



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, JANUARY 22, 2024 6:00 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Non-Public Session**
 - 3.1. RSA 91-A:3 (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.
 - 3.2. RSA 91-A:3 (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.
- 4. Public Hearing, pursuant to New Hampshire RSA 41:14-a, Acquisition or Sale of Land, Buildings, or Both; Demolition or Disposal of Buildings.**
 - 4.1. Public Hearing, pursuant to New Hampshire RSA 41:14-a, Acquisition or Sale of Land, Buildings, or Both; Demolition or Disposal of Buildings.
- 5. Citizens' Forum**
- 6. Scheduled Appointments**
 - 6.1. Introduction of Bob Clark, Building Inspector/ Code Enforcement
 - 6.2. Lindsay Buchanan, Amherst German Christmas Market
- 7. Administration**
 - 7.1. Administrative Updates
 - 7.2. Investment Policy
 - 7.3. PFAS Grant Amendment
 - 7.4. Health Insurance contract- NH Interlocal Trust
 - 7.5. BOS Action Items

7.6. 2024 Warrant, with final wording

8. Staff Reports

- 8.1. Donation ACC- Finance
- 8.2. Memo to Trustees of the Trust Funds- Finance
- 8.3. EMS Wage Adjustments- Fire Rescue
- 8.4. Stipend Adjustment- Fire Rescue
- 8.5. Detective Justin Gerome- Promotion to Sergeant-APD
- 8.6. Kevin Kelly Promotion-APD
- 8.7. New Hire-Kyle Cordero-APD
- 8.8. Christine Fowler Resignation-APD
- 8.9. Noemi Goohs-Change of Status (FT-PT)-APD

9. Approvals

- 9.1. Assessing
- 9.2. AP, payroll and minutes

10. Action Items

11. Old/New Business

Adjournment

Next Meeting: February 5, 2024, Special Meeting at 4pm

You are invited to a Zoom webinar.*

When: Jan 18, 2024 06:30 PM Eastern Time (US and Canada)

Topic: BOS 1/22/2024

<https://us02web.zoom.us/j/84673880490>

Or Telephone: 1 301 715 8592

Webinar ID: 846 7388 0490

*We are working through some technical difficulties and Zoom may not be available for this meeting



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

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

Department: Administration

Meeting Date: January 22, 2024

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: RSA 91-A:3 (1) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present. **Department:** Administration

Meeting Date: January 22, 2024

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ATTACHMENTS:

None



After Action Report for Amherst German Christmas Market

This report provides a comprehensive overview of the security, logistical, and operational aspects of the Amherst German Christmas Market held on December 9, 2023. It covers various facets, including attendance, security concerns, traffic management, parking, emergency operation planning, and amenities like restroom facilities.

Attendance

I worked the security detail in 2022 as the only officer assigned to the event. The event was well received and likely saw 4000 patrons during the entire course of the day. Leading up to this year's event, we were again asked to provide an officer for the security detail. As the event approached, we were informed that the estimates indicated that the attendance would likely be double the previous year or 8k. Given this figure I recommended having two security officers assigned to the event with one cruiser to be stationed by the beer tent. There was also a collaboration between the Amherst fire Rescue/APD/DPW/CERT in order to develop an incident action plan given the increased estimate of attendees. Unfortunately, the expected attendance was a very low estimate. On the day of the event it is presumed that the actual attendance neared 20k throughout the day.

Through these meetings, it was determined that in order to ensure safety that the roadway closures planned would have to be altered to a larger scale, which would be a hybrid of our usual closures for the annual Halloween Trick or Treat. As the event neared and these changes were made, it was noted that the Festival Committee had already begun posting maps to advertise the event which did not incorporate the changes that we needed to make. In the future, any road closures need to be authorized by APD.

Security

As the event was planned for 8k attendees over a long duration, the two detail security posts would have been sufficient. The rapid increase quickly made 2 officers unreasonable. It should have had 5-6 officers assigned to the event in order to properly manage the security interests of the event. One, if not two should be posted at the beer vendors tent while the remaining officers are assigned to other crowd control points. These posts do not consider the additional traffic assistance required for an event of this magnitude.

Traffic

Given the layout of the Village, traffic and parking is always a difficult task. Complicating this is the obvious road closures limiting Village access to Boston Post Road. This increased traffic to deadlock on Amherst Street and Courthouse (south end). In order to accommodate this increase we would need to have detail officers assigned to traffic at Amherst Street at Courthouse, Courthouse at 122, and Amherst at Boston Post Road. This would bring the total of officers require strictly assigned to the event to 9. This does not take into account what would typically be 3 car coverage within town to support standard calls for service. Meaning that the event would require 12 of our 19 man department and would still require significant support from CERT to assist with additional, less crucial traffic direction and pedestrian safety. It goes without saying, that 12 detail officers would be an expensive task for the organizers. At current rates, this figure would be \$6660 assuming 8 officers at \$55 detail rate and 4 officers 4 officers at \$55 plus an addition \$20 per hour to have 3 cruisers for traffic outside the event and one inside. There could be some latitude to decrease the number of cruisers outside the event, but that would have a marginal effect. For comparison, this year the cost for the two officers and one cruiser was \$1170 which was paid.

Parking

Parking is always a concern, and this event was no exception. I was taking residential complaints before, during and after the event. Some attendees parked in front of homes and limited access for residents with narrowing streets due to parking on both sides. Although steps were taken to ensure that emergency response would have sufficient room to navigate, it is unknown whether all streets were capable of handling a large emergency vehicle. If there had been an emergency within the Village confines and closures, this would have been very difficult to navigate given the exceptional crowd, the parking and the need to move the physical barriers (Trucks) during an emergency. Though the shuttle was supposed to alleviate some of the parking concerns, this appeared to be problematic as well. The school having a large-scale event left a limited number of spaces at SHS. SHS staff was critical of the inconvenience caused by the masses of patrons waiting for the shuttle and made complaints to APD during the event despite us not being the point of contact. Though the organizers secured additional transportation during the course of the event, many chose to bypass this satellite parking option when they noted the conditions at SHS.

Emergency Operation Planning

This was a strong positive for the event despite being overshadowed by issues with a larger than anticipated attendance. In my years working for the town, this was one of the most comprehensive and strategic approaches to emergency planning I have ever seen. All departments had several meetings prior to the event. This enabled all agencies to operate under a unified command ensuring that we had open communications for interoperability throughout the event allowing us to adjust and improvise where we could. Amherst Fire Rescue was instrumental and this planning and David Muse showed his expertise in this field as an asset to the town. Eric Slosek and Bruce Bowler contributed significantly to

the safety of the event. The decision to utilize plow trucks as physical barriers was significant. This protected the entire event against the potential for a mass casualty event such as a rogue vehicle through a crowd scenario.

Restrooms and Event Staffing

The committee had 10 “porta-potties” on site which needed to be emptied during the event. The lines for these were both expansive and constant, leading to consistent complaints from patrons about available services. This shortage also produced a strain on the two security officers assigned as they were fielding “restroom” questions and providing directions throughout the event. This was exacerbated by the lack of event personnel available outside of the Green to manage these contacts. A future event would require more committee personnel and significantly more “porta-potties”. This is purely an estimate, but 20-30 units would likely be necessary.

Recommendations:

Future attendance estimations should be more accurate to facilitate better resource allocation. This may involve limiting the event by creating a “ticketed” format. This may not be feasible utilizing the Village Green given the multiple entry points.

Authorization for road closures needs to be managed solely by the Amherst Police Department well in advance of the event in order to advertise these changes to the community.

Consideration of increased security and traffic management resources to match larger-than-expected attendance. The stark reality is that the Amherst Police Department, even at full staff, would have a difficult time supplying both the traffic control and security personnel necessary to effectively handle an event of this magnitude while providing the necessary daily coverage.

Improvement in parking arrangements and shuttle services to mitigate inconvenience to residents and attendees.

Addressing restroom facility shortages to accommodate a larger crowd.

Overall, the event showcased excellent emergency planning but highlighted critical areas that need improvement to handle unexpected surges in attendance and associated logistical challenges effectively.



TOWN OF AMHERST NEW HAMPSHIRE FIRE RESCUE

P.O. BOX 1199, 177 AMHERST STREET
AMHERST, NH 03031
PHONE (603) 673-1545 FAX (603) 672-3927



German Christmas Market – AFR Comments

AFR was aware of the German Market that was to be held on Saturday, December 9, 2023, however, we were not informed of the size of the event for 2023, where the vendor list doubled from the previous year (93). Through social media and other advertising outlets, we heard there could be more than 20,000 attendees. This prompted AFR personnel to reach out to the other departments to put an Incident Action Plan (IAP) together. The purpose of this was to have some sense of control should there be an incident during the event, which could easily grow into a Mass Casualty Incident (MCI).

On Monday, December 4th, we held a meeting which included AFR, APD, DPW, & CERT. The plan included having a Fire Engine and an Ambulance, multiple DPW vehicles for blocking access roads to the Town Common and a police presence. We met as a group again on Thursday to finalize the plan and inform the event coordinator of it.

On the day of the event, we held a brief meeting with members of the various departments and representatives from the event coordinator. We utilized the Town Hall to set up a command post, which was occupied by the departments and CERT. From there we could be in contact with dispatch, employees, and the event coordinators. DPW provided two golf carts for us to use allowing for emergency services to get around the area quickly.

AFR investment for personnel and food \$2080.00. Future events of this size would be increased as there should be true detail pay for the employees looking to work the event as well as an increase to have the presence of the emergency vehicles committed for the duration of the event.

Observations / Concerns:

It was determined quickly that there was an issue with the shuttle system, it was however rectified in short order.

The allowance of the vendors to keep vehicles around the village common should not have been allowed as this made it more congestive than it was already. Additionally, it would have allowed for better access for attendees with disabilities.

Not enough porta potties for the number of attendees, they had to be cleaned out mid-stream.

TOWN OF AMHERST NEW HAMPSHIRE

FIRE RESCUE

P.O. BOX 1199, 177 AMHERST STREET

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There should have been a clearly marked area for the coordinators to be available and accessible for attendees to ask questions (ex: location of restrooms or specific vendors), the emergency services personnel where constantly asked questions in place of the coordinators.

The biggest concern of AFR was the congested traffic, people paying no attention to moving traffic and the fact that it would have been exceedingly difficult for our apparatus to navigate the roads due to parking on both sides. In the future parking should be limited to one side of the roadway.

Due to the size of the event, the village common may not be the best place to hold an event of this magnitude. Either way, we will come up with a new IAP that will be broken down into what will be required for services depending on the expected draw to an event.

Despite some negative comments from the public, the positive comments far outweighed the negative. We certainly do not want to discourage this event from happening in the future, but the coordinators must communicate with us earlier than they did for 2023.



DEPARTMENT OF PUBLIC WORKS

Eric M. Slosek, Director

22 Dodge Road

Amherst, NH 03031

Tel. (603) 673-2317 x-402 Email: eslosek@amherstnh.gov

January 16, 2024

Mr. Peter Lyon, BOS Chair
2 Main Street
Amherst, NH 03031

RE: German Christmas Market – DPW Comments

Dear Mr. Lyon,

It is my understanding that the BOS will hear concerns and discuss the recent German Christmas Market event at the upcoming meeting on January 22, 2023. The following is a summarization of the DPW response to the event, as well as concerns that have come up. It is my hope that this information will serve to inform the BOS as to the associated costs of the DPW response and be useful to the BOS as future events on the common are considered.

DPW efforts began on Monday, December 4th, with attendance of a pre-planning meeting with other Town officials. The meeting included representatives from Police, Fire, EMS, Cert, and DPW. The Fire Department was instrumental in formulating a plan to coordinate efforts from other Town departments and keep Town staff and eventgoers alike as safe as possible. There was a second pre-planning meeting that took place on Thursday, December 7th, to discuss action items and finalize the plan. Bruce Bowler and I represented DPW during these meetings.

The day before the event required extensive work (16 hours) for two employees to gather closure signs, other related signage, barricades, traffic cones etc. Some materials were pre-staged in strategic locations around the village.

On the morning of the event the DPW deployed multiple trucks within the village and parked them at strategic locations to block vehicular access to the event. The idea was to prevent vehicles from driving into crowds either accidentally or intentionally. These trucks were later moved at the end of the event. We also deployed closure signs and no parking signs as per the Town's plan. Bruce Bowler assisted fire and police and staffed the communications center during the event. His presence ensured DPW could respond should our assistance be needed.

The day after the event Bruce Bowler and I inspected the common and village proper for damage. Despite the muddy appearance of the common, serious damage appeared to be avoided. There was trash and litter strewn about the common. At that time, I called Lindsay Buchanan, the organizer of the event, to discuss our concerns about the trash and litter that remained. Lindsay informed us that she was aware of this and had already organized a team to pick up the common. Bruce and I observed the work crew picking up litter only minutes after this phone call. The only damage that was observed was a private fence rail that was broken at a residence on Courthouse Rd. We presumed that someone may have attempted to sit on the fence rail and had broken it. However, we are not certain how or when the fence rail broke, despite not observing that it was broken prior to the event. The fence had significant rot.

The total costs incurred by DPW for the event totaled \$3006.56. This total includes all labor and vehicle/equipment expenses. The total labor hours expended was 53 hours. A total of eleven vehicles and equipment were used for the event.

Attendance for the event was significant. If we are to consider events of this magnitude in the future more planning and outside support is needed. Additionally, the DPW must be compensated for all related expenses for future “non-Town” events. One thing we are now considering is implementing a detail rate like the police department.

Police, Fire, EMS, DPW and Cert met last week to discuss the event. There are questions as to if the Town Green is the appropriate place for a large-scale event like this. However, it was noted that overall comments surrounding the event have been positive. Some issues that were discussed were the need for more shuttles, more road closures in the village, more toilets, and more traffic control. We also discussed the need for better coordination between the German Christmas Market organizers and the Town. Despite the organizers seeking authorization to hold the event well in advance, actual event plans were only shared with the Town the week before the event. Lastly, we have been lucky to avoid any complications with winter weather over the last two years. Strong consideration should be given for DPW response to winter weather during events like this. I believe the organizers had planned for a “rain date” in case the event needed to be cancelled due to weather. However, for future events it should be clearly understood who makes the call to cancel the event for weather. The level of traffic and pedestrians in the village during this event would make treatment of roads due to inclement winter weather impossible. In turn this could impact response times for other emergency services should an eventgoer or area residents need said services.

In summary, extensive efforts were made by DPW and other Town forces to accommodate the large crowds that were anticipated and observed during this event. Costs, traffic implications, and level of support needed should all be factors when the Town considers future events like this.

Sincerely,

Eric M. Slosek
Director, Public Works



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

Title: Administrative Updates
Meeting Date: January 22, 2024

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: Investment Policy

Department: Administration

Meeting Date: January 22, 2024

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Investment Policy - FY23 DRAFT dp
2. Investment Policy - Clean copy 2024 DRAFT

TOWN OF AMHERST INVESTMENT POLICY

(Adopted on)

1. PURPOSE

The purpose of this policy is to comply with RSA 41:9 VII (Appendix A), which requires the Board of Selectmen to annually review and adopt an investment policy for the investment of public funds, and to provide a framework for the Town Treasurer to carry out the policy objectives.

2. AUTHORITY

This policy has been enacted pursuant to the statutory authority granted to the Board of Selectmen by RSA 41:9 VII and to the Town Treasurer by RSA 41:29 IV(Appendix B). These RSAs are incorporated by reference and made part of this policy.

