366 Ciampoli stated that the Department is amidst contract negotiations and his staff already feels

367 undervalued and underpaid. For him, retention is more important than recruiting at this time.
368 He asked where coverage in the Town will come from if an officer is removed from the force.
369 He noted that this would be a slap in the face to those officer that are currently out due to
370 injuries. If forced to choose, he would pick a reduction in the vehicle line, but this would be
371 difficult as well.

372

373 Debbie Bender noted that Selectman D'Angelo's next suggestions were to decrease the tree
374 care line by \$20,000 and the gravel line also by \$20,000. Selectman D'Angelo explained that
375 he reviewed budgets from previous years, and it appears tree care line was around \$20,000,
376 and similarly with gravel. DPW Director Slosek stated that every three years the Town has to
377 crush material to make its own gravel at a low expense. Purchasing this would cost \$10/ton,
378 where it's made by the Town for less than \$5/ton. FY25 is the one year out of three where we
379 need to do this work. Previously, there was a reduction made from the road maintenance line
380 item in order to add money to the tree care line for appropriate projects, so there has been no
381 net change this year.

382

383 Debbie Bender explained that Selectman D'Angelo's next suggestion was for the Recreation
384 Department to purchase a mower with this year's money and then not needing to purchase it
385 in FY25. Craig Fraley, Recreation Department Director, explained that in FY25 the
386 Department will be using funding for additional equipment replacement, such as the
387 department pickup truck, which will be ten years old.

388

389 Chairman Lyon noted that Selectman D'Angelo's next suggestion was for the Zoning
390 Department to reduce the equipment repair line. Debbie Bender explained that this is actually
391 a Town Building/DPW line item.

392

393 The Board reviewed the proposed warrant articles.

394

- 395 • Fire Rescue Truck - \$297,000
- 396 • Bike/Ped Multimodal Facilities CRF – \$75,000
- 397 • ACC Open Space Acquisition Bond - \$10M
- 398 • Assessing Revaluation - \$25,000
- 399 • Communication CRF - \$40,000
- 400 • Amherst Community Power Plan – non-financial
- 401 • Bridge Repair/Replacement - \$250,000
- 402 • Computer System - unknown
- 403 • DPW Vehicles and Equipment Acquisition - \$120,000
- 404 • Recreation Field Acquisition - \$0

405

406 Chairman Lyon explained that the Bike/Ped Multimodal Facilities CRF request was for three
407 years of \$75,000 to raise funds toward the construction of a side path around Souhegan High
408 School and the Middle School. Two of the past requests for this the voters have passed, and
409 the request is to complete the third request at this time.

410

411 Rob Clemens, Amherst Conservation Commission (ACC), explained that the ACC is
412 requesting a warrant article for \$10M for open space acquisition, very similar to the one
413 supported by the voters three years ago. The Land Use Change Tax flow of money that the

414 Town receives, and the ACC uses for acquisition is not adequate for the properties that the
415 ACC has the opportunity to acquire. The interest is in acquiring land in Town for conservation
416 purposes, but also that is vulnerable to development. Currently, approximately 14% of the
417 Town is conserved. The Society for Protection of New Hampshire Forests recommends that
418 towns should be in the 25% range. There was overwhelming support from the taxpayers at the
419 last vote for this approach of acquiring open space. He noted that the Chair of the Planning
420 Board is interested in supporting this.

421
422 Selectman Stoughton asked about the first-year cost. Rob Clemens stated that the ACC
423 included an estimate of \$250,000 as a calculation.

424
425 Selectman D'Angelo agreed that the Town would like to see land preserved. However, at
426 \$100,000 per million, this would add \$1M to the Town's debt each year. This may not be the
427 year to ask for this. That said, if a recession occurs shortly, more landowners may be willing
428 to sell their land.

429
430 In response to a question from Russ Hodgkins, Ways & Means, Rob Clemens explained that
431 the acquisition criteria in the past focused on extending unfractured parcels. These generally
432 come from large purchases. The ACC is already responsible for many small lots, but the
433 conservation value of these is not as much as the larger parcels.