3. POLICY STATEMENT

The primary objective of the Town of Amherst's investment policy is to set forth appropriate investment activities that provide for, first and foremost, the safety of principle, as well as sufficient liquidity to support operations while generating a reasonable investment yield.

The specific policy objectives are:

1. Safety of Principal – Safety of principal is the foremost objective of the Town's investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate rate risk.

a. Credit Risk: The Town will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- **Limiting investments to the safest types of securities**
- **Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Town will do business**
- **Diversifying the investment portfolio so that potential losses on individual securities will be minimized**

2. Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in money market mutual funds or local government investment pools (NHPDIP), which offer same-day liquidity for short-term funds.

3. Income/Yield: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the

investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The majority of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principle.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.
- ~~• To ensure the preservation of capital and protection of investment principle by investing in instruments authorized by State Law, as outlined in Section 8 of this policy.~~
- ~~• To maintain sufficient liquidity to meet operating requirements for both the Town and School District.~~
- ~~• To satisfy all legal requirements.~~
- ~~• To attain market-average rate of return on investments accounting for risk, legal constraints and cash flow considerations.~~

4. DEFINITIONS

- *Board* - Means the Board of Selectmen for the Town of Amherst
- *Collateral* - Underlying securities that are pledged to secure deposit of public funds.
- *Market-average Rate of Return* - The amount of income received from an investment, expressed as a percentage (also referred to as investment yield), that an investor can expect to receive in the current interest-rate environment.
- *Repurchase Agreement* - A transaction in which a holder of securities sells those securities to an investor with an agreement to repurchase those securities for a fixed price at an agreed-upon date.
- *Safekeeping* - A procedure where securities are held by a third party acting as custodian.
- *School District* - Amherst, Souhegan School District
- *State Law* - Refers to various Revised Statutes Annotated (RSA's) of the State of New Hampshire, as amended, as referenced throughout the policy.
- *Town* - Town of Amherst, New Hampshire

5. SCOPE

The investment policy applies to all public funds held in the custody of the Town Treasurer. This does not include funds held by the School District, Library Trustees or Trustees of the Trust Funds. The funds held by the Treasurer are accounted for in the Town's annual audited financial reports and include the following:

- General Fund
- Special Revenue Funds – which include funds overseen by the Conservation Commission

- Agency Funds – which include escrow fee funds
- Capital Projects Funds
- Any new funds created by the Town, unless specifically exempted by the governing body, in accordance with law.

Furthermore, the investment policy applies to all transactions involving financial assets and related activity of all foregoing funds.

This policy does not apply to funds held in escrow for performance bonds, which are held in an interest-bearing deposit account at an approved banking institution.

6. DELEGATION OF AUTHORITY

The investment policy delegation of authority is stated below:

- In accordance with RSA 41:29 VI, the responsibility for conducting investment transactions resides with the Town Treasurer, with the approval of the Board of Selectmen. However, the Treasurer may delegate investment functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the Board and is agreeable to all parties involved. Any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 (Appendix C) and rules adopted by the commissioner of revenue administration. Such delegation shall not eliminate the responsibility of the Treasurer to comply with all statutory duties required by law.
- No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.

7. PRUDENCE AND ETHICAL STANDARDS

The investment policy will be conducted in accordance with the “prudent person” standard which requires that:

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their **own affairs, not for speculation, but for investment, considering the probable safety of their capital** as well as the probable income to be derived.

CONFLICT OF INTEREST

~~Elected Investment~~ officials and employees involved in the investment process shall refrain from personal business activity **activities** that could conflict with **(or appear to conflict with)** the

proper execution **and management** of the investment program, or ~~which~~ **that** could impair their ability to make impartial ~~investment~~ decisions. ~~They~~ **Such individuals** shall disclose to the Board any material ~~financial~~ **interests** in financial institutions ~~that~~ **with which they** conduct business. ~~with the Town, and~~ They shall further disclose any ~~large~~ personal financial/investment positions that could be related to the performance of the Town's **investment** portfolio.

8. INVESTMENT ACTIVITIES

INTERNAL CONTROLS

The internal controls for the Town of Amherst shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, imprudent actions by elected officials and employees of the Town.

- Indemnification: In accordance with RSA 41:6 (Surety Bond Required), Town Treasurers, shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:
 - a. The failure of officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions, or
 - b. Fraudulent or dishonest acts committed by the covered officers.
- The Treasurer, **or a person delegated with this responsibility**, conducts investment transactions via written instructions to the banking institution(s) and reviews the bank statements to ensure that the appropriate transactions were made per the instructions. The Finance Director, on a monthly basis, reviews and reconciles all bank account activity and records the investment transactions in the general ledger.

INVESTMENT INSTRUMENTS

In accordance with RSA 41:29 II and IV, funds of the Town of Amherst may be invested in any of the following:

- Deposits, including money market accounts or certificates of deposit, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state or funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third-party custodial bank or federal reserve bank collateral security for such deposits of the following types:
 - a. United State government obligations.
 - b. United States government agency obligations; or
 - c. Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

- New Hampshire Public Deposit Investment Pool (NHPDIP) established pursuant to RSA 383:22 (Appendix D)
- Obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U. S.C. section 80a-1 et seq. if the portfolio investment company or investment trust is limited to such obligations.
- Other instruments as may be specifically authorized by amendments to the State Law.

DIVERSIFICATION

Whenever possible, maturities of investments purchased shall be scheduled to coincide with projected cash flow needs, accounting for large routine expenditures (school district remittances, payroll and accounts payable) as well as anticipated revenue inflows.

It is the policy of the Town to diversify its investment portfolio. Investment of assets held in the common cash fund and any other investments shall be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically by the Finance Director and reviewed by the Board of Selectmen; provided however, that investments of the Town shall be limited to instruments maturing within one (1) year at the time of purchase.

Deposits placed in the NH Deposit Investment Pool (NHDIP) shall by definition meet this requirement.

EXAMPLES BELOW

Diversification by Maturity: Under 1 Year – 100% Minimum Portfolio Amount
Under 180 Days – 50% Minimum
Under 90 Days – 30% Minimum
Under 30 Days – 10% Minimum

Diversification by Instrument: Overnight Investments – 100% Maximum
US Treasury Obligations – 50% Maximum
NHPDIP – 30% Maximum
Certificates of Deposit – 10% Maximum

No more than 75% of the total investment shall be invested with any one institution.

QUALIFIED INSTITUTIONS

All depository accounts of the Town shall be held in the name of the Town of Amherst.

The depositories shall be selected by the Finance Director and approved by the Board of Selectmen after consideration of the depositories' credit worthiness, credit characteristics and financial history.

~~The Town Treasurer shall determine the primary banking institution to be used by the Town, in conjunction with the Board, who is responsible for establishing budgetary parameters under which the Town Treasurer may operate.~~

The Board, in conjunction with the Town Treasurer, shall Periodic review **of** the banking relationship **shall be conducted to** determine if there is a need to undertake a competitive bidding process for the selection of banking, investment and/ or cash management provider(s). If a competitive bid is sought, the investment of the Town funds, in accordance with this policy, will be a key consideration in assessing and rewarding such a bid. Once awarded, it is the responsibility of the provider to maintain investments within the parameters of this policy, with the understanding that each individual investment will not necessarily be competitively bid by the provider but will meet the investment criteria as proposed and agreed.

SAFEKEEPING AND COLLATERALIZATION

In accordance with RSA 41:29 V, the Treasurer shall ensure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall ~~have such funds, at the time of deposit or investment, secured by collateral having a market value of at least equal to 102% of the amount deposited or invested~~ **make available at the time of such deposit or investment an option to have such funds secured by collateral having a value of at least equal to 102% of the amount deposited or invested.**

The banking institution shall provide the Town Treasurer with at least monthly reports of the Town's collateral position. **In addition, collateral agreements shall comply with the provisions set forth in the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), which require that the collateral agreement:**

- 1. Be in writing;**
- 2. Be approved by the Board of Directors of the depository or its loan committee; and**
- 3. Be, continuously from the time of its execution, an official record of the depository institution.**

Such collateral shall be held by a third-party custodian ~~(OR ADD "with bank's trust department")~~ and segregated for the exclusive benefit of the town.

REPORTING

At least annually, and **or in periods of significant investment activity, on a monthly basis** when requested by the Board of Selectmen, the Town Treasurer shall include a summary of investment activity in the Treasurer's Report submitted to the Board. The report shall summarize the investment strategies employed, and describe the portfolio in terms of investment

securities, maturities, risk characteristics and other features. The report shall explain the transaction detail, expected total investment return and actual results.

PERFORMANCE EVALUATION

The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program as it relates to the Town's stated objectives, guidelines and policies, and to assist in the revealing areas for potential improvement.

9. AMENDMENTS

This Policy may, from time to time, be amended by a majority vote of the Board, at a regularly scheduled Board meeting. It will, at a minimum be reviewed and adopted annually by the Board of Selectmen.

10. EFFECTIVE DATE

This policy, and any amendments made shall take effect immediately following a majority vote of the Board at a regularly scheduled Board meeting and being recorded with the Town Clerk.

TOWN OF AMHERST INVESTMENT POLICY

(Adopted on)

1. PURPOSE

The purpose of this policy is to comply with RSA 41:9 VII (Appendix A), which requires the Board of Selectmen to annually review and adopt an investment policy for the investment of public funds, and to provide a framework for the Town Treasurer to carry out the policy objectives.

2. AUTHORITY

This policy has been enacted pursuant to the statutory authority granted to the Board of Selectmen by RSA 41:9 VII and to the Town Treasurer by RSA 41:29 IV (Appendix B). These RSAs are incorporated by reference and made part of this policy.

3. POLICY STATEMENT

The primary objective of the Town of Amherst's investment policy is to set forth appropriate investment activities that provide for, first and foremost, the safety of principle, as well as sufficient liquidity to support operations while generating a reasonable investment yield.

The specific policy objectives are:

1. **Safety of Principal** – Safety of principal is the foremost objective of the Town's investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate rate risk.

a. **Credit Risk:** The Town will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the safest types of securities
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Town will do business.
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

2. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in money market mutual funds or local government investment pools (NHPDIP), which offer same-day liquidity for short-term funds.

3. **Income/Yield:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the

investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The majority of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principle.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. DEFINITIONS

- *Board* - Means the Board of Selectmen for the Town of Amherst
- *Collateral* - Underlying securities that are pledged to secure deposit of public funds.
- *Market-average Rate of Return* - The amount of income received from an investment, expressed as a percentage (also referred to as investment yield), that an investor can expect to receive in the current interest-rate environment.
- *Repurchase Agreement* - A transaction in which a holder of securities sells those securities to an investor with an agreement to repurchase those securities for a fixed price at an agreed-upon date.
- *Safekeeping* - A procedure where securities are held by a third party acting as custodian.
- *School District* - Amherst, Souhegan School District
- *State Law* - Refers to various Revised Statutes Annotated (RSA's) of the State of New Hampshire, as amended, as referenced throughout the policy.
- *Town* - Town of Amherst, New Hampshire

5. SCOPE

The investment policy applies to all public funds held in the custody of the Town Treasurer. This does not include funds held by the School District, Library Trustees or Trustees of the Trust Funds. The funds held by the Treasurer are accounted for in the Town's annual audited financial reports and include the following:

- General Fund
- Special Revenue Funds – which include funds overseen by the Conservation Commission
- Agency Funds – which include escrow fee funds
- Capital Projects Funds
- Any new funds created by the Town, unless specifically exempted by the governing body, in accordance with law.

Furthermore, the investment policy applies to all transactions involving financial assets and related activity of all foregoing funds.

This policy does not apply to funds held in escrow for performance bonds, which are held in an interest-bearing deposit account at an approved banking institution.

6. DELEGATION OF AUTHORITY

The investment policy delegation of authority is stated below:

- In accordance with RSA 41:29 VI, the responsibility for conducting investment transactions resides with the Town Treasurer, with the approval of the Board of Selectmen. However, the Treasurer may delegate investment functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the Board and is agreeable to all parties involved. Any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 (Appendix C) and rules adopted by the commissioner of revenue administration. Such delegation shall not eliminate the responsibility of the Treasurer to comply with all statutory duties required by law.
- No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.

7. PRUDENCE AND ETHICAL STANDARDS

The investment policy will be conducted in accordance with the “prudent person” standard which requires that:

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

CONFLICT OF INTEREST

Investment officials shall refrain from personal business activities that could conflict with (or appear to conflict with) the proper execution and management of the investment program, or that could impair the ability to make impartial decisions. They shall disclose to the Board any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the Town’s investment portfolio.

8. INVESTMENT ACTIVITIES

INTERNAL CONTROLS

The internal controls for the Town of Amherst shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, imprudent actions by elected officials and employees of the Town.

- Indemnification: In accordance with RSA 41:6 (Surety Bond Required), Town Treasurers, shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:
 - a. The failure of officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions, or
 - b. Fraudulent or dishonest acts committed by the covered officers.
- The Treasurer, or a person delegated with this responsibility, conducts investment transactions via written instructions to the banking institution(s) and reviews the bank statements to ensure that the appropriate transactions were made per the instructions. The Finance Director, on a monthly basis, reviews and reconciles all bank account activity and records the investment transactions in the general ledger.

INVESTMENT INSTRUMENTS

In accordance with RSA 41:29 II and IV, funds of the Town of Amherst may be invested in any of the following:

- Deposits, including money market accounts or certificates of deposit, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state or funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third-party custodial bank or federal reserve bank collateral security for such deposits of the following types:
 - a. United State government obligations.
 - b. United States government agency obligations; or
 - c. Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.
- New Hampshire Public Deposit Investment Pool (NHPDIP) established pursuant to RSA 383:22 (Appendix D)
- Obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U. S.C. section 80a-1 et seq. if the portfolio investment company or investment trust is limited to such obligations.
- Other instruments as may be specifically authorized by amendments to the State Law.

DIVERSIFICATION

It is the policy of the Town to diversify its investment portfolio. Investment of assets held in the common cash fund and any other investments shall be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically by the Finance Director and reviewed by the Board of Selectmen; provided however, that investments of the Town shall be limited to instruments maturing within one (1) year at the time of purchase.

Deposits placed in the NH Deposit Investment Pool (NHDIP) shall by definition meet this requirement.

QUALIFIED INSTITUTIONS

All depository accounts of the Town shall be held in the name of the Town of Amherst.

The depositories shall be selected by the Finance Director and approved by the Board of Selectmen after consideration of the depositories' credit worthiness, credit characteristics and financial history.

Periodic review of the banking relationship shall be conducted to determine if there is a need to undertake a competitive bidding process for the selection of banking, investment and/ or cash management provider(s). If a competitive bid is sought, the investment of the Town funds, in accordance with this policy, will be a key consideration in assessing and rewarding such a bid. Once awarded, it is the responsibility of the provider to maintain investments within the parameters of this policy, with the understanding that each individual investment will not necessarily be competitively bid by the provider but will meet the investment criteria as proposed and agreed.

SAFEKEEPING AND COLLATERALIZATION

In accordance with RSA 41:29 V, the Treasurer shall ensure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall have available at the time of such deposit or investment, an option to have such funds secured by collateral having a value of at least equal to 102% of the amount deposited or invested.

The banking institution shall provide the Town Treasurer with at least monthly reports of the Town's collateral position. In addition, collateral agreements shall comply with the provisions set forth in the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), which require that the collateral agreement:

1. Be in writing.
2. Be approved by the Board of Directors of the depository or its loan committee; and
3. Be, continuously from the time of its execution, an official record of the depository institution.

Such collateral shall be segregated for the exclusive benefit of the town.

REPORTING

At least annually, or when requested by the Board of Selectmen, the Town Treasurer shall include a summary of investment activity in the Treasurer's Report submitted to the Board. The report shall summarize the investment strategies employed, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall explain the transaction detail, expected total investment return and actual results.

PERFORMANCE EVALUATION

The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program as it relates to the Town's stated objectives, guidelines and policies, and to assist in the revealing areas for potential improvement.

9. AMENDMENTS

This Policy may, from time to time, be amended by a majority vote of the Board, at a regularly scheduled Board meeting. It will, at a minimum be reviewed and adopted annually by the Board of Selectmen.

10. EFFECTIVE DATE

This policy, and any amendments made shall take effect immediately following a majority vote of the Board at a regularly scheduled Board meeting and being recorded with the Town Clerk.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: PFAS Grant Amendment
Meeting Date: January 22, 2024

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

The current NH DES grant ends in April. This extension, which needs to go to Governor & Council, would go to January 1, 2026.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

Allows us to continue working on the project with state grant funding

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move that we enter into a PFAS Remeiation Loan Fund grant extension with the New Hampshire Department of Environmental Services to continue funding our water system improvement project and further authorize the Town Administrator, Dean E. Shankle, Jr., to execute any documents which may be necessary to effectuate this grant agreement.

TOWN ADMINISTRATOR RECOMMENDATION:

Yes, this will keep the project moving forward with state grant funding.

ATTACHMENTS:

1. Draft Amendment



DRINKING WATER INFRASTRUCTURE PROJECT LOAN/GRANT AMENDMENT APPLICATION FORM



Drinking Water State Revolving Fund (DWSRF), Drinking Water & Groundwater Trust Fund (DWGTF),
PFAS Remediation Loan Fund (PFAS-RLF), and American Rescue Plan Act Fund (ARPA)

Env-DW 1100; Env-DW1300; Env-Dw 1400

1. PUBLIC WATER SYSTEM/OWNER INFORMATION	
Water System Name: any water system/owner name	Town/City: Amherst
Public/Municipal System <input type="checkbox"/> Private System <input checked="" type="checkbox"/>	PWS ID#: PWS 1621010
Drinking Water Infrastructure Project #	
Contact Person: Dean Shankle	
Phone: (603)673-6041x209	Email: dshankle@amherstnh.gov

2. PROJECT TITLE	Amherst NH PFAS Fire Station Program
------------------	--------------------------------------

3. TYPE OF AMENDMENT (Check all that apply)	
<input checked="" type="checkbox"/> Extend scheduled completion date	<i>New Schedule Completion Date: 01/01/2026</i>
<input type="checkbox"/> Increase grant amount	<i>New Grant Amount: Insert new grant amount</i>
<input type="checkbox"/> Increase loan amount	<i>New Loan Amount: Insert new loan amount</i>

4. DESCRIPTION OF MODIFICATIONS & JUSTIFICATION FOR AMENDMENT - provide a concise description of the changes to the project scope and need for the amendment:
<p>In the original project description it was indicated that there was ongoing testing of wells in the area and the boundaries of the impact area could expand. This occurred. We are now in the process of developing plans to connect to additional houses and this will not be able to be finished by the completion date on the first contract. Although we are asking for a time extension, we should be able to accomplish the additional work within the current budget.</p>

5. REVISED BUDGET		
Task/Classification	Original Budget	Revised Budget
insert project task/classification	\$ cost allocated for task	\$ revised cost allocated for task
insert project task/classification	\$ cost allocated for task	\$ revised cost allocated for task
insert project task/classification	\$ cost allocated for task	\$ revised cost allocated for task
insert project task/classification	\$ cost allocated for task	\$ revised cost allocated for task
TOTAL:	\$total project costs	\$total revised project costs

[Drinking Water State Revolving Fund](#)
[Drinking Water & Ground Water Trust Fund](#)
[PFAS- Remediation Loan Fund](#)

6. REVISED PROJECT SCHEDULE
Design Start Date: 03/01/2024
Construction Contract Award Date: 04/01/2024
New Project Completion Date: 01/01/2026

7. UPDATED AUTHORITY TO BORROW/AUTHORIZATION TO ACCEPT GRANT FUNDS

- For an increase in loan funds, a new authority to borrow will be required.
- For an increase in grant funds, a new vote of authorization will be required.
- Privately owned systems also need to submit meeting minutes.

8. UPDATED FINANCIALS (Private Systems Only)

- For an increase in loan funds, privately owned entities need to provide updated financial statements (determined on a case-by-case basis).

9. UPDATED ENVIRONMENTAL REVIEW

- If an increase in funding is for work in a different location or changes in project scope, a new [Environmental Review](#) for the proposed revisions may be required. If applicable, please submit a new [Environmental Review template](#) for the revised location/scope with this amendment request.

Borrower/Grantee certifies that the above information and in the attachments is true, correct and complete to the best of the representative's knowledge and belief.

Dean E. Shankle, Jr.

Signature of Authorized Representative

Amherst Town Administrator

Title

January 22, 2024

Date



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

Title: Health Insurance contract- NH
Interlocal Trust

Department: Administration

Meeting Date: January 22, 2024

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Amherst_NTE Package (2024)



Town of Amherst Health Insurance Renewal Package

SUBMITTED BY:
DATE:

New Hampshire Interlocal Trust (NHIT)
October 31, 2023

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- SIMON User Authorization Form
- SIMON Employer Contribution Form

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



Dear Ms. Stover,

The New Hampshire Interlocal Trust (NHIT) Board of Trustees met on Monday October 30, 2023, to review and approve the Not-to-Exceed (NTE) renewal rating for the Plan Year beginning July 1, 2024.

We are excited to be able to provide our member groups with an earlier Not-to-Exceed (NTE) Rate for this year and beyond. Member groups can expect to receive their NTE rates in October of each year moving forward.

Despite experiencing the highest levels of inflation the US has seen in over 20 years, we continue to stay focused on stabilizing rates by focusing on claims mitigation. There is no rating factor more closely tied to your health insurance contribution than your claims experience. We hope to combat some of the inflationary effects of Medical Cost Trend by helping our members engage in Healthcare Consumerism programs. We believe that helping our members become cost-conscious is the most effective way to curb the effect of the rising cost of healthcare services. Here are some of our primary areas of focus:

- We will continue to work with member groups to promote and educate their employees about our free healthcare consumerism programs, *Compare Care* and *Doctor on Demand*.
- We will continue to encourage members with specialty care needs and chronic diseases to use our *Care Management Programs*, where they will get support from registered nurses, pharmacists, and wellness coaches to help them manage their condition.
- We will continue to encourage member groups to consider implementing *Consumer Driven Health Plans* (CDHC) and *Health Savings Accounts* (HSA); health plans designed to cause members to be more mindful about the costs associated with the care they receive.

The NTE renewal for Town of Amherst is 9.30%.

February Confirmation Process

By renewing your membership in the NHIT on or before February 2, 2024, you are guaranteed that this rate will not increase for July 1, 2024. You can use these rates for budgeting purposes as they will not be increased in the final calculation – they can only be lower.

Final rates for your July 1, 2024, plan year will be provided by the first week of April at the latest. At that time, if your health plan's claims experience has improved, your final renewal rates may be lower. If your plan's experience has become less favorable, these Not-to-Exceed rates will apply.

If you renew after February 2, 2024, your final rate will reflect your claims experience at the time of final rating, which may be higher or lower than your NTE. You can make plan changes after February 2, 2024, without affecting your NTE renewal.

NHIT Plan Options



If you would like to learn more about other new, alternative medical or prescription drug plans to offer for the upcoming year, please reach out to Brittany White (brittany@nhitrust.org) or Lauren Moseley (lauren@nhitrust.org) at 1-888-960-6448.

NHIT Benefit News



SIMON Platform. Effective July 1, 2023, NHIT Member Groups began receiving new monthly invoices generated through our new Benefits Administration Platform. Through SIMON, a HITRUST certified portal by Vimly Benefit Solutions, Employers and Employees will be able to utilize the platform directly for an enhanced online digital experience.

As part of our implementation of the portal, July Member Groups will be provided **view-only access** to become familiar with the platform and its features. As soon as the Interlocal Trust receives your signed February Confirmation, and the completed SIMON User Forms, NHIT will grant access to your designated Administrators. Member Groups can expect to receive full system access with the ability to process your own group enrollments, terminations and changes by Spring 2024.

With the introduction of this new system, the Interlocal Trust will be able to offer Employee access to SIMON for Open Enrollment for July 2024. Within SIMON® Employee Self-Service (ESS), employees will be able to view their benefits, process a qualifying life event (QLE), elect open enrollment benefits, view and update their demographic information, access documents and links (e.g., SBCs), update beneficiaries, view alerts from their employer, and more!

All features are permission based and can be enabled or disabled, based on your preferences. For example, if you want employees to only be able to view their information, or only be able to edit demographic information and not benefits, SIMON can be configured to support this.



Compare Care. July 1, 2023, the Reduce My Costs Program became Compare Care. This change was a result of our efforts to differentiate our savings program from the Harvard Pilgrim program under the same name. Updated materials have been sent directly to all NHIT Member Groups.

Compare Care Prior Notifications. To help employees use the Interlocal Trust cost savings program, Compare Care, program nurses will begin to reach out directly to enrolled employees and dependents when a lower cost option is identified for any upcoming high-end imaging or infusion therapy procedures.

The goal of this outreach is to help keep Interlocal Trust Members informed when there is a cost savings opportunity available. Compare Care Nurses will continue to handle all scheduling details and the transferring of results to the referring physician. We hope this will boost program engagement and increase both group savings and employee savings.

If you have any additional questions or if there is anything else that your Member Services Team can assist with, please let me know. We look forward to continuing to serve you and your employees!

Sincerely,



McKenzie MacDougall
Member Services Manager



Jeff Reardon
Trust Administrator

Town of Amherst
 NTE Rates
 July 1, 2024 - June 30, 2025



10/31/2023

PLEASE SIGN AND RETURN BY FEBRUARY 2, 2024

RE: July 2024 NTE Renewal

By renewing your membership with the New Hampshire Interlocal Trust (NHIT) by February 2, 2024, **you are guaranteed that this renewal will not increase for July 1, 2024.**

Town of Amherst can still make plan benefit changes with the NHIT for the plan year beginning July 1st after February 1st without affecting your NTE renewal.

If Town of Amherst does not renew by February 2, 2024, your final rates for the new plan year, based on your health plan's claims experience, **may be higher or lower** than the NTE rates shown below.

Town of Amherst's Not-to-Exceed renewal estimate for the plan year beginning July 1, 2024, is 9.30%. Premium calculations based on this NTE renewal are provided below. These rates may still decrease when final rates are released.

		HMO Super \$25 \$500 R \$0/\$10/\$30/\$50 M \$0/\$10/\$30/\$50 MD24400 Rx21546
Billing Rates		
Single		\$1,577.56
Two-Person		\$3,151.69
Family		\$4,253.43

		ME \$5 R \$10/\$30/\$50 M \$10/\$30/\$50 MD50 Rx694	ME \$25 \$1000 R \$10/\$30/\$50 M \$10/\$30/\$50 MD3149 Rx694
Billing Rates			
Single		\$1,303.41	\$1,117.88

Town of Amherst accepts the Not-to-Exceed renewal provided and confirms continued membership with the New Hampshire Interlocal Trust for the plan year July 1, 2024, through June 30, 2025.

 Authorized Signature

 Date

 Print Name

 Title



NOT-TO-EXCEED (NTE) CHECKLIST

1. PAPERWORK

- Sign and return Membership Confirmation to NHIT by February 2, 2024

*If you do not renew by February 2, 2024, your final rates for the new plan year, based on your health plan's experience, **may be higher or lower** than the NTE rates shown below.*

- Complete and return your SIMON Paperwork to NHIT by February 2, 2024

The SIMON Authorization form will grant access to your designated Administrators in our new Benefits Administration Platform – SIMON©. Member groups can expect to receive full system access with the ability to process group enrollments, terminations and changes by Spring 2024 (if desired).

2. CONTACT NHIT TO...

- Request to review plan alternatives with NHIT (if desired)
- Update/Add any FSA or HRA plan design(s) (if applicable)
- Plan Wellness Programming for the year – schedule on-site educations, challenges, biometric fairs, etc.
- Schedule mid-year Benefits Reviews with Member Services
- Order Enrollment Materials
- Ask any questions... or tell us what you need!



Not-to-Exceed (NTE) FREQUENTLY ASKED QUESTIONS

The following Not-to-Exceed (NTE) FAQ reviews the New Hampshire Interlocal Trust's Membership Confirmation process involving your proposed NTE rate for the upcoming plan year.

1

IS THIS MY NOT-TO-EXCEED RENEWAL?

Yes, this is your NTE renewal for the plan year beginning July 1, 2024. To retain this renewal, you need to confirm your membership for the 2024 plan year no later than February 2, 2024.

2

WHAT IF WE DON'T CONFIRM MEMBERSHIP BY FEBRUARY 3 FOR THE JULY 2024 PLAN YEAR?

If you don't sign up by February 2, 2024, the NTE renewal, based on your claims experience may increase.

3

CAN OUR NTE RENEWAL STILL DECREASE WHEN FINAL RENEWAL RATES ARE RELEASED?

Yes, if you confirm your renewal by February 2, your final July 2024 rates may be lower depending on your claims experience. Final rates will be released at the end of March 2024.

4

HOW DOES THIS AFFECT SELECTING ALTERNATIVE PLAN OPTIONS FOR THE NEW YEAR?

Confirming your membership by February 2 does not affect changing to alternative plans. New plan rates will be based on your guaranteed NTE.

Please do not hesitate to reach out to your Member Services Team with any questions or concerns. They can be reached directly at 603-223-6448 or via email at info@nhitrust.org.



SIMON Access Request Form - Employer Portal

I, _____, authorized representative for _____ (NHIT Member Group) hereby authorize New Hampshire Interlocal Trust to provide the below individual(s) with online access to our Employer data through Vimly’s SIMON portal.

Generic and/or group emails will not be authorized and are not permitted under SIMON Terms of Use.

Name	Email Address	Employee Management Permissions			Billing Management Permissions	
		None	View Only*	View & Edit**	None	View Only*

*Can view employee and dependent/employer billing information

**Can view and edit employee information (i.e. demographics, etc.) and manage employer information following the completion of the NHIT Pilot Program

I acknowledge access to this information is protected by state and federal privacy and security laws. In compliance with those laws I authorize online access for the above referenced individual(s) through SIMON to Employer’s data for purposes of performing administrative functions specifically related to the maintenance of Employer’s Benefit Plan(s). I understand this authorization will remain active in accordance with Vimly’s Terms of Use unless otherwise terminated. I understand this authorization may be withdrawn at any time by providing written notice to NHIT.

Employer acknowledges it is solely responsible for the actions and/or omissions performed by its authorized individual(s) while in SIMON, and to notify NHIT when any authorized access must be terminated.

Name _____ Title _____

Signature _____ Date _____

Please note: NHIT will not have hard copy enrollment/change forms when changes are made online through SIMON by the Employer. Therefore, the Employer is responsible for retaining hard copies of enrollment forms on file for auditing purposes.



SIMON - Employer/Employee Contributions

The New Hampshire Interlocal Trust is requesting information specific to your Employer and Employee contributions for each of your health plans offered. If you break down contributions by class (Police, Fire, Teachers, etc.) please notate the class next to the health plan.

This information will be entered into the SIMON portal and will be used for Employer Reporting, Annual RxDc Report required by CMS, and for the Employee Portal.