434
435 *The Board took a brief recess.*

436 **Staff Reports**

437 **8.7. Addendum to Hollis Building Inspector Mutual Aid Agreement**

438
439
440 *The Board took up this item at this time.*

441
442 Community Development Director, Nic Strong, explained that following the recent successful
443 renewal of the Mutual Aid Agreement for building inspection services with the Town of
444 Hollis, the Hollis Town Administrator and Board of Selectmen propose the attached
445 addendum to capture the details for the time needed during the complete absence of a building
446 inspector in Amherst. This is to allow the Hollis Building Inspector to assist us in an increased
447 capacity for 60 days, from October 30, 2023, to December 31, 2023. At the end of that time
448 period, the agreement will revert to the normal agreement.

449
450 *A MOTION was made by Selectman Pray and SECONDED by Selectman Stoughton to*
451 *approve the addendum to the Mutual Aid and Assistance Agreement with the Town of Hollis*
452 *for the period of October 30, 2023, to December 31, 2023.*

453 *Vote: 5-0-0; motion carried unanimously.*

454 **7. Administration**

455 **7.1. Administrative Updates**

456
457
458 Town Administrator Shankle explained that the start date for previously discussed revisions to
459 Staff salaries was proposed to be January 1st, but the Finance Department is requesting this be
460 changed to January 7th. The Board agreed.

461
462 Town Administrator Shankle explained that only trace amounts of PFAS were found in the
463 Community Gardens and there is not threat or risk at this time. Additionally, the State may
464 want to complete additional assessments regarding PFAS impact on the soil at the Fire
465 Station. Selectman Stoughton asked if the PFAS grant funding could be used toward this.
466 Town Administrator Shankle explained that this funding is meant for households.

467 **7.2. 7 Thorntons Ferry Road I Petition to Quiet Title**

468
469
470 Town Administrator Shankle stated that the Town has owned the property at 7 Thorntons
471 Ferry Road I for quite some time and would like to do something with it but had difficulty due
472 to the quiet title. Attorney Tom Quinn found a daughter of the prior owner who may be
473 interested in the property. The proposal is to file a petition to quiet title with the court. Those
474 associated will then get letters explaining the process. This will likely take a couple of
475 months.

476
477 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
478 *authorize Attorney Tom Quinn to file the petition to quiet title regarding 7 Thorntons Ferry*
479 *Road I.*

480 *Vote: 5-0-0; motion carried unanimously.*

481 **7.3. NRPC Traffic Survey on Boston Post Road**

482
483
484 Town Administrator Shankle explained that the survey included a recommendation that in
485 order to reduce truck traffic, the Board could consider a No Through Trucking ordinance
486 along public roads that are duly signed. He suggested asking the Highway Safety Committee
487 to review other towns and what they utilize for policies.

488
489 Chairman Lyon stated that he hoped that the NRPC report would discuss the result of closing
490 the roads in Town to truck traffic.

491
492 The Board discussed which routes trucks would take if roads were closed. The Board agreed
493 to hear from other towns regarding their policies for this item, along with checking with VHB
494 on this subject.

495 **7.4. 41:14-a Acquisition or sale of land, buildings, or both**

- 496 • **Shenk donation of easement and drainage easement**
- 497 • **Sale of land, Houvener**

498
499 Chairman Lyon explained that this 41:14-a process is for a donation of land from the Shenks
500 and a sale of land through the Houveners. This will require two public hearings on January 8th
501 and 22nd, along with a special meeting on January 29th to vote on these items.

502
503 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
504 *send these items to the Planning Board, Conservation Commission, and Heritage Commission*
505 *for review and comment.*

506 *Vote: 5-0-0; motion carried unanimously.*

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7.5. BOS Action Items

The Board agreed to complete a review of these items at its next meeting.

8. Staff Reports

8.1. FY25 Operating Budget - Draft 2, with warrant articles

The Board previously addressed this item.

8.2. Promotion of P. Derek Mahoney

Chief Ciampoli explained that Sgt. Mahoney's promotion would potentially result in a yearly cost of \$7,592 with the grade/step adjustment, as well as a one-time payout of vacation accrual of \$4,855.

A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to accept Sgt. Mahoney's promotion to Captain effective 12-11-23 to grade 18 step 5 (\$44.11).