Please note: Contributions need to be a fixed dollar amount or percentage of the entire monthly premium. If a percentage is used, please let us know who will contribute fractions of a penny after calculating the premium (Employer or Employee).

Group Name: _____

Effective Dates: _____

Number of Pay Periods: _____

Health Plan: _____

Class: _____

Plan Level	Employer Contributions (%/\$)	Employee Contributions
Single		
Two-Person		
Family		

Health Plan: _____

Class: _____

Plan Level	Employer Contributions	Employee Contributions
Single		
Two-Person		
Family		

Health Plan: _____

Class: _____

Plan Level	Employer Contributions	Employee Contributions
Single		
Two-Person		
Family		

Health Plan: _____

Class: _____

Plan Level	Employer Contributions	Employee Contributions
Single		
Two-Person		
Family		



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

Title: BOS Action Items

Department: Administration

Meeting Date: January 22, 2024

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 2024 as of 1-8-24

AMHERST BOS ACTION ITEMS

ITEM	CREATION DATE	DUE DATE	PERSONS RESPONSIBLE	NOTES	
1	Provide additional info on proposed Clean Water State Revolving Fund Loan	1/8/24	1/22/24	Eric	
2	Draft 7% 457(b) grant policy and obtain legal review	12/11/23	1/22/24	Dean, Peter	Confirm those electing NHRS can be excluded from 7% grant
3	Discussions re revision to Mont Vernon Ambulance Contract	6/26/23	1/22/24	Danielle, Dean	Report on MV position
4	BOS discuss Investment Policy	5/22/23	1/22/24	BOS, Jennifer	Jennifer to put on agenda for BOS meeting
5	Make inquiries re improving cell service in village	7/24/23	1/22/24	Peter, Danielle, Dean	Dean to inquire about process/agents to assist with company funded tower
6	Post Town Treasurer Position Availability	10/23/23	1/22/24	Danielle, Dean	Confirm opening has been posted
7	TF I private home well test results to assist BOS in decisions on potential connection to public water	5/8/23	1/22/24	Dean	Dean circulate Map (completed). State conclusion on "Fingerprint" determination by S-H/DES on wells.
8	Sanborn-Head Report/Recommendations re Fire Station Remediation	10/10/23	1/22/24	Dean	Status of Report/Recommendations. Preliminary Cost Estimate if possible
9	BOS discuss village truck traffic ban	5/8/23	1/22/24	Dean, Peter	Obtain Highway Safety Committee recommendations, including draft ordinance.
10	Chestnut Hill traffic study/Highway Safety status	11/6/23	1/22/24	Dean	Obtain Highway Safety Committee recommendations.
11	Request Withdrawal of server replacement expense from CRF	9/25/23	1/22/24	Debbie	
12	BOS discuss use of ARPA Funds	5/22/23	1/22/24	BOS	
13	Written request impact fee expenditure for Buck Meadow Engineering per policy	11/20/23	1/22/24	Craig	
14	Review of Town Common Usage Policy	12/11/23	1/22/24	BOS	
15	Provide recommendations on who should conduct assessment of Tower Truck	12/18/23	1/22/24	Chief Conley	
16	Provide information re Impervious Surface Study for MS4 Efforts, NRPC contact	12/4/23	2/12/24	Eric	
17	Status of TF I Property Quiet Title Effort	10/10/23	3/18/24	Dean	Court filing authorized. Check with T. Quinn re status
18	Begin Semiquincentennial Planning	9/25/23	4/1/24	Danielle	Update
19	Advise BOS of Ambulance Usage and Cost information, separately for each of the three ambulances	5/8/23	5/1/24	Chief Conley	
20	Review Personnel Funded through -02 Account	12/11/23	6/10/24	Bill	BOS and Rec make decisions before next budget cycle
21	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: 2024 Warrant, with final wording
Meeting Date: January 22, 2024

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2024 WARRANT ARTICLE Final 01.11.24 Amended 01.19.24 - has signature lines



**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 2 Years**
- 1 Cemetery Trustee for 3 Years**
- 1 Trustee of the Trust Funds for 3 Years**
- 2 Zoning Board of Adjustment Members for 3 Years**
- 2 Planning Board Members for 3 Years**
- 2 Library Trustees for 3 Years**
- 1 Supervisor of the Checklist for 6 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 **\$17,299,780**. Should this article be defeated the default budget shall be **\$16,471,990** 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 =\$4.41) (Majority vote required)

*(The Board of Selectmen supports this article by a vote of 5-0-0.)
(The Ways and Means Committee supports this article by a vote of 6-0-1.)*

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 5-0-0.)
(The Ways and Means Committee supports this article by a vote of 7-0-0)*

ARTICLE 24: Baboosic Lake Septic Operating Budget

Shall the Town vote to raise and appropriate the sum of **\$104,200**, 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 **\$69,040**, 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 5-0-0.)
(The Ways and Means Committee supports this article by a vote of 7-0-0.)*

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 = \$0.02) (Majority vote required)

*(The Board of Selectmen supports this article by a vote of 5-0-0.)
(The Ways and Means Committee supports this article by a vote of 7-0-0.)*

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 = \$0.01) (Majority vote required)

*(The Board of Selectmen supports this article by a vote of 5-0-0.)
(The Ways and Means Committee supports this article by a vote of 7-0-0.)*

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 = \$0.10) (Majority vote required)

*(The Board of Selectmen supports this article by a vote of 5-0-0.)
(The Ways and Means Committee supports this article by a vote of 7-0-0.)*

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 fifty-seven thousand dollars (**\$257,000**) to be added to the Fire Rescue Vehicle and Equipment Purchase and Repair Capital Reserve Fund, previously established. (Tax Impact = \$0.11) (Majority vote required)

*(The Board of Selectmen supports this article by a vote of 5-0-0.)
(The Ways and Means Committee supports this article by a vote of 7-0-0.)*

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 = \$0.05) (Majority vote required)

*(The Board of Selectmen supports this article by a vote of 5-0-0.)
(The Ways and Means Committee supports this article by a vote of 7-0-0.)*

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 = \$0.03) (Majority vote required)

*(The Board of Selectmen supports this article by a vote of 5-0-0.)
(The Ways and Means Committee supports this article by a vote of 7-0-0.)*

ARTICLE 31: Police Union Contract

Shall the Town vote to approve the cost items in a three (3) year collective bargaining agreement (beginning July 1, 2024, through June 30, 2027) reached between the Board of Selectmen and the American Federation of State, County, and Municipal Employees Local 3657 (Police Union) which calls for the following increases in salaries and benefits at the current staffing level:

Fiscal Year	Estimated Increase
FY 2025	\$238,900
FY 2026	\$71,100
FY 2027	\$55,500

and further to raise and appropriate the sum of, two hundred thirty-eight thousand nine hundred dollars (\$238,900) for the First Year FY2025, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those paid at the current staffing level.

(Tax Impact: Year 1 \$0.09)
(Tax Impact: Year 2 \$0.03)
(Tax Impact: Year 3 \$0.02)
(Majority vote required)

(The Board of Selectmen supports this article by a vote of 5-0-0.)
(The Ways and Means Committee supports this article by a vote of 7-0-0.)

ARTICLE 32: Special Meeting for Defeated/Amended Collective Bargaining Agreement

Shall the town, if Article #31 is defeated, authorize the governing body to call one special meeting, at its option, to address Article #31 cost items only?
(This article has no tax impact.) (Majority vote required)

(The Board of Selectmen supports this article by a vote of 5-0-0.)
(The Ways and Means Committee supports this article by a vote of 7-0-0.)

ARTICLE 33: 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). The program would provide a new default electric supply and new renewable energy supply options for customers in the town of Amherst. There is no cost to the Town budget, and no obligation to participate. Customers can opt out at any time and return to utility default service. (No Tax impact) (Majority vote required)

(The Board of Selectmen supports this article by a vote of 5-0-0)
(The Ways and Means Committee supports this article by a vote of 7-0-0.)

ARTICLE 34: Stormwater Planning Clean Water State Revolving Fund (CWSRF Loan)

Shall the Town vote to raise and appropriate the sum of one hundred thousand dollars (\$100,000) (gross budget) for the purpose of stormwater planning work relative to management of the municipal storm drain system in accordance with the 2017, NH Small MS4 General Permit ("the Project"), and to authorize the issuance of not more than \$100,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33, as amended); to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the date, maturities, interest rate, and other details of such bonds or note; and to authorize the Board of Selectmen to apply for, accept, and expend any federal, state, or private funds that may become available in respect of the Project to reduce the amount that must be bonded or to pay debt service on such bonds or notes including but not limited to a Clean Water State Revolving Fund (CWSRF) loan. The Town anticipates that repayment of the CWSRF loan may include up to 100% principal forgiveness. (No Tax impact) (3/5 majority vote required).

(The Board of Selectmen supports this article by a vote of 5-0-0)
(The Ways and Means Committee supports this article by a vote of 7-0-0.)

ARTICLE 35: Rail Trail Referendum

To see if the town is in favor, in the future, of raising and appropriating the total amount up to \$336,000 over three successive fiscal years (2026, 2027, and 2028) to serve as the required match for a New Hampshire Department of Transportation grant for a new rail trail two plus miles in length and extending from Walnut Hill Road to Baboosic Lake Road, with a spur to the Meeting Place Mall, with construction estimated to begin in 2027 and completion estimated in 2029. The NH DOT grant requires a 20% match from the Town; the NH DOT is offering to provide a grant in the amount of \$1.346M. If supported by the voters, the Board of Selectmen will enter into an agreement with NH DOT and will come back to the voters with a request for funding at a future town meeting. (Advisory only) (No Tax impact) (Majority vote required).

*(The Board of Selectmen supports this article by a vote of 5-0-0)
(The Ways and Means Committee supports this article by a vote of 7-0-0.)*

Given under our hands and seal this 22nd day of January 2024

Peter Lyon, Chairman

Danielle Pray, Vice-Chairman

William Stoughton, Clerk

Thomas Grella, Selectmen

John D'Angelo, Selectmen



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Donation ACC- Finance

Department: Finance Department

Meeting Date: January 22, 2024

Staff Contact: Debbie Bender

BACKGROUND INFORMATION:

Candace G. Rapf has sent a check in the amount of \$10,000 as a donation to the Amherst Conservation Commission.

BUDGET IMPACT:

(Include general ledger account numbers)

N/A

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

Accept

SUGGESTED MOTION:

I move to accept the donation from Candace Rapf to the Amherst Conservation Commission in the amount of \$10,000.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Donation - Candace G. Rapf - 01.11.2024 - \$10,000

December 30, 2023

To: *Amherst Conservation Commission*

Enclosed please find a donation check in the amount of \$ 10,000.00

I await your acknowledgement of this donation, for tax purposes.

Thank you for the good work that you do.

Candace G. Rapf

Candace G. Rapf

43 Brook Rd

Amherst, NH 03031

DEPOSIT TO ACC GIFT ACCOUNT

THANKS

MACK

▼ REMOVE DOCUMENT ALONG THIS PERFORATION ▼

LPL Financial

Member FINRA/SIPC
4707 Executive Drive
San Diego, CA 92121-3091
(858) 450-9606

BANK OF AMERICA
Controlled Disbursement
Bank of America, N.A.
Atlanta, Dekalb County, Georgia

64-1278
611-GA

ACCT: 5968-8624-1 CHECK DATE: 12/15/2023 CHECK NO. 106918478 329 979 3739

PAY IN US DOLLARS
Ten thousand and 00/100 Dollars*****

CHECK AMOUNT

*****\$10,000.00

TWO SIGNATURES REQUIRED

PAY TO THE: AMHERST CONSERVATION COMM
ORDER OF: *****

M. And...
Don R...
VOID AFTER 180 DAYS

DOCUMENT CONTAINS BLUE PANTOGRAPH & MICROPRINTING. BACK HAS THERMOCHROMIC INK & A WATERMARK. HOLD AT AN ANGLE TO VIEW. VOID IF NOT PRESENT.

⑈ 106918478⑈ ⑆ 061112788⑆ 329 979 3739⑈



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Memo to Trustees of the Trust Funds- Finance

Department: Finance Department

Meeting Date: January 22, 2024

Staff Contact: Debbie Bender

BACKGROUND INFORMATION:

Memo to the Trustees of the Trust Funds from the Board of Selectmen to withdraw \$22,507.83 from the CRF for Computer System. This amount was paid to Microtime Computers for the replacement of the Town Hall Server.

BUDGET IMPACT:

(Include general ledger account numbers)

N/A

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

Accept

SUGGESTED MOTION:

I move to approve the request to the Trustees of the Trust Funds to withdraw money from the CRF for Computer Systems, in order to reimburse the Town for \$22,507.83 spent on replacing the Town Hall server.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. CRF Withdrawal packet BOS meeting 01.22.24 Computer System CRF \$22,507.83



TOWN OF AMHERST

*Town Hall
2 Main Street
Amherst, NH 03031*

*Tel: 603/673-6041
Fax: 603/673-6794
www.amherstnh.gov*

TO: Trustees of the Trust Funds
FROM: Amherst Board of Selectmen
DATE: January 22, 2024
SUBJECT: Capital Reserve Fund Withdrawal Request

At our regular meeting on Monday, January 22, 2024, we, the Board of Selectmen, approved a request that the Trustees of the Trust Fund authorize Cambridge Trust Bank to withdraw \$22,507.83 from the Town of Amherst Computer System Capital Reserve Fund. As the authorized agents to expend from this capital reserve fund, we ask that you approve this request at your next regular meeting.

In an effort to expedite receipt of these funds, please accept this document as confirmation of our approval on January 22, 2024. The requested check, in the amount of \$22,507.83 made payable to the Town of Amherst, can be sent to the attention of Finance Director, Town of Amherst, 2 Main Street, Amherst, NH 03031.

Peter Lyon, Chairman

Date

Danielle Pray

Date

John D'Angelo

Date

Tom Grella

Date

William Stoughton

Date



Finance Director

1/11/2024
Date

Original to Finance Office

Microtime
 40 Shattuck Road
 Box 20
 Andover, MA 01810
 United States
 (603) 672-7076



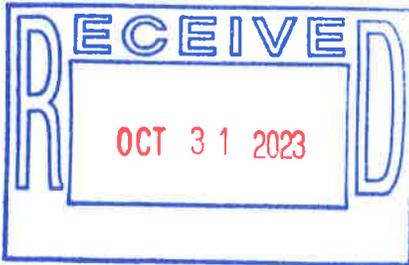
Bill To:
Town of Amherst NH Attn: Jennifer Stover 2 Main Street Amherst, NH 03031

Date	Invoice
10/01/2023	61631
Account	
GOV-Town of Amherst	

Terms	Due Date	PO#
Due Upon Receipt	10/01/2023	
TH Server Replacement Down Payment:		
100% of Hardware: \$12,982.83 50% of Estimated Labor: \$4,762.5		
Total: \$17,745.33		

Project Name	TH Server Replacement		
Billing Type	Down Payment		
Other Charges	Quantity	Price	Amount
Downpayment Invoice			\$17,745.33
Total Other Charges:			\$17,745.33
Invoice Subtotal:			\$17,745.33
Sales Tax:			\$0.00
Invoice Total:			\$17,745.33
Payments:			\$0.00
Credits:			\$0.00
Balance Due:			\$17,745.33

Make checks payable to Microtime Computers, Inc.
 40 Shattuck Rd, Box 20, Andover MA 01810
 Or visit our payment portal:
 mti.connectboosterportal.com
 Thank you!



Vendor # 0687
 Batch # 00005.11.2023
 Account # 10-4995-90-3912
 Entered By AS
 Date 11/2/23

Microtime
 40 Shattuck Road
 Box 20
 Andover, MA 01810
 United States
 (603) 672-7076



Bill To:
Town of Amherst NH Attn: Jennifer Stover 2 Main Street Amherst, NH 03031

Date	Invoice
10/01/2023	61632
Account	
GOV-Town of Amherst	

Terms	Due Date	PO#
Net 90 Days	12/30/2023	
TH Server Replacement Down Payment: Remaining 50% of Estimated Labor: \$4,762.5		

Project Name	TH Server Replacement		
Billing Type	Down Payment		
Other Charges	Quantity	Price	Amount
Downpayment Invoice			\$4,762.50
Total Other Charges:			\$4,762.50
Make checks payable to Microtime Computers, Inc. 40 Shattuck Rd, Box 20, Andover MA 01810 Or visit our payment portal: mti.connectboosterportal.com Thank you!	Invoice Subtotal:		\$4,762.50
	Sales Tax:		\$0.00
	Invoice Total:		\$4,762.50
	Payments:		\$0.00
	Credits:		\$0.00
	Balance Due:		\$4,762.50

Vendor # 0687
 Batch # 00005.11.2023
 Account # 10-4995-90-3912
 Entered By AB
 Date 11/2/23

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Description		Reference			
MCI A VERIZON COMPANY 2605									
409107806	10/27/2023	5.27	0.00	11/07/2023				No	0
01-4130-30-2341 Telephone				long distance calls					
	409107806 Total:	5.27							
MCI A VERIZON COMPA		5.27							
MICROTIME COMPUTERS INC. 0687									
61631	10/1/2023	17,745.33	0.00	11/07/2023				No	0
10-4995-90-3912 CRF - Computer System				Downpayment - Quote# 005615 v2					
	61631 Total:	17,745.33							
61632	10/1/2023	4,762.50	0.00	11/07/2023				No	0
10-4995-90-3912 CRF - Computer System				TH Server Replacement - Down Pymnt					
	61632 Total:	4,762.50							
MSP-60878	8/1/2023	9,180.25	0.00	11/07/2023				No	0
01-4130-30-2395 Outside Hire IT				Monthly Billing for August					
	MSP-60878 Total:	9,180.25							
MSP-61776	11/1/2023	9,180.25	0.00	11/07/2023				No	0
01-4130-30-2395 Outside Hire IT				Monthly Billing for November					
	MSP-61776 Total:	9,180.25							
MICROTIME COMPUTE		40,868.33							
MINUTEMAN PRESS OF NASHUA 2570									
*** 8881	10/27/2023	44.25	0.00	11/07/2023				No	0
01-4140-60-2610 Supplies - General				WINDOW ENVELOPES					
*** 8881	10/27/2023	840.75	0.00	11/07/2023				No	0

17,745.33
 + 4,762.50

 \$ 22,507.83

AP-To Be Paid Proof List (11/06/2023 - 10:31 AM)
 *** means this invoice number is a duplicate.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: EMS Wage Adjustments- Fire Rescue

Department: Fire Rescue

Meeting Date: January 22, 2024

Staff Contact: Matt Conley

BACKGROUND INFORMATION:

Similar to what the BOS did with wage adjustments as it relates to the Wage Matrix for full-time employees for the time frame of 1/1/2024-6/30/2024, I am requesting a wage adjustment for our EMS providers that will be scaled to recognize longevity with the department and their time at a provider level. It is critical to do this at the midway point of the FY24 budget to retain existing employees and attract new ones. Currently, on average, we are on the low to medium range with other communities. We have lost providers due to this, and we need to do what we can to maintain the contingent of per diem employees that we have, which is much more budget friendly than adding full-time staffing. This adjustment is the beginning of a phased-in approach as it continues with the adoption of the FY25 budget.

BUDGET IMPACT:

(Include general ledger account numbers)

There is an impact to the existing budget, however with some concessions and transfer of funds in the existing budgets, the increase can be made so it is level as it sits today.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

I recommend that the BOS moves forward with this plan as it is critical to the continuation of how the department operates with per diem employees.

SUGGESTED MOTION:

I move for the BOS to go forward with the wage adjustment as recommended by Chief Matthew Conley and that it is retroactive to January 7, 2024.

TOWN ADMINISTRATOR RECOMMENDATION:

From the information provided, it is not clear what the basis for each of the changes is. Is it longevity, or some other criteria? Some type of step chart that would help the Board understand the rationale, and what happens going forward, would be helpful.

ATTACHMENTS:

1. Pay Comparisons for EMS 1.1.2024-6.30.2024 (1)
2. Inaugural FY24 Fire-Rescue Wage Scale Effective 1-07-2024

	Bedford Fire Rescue	Goffstown Fire Rescue	Milford EMS	New Boston Fire Rescue	Peterborough Fire Rescue	Amherst Fire Rescue
EMT	N/A	\$17.41 - \$21.76	\$17.50 - \$19.00	\$20.00 - \$22.00	\$21.00 - \$24.00	\$19.69
A-EMT	\$24.00	\$21.07 - \$26.32	\$21.50 - \$23.50	\$24.29	\$23.00 - \$25.00	\$20.75
Paramedic	\$26.00 - \$32.00	\$24.36 - \$30.42	\$25.00 - \$30.00	\$28.12	\$26.75	\$25.27

Amherst Fire Rescue Proposed Wage Schedule 1/7/2024 - 6/30/2024											
GRADE	POSITION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	EMT	20.69	21.10	21.53	21.96	22.40	22.84	23.30	23.77	24.24	24.73
2	EMT w/FF Cert and A-EMT	21.69	22.12	22.57	23.02	23.48	23.95	24.43	24.91	25.41	25.92
3	A-EMT w/FF Cert	21.75	22.19	22.63	23.08	23.54	24.01	24.49	24.98	25.48	25.99
4	A-EMT w/ Supervision Duty	23.75	24.23	24.71	25.20	25.71	26.22	26.75	27.28	27.83	28.38
5	Paramedic	26.00	26.52	27.05	27.59	28.14	28.71	29.28	29.87	30.46	31.07
6	Paramedic w/FF Cert	26.50	27.03	27.57	28.12	28.68	29.26	29.84	30.44	31.05	31.67
7	Paramedic w/FF Cert & Supervisor Duty	27.27	27.82	28.37	28.94	29.52	30.11	30.71	31.32	31.95	32.59



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Stipend Adjustment- Fire Rescue
Meeting Date: January 22, 2024

Department: Fire Rescue
Staff Contact: Matt Conley

BACKGROUND INFORMATION:

Dating back to the nineties the department instituted an On Call Officer system to guarantee there would be two fire officers in town to manage the service calls and respond to emergency calls. Initially there was not a stipend to go along with the system. Dating back as far as 2012 a stipend was introduced where the officer would receive \$25.00 for a 12-hour period and \$50.00 for a 24-hour period. With this no longer being enticing to the officers and the fact we have gone down to single officer coverage it is time to adjust the stipend.

BUDGET IMPACT:

(Include general ledger account numbers)

There will not be an impact as we have gone down to single officer coverage, which will amount to the same that it has been from the beginning with two officers.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

I recommend moving forward with the change to the stipend from \$25.00 to \$50.00. This will help the officers to continue with the plan that is in place.

SUGGESTED MOTION:

I move for the BOS to accept the change to the officer stipend going from \$25.00 to \$50.00 per 12-hour period at the recommendation of Chief Matthew Conley.

TOWN ADMINISTRATOR RECOMMENDATION:

Is there still a 24 hour stipend and is the intent for that to go to \$100?

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Detective Justin Gerome- Promotion **Department:** Police Department
to Sergeant-APD

Meeting Date: January 22, 2024

Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

Detective Justin Gerome will be promoted to the role of Sergeant on February 12, 2024 after a comprehensive testing and selection process. His new rate of pay will be Grade 10/Step 4. Please see the attached documentation for complete details.

BUDGET IMPACT:

(Include general ledger account numbers)

As Detective Gerome will be filling a vacant position which is currently budgeted at a higher rate of pay, that account will see a decrease.

POLICY IMPLICATIONS:

NA

DEPARTMENT HEAD RECOMMENDATION:

I recommend that the Board accept the promotion of Justin Gerome Effective 2-12-24 at the rate of \$36.58 (10-4) and conduct a swearing-in ceremony at that meeting.

SUGGESTED MOTION:

Move to accept the promotion of Detective Justin Gerome to the position of Patrol Sergeant effective 2-12-24 at a rate of \$36.58 (10-4).

TOWN ADMINISTRATOR RECOMMENDATION:

Agree

ATTACHMENTS:

1. Gerome Promotion



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Kevin Kelly Promotion-APD
Meeting Date: January 22, 2024

Department: Police Department
Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

Senior Patrolman Kevin Kelly will be promoted to the role of Sergeant on February 12, 2024 after a comprehensive testing and selection process. His new rate of pay will be \$36.58 (Grade 10/Step 4). Please see attached documentation for complete details

BUDGET IMPACT:

(Include general ledger account numbers)

Position is currently budgeted for at a higher rate of pay, so account will see a decrease

POLICY IMPLICATIONS:

NA

DEPARTMENT HEAD RECOMMENDATION:

I recommend that the Board accept Officer Kelly's promotion to the role of Sergeant effective 2-12-24 at Grade 10/ Step 4 which is \$36.58.

SUGGESTED MOTION:

Move to accept the promotion of Kevin Kelly to the role of Sergeant effective 2-12-24 with a new pay rate of \$36.58 (10-4) and conduct his swearing in on the same day.

TOWN ADMINISTRATOR RECOMMENDATION:

Agree.

ATTACHMENTS:

1. Kelly Promotion
2. Kelly PAR

AMHERST POLICE DEPARTMENT

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



ANTHONY E. CIAMPOLI
CHIEF OF POLICE

January 17, 2024

Mr. Kevin Kelly
Patrol Sergeant
Amherst Police Department
RE: Promotion

Dear Kevin,

Congratulations on your recent promotion to Sergeant! Over the last 10 years, I've witnessed your unwavering commitment, loyalty, and dedication to both your colleagues and the Town of Amherst. Your stellar work and the respect you've earned made it very exciting to see your performance in the promotional process. Your 17 years of law enforcement experience was clearly evident in your performance. You embody the ideal supervisor and are an asset to the department. I'm confident that you'll continue to thrive in this new role, and I'm committed to supporting and nurturing your growth every step of the way.

With your upcoming promotion, there will be very few changes to your benefits package as you will continue to fall under the guidelines of your union contract and representation via the American Federation of State, Local, and Municipal Employees. The most significant change will be your rate of compensation. As you are currently at the top of the patrol scale as a Detective/Senior Patrolman, I will recommend that your current pay rate of \$34.98 increase to \$36.58 which is Grade 10/Step 4 on the sergeant scale, representing an approximate 4.5% raise. All other benefits remain intact.

We are currently in the process of hiring new personnel to reach our full staffing complement. The plan is for you to continue in the patrol schedule in an effort to meet our minimum mandatory patrol coverage. Scheduling aside, you will immediately assume all of the responsibilities of your new position. Upon staffing increases, you will then rotate into the supervisor's schedule.

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

Warm regards,

Anthony E. Ciampoli, Chief

Memo

To: Board of Selectmen
CC: Dean Shankle, Town Administrator
From: Anthony E. Ciampoli, Chief of Police
Date: January 16, 2024
Re: **Sergeant Promotions**

It is with great enthusiasm that I am writing to bring to your attention the exceptional performance and dedication of two outstanding individuals within the Amherst Police Department. As the Board was aware, I held a promotional process comprised of a comprehensive written test and assessment center interview. This process concluded on January 11, 2024, showcasing the capabilities of several officers who participated. The process identified two exceptional candidates in Detective Justin Gerome and Officer Kevin Kelly.

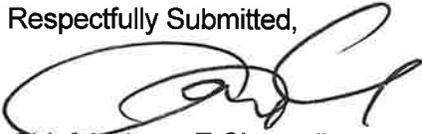
Both Detective Gerome and Officer Kelly have consistently demonstrated exceptional leadership skills, a strong work ethic, and a deep commitment to maintaining the highest standards of professionalism within our department. They have successfully handled various responsibilities in their current roles, showcasing not only competence but also a proactive approach to problem-solving.

In addition to their exemplary job performance, both candidates have actively engaged in professional development opportunities, further enhancing their knowledge and skills relevant to the role of a Sergeant. They have shown the ability to collaborate effectively with team members, communicate clearly, and adapt to evolving situations.

It is without doubt that Detective Gerome and Officer Kelly possess the qualities necessary to excel in the role of Sergeant and contribute significantly to the continued success of our department. Their leadership potential, combined with their demonstrated commitment to the well-being of our community, makes them ideal candidates for this promotion.

The trajectory of our department's future hinges significantly on the caliber of leadership within our ranks. These promotions instill confidence that our path is set for excellence and success. As such, I kindly request the Board of Selectmen consider these recommendations and initiate the promotions of both Detective Justine Gerome and Officer Kevin Kelly effective February 12, 2024.

Respectfully Submitted,



Chief Anthony E. Ciampoli



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: New Hire-Kyle Cordero-APD
Meeting Date: January 22, 2024

Department: Police Department
Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

Kyle Cordero comes to the Amherst Police Department with a wealth of law enforcement experience having experience as a police officer in Norwood Massachusetts for 4 years as well as 9 years in the US Army where he reached the rank of Sergeant and saw two combat deployments to Afghanistan. When he moved to NH approximately 4.5 years ago, he left law enforcement to open his own construction company, KC Woodworks LLC. He now seeks the return to law enforcement and as such has submitted a request to the NH Police Standards and Training Council seeking a waiver of academy based upon prior training and experience. The PSTC rule governing waivers is that an individual would need to attend the academy when there is more than 36 months of separation. He is obviously over that threshold, but has been granted an in-person review on January 23, 2024 to go before the Council. If the Council denies the request, I have submitted and approved an application for the 196th Full-time Academy which commences on 2-12-24. Having both of these options ensures that he remains a viable candidate no matter the ruling. As I seek an effective hiring date of February 5, it is not possible to determine with certainty his starting rate of pay until his certification status is determined. As such, I am proposing two pay rates to cover either scenario.

BUDGET IMPACT:

(Include general ledger account numbers)

NA

POLICY IMPLICATIONS:

NA

DEPARTMENT HEAD RECOMMENDATION:

I recommend that the Board move to accept the hire of Kyle Cordero effective 2-5-24 at Grade 9/Step 1 which is \$26.62. In the event that the NH Police Standards and Training Council rules to accept his out-of-state certification, I would alternatively move to hire Mr. Cordero at Grade 9/Step 4 \$30.10 effective 2-5-24.

SUGGESTED MOTION:

Move to accept the hiring of Kyle Cordero to Full-Time Patrolman effective 2-12-24 with a pay rate of \$26.62 (grade 9-step1) as an uncertified officer or \$30.10 (grade9-step 4) if the NH Police Standards and Training Council accepts his certification waiver.

TOWN ADMINISTRATOR RECOMMENDATION:

Agree.

ATTACHMENTS:

1. Cordero



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Christine Fowler Resignation-APD

Department: Police Department

Meeting Date: January 22, 2024

Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

Dispatcher Christine Fowler announced on January 7 that she will be resigning from her position effective March 23, 2024 for personal reasons.

BUDGET IMPACT:

(Include general ledger account numbers)

NA

POLICY IMPLICATIONS:

NA

DEPARTMENT HEAD RECOMMENDATION:

I recommend that the Board accept Christine Fowler's resignation effective March 23, 2024.