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

A MOTION was made by Selectman Pray and SECONDED by Selectman Stoughton to authorize the payment of 120 hours of banked vacation time to Sgt. Mahoney.

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

8.3. Appointment of Police Officer

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to accept the appointment of Lois Kerwin to full-time Patrolman effective December 27, 2023, at Grade 9 Step 1 (\$26.62).

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

8.4. DPW Use of Town Vehicle request

DPW Director Slosek explained that the DPW seeks authorization from the Board to permit Bruce Bowler, the DPW Road Foreman, to take home a Town vehicle pursuant to the "Town-Owned Vehicle Use Policy."

A MOTION was made by Selectman Grella and SECONDED by Selectman Stoughton 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.

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

8.5. Proposed Update to Town Purchasing Policy

DPW Director Slosek presented 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

553 the Town has not utilized, and permitting the use of cooperative purchasing agreements when
554 pre-approved by the Board (in addition to the current acceptance of NH state contracts). These
555 changes have been reviewed and found acceptable by the Town Administrator and all other
556 Department Heads.

557

558 The Board agreed to review a clean copy of the policy at a future meeting.

559

560 **8.6. Stormwater Utility Development**

561

562 DPW Director Slosek requested guidance from the Board regarding the "MS4 Stormwater
563 Utility." DPW advocates for the development of a stormwater utility as the funding
564 mechanism to pay for MS4 compliance in Amherst. There are costs associated with the
565 development of questions and answers necessary to make informed decisions on this matter.
566 Much work remains to be done to explore this funding option. The first critical step is to
567 conduct an impervious surface parcel analysis of all properties in Town, and to use this
568 information to develop a rate structure. The engineer sent a proposal for this work. Without
569 this information, the DPW would not be able to assess the viability of this funding
570 mechanism. The engineer's cost proposal for these tasks is a combined expense of \$18,513.00.
571 The DPW recommends that the Board approve this expenditure. He suggested that NRPC be
572 considered for the GIS portion of this project.

573

574 Selectman Pray stated that she would like to hear from NRPC before voting on this item.

575

576 The Board agreed to review this again at a future meeting.

577

578 **8.7. Addendum to Hollis Building Inspector Mutual Aid Agreement**

579

580 *This item was previously addressed.*

581

582 **9. Approvals**

583

584 **9.1 Baboosic Lake Community Septic Warrants**

585

586 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
587 *approve and sign the Baboosic Lake Community Septic Warrants due January 2, 2024 as*
588 *follows:*

589 *Phase I \$2,122.44*

590 *Phase II \$2,469.68*

591 *Phase III \$6,742.42*

592 *Phase IV \$4,780.50*

593 *Vote: 5-0-0; motion carried unanimously.*

594

595 **9.2. AP**

596

597 **Accounts Payable**

598 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
599 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$36,893.60 dated*
600 *November 16, 2023, subject to review and audit. (NH DMV)*
601 *Vote: 5-0-0; motion carried unanimously.*

602
603 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
604 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$702,910.18 dated*
605 *November 21, 2023, subject to review and audit. (Vendors)*
606 *Vote: 5-0-0; motion carried unanimously.*

607
608 **10. Action Items**

609 The Board reviewed its new action items.

610
611 **11. Old/New Business**

612
613 Selectman Stoughton stated that the Energy Committee's public hearings on the proposed
614 community power plan are at 6:00pm tomorrow night and 6:30pm Wednesday night at the
615 Library.

616
617 Chairman Lyon noted that Tree Lighting and other Town holiday festivities will take place
618 this weekend. He noted that he received a letter from Kelly Mullins thanking the Board,
619 specifically Selectman Pray, for their work on public outreach including the Town newsletter.

620
621 Town Administrative Shankle thanked Staff for helping a woman who fell and was injured
622 last week.

623
624 **12. Adjournment**

625
626 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
627 *adjourn the meeting at 10:43pm.*
628 *Vote: 5-0-0; motion carried unanimously.*

629
630 **NEXT MEETING: December 11, 2023**

631
632
633 _____
Selectman Bill Stoughton

Date