SUGGESTED MOTION:

Move to accept the resignation of Christine Fowler from the Amherst Communications Center effective March 23, 2024.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Fowler



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

Title: Noemi Goohs-Change of Status (FT- **Department:** Police Department
PT)-APD

Meeting Date: January 22, 2024

Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

Amherst Communications Center Dispatcher Noemi Goohs has advised that she has accepted a full-time position with Milford Ambulance and will be resigning from her full-time position here and seeking part-time status.

BUDGET IMPACT:

(Include general ledger account numbers)

NA

POLICY IMPLICATIONS:

NA

DEPARTMENT HEAD RECOMMENDATION:

I recommend that the Board accept the resignation of Noemi Goohs from full-time employment with the Amherst Communications Center and change her status to part-time.

SUGGESTED MOTION:

Move to accept the resignation of Amherst Communications Center Dispatcher Noemi Goohs from full-time employment and change her status to part-time with the same pay rate of Grade 6/Step 7 of \$26.17.

TOWN ADMINISTRATOR RECOMMENDATION:

Agree.

ATTACHMENTS:

1. Goohs Resignation



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: January 22, 2024

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Abatement Recommendations

Item A. The property owners have appealed for the assessment of their property due to the condition of the building, which is uninhabitable and to tear down. They believe the condition of the building is not sufficiently recognized in the assessment.

The assessor made a complete inspection of the property and agrees with the taxpayers that this property is likely to be razed. Therefore, the Assessor recommends granting this abatement request. The 2023 assessed value will change from \$340,300 to \$211,100, a difference of \$129,200 which should be abated.

Suggested Motion: The Assessor has inspected the property and recommends granting an abatement. Therefore, I move to approve the abatement in the amount of \$2,827.00 for map 004, lot 121-000.

Item A-1. The property owners have appealed for the assessment of their property due to an error adding a building to the property record that is not owned by them. The abutting property (Walmart) has a sewage treatment building that was added to this property.

The assessor has investigated this issue and corrected the listing record and removed the building in question from this property record and placed in on the proper property record.

Suggested Motion: The Assessor has inspected the property and corresponding records and recommends granting abatement reducing the assessed value from \$837,200 to \$713,300. Therefore, I move to approve the abatement in the amount of

\$2,711.00 (123.9 * 21.88) for map 002, lot 054-000.

Item A-2. The reason for the abatement is merely a housekeeping effort. This property was transferred to the town on July 25th, 2023. As part of the purchase and sales agreement, the town agreed to abate the taxes.

Suggested Motion: The assessor recommends granting the abatement as indicated in regard to an agreement between the town and the seller. Therefore, I move to approve the abatement of \$292.00 for Map 006, Lot 009-000.

Item A-3. The reason for the abatement is merely a housekeeping effort. This property was transferred to the town on July 25th, 2023. As part of the purchase and sales agreement, the town agreed to abate the taxes.

Suggested motion, The assessor recommends granting the abatement as indicated in regard to an agreement between the town and the seller. Therefore, I move to approve the abatement of \$2235.00 for Map 006, Lot 002-000.

Item A-4. The reason for the abatement is merely a housekeeping effort. This property was transferred to the town. As part of the purchase and sales agreement, the town agreed to abate the taxes.

Suggested motion, The assessor recommends granting the abatement as indicated in regard to an agreement between the town and the seller. Therefore, I move to approve the abatement of \$82.00 for Map 005, Lot 159-001.

Land Use Change Tax

Item B. This is a Land Use Tax release for Map 004 Lot 122-002 which no longer qualifies for Current Use due to the development of a residential building. Please be advised RSA 79-a:7 allows the municipalities to use the equalized assessed value as a basis for the land use change tax. In this case the assessed value change for the additional acreage to be removed is $\$135000/.744 = \$181,500$ (rounded).

Suggested Motion: The assessor has recommended releasing 2.0 acres of Map 004, Lot 122-002 from Current Use and issuing a Land Use Change tax in the amount of \$18,150.00. Therefore, I move to accept the recommendation of the assessor and release the acreage of Map 004, Lot 122-002 from Current Use and issue the Land Use Change Tax in the amount of \$18,150.00.

Item B-1. This is a Land Use Change Tax release for Map 007 Lot 072 which no longer qualifies for Current Use due to development of a condominium complex. Please be advised RSA 79-a:7 allows the municipalities to use the equalized assessed value as a basis for the land use change tax. In this case, the assessed value of the property that represents an approved 18 unit condominium development of 31.316 acres is \$912,500. In accordance with RSA 79-a:7, the equalized assessed value for this property is $\$912,500/.74 = \$1,233,100$ rounded resulting in a land use change tax of

\$123,310.00.

Suggested Motion: The assessor has recommended releasing 31.316 acres of Map 007, Lot 072 from Current Use, issuing a Land Use Change tax in the amount of \$123,310.00. Therefore, I move to accept the recommendation of the assessor and release the acreage of Map 007, Lot 072 from Current Use and issue the Land Use Change Tax in the amount of \$123,310.00.

Preliminary Equalization Ratio Study 2023

Item C. I am sending you this memo regarding the preliminary results of the 2023 equalization ratio study. The statistics are still acceptable. The median assessment to sale ratio is projected to be 74.4%. This is the statistic used for equalizing abatements, telecom values, current use and utility values. The weighted mean is 74.8%. This is the statistic used to determine apportionment. The coefficient of dispersion (COD) is projected to be 11%. The Assessing Standards Board (ASB) indicates a COD of 20 or less is acceptable. The price-related differential (PRD) is 1.02 which shows a slight bias to the higher valued properties in Amherst. The acceptable range is .98-1.03 as the ASB has determined.

The volume of sales has decreased year after year. One example is in 2022 before the interest rate hikes there were 242 sales used for the ratio study compared to 181 sales in 2023. Even though the volume of sales is down the values are up 3% since 2022. The median selling price in 2023 was \$552,000.

The final ratio study will be available in the first quarter of 2024. The attached sheet requires signatures from the Board of Assessors for the Department of Revenue to finalize the results.

I hope this explanation was helpful. If you have any questions, do not hesitate to contact me.

Todd Haywood, CNHA

BTLA Settlement

Item E. The attached BTLA Case Docket #30726-22PT had a settlement meeting between the taxpayer's attorney and the town assessor Todd Haywood, RES, CNHA on December 18, 2023, as ordered by the BTLA. This was an effort to effectively manage the BTLA's docket with the hope that there can be settlement of this matter prior to the scheduling of the hearing. The taxpayer supplied an appraisal completed by Gregory T. Curtis, MAI with Newmark Valuation and Advisory of Boston, MA, with a market value conclusion of \$14,400,000 as of April 1, 2022. The taxpayer, by its attorney has agreed to settle this matter if the parties agree to a market value that exceeds the value of their appraisal. The negotiated market value for this case is \$15,500,000 for the 2022 and 2023 tax years.

The main reason for the taxpayer's appeal is due to the rapid change in equalization ratio from 94.7% in 2021 to 80% in 2022. If we apply the 2022 equalization ratio of 80%

to the proposed \$15,500,000 appraisal, it would result in an assessed value of \$12,400,000. Using the same methodology for 2023, the projected 2023 ratio of 74% would indicate a market value of \$16,700,000 ($12,400,000 / .74$) which is nearly \$2 million greater than the taxpayer's 2022 appraised value of \$14,400,000.

The taxpayer further agrees not to appeal this property until there is another town-wide reassessment or the annual equalization ratio drops below 70%.

Suggested Motion: Grant

The Assessor recommends accepting the settlement assessment of \$12,400,000 for 2022 and 2023 tax years as stated in the memo and grant an abatement of \$65,503.00 for 2022 and \$67,828.00 for 2023. Therefore, I move to accept the settlement and grant the abatement as stated on Map 002, Lot 066-001.

Suggested Motion: Deny

Therefore, I move to deny the recommended settlement from the Assessor, and deny the settlement for Map 002, Lot 066-001.

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
- 7. Item B-1 Confidential

8. Item C Confidential
9. Item E Confidential



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AP, payroll and minutes
Meeting Date: January 22, 2024

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Payroll

PR1~ I move to approve one (1) Payroll Manifest in the amount of \$254,249.74 dated January 11, 2024, subject to review and audit.

Accounts Payable

AP1 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$22,198.50 dated December 31, 2023, subject to review and audit. (NH DMV)

AP2 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$3,789.37 dated January 5, 2024, subject to review and audit. (Vendors)

AP3 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$3,176,201.00 dated January 8, 2024, subject to review and audit. (Vendors)

AP4 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$179,182.55 dated January 18, 2024, subject to review and audit. (Vendors)

Minutes

~ I move to approve the Board of Selectmen meeting minutes of December 29, 2023.

~ I move to approve the Board of Selectmen meeting minutes of January 8, 2024.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2023.12.29 BOS_DRAFT - WRS Tracked Changes
2. 2024.01.08 BOS_DRAFT - WRS Tracked Changes



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Friday, December 29, 2023, 4:00PM

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

3

4 **1. Call to Order**

5 Chairman Peter Lyon called the meeting to order at 4:00 p.m.

6

7 **2. Pledge of Allegiance** – led by Chairman Lyon.

8

9 **3. Citizen's Forum**

10

11 None at this time.

12

13 **4. Administration**

14

15 **4.1. FY25 Town Operating Budget Draft #5, with FY25 Revenue, FY25 BLCS**

16

17 **Operating Budget, and FY25 Default Budget**

18 Debbie Bender, Finance Director, reviewed draft #5 of the FY25 budget with the Board. She
19 explained that the expense budget has not changed from the previous draft. Regarding the
20 revenue budget, the default budget is approximately \$16,668,750. This is an increase over the
21 FY24 adopted budget of \$778,840 and a decrease from the FY25 proposed budget of
22 \$631,030. She reviewed a few reductions made in this draft.

23

24 There was discussion regarding removing funding from the Fire Protective Clothing line item
25 and Breathing Apparatus line item in order to make up for a proposed increase in the 42-15
26 line item for call firefighters.

27

28 The Board discussed that the proposed \$20,000 funding for multimodal items has been
29 removed from the DPW's budget completely.

30

31 Selectman Stoughton stated that he is okay with the proposed increase in the call firefighter
32 wage line but has concerns regarding reducing other Fire Department line items to cover this.
33 Regarding the multimodal funds for a proposed bridge, he has not heard enough information
34 on this item in order to approve funding for a \$100,000 bridge that leads nowhere. He would
35 like to hear a full estimate and proposal for this, along with why the funding it needed now.

36

37 Selectman D'Angelo noted that the Bicycle & Pedestrian Advisory Committee originally
38 requested \$35,000 for this project. The Board reduced that to \$20,000 and is now proposing
\$0 in funding. The Board has never placed any money into the budget in order to support the

39 Committee with its charge. He agreed that more information on the bridge is needed, but if no
40 money is placed into the budget for this line item, the Committee will not be able to present a
41 requested expenditure for it in the future.

42

43 Selectman Pray explained that the \$20,000 request was for a 20% march for a grant
44 application of the Committee's. She is unclear why the request is needed this year specifically
45 and is not inclined to support the budget item without more information. The Committee
46 could choose to apply to this grant in a later year.

47

48 Eric Slosek, DPW Director, explained that the Committee is proposing to apply for an RTP
49 grant, which is available annually.

50

51 Town Administrator Shankle noted that he received a call today regarding a private donation
52 toward the grant application matching amount.

53

54 Chris Buchanan, Chair of the Bicycle & Pedestrian Advisory Committee, explained that the
55 proposed bridge has a 40' span. While the bridge would accommodate the weight of an
56 ambulance, it is the necessary width of the bridge and type of material to be built from, that
57 allow this to occur. He consulted with the Amherst Conservation Commission, who stated that
58 the bridge could not be built without professional intervention due to its width. The
59 Committee used a referral from DPW to consult a bridge maker in order to receive a quote.
60 He noted that the grant funds 80% of the project. The Committee has \$10,000 of the matching
61 funds committed and is seeking the gap amount through budget funding.

62

63 The Board took a straw poll regarding placing \$10,000 in the budget for the grant match in
64 order to construct a bridge. Selectman D'Angelo was in favor; all else were against.

65

66 The Board discussed cutting funds from the Fire Protective Clothing line item and Breathing
67 Apparatus line item in order to make up for a proposed increase in the 42-15 line item for call
68 firefighters and decided against making those cuts.

69

70 Selectman D'Angelo noted federal government has just given the Armed Forces a 5.2%
71 COLA, as well as the civilian federal workforce, a 5.2% COLA. The Town is offering a 3.5%
72 COLA and shortchanged the workforce by 1% on the COLA last year. He asked if there is
73 any interest in increasing the proposed 3.5% COLA to 4.5%. Selectman Stoughton stated that
74 it is a 3.5% COLA and a 2% step increase, leading to a 5.5% increase in pay. Selectman
75 D'Angelo asked if a step increase is being considered as a substitute for a COLA. Selectman
76 Stoughton stated that the Town has been very aggressive this year at increasing pay to make it
77 competitive with surrounding towns. He does not believe that the Town is shortchanging its
78 workforce and instead revamping the step system starting January 1st to allow for an increase.
79 He stated that it does not matter which labels are placed on the step increases and COLA, in
80 the end it is still a 5.5% increase. There was no interest on behalf of the other Board members
81 to consider an increased COLA amount at this time.

82

83 Debbie Bender discussed the changes made to the revenue side of the budget. The Meals &
84 Rooms Tax increased from \$850,000 to \$900,000. This seems to be a reasonable forecast. The

85 landfill revenue saw an increase of approximately \$5,600. The interest on investments for
86 FY25 is projected at \$365,000.

87
88 Chairman Lyon noted that the Baboosic Lake Community Septic System Enterprise Fund,
89 though it does not involve tax dollars, needs to be included on the warrant. Debbie Bender
90 agreed. She noted that this budget was increase significantly this year and the DPW is
91 currently working on the calculation.

92 **4.2. Warrant Articles**

93
94
95 The Board discussed the proposed warrant articles.

96
97 Regarding the Police Union contract, the tentative agreement is an increase of 16% for
98 patrolmen and 15% for sergeants in the first year, a 4% increase for all in the second year, and
99 a 3% increase for all in the third year. Debbie Bender noted that it is unclear as to how many
100 in the Union will stay with the existing health plan and what the buyback will then cost.

101
102 Town Administrator Shankle explained that, during negotiations, facts were presented that,
103 without the proposed 16%/15% increase in the first year, Amherst will not be able to keep up
104 with neighboring towns. Without this increase, an officer could leave for a different town and
105 get a raise of somewhere between \$10,000-\$12,000. The Department has gone from hundreds
106 of applicants for positions in past years, to handfuls of applicants. This is an important step to
107 fairly compensate the Town's officers. Chairman Lyon noted that the Union is also coming
108 off a four-year contract that saw a 2% COLA each year. Town Administrator Shankle noted
109 that one side or the other likely should have considered renegotiating that contract.

110
111 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to*
112 *approve the tentative collective bargaining agreement reached between negotiators for the*
113 *Town and the Amherst Police Department Employees, AFSCME Local 3657, which covers the*
114 *period between July 1, 2024, through June 30, 2027, subject to Town Meeting approval of a*
115 *warrant article to approve the cost items in said agreement.*

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

117
118 The Board discussed the proposed stormwater planning loan warrant article. Eric Slosek
119 explained that it would be a great benefit to the Town to place this item on the warrant this
120 year. If this is delayed, certain MS4 projects will likely also be delayed. If the Board agrees to
121 place this on the warrant, it is still in complete control of the loan and expending the funds, if
122 received. There is no risk to putting this on the warrant. Chairman Lyon noted that, if placed
123 on the warrant, the Town will have to raise and appropriate funds for the loan, as the language
124 is currently written. The existing language seeks to raise and appropriate the funds necessary
125 for the entire value of the loan. This funding will need to be raised from taxes, even if it is not
126 necessarily spent. Joe Jordan, Assistant DPW Director, explained that, if this item is not
127 placed on the warrant this year, the Town's loan application will not be considered. Debbie
128 Bender noted that the language for this article has not yet gone before Town Counsel or the
129 DRA. Staff agreed to continue to work on the language for this article and determine if a
130 separate public hearing is needed to place it on the warrant.

131

132 Chairman Lyon explained that Town Counsel agreed that there could be a non-binding
133 referendum article to get a sense of the voters regarding the potential rail trail project with a
134 match from the State as part of its 10-Year Plan. Depending on the outcome of this article, it
135 would then be up to the Town to fund the match amount. Selectman Stoughton stated that he
136 would like to make sure the language in the Voter's Guide for this is clear that funding will be
137 needed for a match up to \$336,000 as the Bicycle & Pedestrian Advisory Committee is also
138 trying to raise funds through private donations.

139
140 Tom Silvia made a presentation to the Board. He explained that the Board is currently
141 reviewing a budget with an 8.9% increase over last year's budget. He noted that the beginning
142 budget amount and the assumption that this number was correct could be an issue to review.
143 He compared Amherst to other local municipalities. Regarding the overall town tax amount,
144 the amount that taxpayers are asked to pay for a municipal expenditures seems to have a high
145 correlation to the population of the town. The average sized town in New Hampshire contains
146 5,900 people with a budget of roughly \$6M, leading to a per capita cost of \$1,054. Amherst is
147 only spending \$854 per capita. This reflects all of the work that people have done over the
148 decades to watch the Town's budgetary costs. Amherst's budget is close to \$2.4M higher than
149 the average town budget in New Hampshire. Citizens of Amherst from a fiscal perspective are
150 paying below average municipal taxes. Regarding the per capita tax rate versus the appraised
151 values of a town, Amherst is in a tremendous position. The average valuation for a tax
152 calculation purpose in New Hampshire is \$1.1B and Amherst is at \$2.4B. Amherst is in the
153 90th percentile of towns in terms of value of the geography of the town. Amherst has a tax
154 base with a lot of wealth in its valuation. Regarding median household income, Amherst has
155 the third highest median household income in New Hampshire. Amherst's median income is
156 \$127,000, 75% higher than the average median income of \$72,000 in the State. The actual
157 wealth of the citizens of a town. does not influence the taxes they pay. There is actually a
158 slight negative correlation. The tax rates in Amherst are relatively low and its citizens seem to
159 be able to afford to pay more. He noted that these are all averages and do not represent all
160 citizens of Amherst.

161
162 Tom Silvia stated that he reviewed the change in the tax amount in Town from 2000 through
163 2022 versus inflation. Over the last couple of years, the data shows that the Town has had
164 trouble keeping up with inflation. The Town is currently approximately 15% behind the
165 inflation rate over the last ten years, representing approximately \$1.5M. This may partially be
166 a reason that the Town feels it is trying to play catch up this year with the budget. The Town
167 budget has outpaced inflation. Since the beginning of 2000, the Town budget is 76% higher
168 than inflation. In reviewing all of this data, he believes that an 8.9% increase in the budget for
169 FY25 is appropriate.

170
171 The Board discussed the proposed allocation from the unassigned fund balance. Selectman
172 Stoughton stated that an allocation of \$750,000 would lead to a 7.3% unassigned fund balance
173 for next year. He stated that he would not recommend increasing this amount to \$800,000-
174 \$850,000 at this time. Selectman Pray agreed with leaving the allocation at \$750,000 at this
175 time.

176
177 Diane Layton, Ways & Means Committee, asked if there are mechanisms to communicate the
178 views of the School District budget to the Board of Selectmen. Chairman Lyon stated that this

179 has not been done in the past. Selectman Stoughton stated that the School Boards are also
180 responsible to the voters and the taxpayers should hear directly from them.

181

182 **5. Adjournment**

183

184 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to*
185 *adjourn the meeting at 5:38pm.*

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

187

188 **NEXT MEETING: January 8, 2023**

189

190

191

Selectman Bill Stoughton

Date



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Monday, January 8, 2024, 6:30PM

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

3 4 **1. Call to Order**

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

6 7 **2. Pledge of Allegiance** – led by Selectman Pray.

8 9 **3. Citizen's Forum**

10 None at this time.

11 12 **4. Public Budget Hearing: Pursuant to New Hampshire RSA 32:5, I, the Amherst** 13 **Board of Selectmen hereby announces to the citizens of Amherst the convening** 14 **of a Public Hearing to take input on the proposed FY25 Town Operating** 15 **Budget, bonds and notes, and proposed warrant articles.**

16 17 **4.1. 2024 Warrant, FY25 Proposed Operating Budget, FY25 Revenue, FY25** 18 **Baboosic Lake Community Septic Operating Budget, and the FY25 Default** 19 **Budget**

20
21 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to enter*
22 *into a Public Hearing Pursuant to RSA 32:5, I, regarding the Town Operating Budget, bond*
23 *and notes, and proposed Warrant Articles.*

24 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;*
25 *5-0-0; motion carried unanimously.*

26
27 Chairman Lyon read Warrant Article 21 into the record:

28
29 **ARTICLE 21:** *To choose all necessary Town Officers for the ensuing terms as follows:*

30 *2 Selectmen for 3 Years*

31 *1 Town Moderator for 2 Years*

32 *1 Cemetery Trustee for 3 Years*

33 *1 Trustee of the Trust Funds for 3 Years*

34 *2 Zoning Board of Adjustment Members for 3 Years*

35 *2 Planning Board Members for 3 Years*

36 *2 Library Trustees for 3 Years*

37 *1 Supervisor of the Checklist*

38

39 Chairman Lyon read Warrant Article 22 into the record:

40

41 **ARTICLE 22: Operating Budget**

42 *Shall the Town vote to raise and appropriate as an operating budget, not including*
43 *appropriations by special warrant articles and other appropriations voted separately, the*
44 *amounts set forth on the budget posted with the warrant or as amended by vote of the first*
45 *session, for the purposes set forth herein, totaling \$17,299,780. Should this article be defeated*
46 *the default budget shall be \$16,471,990 which is the same as last year with certain*
47 *adjustments required by previous action of the Town or by law; or the governing body may*
48 *hold one special meeting in accordance with RSA 40:13 X and XVI to take up the issue of a*
49 *revised operating budget only. This operating budget warrant article does not include*
50 *appropriations contained in any other warrant article. (Tax Impact = \$4.41) (Majority vote*
51 *required)*

52

53 Andrew Pataky, Ways & Means Committee, asked about the \$40,000 proposed to be removed
54 from the Fire Department Equipment warrant article. Chairman Lyon explained that Board
55 members sat with the Fire Chief and reviewed the vehicle and equipment repair/replacement
56 spreadsheet. It was determined that the originally proposed \$257,000 would be adequate to
57 handle future items, aside from the tower truck, at this time.

58

59 Selectman D'Angelo read Warrant Article 23 into the record.

60

61 **ARTICLE 23: Contingency Fund**

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

68

69 Selectman D'Angelo read Warrant Article 24 into the record.

70

71 **ARTICLE 24: Baboosic Lake Septic Operating Budget**

72 *Shall the Town vote to raise and appropriate the sum of \$104,200, for operating and*
73 *maintaining the Baboosic Lake Septic System for the ensuing year, said sum is to be offset by*
74 *user fees. Should this article be defeated the default budget shall be \$69,040, which is the*
75 *same as last year with certain adjustments required by previous action of the Town or by law.*
76 *(Tax Impact = \$0.00) (Majority vote required)*

77

78 Selectman D'Angelo read Warrant Article 25 into the record.

79

80 **ARTICLE 25: Communications Center Capital Reserve Fund**

81 *Shall the Town vote to raise and appropriate the sum of forty thousand dollars (\$40,000) to*
82 *be added to the Communications Center Capital Reserve Fund, previously established. (Tax*
83 *Impact = \$0.02) (Majority vote required)*

84

85 Selectman D'Angelo read Warrant Article 26 into the record.

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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 = \$0.01) (Majority vote required)

Selectman Stoughton read Warrant Article 27 into the record.

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 = \$0.10) (Majority vote required)

Selectman Stoughton explained that the Board believed it to be prudent to increase this CRF by \$50,000 this year, in order to address additional work on Town bridges that may not be covered by the State but still need to be worked on.

Selectman Stoughton read Warrant Article 28 into the record.

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 fifty-seven thousand dollars (\$257,000) to be added to the Fire Rescue Vehicle and Equipment Purchase and Repair Capital Reserve Fund, previously established. (Tax Impact = \$0.11) (Majority vote required)

Selectman Stoughton explained that the Board originally believed that this CRF would need to be increased to \$297,000. Board members sat with the Fire Chief to review every capital vehicle and equipment maintenance/repair/replacement item for the next 40 years but focusing heavily on the upcoming ten years to obtain a new baseline. A replacement tower truck, estimated at \$1.75M cannot be covered by the existing CRF as it is currently being funded. This funding could be borrowed through other means, but the Board decided to first have a thorough inspection of the existing tower truck completed to determine if it could be refurbished instead of replaced. This inspection will be completed over the next year and funded through the existing CRF. There is enough money in the CRF to fund this inspection and other non-tower truck purchases for the next number of years. There is a lead time of approximately two years for a replacement tower truck.

Selectman Stoughton read Warrant Article 29 into the record.

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 = \$0.05) (Majority vote required)

132 Selectman Stoughton explained that the Town spends approximately \$180,000 each year in
133 the budget for this equipment. The \$120,000 CRF was established to deal with any peaks and
134 valleys of needed funding. Due to inflation, the Board will need to consider increasing this
135 CRF and the budget for this equipment next year. He noted that the Board has asked all
136 Department Heads to move their equipment spreadsheet review up into the Strategic Plan
137 process.

138
139 Selectman Pray read Warrant Article 30 into the record.

140
141 **ARTICLE 30: Amherst Multimodal Facilities Capital Reserve Fund**
142 *Shall the Town vote to raise and appropriate the sum of seventy-five thousand dollars*
143 *(\$75,000) to be added to the Amherst Multimodal Facilities Capital Reserve Fund, previously*
144 *established. (Tax Impact = \$0.03) (Majority vote required)*

145
146 Selectman Pray read Warrant Article 31 into the record.

147
148 **ARTICLE 31: Police Union Contract**
149 *Shall the Town vote to approve the cost items in a three (3) year collective bargaining*
150 *agreement (beginning July 1, 2024 through June 30, 2027) reached between the Board of*
151 *Selectmen and the American Federation of State, County, and Municipal Employees Local*
152 *3657 (Police Union) and further to raise and appropriate the sum of, two hundred thirty-eight*
153 *thousand nine hundred dollars (\$238,900) for the First Year FY25, such sum representing the*
154 *additional costs attributable to the increase in salaries and benefits over those of the current*
155 *appropriation. Increase in Year Two (2) FY26 \$71,100 and Year Three (3) FY27 \$55,500.*
156 *(Tax Impact: Year 1 \$0.09)*
157 *(Tax Impact: Year 2 \$0.03)*
158 *(Tax Impact: Year 3 \$0.02)*
159 *(Majority vote required)*

160
161 Selectman Pray explained that the previous Union contract only included a 2% COLA over
162 the years and this new contract looks to try to offset this into the future. The Town needs to be
163 able to hire new officers and keep its existing ones. This contract should put the Town in a
164 better position and gives existing employees the money they deserve.

165
166 Selectman Pray read Warrant Article 32 into the record.

167
168 **ARTICLE 32: Special Meeting for Defeated/Amended Collective Bargaining Agreement**
169 *Shall the town, if Article #31 is defeated, authorize the governing body to call one special*
170 *meeting, at its option, to address Article #31 cost items only? (This article has no tax impact.)*
171 *(Majority vote required)*

172
173 Chairman Lyon explained that, if Article 31 fails, the Town will go back to the negotiating
174 table with the Union to try to agree on a new contract. This new contract would then be
175 brought to a Special Meeting for a vote.

176
177 Selectman Stoughton read Warrant Article 33 into the record.

178

179 **ARTICLE 33: Community Power**

180 *Shall the Town vote to adopt the Amherst Community Power Plan, which authorizes the*
181 *Board of Selectmen to develop and implement Amherst Community Power as described*
182 *therein (pursuant to RSA 53-E:7). (No Tax impact) (Majority vote required)*
183

184 Selectman Stoughton explained that over 50 towns in the State have developed community
185 power plans to try to obtain cheaper electric rates than currently offered by Eversource. These
186 include consumer protections, as there is no fee to get into or out of the plan. The idea is to
187 pool the electricity usage of the Town in order to convince suppliers to give the Town a better
188 rate. The cost is borne by those who enter the program. The program will not be launched
189 unless a cheaper rate than the current Eversource rate at that time can be obtained.
190

191 Chairman Lyon read Warrant Article 34 into the record.
192

193 **ARTICLE 34: Stormwater Planning CWSRF Loan**

194 *Shall the Town vote to raise and appropriate the sum of one hundred thousand dollars*
195 *(\$100,000) (gross budget) for the purpose of stormwater planning work relative to*
196 *management of the municipal storm drain system in accordance with the 2017 NH Small MS4*
197 *General Permit (“the Project”), and to authorize the issuance of not more than \$100,000 of*
198 *bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33, as*
199 *amended); to authorize the Board of Selectmen to issue and negotiate such bonds or notes and*
200 *to determine the date, maturities, interest rate, and other details of such bonds or note: and to*
201 *authorize the Board of Selectmen to apply for, accept, and expend any federal, state, or*
202 *private funds that may become available in respect of the Project to reduce the amount that*
203 *must be bonded or to pay debt service on such bonds or notes including but not limited to a*
204 *Clean Water State Revolving Fund (CWSRF) loan? The Town anticipates that repayment of*
205 *the CWSRF loan may include up to 100% principal forgiveness. (No Tax impact) (Majority*
206 *vote required).*
207

208 DPW Director, Eric Slosek, explained that this loan application needs to be submitted by the
209 Town in June. The Town will be notified if it will be awarded the loan in August/September.
210 He spoke with an engineer who noted that in New Hampshire most loans are granted 100%
211 forgiveness of up to \$100,000. An appropriation is requested through this Article, but this
212 does not obligate the Board to then apply for the loan funding. There will be no tax impact
213 until the loan is awarded and the Board makes a final decision to accept the funds.
214

215 Chairman Lyon noted that Town Counsel has stated that this item does not require a separate
216 public hearing process, as the request is not for more than \$100,000. Town Counsel also
217 reviewed the Article language and believes it is sufficient.
218

219 Finance Director, Debbie Bender, explained that the proposed tax impact is \$0 due to the fact
220 that the \$100,000 expense applied for will be covered by the bond revenue. There will be a tax
221 impact next year, as the Town begins to pay back the bond.
222

223 Selectman Stoughton stated that he would like more information about this item prior to the
224 Deliberative Session in order to explain this to the voters. He explained that this funding is to
225 be used for planning only.

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In response to a question from Selectman Stoughton, DPW Director Slosek explained that this \$100,000 is not intended to replace funds in the budget for the MS-4 items. The DPW originally proposed a higher budget for this line item, which the Board decided to reduce. This funding would be used to supplement that amount. There is more work needed than the phosphorus control plan in order to bring the Town into MS-4 compliance.

Selectman Stoughton noted that Merrimack applied for and was granted this loan and used it for a Baboosic Lake Drainage Study. He suggested that the DPW speak with Merrimack regarding the process in order to detail this experience to the voters.

Selectman D'Angelo explained that the DPW originally requested \$362,000 in the budget to handle MS-4 and stormwater items. The Board decided to reduce this by \$250,000. This loan is being proposed to offset that shortfall. This may allow for additional planning work in the first year to try to meet the State requirements. He would like to know if there are any caveats on this loan.

In response to a question from Selectman Pray, DPW Director Slosek noted that there are approximately \$800,000 or more in looming fees for MS-4 compliance. Selectman Pray stated that she is okay with applying for this loan but would like to see specific plans for the funds if awarded.

Chairman Lyon read Warrant Article 35

ARTICLE 35: Rail Trail Referendum

To see if the town is in favor, in the future, of raising and appropriating the total amount of \$336,000 over three successive fiscal years (2026, 2027, and 2028) to serve as the required match for a New Hampshire Department Of Transportation grant for a new rail trail to be located from Baboosic Lake Road to Walnut Hill Road with construction to begin in 2027 and expected completion in 2029. The DOT grant requires a 20% match from the Town; the DOT is offering to provide a grant in the amount of \$1.346M. If supported by the voters, the Board of Selectmen will enter into an agreement with DOT and will come back to the voters with a request for funding at a future town meeting. (Advisory only) (No Tax impact) (Majority vote required). into the record.

Wendy Rannenberg, Ways & Means, noted that the language shown on the screen during the meeting does not match that in the written warrant.

A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to amend Article 35 to read "up to \$336,000" and to include either "NH" or "New Hampshire" before each mention of DOT, and to replace this language in the printed version of the Warrant.

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

The Board took votes on support for each Warrant Article and moving it forward to the Deliberative Session.

273
274 *The Board voted to support Warrant Article 22.*
275 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
276 *5-0-0; motion carried unanimously.*
277
278 *The Board voted to move Warrant Article 22 to Deliberative Session .*
279 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
280 *5-0-0; motion carried unanimously.*
281
282 *The Board voted to support Warrant Article 23.*
283 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
284 *5-0-0; motion carried unanimously.*
285
286 *The Board voted to move Warrant Article 23 to Deliberative Session .*
287 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
288 *5-0-0; motion carried unanimously.*
289
290 *The Board voted to support Warrant Article 24.*
291 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
292 *5-0-0; motion carried unanimously.*
293
294 *The Board voted to move Warrant Article 24 to Deliberative Session .*
295 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
296 *5-0-0; motion carried unanimously.*
297
298 *The Board voted to support Warrant Article 25.*
299 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
300 *5-0-0; motion carried unanimously.*
301
302 *The Board voted to move Warrant Article 25 to Deliberative Session .*
303 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
304 *5-0-0; motion carried unanimously.*
305
306 *The Board voted to support Warrant Article 26.*
307 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
308 *5-0-0; motion carried unanimously.*
309
310 *The Board voted to move Warrant Article 26 to Deliberative Session .*
311 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
312 *5-0-0; motion carried unanimously.*
313
314 *The Board voted to support Warrant Article 27.*
315 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
316 *5-0-0; motion carried unanimously.*
317
318 *The Board voted to move Warrant Article 27 to Deliberative Session .*
319 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*

320 5-0-0; motion carried unanimously.
321
322 The Board voted to support Warrant Article 28.
323 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;
324 5-0-0; motion carried unanimously.
325
326 The Board voted to move Warrant Article 28 to Deliberative Session .
327 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;
328 5-0-0; motion carried unanimously.
329
330 The Board voted to support Warrant Article 29.
331 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;
332 5-0-0; motion carried unanimously.
333
334 The Board voted to move Warrant Article 29 to Deliberative Session .
335 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;
336 5-0-0; motion carried unanimously.
337
338 The Board voted to support Warrant Article 30.
339 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;
340 5-0-0; motion carried unanimously.
341
342 The Board voted to move Warrant Article 30 to Deliberative Session .
343 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;
344 5-0-0; motion carried unanimously.
345
346 The Board voted to support Warrant Article 31.
347 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;
348 5-0-0; motion carried unanimously.
349
350 The Board voted to move Warrant Article 31 to Deliberative Session .
351 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;
352 5-0-0; motion carried unanimously.
353
354 The Board voted to support Warrant Article 32.
355 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;
356 5-0-0; motion carried unanimously.
357
358 The Board voted to move Warrant Article 32 to Deliberative Session .
359 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;
360 5-0-0; motion carried unanimously.
361
362 The Board voted to support Warrant Article 33.
363 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;
364 5-0-0; motion carried unanimously.
365
366 The Board voted to move Warrant Article 33 to Deliberative Session .

367 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
368 *5-0-0; motion carried unanimously.*

369
370 *The Board voted to support Warrant Article 34.*

371 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
372 *5-0-0; motion carried unanimously.*

373
374 *The Board voted to move Warrant Article 34 to Deliberative Session .*

375 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
376 *5-0-0; motion carried unanimously.*

377
378 *The Board voted to support Warrant Article 35.*

379 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
380 *5-0-0; motion carried unanimously.*

381
382 *The Board voted to move Warrant Article 35 to Deliberative Session .*

383 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
384 *5-0-0; motion carried unanimously.*

385
386 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to exit the*
387 *Public Hearing.*

388 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
389 *5-0-0; motion carried unanimously.*

390
391 **5. Administration**

392 **5.1. Public Hearing, pursuant to New Hampshire RSA 41:14-a, Acquisition or**
393 **Sale of Land, Buildings, or Both; Demolition or Disposal of Buildings.**

394
395 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Stoughton to*
396 *enter into a Public Hearing pursuant to New Hampshire RSA 41:14-a.*

397 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
398 *5-0-0; motion carried unanimously.*

399
400 Chairman Lyon explained that the sale of Map Lot 25-28 is being proposed in order to settle a
401 claim of alleged trespass regarding a leak in the Baboosic Lake Community Septic System
402 onto a property. The Board has worked to close this claim and resolve it by selling Lot 25-28
403 to the Houveners. This property is 0.11 acres and has an assessed value of \$1,100. If
404 approved, this property will be sold to the Houveners for the assessed value. The Planning
405 Board, Conservation Commission, and Heritage Commission have all reviewed this proposal
406 and recommended moving forward with it.

407
408 There was no public comment at this time.

409
410 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Stoughton to*
411 *close the Public Hearing.*

412 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
413 *5-0-0; motion carried unanimously.*

414
415 Chairman Lyon noted that the Board will hold another public hearing on this item on January
416 22nd and then vote on it.

417
418 Chairman Lyon explained that the next item deals with three easements at 248 Boston Post
419 Road. One of these is a temporary trail access easement, another is a trail easement, and the
420 third is a drainage easement. This deals with Map Lots 3-60-2 and 3-60-3.

421
422 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to enter*
423 *into a Public Hearing pursuant to New Hampshire RSA 41:14-a.*

424 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;*
425 *5-0-0; motion carried unanimously.*

426
427 There was no public comment at this time.

428
429 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to close*
430 *the Public Hearing.*

431 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;*
432 *5-0-0; motion carried unanimously.*

433
434 Chairman Lyon noted that the Board will hold another public hearing on this item on January
435 22nd and then vote on it.

436
437 **5.2. Public Hearing, pursuant to RSA 31:95-b: III (a), for unanticipated moneys**
438 **in the amount of \$10,000 or more**

439
440 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to enter*
441 *into a Public Hearing pursuant to RSA 31:95-b: III (a).*

442 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;*
443 *5-0-0; motion carried unanimously.*

444
445 Chairman Lyon explained that this item deals with unanticipated revenue from the New
446 Hampshire Department of Safety for body worn cameras. This is in the amount of \$15,194.08.
447 This is a partial reimbursement for the Town's body worn cameras. Secondly, there is an
448 additional amount of unexpected bridge aid money coming from New Hampshire DOT in the
449 amount of \$71,975.65.

450
451 There was no public comment at this time.

452
453 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to close*
454 *the Public Hearing.*

455 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;*
456 *5-0-0; motion carried unanimously.*

457
458 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
459 *accept and expend the additional unanticipated revenue of \$15,194.08*

460 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;*

461 5-0-0; motion carried unanimously.

462

463 A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to
464 accept and expend the additional unanticipated bridge aid revenue of \$71,975.65.

465 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;

466 5-0-0; motion carried unanimously.

467

468 **5.3. Public Hearing, pursuant to RSA 31:95-b: III (a), for unanticipated moneys**
469 **in the amount of \$10,000 or more**

470

471 *This item was previously addressed.*

472

473 **5.4. Administrative Updates**

474

475 Town Administrator Shankle explained that, regarding the Houvener item, a second parcel at
476 32 West Street was obtained via a quit claim deed which was received from Town Counsel
477 today. This is for the sale of Lot 25-29 for \$2,750. On the advice of Town Counsel, this item
478 was to be addressed separately from the other Lot. The release has been signed and executed
479 by the Houveners. *[Editor's note: Following the adjournment of the meeting, Town*
480 *Administrator Shankle noted he was mistaken in that the agreement anticipates signature of*
481 *the release upon completion of the real estate transfers.]*

482

483 A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to
484 sell Lot 25-29 for the sum of \$2,750 to the Houveners pursuant to the deed and execution of
485 that deed.

486 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;

487 5-0-0; motion carried unanimously.

488

489 Town Administrator Shankle explained that Sanborn Head has quoted \$10,400 for a workplan
490 presentation and scope of services for the proposed work at the Fire Station to deal with
491 remediation of the PFAS issue there. A draft workplan will be submitted to the Board 4-5
492 weeks after approval. The funding source for this will likely be ARPA. Sanborn Head has
493 estimated that the remediation of the site may cost approximately \$500,000-\$1M.

494

495 In response to a question from Selectman Stoughton, Town Administrator Shankle explained
496 that this is different from Sanborn Head's original task, as when the groundwater was tested
497 on the site it was determined that it was a larger problem than originally anticipated and
498 would require additional analysis, per the State.

499

500 Town Administrator Shankle explained that the Houveners would like to start work on the
501 parcels they own but, as the Town still owns some of these until the paperwork is complete,
502 the Houveners need the Town's signature as a co-applicant for shoreland work.

503

504 Bob Houvener explained that the DES application for work within the shoreland requires the
505 Town to cosign, due to the delay in the 41:14 process. Any work within 250' of the Lake
506 requires a permit from DES. The intention is to raze the existing building, remove all
507 contaminated soil, and rebuild a new house. This work has all been approved at the Town

508 level. All of the lots have been consolidated, per Town Counsel’s recommendation. There will
509 be no physical changes to the currently owned Town lot during this work. After the sale is
510 complete, a form will be mailed to DES, removing the Town’s name as a co-applicant on this
511 permit.

512

513 *Selectman Pray recused herself from the vote on this item.*

514

515 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D’Angelo to*
516 *authorize the Town Administrator to execute a Shoreland Permit application with the*
517 *Houveners with respect to Lots 25-28 and 25-29, expressly reserving the Town’s judgment as*
518 *to the merits of such application, and contingent on Town Counsel’s agreement to the*
519 *language.*

520 *Roll Call Vote: Lyon – aye; Grella – aye; D’Angelo – aye; Stoughton – aye;*
521 *4-0-0; motion carried unanimously.*

522

523 **5.5. BOS Action Items as of 12-29-23**

524

525 The Board reviewed its action items.

526

527 **6. Staff Reports**

528

529 **6.1 Re-Hire - Parks and Recreation Groundskeeper**

530

531 Craig Fraley explained that the Parks and Recreation Department would like to hire Roger
532 Landry as a full-time Groundskeeper to fill the vacant position. Mr. Landry has worked for the
533 Town in a few roles. There were four candidates for this position. A panel interviewed three
534 of the candidates and Mr. Landry was selected as the recommended candidate.

535

536 *A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to hire*
537 *Roger Landry as the full-time Parks and Recreation Groundskeeper at Step 4 Grade 5, \$22.15*
538 *per hour.*

539 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
540 *5-0-0; motion carried unanimously.*

541

542 **6.2. New Hire: Building Inspector/Code Enforcement officer/Deputy Health** 543 **Officer**

544

545 Community Development Director, Nic Strong, explained that Bob Clark comes with many
546 years of construction and home inspection experience. Recently he has been a part time
547 building inspector for two local towns. He was the top candidate after interviews.

548

549 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D’Angelo to*
550 *approve the hire of Robert Clark to the position of Building Inspector/ Code Enforcement*
551 *Officer/ Deputy Health Inspector, grade 15, Step 9 at \$38.28 an hour, effective January 22,*
552 *2024.*

553 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D’Angelo – aye; Stoughton – aye;*
554 *5-0-0; motion carried unanimously.*

555 **7. Approvals**
556 **7.1. Payroll, AP, and Minutes**

557
558 **Payroll**
559

560 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
561 *approve one (1) FY23 Payroll Manifest in the amount of \$1,412.91 dated December 28, 2023,*
562 *subject to review and audit.*
563 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;*
564 *5-0-0; motion carried unanimously.*
565

566 **Accounts Payable**
567

568 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
569 *approve one (1) FY23 Accounts Payable Manifest in the amount of*
570 *\$37,348.13 dated December 18, 2023, subject to review and audit. (NH DMV)*
571 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;*
572 *5-0-0; motion carried unanimously.*
573

574 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
575 *approve one (1) FY23 Accounts Payable Manifest in the amount of*
576 *\$327,111.19 dated December 21, 2023, subject to review and audit. (Vendors)*
577 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;*
578 *5-0-0; motion carried unanimously.*
579

580 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
581 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$318,500.66*
582 *dated January 4, 2024, subject to review and audit. (Vendors)*
583 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;*
584 *5-0-0; motion carried unanimously.*
585

586 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
587 *approve one (1) FY23 Accounts Payable Manifest in the amount of \$3,146,219.00*
588 *dated January 2, 2024, subject to review and audit. (Schools)*
589 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;*
590 *5-0-0; motion carried unanimously.*
591

592 **Minutes**
593

594 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
595 *approve the Board of Selectmen meeting minutes of December 11, 2023, as amended.*
596 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;*
597 *5-0-0; motion carried unanimously.*
598

599 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*
600 *approve the Board of Selectmen meeting minutes of December 15, 2023, as presented.*
601 *Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;*

602 5-0-0; motion carried unanimously.

603

604 A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to
605 approve the Board of Selectmen meeting minutes of December 18, 2023, as presented.

606 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;
607 5-0-0; motion carried unanimously.

608

609 **8. Action Items**

610 The Board reviewed its new action items.

611

612 **9. Old/New Business**

613 Selectman Grella noted that the spoke with someone in Town who is willing to help write
614 grants. Chairman Lyon stated that he would follow-up on this.

615

616 Chairman Lyon noted that the Deliberative Session would be recorded but that Zoom will not
617 be available.

618

619 Selectman D'Angelo stated that the School boards are holding their public hearings on their
620 agendas concurrently with this meeting.

621

622 Selectman Pray noted that there will be a celebration of the Town's birthday with cake on
623 January 18, 2024, from 4pm-5pm at Town Hall.

624

625 **12. Adjournment**

626

627 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
628 adjourn the meeting at 8:40pm.

629 Roll Call Vote: Lyon – aye; Grella – aye; Pray – aye; D'Angelo – aye; Stoughton – aye;
630 5-0-0; motion carried unanimously.

631

632 **NEXT MEETING: January 22, 2024**

633

634

635

Selectman Bill Stoughton

Date